

Add Codes

As you know, the way students are added is by use of [permission numbers](#) (add codes) that appear with class rosters in MySJSU. The CMS system is quite good at filtering out students who do not meet upper division prerequisites. It does not filter for lower division prerequisites. Therefore, if a student requests a permission number, one should find out the reason for their request.

Ask about prerequisites. If they have not met prerequisites, do not let them into the class and refer them to me. JS 114 instructors should never give an add code to a major who has not yet taken **JS 100W and passed with a C or better**. They should also drop any students identified as not meeting that prerequisite. JS 189 instructors do not give add codes at all unless you check with the office for eligibility.

Some valid requests for add codes may include:

1. I'm a Justice Studies minor required to take 2 core classes, but the system won't let me enrol. I took 100W in my own major, and I was told that makes me eligible to take your class.
2. I'm trying to repeat the class because I got less than a C in my last attempt. The department requires a C or better for graduation.
3. I'm a community member taking the class in "open university." *This is a lowest priority group.* Make sure the student is not a shadow major (non-matriculated but taking classes like a major) who has not yet met prerequisites. Only let in students you think are academically prepared for the material. If you have doubts, send the student to me.

When Add Codes Do Not Work

It should be noted that **category 3 above, permission numbers do not work until the first day of classes**. So these students often badger everyone asking why their add codes are not working. You will save yourself a lot of time and trouble if you tell those students up front to wait until the first day of classes to register with those numbers.

Another group for which permission numbers or add codes will not work are students attempting to take a class with a WST prerequisite, like SJSU Studies courses (i.e. JS 100W, 132, 136, 171). Even if you give the student a code, they will not be able to get in.

When students are having trouble using add codes, check to see that they are:

1. trying to add the correct class section
2. eligible to take the class (met prerequisites)
3. not attempting to register prior to the first day if not eligible to do so

You may refer students with add code problems directly to the Registrar's Office. They are the only ones who can fix problems with add codes for students with legitimate reasons to take a class.