


## How to get an add code

To get an add code, you will need to email the instructor for the course you wish to register for. To find the instructor's email address, follow these directions:

1. Perform a class search
2. Identify the section of the course you wish to enroll in (make sure to check how many students are on the waitlist "WL ACT" as instructors will add students from their waitlist first)
3. Click on the CRN for the course



C	<a href="#">10414</a>	GUID 1	701 O	3.000 SELF ASSESSMENT	TBA	28	29	-1	20	1	19	Leslie Jean Tenney (P)	08/24-12/12 ONLINE
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*Note:* This class is crosslisted with PSYC 5 CRN# 10415. There is a \$13.00 materials fee for this class.

4. Click on the envelope icon next to the instructor name

### Sections Found

#### [SELF ASSESSMENT - 10414 - GUID 1 - 701](#)

This class is crosslisted with PSYC 5 CRN# 10415. There is a \$13.00 materials fee for this class.

**Associated Term:** Fall 2020

**Levels:** Undergraduate

**Attributes:** Transferable CSU, CSU E, GAV E2

Off Campus Campus

Dist. Ed Internet Delayed Schedule Type


Dist. Ed Internet Delayed Instructional Method

3.000 Credits

[Syllabus Available](#)

[View Catalog Entry](#)

### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Online	TBA		ONLINE	Aug 24, 2020 - Dec 12, 2020	Dist. Ed Internet Delayed	Leslie Jean Tenney (P) 




## How to register once you get an add code


1. Navigate to the Add or Drop Classes screen of Self-Service Banner


### Registration Tools


[Registration Status](#) 


[Search for Classes](#) 



[Add or Drop Classes](#) 

[View Class Schedule \(Summary\)](#) 

[View Class Schedule \(Week at a Glance\)](#) 

[Click here to see balance or make payment](#) 

- After selecting the term, you will see a Vocational and Technical Education Act (VTEA) screen. You must read the statement regarding Cal Grant Award Limits and check the box to show you have read it.

### Cal Grants: Award Limits

Please be advised: A student needs to take 15 units per semester, or 30 semester units per academic year, in order to graduate from a two-year academic program in two years, or to graduate from a four-year program within four years. Cal Grant Recipients: Please keep this in mind as a Cal Grant award is limited to four academic years, except for students enrolled in an institutionally required five-year undergraduate program or for students with baccalaureate degrees admitted to and enrolled in a program of professional teacher preparation.

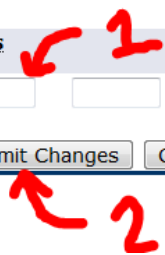
I acknowledge I have received and understand this information.



- You can choose whether or not to answer the rest of the questions. If you do not wish to, scroll to the bottom and click "I decline"
- Next you will see the Add Classes Worksheet. Type in the CRN for the class into the box and click submit changes.

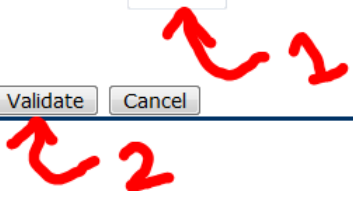
### Add Classes Worksheet

CRNs



- Enter in your add code into the box labeled "Registration Add Auth Code" and click "Validate"

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE	<input type="text"/>	11117	GUID	1	101		SELF ASSESSMENT	Authorization Code Required - Section Closed



- Make sure you see "Approved" under the columns labeled "Status" and "Reason" then click "Submit Changes"

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
APPROVED	000000	11117	GUID	1	101		SELF ASSESSMENT	APPROVED-ID Validated

