Add Without an Add Code FAQ

1. What courses does the Adding Without an Add Code configuration apply to?

The Adding Without an Add Code configuration applies only to full-term (17-week) Fall and Spring courses.
Short-term, late-start, and summer courses are not included at this time.

2. How does the system work when a class becomes full?

When a class reaches its maximum enrollment, the system automatically activates the add code requirement for both students and faculty.
This prevents additional self-registration and ensures that further enrollment is managed by the instructor.

3. What happens if a course has a waitlist?

If a course has an active waitlist, the system will keep open enrollment closed.

4. Can faculty still issue add codes manually?

Yes, faculty may manually issue add codes to students during the first week of the term and up until the last day to add a class.

5. When does the automated system operate?

The system operates from the start of the term through Saturday at 11:59 PM during the first week of classes. This period allows students to add open classes freely and provides faculty with flexibility to manage their rosters.

6. What happens after the first week of the term?

Beginning Sunday at 12:00 AM (Week 2), all registrations for full-term courses will require an instructor add code, even if seats are still available. This rule helps ensure accurate census reporting and enrollment consistency.

7. How does the system handle non-waitlisted courses?

For courses without a waitlist, the system automatically toggles between open and restricted enrollment:

- If a class becomes full, the add code requirement is activated.

- If a student(s) drops and a seat(s) becomes available (no waitlisted students), students will be required to obtain an add code.

8. How are cross-listed courses managed?

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For cross-listed classes (linked courses with a shared seat limit), the system evaluates total seat availability across all related CRNs.

This ensures that once the combined enrollment limit is reached, all linked courses automatically require add codes.

9. What is the technical process behind the automation?

Each term, Information Technology Services runs a script that identifies eligible 17-week courses with available seats.

- The system automatically unchecks the "Add Code Required" field in SSASECT in Banner for those sections.

- When the section reaches capacity, the system re-checks the box to enforce add code requirements.

- The script references the Section Enrollment Information > Enrollment Details tab to determine eligibility.

10. When is the final day to register without an add code?

The final day for students to register in a full-term class without an add code is Saturday at 11:59 PM during the first week of the term.

After that deadline, all enrollments require an instructor-issued add code, even if seats are available.