



NEW ADD PROCESS:

Students may add **regular session classes**, where space is available, using Passport the first day of class and through Saturday of the first week (**August 21 – August 26**).

When PERMISSION NUMBERS are needed:

- After the first week of classes, students may **ONLY** add a regular session class by obtaining a **PERMISSION NUMBER** from the instructor. Please note that faculty are **encouraged** to utilize the waitlist to assign permission numbers.
- Students will need the permission number **and** signature on an **Add Card** to **enroll in-person**.
- Students will need only the permission number for online enrollment through Passport.

How to obtain a PERMISSION NUMBER:

To obtain an instructor permission number students must go to a class meeting and/or email the instructor. If space is available, the instructor may provide the required permission number.

LAST DAY TO ADD:

Students are responsible for registering themselves in classes by:

- **Enrolling in-person** at the College Admissions and Records office **by the last day to add** with **Add Card** for the term (**September 1, 2017**).
- OR
- Via **Passport** with the permission number **ONLY** **by the last day to add** for the term (**September 4, 2017**).

NOTE: *Students entering classes late are responsible for making up missed work and are responsible for all fee and refund deadlines associated with each class section.*

