



Faculty Add Code Generation Process

<p>1. In WebAdvisor, click on the Add Code Request link.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #e0e0e0; margin: 0;">Faculty Information</p> <ul style="list-style-type: none"> 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 <li style="border: 2px solid yellow; padding: 2px;">Add Code Request </div>																																								
<p>2. Select a term and click SUBMIT.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; color: #a52a2a; font-weight: bold;">Add Code Request</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center; font-size: small;">Please note: GRADES ARE DUE 5 DAYS from your FINAL CLASS MEETING.</p> <div style="text-align: center; margin-top: 20px;"> <p>Select a term for section list</p> <p>Term 2010FA - Fall 2010</p> <p style="margin-top: 20px;">SUBMIT</p> </div> </div>																																								
<p>3. Select a section and click SUBMIT.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; color: #a52a2a; font-weight: bold;">Add Code Request Section</p> <p style="text-align: center; font-size: x-small; color: #ccc;">Select section to generate Add Authorization Codes</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="border: 2px solid yellow;">Select</th> <th>Class Name and Title</th> <th>Start Date</th> <th>End Date</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> <th>Loc</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid yellow;"><input checked="" type="checkbox"/></td> <td>POLT-101-36263 Introduction to American Gover</td> <td>08/23/10</td> <td>12/12/10</td> <td>2U</td> <td>U-87</td> <td>11:50AM - 01:15PM</td> <td>MW</td> <td>SCC</td> <td>2010FA</td> </tr> <tr> <td style="border: 2px solid yellow;"><input type="checkbox"/></td> <td>POLT-101-36264 Introduction to American Gover</td> <td>08/23/10</td> <td>12/12/10</td> <td>2U</td> <td>U-87</td> <td>10:15AM - 11:40AM</td> <td>TTH</td> <td>SCC</td> <td>2010FA</td> </tr> <tr> <td style="border: 2px solid yellow;"><input type="checkbox"/></td> <td>POLT-101-36265 Introduction to American Gover</td> <td>10/18/10</td> <td>12/12/10</td> <td>2E</td> <td>E-306</td> <td>07:00PM - 10:10PM</td> <td>MW</td> <td>SCC</td> <td>2010FA</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">SUBMIT</p> </div>	Select	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	<input checked="" type="checkbox"/>	POLT-101-36263 Introduction to American Gover	08/23/10	12/12/10	2U	U-87	11:50AM - 01:15PM	MW	SCC	2010FA	<input type="checkbox"/>	POLT-101-36264 Introduction to American Gover	08/23/10	12/12/10	2U	U-87	10:15AM - 11:40AM	TTH	SCC	2010FA	<input type="checkbox"/>	POLT-101-36265 Introduction to American Gover	10/18/10	12/12/10	2E	E-306	07:00PM - 10:10PM	MW	SCC	2010FA
Select	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term																																
<input checked="" type="checkbox"/>	POLT-101-36263 Introduction to American Gover	08/23/10	12/12/10	2U	U-87	11:50AM - 01:15PM	MW	SCC	2010FA																																
<input type="checkbox"/>	POLT-101-36264 Introduction to American Gover	08/23/10	12/12/10	2U	U-87	10:15AM - 11:40AM	TTH	SCC	2010FA																																
<input type="checkbox"/>	POLT-101-36265 Introduction to American Gover	10/18/10	12/12/10	2E	E-306	07:00PM - 10:10PM	MW	SCC	2010FA																																
<p>4. Click on the link "Click here for PDF report" at the top of the page to generate codes.</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #808080; color: white; padding: 5px; text-align: center; font-weight: bold;">FACULTY</div> <div style="text-align: center; color: #a52a2a; font-weight: bold; margin-top: 10px;">Section Add Code Request</div> <div style="margin-top: 10px;"> <p style="border: 2px solid yellow; padding: 2px; display: inline-block;">Click here for PDF report</p> </div> <div style="margin-top: 10px;"> <p>Course Section Number POLT-101-36263</p> <p>Title Introduction to American Gover</p> <p>Description Study of United States national government and California state and local governments. Satisfies state requirements for California state government.</p> <p>Units 3.00</p> <hr/> <p>Term 2010FA Fall 2010</p> <p>Term Start Date 08/23/2010</p> <p>Term End Date 12/12/2010</p> <p>Last Drop Date without 'W' 11/29/2010</p> <p>Last Drop Date with 'W' 11/30/2010</p> <p>Last Date to get Refund 09/05/2010</p> <hr/> <p style="font-weight: bold; font-size: small;">Meeting Information</p> <p style="background-color: #e0e0e0; padding: 2px; font-size: x-small;">08/23/2010-12/08/2010 1 Lecture Monday, Wednesday 11:50AM - 01:15PM, SCC U Building, Room U-87</p> </div> </div>																																								

5.

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

- 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 only be used for the section listed.
- The add codes will expire at midnight on the Add Code Expiration Date, two days from the point of creation during the add period.
- Add Authorization 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 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.

Section Add Authorization Code

Course Section Number POLT-101-36263

Meeting Information 08/23/2010-12/08/2010 1 Lecture Monday, Wednesday 11:50AM - 01:15PM, SCC U Building, Room U-87

Faculty Name Kirby Matter

Faculty E-mail Address Matter_Kirby@scccollege.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	POLT-101- 36263 Add Code 98483 Add Code Expiration Date 11/30/2010 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	POLT-101- 36263 Add Code 57548 Add Code Expiration Date 11/30/2010 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	POLT-101- 36263 Add Code 84800 Add Code Expiration Date 11/30/2010 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	POLT-101- 36263 Add Code 82420 Add Code Expiration Date 11/30/2010 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	POLT-101- 36263 Add Code 99182 Add Code Expiration Date 11/30/2010 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	POLT-101- 36263 Add Code 84615 Add Code Expiration Date 11/30/2010 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	POLT-101- 36263 Add Code 50182 Add Code Expiration Date 11/30/2010 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	POLT-101- 36263 Add Code 81041 Add Code Expiration Date 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 page to take to your first class meeting.

Please destroy add codes that were not distributed to students.

