Retrieving Add Codes

TAFTCOLLEGE

Here are the steps to getting your add codes.
1. Log in to Cougar Tracks
2. Select the "Faculty Services" Tab
3. Select "Rosters"

| Fall 2015 | Term is set for: Fall 2015 |
| Summer 2015 | |

Select Term

Faculty Services Menu

If you would like a different term, please select a term from the above menu and press the SELECT TERM button.

Select by CRN   Create Roster(s)   Reset

	CRN	EXCEL	COURSE	
☑	51668	Click Here	DRAM 1510	Int

4. Make sure the box is checked and click create roster(s)
5. This will take you to your class roster and at the bottom of the page you will see your add codes. ☺

Taft College
Fall 2015
Full Term

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
51668	DRAM	1510	3.00	INTRODUCTION TO THEATRE

INSTRUCTOR(S) - (Primary)   TYPE   DAYS   TIME   BLDG.   ROOM
Wolcott, Barry (P)   Dist Ed Online   TBA   -   ON

CRITICAL DATES

Start Date: 24-AUG-2015   Last Date to drop without a "W": 07-SEP-2015
End Date: 15-DEC-2015   Last Date to drop with a "W": 26-OCT-2015
Last Date to add class: 02-SEP-2015   Census Date: 08-SEP-2015
Last Date to drop with a refund: 02-SEP-2015   Add Auth Expiration: 02-SEP-2015

Add Authorization Codes

Auth #	Student Name	Date
0382		
1814		
2647		
2823		
2835		
9904		
5117		
6409		
6607		
8301		
9841		
3451		