Faculty Add Code Generation Process

1. In WebAdvisor, click on the Add Code Request link.	**Faculty Information** WebAdvisor Class Roster Grading Search for Sections My Class Schedule Student profile Section Textbook Report Intranet Class Rosters (Excel Format) Faculty Student Drop Record Positive Attendance Hours Blackboard Access Publications Add Code Request
2. Select a term and click SUBMIT.	**Add Code Request** Select a term for section list Term 2011SU - Summer 2011 SUBMIT
3. Select a section and click SUBMIT.	**Add Code Request Section** Select section to generate Add Authorization Codes | Select	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
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○	ACCT-101-45602 Financial Accounting	06/13/11	07/06/11	2B	B-103	06:30PM - 09:55PM	MTW	SCC	2011SU
◉	ACCT-102-45605 Managerial Accounting	07/11/11	08/03/11	2B	B-103	06:30PM - 09:55PM	MTW	SCC	2011SU	 SUBMIT
4. Click on the link "Click here for PDF report" at the top of the page to generate codes. NOTE: The add codes are also listed at the bottom of this page in case you need to copy and paste them. See example below. Course Number ACCT-102- Section Number 45605 Add Codes (1) A6668 (5) A9525 (2) A3431 (6) A2869 (3) A9149 (7) A2767 (4) A1913 (8) A2257 Add Code Issue Date 07/11/2011 Add Code Start Date 06/19/2011 Add Code Expiraton Date 06/19/2011	**FACULTY** **Section Add Code Request** Click here for PDF report Course Section Number ACCT-102-45605 Title Managerial Accounting Description Managerial accounting for the business administration transfer student. Manufacturing and cost ac Standard costs, budgets, activity based costing, incremental analysis, segment reporting and cap Units 4.00 Term 2011SU Summer 2011 Term Start Date 07/11/2011 Term End Date 08/03/2011 Last Drop Date without 'W' 06/19/2011 Last Drop Date with 'W' 07/24/2011 Last Date to get Refund 07/13/2011 **Meeting Information** 07/11/2011-08/03/2011 Online Monday, Tuesday, Wednesday 06:30PM - 09:55PM, SCC B Building, Room B-103 0 Times to be AnnouncedSCC, Room WEB

5.

The Section Add Authorization Code page will be generated in a new browser window or tab in PDF format.

NOTES:
- Eight add codes will be created. More add codes can be created by repeating the add code generation process.

- The instructor has the option of handing out the numeric codes or handing out the cut outs.

- The add codes can <u>only</u> be used for the section listed.

- The add codes will expire at midnight on the Add Code Expiration Date, three days from the point of creation during the add period.

- Add codes do not work for co-requisite sections. Continue to use the paper add slips.

- The student is responsible for meeting all prerequisites and clearing all holds before adding.

- An add code will be disabled once submitted by the student. In the case a student makes a mistake, a new add code will have to be reissued.

Section Add Authorization Code

Course Section Number: ACCT-102-45605

Meeting Information: 07/11/2011-08/03/2011 Online Monday, Tuesday, Wednesday 06:30PM - 09:55PM, SCC B Building, Room B-103
07/11/2011-08/03/2011 Online Days to be Announced, Times to be AnnouncedSCC, Room WEB

Faculty Name: Bonnie D. Slager   Faculty E-mail Address: Slager_Bonnie@sccollege.edu

Faculty Information

- Distribute the Add Authorization Codes to the students you wish to add to your class.
- Add Authorization Code can be used only for the course section at the top of this form.
- Add Authorization Code will expire at midnight on the Add Code Expiration Date.
- Add Authorization Codes do not work for co-requisite classes.
- The student is responsible for meeting all prerequisites and clearing all holds before adding.
- An Add Authorization Code will be disabled once submitted by the student. In the case a student makes a mistake, a new Add Code will have to be reissued.

1. ACCT-102- 45605 **Add Code** A6668
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

5. ACCT-102- 45605 **Add Code** A9525
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

2. ACCT-102- 45605 **Add Code** A3431
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

6. ACCT-102- 45605 **Add Code** A2869
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

3. ACCT-102- 45605 **Add Code** A9149
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

7. ACCT-102- 45605 **Add Code** A2767
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

4. ACCT-102- 45605 **Add Code** A1913
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

8. ACCT-102- 45605 **Add Code** A2257
Add Code Expiration Date 06/19/2011
1. Log on to WebAdvisor and click on the "Add Code Registration" link.
2. Enter the section number (e.g. 29677) on the "Add Code Registration" page and click Submit.
3. Click OK to confirm the section to be added.
4. Enter your unique Add Authorization Code in the field provided and click Submit.

