

Adding a Class with an Add Code

! For regular 12-week courses, the add period is the first two weeks of the quarter.
 ! Add Codes will not work prior to the first day of the class. See Class Schedule for class dates.
 ! C bWV`h\Y`ei UfhYf`ghUfhgz`h\Y`cb`mik Umhc`UXX`U`WUgg`]g`hc`fYVW`j`Y`Ub`5XX`7cXY`Zfca`h\Y`
 ``7ci fgY`=bghfi Wcf"

Students can add classes once school starts by:

- Attending the first day of the class and
- Receiving an Add Code from the instructor if there is room in the class

To add a class if you were not on the waitlist:

1. From the Students Tab in MyPortal, click on Add or Drop Classes under Registration Tools.
2. Select the college and term from drop-down menu and click Submit button.
3. If you are not on the class' Waitlist, enter the 5-digit class CRN into the Add Classes Worksheet at the bottom of the screen. If you are on the class's Waitlist, see section below, "To add a class is you were on the waitlist".
4. Click Submit Changes button.
5. A screen to enter the Add Code will pop up. Follow the instructions.
6. Payment in full is due immediately at the time of registration.

To add a class if you were on the waitlist:

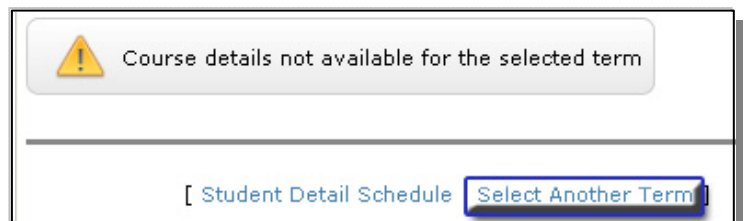
1. From the Students Tab in MyPortal, click on Add or Drop Classes under Registration Tools.
2. Select the college and term from drop-down menu and click Submit button.
3. From the Action drop down next to waitlisted class select Web Registered.



4. Click Submit Changes button.
5. A screen to enter the Add Code will pop up. Follow the instructions.
6. Payment in full is due immediately at the time of registration.

Viewing Instructor's Office Hours

1. From the student tab, under "Resources", click on View Class Schedule by Term.
2. Select the current Term and College. Click on Submit.
3. Your "Current Schedule" screen will display. If you select the wrong term, click on link at the bottom of the screen Select Another Term.
4. At the bottom of the screen click on link Student Detail Schedule.
5. When the "Student Detail Schedule" displays, if the instructor's name is displayed in Blue, it is a link. Clicking on the link will take you to a screen displaying the office hours for your class. If the instructor's name is in black, the instructor has not elected to display @`!•È



Changing Grading Options

Student may select the Pass/No Pass option instead of a letter grade (A, B, C, etc.), as long as s/he makes the change no later than the Friday of the fourth (4th) week of the term. For courses shorter than 12 weeks, it is a third (1/3) of the term. Timing determines how this change is made:

- Before the first day of the class
Use the Student tab on MyPortal and select Change Class Options (Pass/No Pass).
- Once the class starts
You will need to download, fill out and print the [Pass/No Pass form](#). You will not be able to save the completed form. Print it once you filled it out. Then sign it and deliver it to Admission and Records to request the change.

There are a couple of things you should consider before selecting Pass/No Pass as a grading option:

- Once a student has selected the Pass/No Pass option, the resulting grade will be final.
- Some courses are designed as P/NP courses. A letter grade is not available in these courses.
- Students selecting the P/NP option must complete all course work and attendance requirements assigned by the instructor.
- This is not a request to audit a class.
- Check with your college as to the number of allowable units that may be taken P/NP and can be applied toward an AA or AS degree.
- No "P" grades may be applied toward a major or English and Math courses used to fulfill General Education transfer requirements.
- If you plan to transfer, some four-year institutions require a letter grade for transfer. Check with Counseling or the four-year institution requirements prior to choosing P/NP.