

How do I add a class after the term has started?

Obtain an “**Add Code**” from the instructor of the class for which you want to register (*either attend the first class meeting or for online classes contact the instructor or attend the orientation session*).

Add Codes can only be used during the Add Period (after the class has started).

Each **Add Code** is a unique number that is specific to adding the section you have inquired about. This code, once entered on the registration screen on WebAdvisor, will authorize you to add this section. If you have a hold on your account (due to outstanding fees, residency issues or other), you will have to take care of the hold prior to using your Add Code to add the section.

Use WebAdvisor online at www.cabrillo.edu to use your **Add Code** to add a class and follow the instructions below.

If your class is already in the **Preferred Sections** area, go to “Register/Drop Selected Sections and skip to the second bullet below.

If you are currently on the **waitlist** and have received an **Add Code** after the start of class, follow the instructions below rather than using “Manage My Waitlist.”

- Go to “Register for Sections (or Search)”
- Select the section for which you have an Add Code
- Under Action > select “Register”
- In the Add Code field, type in the 4-digit code you were given.
- Scroll down to the bottom of the page and select the Submit button.
- Payment for your tuition and fees is due and must be received by the college within five business days of when you registered for classes.

Register/Drop Previously Selected Sections

Important!

“**Preferred Sections**” are like a shopping cart. You now **MUST** take an **Action** below for each section in your Preferred Section list.

Action	Term	Section name and Title	Location	Meeting Information	Faculty	Avail. Capacity/Waitlist	Units	Add Code
Choose “Register” Action	Summer 2010	PE-20-67349 (67349) Swimming	Main Campus	06/21/2010-07/28/2010 Lab/Activity Monday, Wednesday 12:00PM – 01:20PM, Aptos Campus, Room POOL	C. Smith	18/18/0	0.50	Enter unique Add Code
	Summer 2010	PHILO-10-67298 (67298) Ethnicity	Main Campus	06/21/2010-07/15/2010 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM – 12:15PM, Forum, Room 450	R. Smith	50/50/0	3.00	