

How to add a course to your Student Schedule using an ADD Code:



Back to Toolbox

1. Log in to [Cougar Tracks](#)

2. Select "Student"

3. Select "Registration"

4. Select "Add or Drop Classes"

5. Select "Current Term"

6. Go to the course you have an Add code for. Drop down the "Action" menu.

Status	Action	CRN
Web Registered on Aug 08, 2017	None	500
Web Registered on Aug 08, 2017	None	500
<u>Waitlist on Aug 03, 2017</u>	None	538

7. Select the "Web Registered" option

8. You should receive this screen that asks for the add code you were given. Enter it, and select “Validate”.



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Registration Add Authorization Code

If you have a Registration Add Authorization code for a specific CRN, please enter the code in the Add or Drop Classes form

Status **Registration Add Auth Code** **CRN** **Subj Crse Sec Cred Title** **Reason**

INCOMPLETE 0826 53537 COSC 2020 41 Introduction to Computer Information Systems Authorization Code Required - Section Closed

Validate Cancel

RELEASE: 8.11 C3SC

HELP EXIT

Back to Toolbox

9. You should see this “Approved” message after validating the code. If you do not, reach out for assistance in adding this course.

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BACK TO MENU SITE MAP HELP EXIT

Registration Add Authorization Code

If you have a Registration Add Authorization code for a specific CRN, please enter the code and press the Validation button, only CRN with Approved status will be added to the Add or Drop Classes form

Status **Registration Add Auth Code** **CRN** **Subj Crse Sec Cred Title** **Reason**

APPROVED 2347 53537 COSC 2020 41 Introduction to Computer Information Systems APPROVED-ID Validated

Validate Submit Changes Cancel

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10. Lastly: Go back to your schedule to make sure that your class states that it was “Re-Added”. You do NOT want it to still say WL “Wait List.”

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Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status **Action** **CRN** **Subj Crse Sec Level** **Cred** **Grade** **Mode** **Title**

Web Registered on Aug 08, 2017 50060 PHIL 1520 21 Undergraduate 3.000 Standard Critical Thinking

Web Registered on Aug 08, 2017 50014 SPAN 1601 20 Undergraduate 4.000 Standard Elementary Spanish I

Re-Add on Aug 23, 2017 None 53537 COSC 2020 41 Undergraduate 0.000 Standard Introduction to Computer Systems

Total Credit Hours: 7.000

Current Schedule

Web Registered on Aug 08, 2017

Web Registered on Aug 08, 2017

Re-Add on Aug 23, 2017

Total Credit Hours: 7.000

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Aug 23, 2017 08:55 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | View My Schedule]

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Now that you are registered and show this class on your schedule in **Cougar Tracks**, you need to wait one day for your account to be updated in **Canvas**. You should be able to access the course in Canvas the morning after you add. If not, call DE Support 661-763-7917