6.

Use the Print button to print the Section Add Authorization Code PDF page to take to your first class meeting.

NOTES:
- Please destroy add codes that were not distributed to students.
- It is recommended to keep a list of the students to whom you have given add codes.

Frequently Asked Questions

1. **When do the add codes work**?
   Add codes only work for the section's add period. For most sections this is the first two weeks of the term.

2. **How many add codes print to a sheet?**
   Add codes print eight to a sheet. The add code slips can be cut and handed out to the students or the numeric code can be given. It is recommended you keep a list of the students you handed the codes to.

3. **Can additional add codes be printed?**
   Yes. Additional add codes can be printed by following the same add code generation procedure. They print eight at a time.

4. **What do faculty do with the add codes that are not used?**
   Please destroy the add codes that have not been distributed to a student.

5. **How long do students have to register online?**
   Students usually have up to three days to register online before the add code expires, if the add period allows for it. Some sections add periods maybe shortened or limited to one day. The end date of the add period is the absolute cutoff for each respective add code.
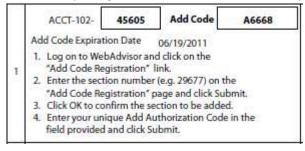
6. **How can I use this add code process if my section is completely online?**
   There are a couple of methods online faculty can use to distribute add codes:
     A. Copy and paste the numeric add code from the WebAdvisor Section Add Code Request (step 4 above) page onto an email. The eight add codes are listed at the bottom.
     B. Copy and paste the numeric add code from the PDF onto to an email.
     C. Use a screen capture tool (like FastStone Capture at www.faststone.org) and copy and paste the individual add code slip images on to an email like the example below.

7. **How soon can faculty print their add codes?**
   It is highly recommended to print out the add codes the day before or the day of the class session during the add period. The reason for this is to control the add code expiration date. Faculty may have to generate add codes more than once during the add period if the duration between class sessions is long so as to avoid handing out expired add codes.

8. **Are add codes reusable?**
   The add codes are unique per section and term. Once used by the student, it cannot not be used again.

9. **What if the student makes a mistake when trying to register online with an add code?**
   The add code can only be used once. If the student makes a mistake or does not pass the prerequisite or registration rules then the add code will not work again. The student will need to ask their instructor for another add code to try again, assuming they have cleared up their holds or pass the prerequisites.

10. **Can add codes be issued to a student past the section's add period?**
    No. Add codes cannot be issued past the section's add period. In those rare cases where a student needs to be added after the fact, the A&R office must be contacted.

11. **Do add codes work for co-requisite sections?**
    No. Add codes will not work for co-requisite sections. Paper add cards will still have to be used and submitted to A&R.

12. **How do I know what the add period is for my section?**
    In WebAdvisor, access your class schedule and click on the section title link to open the Section Information page. The add period start and end dates are highlighted below. Typically it's the start date of the term through two weeks. The add period duration vary for summer terms and irregular scheduled sections.

Term	2011SU Summer 2011	
Start Date	11 July 2011	**Add Period Start**
End Date	03 August 2011	
Last Day to Add (instructor signature required)	19 June 2011	**Add Period End**
Last Drop Date with 'W'	24 July 2011	
Last Drop Date without 'W'	19 June 2011	
Last Date to get Refund	13 July 2011	

13. **What if I have cross-listed sections in the same room at the same time, how many add code pages will I need?**
    For cross-listed sections, you will need to generate an add code page for each section. Add codes are unique to a specific section. For example, if you have a Beginning, Intermediate, and Advanced class sections cross-listed, then you will need to generate an add code page for each section one at a time.

14. **In what cases will the student not be able to register with an add code?**
    Students will not be able to register if:
    -they make a mistake by entering the wrong section or add code.
    -they do not pass the prerequisites.
    -they do not pass the registration rules (e.g. holds or unsatisfactory standing, etc.).
    -they are not within the add period of the section.
    -the add code has expired.
    -the add code has been used before.
    -they have conflicting class sections on their schedule.