

HOW TO PROCESS ADD CODES

- Note that there are different deadlines which vary according to each class depending on when the class meets and the session start and end dates. Below are some of the important deadlines:
 - Deadline to Receive, Process & Pay for Add Codes
 - Deadline to Drop Classes with No "W" recorded.
 - Deadline to Drop & be Eligible for Refund of Enrollment Fees &/or Non- Resident Tuition
 - Deadline to select Pass/No Pass option
 - Withdrawal Deadline - No Drops Accepted After This Date
- Note the [Important Deadlines](#) for each semester which can be accessed through the district website.
- Deadlines for specific courses can also be found in the class schedule. Click on the details box next to the class that you are interested in viewing. See below for an example:

The screenshot displays the 'CLASS SCHEDULE' for 'SAN DIEGO COMMUNITY COLLEGE DISTRICT'. The page title is 'PERG 120 - COLLEGE SUCCESS'. The course details panel includes the following information:

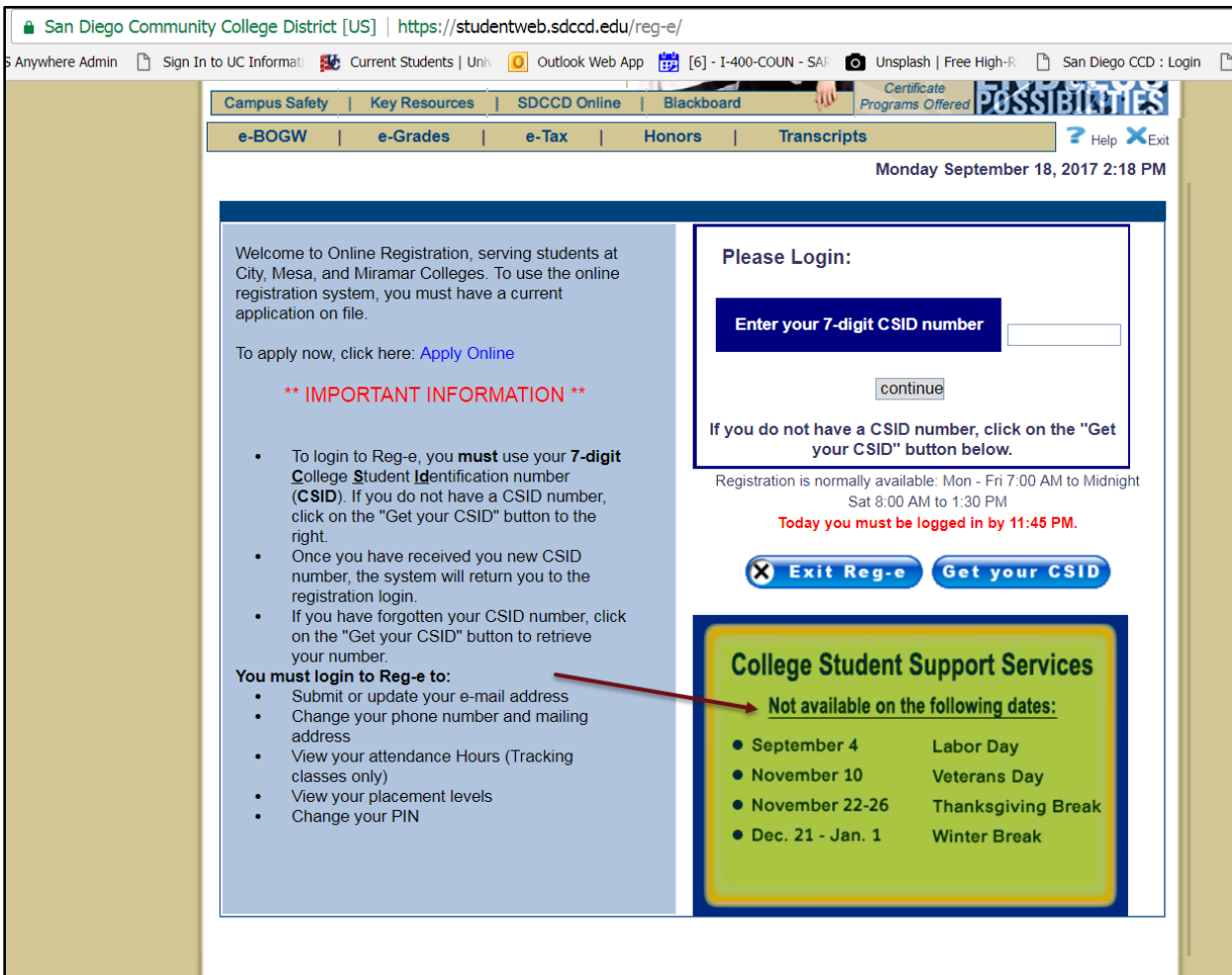
- CRN:** 26180
- Seats Available:** 0
- Instructor:** [REDACTED]
- Start Date:** 10-16-2017
- End Date:** 12-16-2017
- Weeks:** 008
- Status:** CLOSED MAY WAITLIST
- Students Waitlisted:** 003
- WaitList Seats Available:** 8

The 'IMPORTANT DEADLINES' section is highlighted in green and lists the following dates:

- Add:** 10-24-2017
- Drop with Refund:** 10-23-2017
- Drop without "W":** 10-24-2017
- Withdrawal:** 11-17-2017
- Pass/No Pass:** 10-31-2017

- Deadlines can be accessed in faculty web services in the calendar by your roster.
- Providing students with add codes does not mean that they are automatically enrolled in the class.
- To ensure that a student is enrolled in the class, they are responsible for doing the following:
 - Processing and paying by the deadline
 - Meeting the required pre and/or corequisites for the course

- Clear any issues with course repetition violations
- Ensure that there isn't a time conflict with another class
- All holds must be cleared prior to registering
- Note the ReG-E hours:
 - M-F from 7 AM to midnight – must be logged in by 11:45 pm
 - Saturday from 8 AM to 1:30 PM – must be logged in by 1:15 PM
 - Reg-e is closed during holidays and certain days before classes begin
 - Refer to the [Reg-e website](#) for details



Please Note: Late adds are not accepted.

Please note that students' names need to be on the roster to be officially enrolled. Check your rosters regularly to confirm official enrollment.