

Add Authorization Codes

- Instructors do not have to give add codes to the students. However, it is important for instructors to remember that *only* instructors can give Add Authorization Code(s) to student(s).
- The last day to register for courses without an Add Authorization Code is the Friday before classes begin. After that day, students must have an Add Authorization Code to register for the class.
- Add Authorization Codes will be available on the instructor's Class Roster the Friday before classes begin. Each instructor will be issued 10 Add Authorization Codes per class.
- Should additional Add Authorization Codes be needed, instructors can obtain them by contacting the Director of Enrollment Services or the Admissions and Records Office Coordinator.
- Should a student have difficulty using an add code, the instructor should direct the student to call the Admissions Department at 760-252-2411 x7236 or to send an email to admissions@barstow.edu. Do not issue an additional Code.
- Each Code may be used only once. Once a student uses a Code it is invalid. If the student then drops the class and wants to add it again, the instructor may submit a Late Add Petition to the Dean. The Late Add Petition process should only be initiated if the instructor truly believes the student should be allowed back into the class and the student was in attendance before Census.
- The Add Authorization Code can be used up until the registration deadline. This deadline is available on the Class Roster. The last day to add a class is 2 weeks (14 calendar days) from the start of the class for full-term (18 week classes) or 1 week (7 calendar days) for short-term classes. Please tell the students if they do not use the Add Authorization Code by the deadline, it will no longer work and the student will not be able to add the class.