



C U Y A M A C A  
· C O L L E G E ·

## **ADMISSIONS AND RECORDS MEMORANDUM**

**TO:** Cuyamaca Faculty, Department Chairs, Instructional Deans  
**FROM:** Victor DeVore, Supervisor Admissions and Records  
**SUBJ:** **Important News Regarding Add Codes**

Instructors are able to obtain their add codes on WebAdvisor. Please follow the steps below to obtain your new add codes.

- 1) Login to WebAdvisor at <https://wa.gcccd.edu>
- 2) Go to the Faculty Menu and under “Faculty Information” select “Add Authorization Codes”

FACULTY - WEBADVISOR FOR FACULTY MENU

**User Account**

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's My Student ID / Colleague ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Update Personal Information](#)

**Continuing Ed Faculty**

- [Class Schedule](#)
- [Class Rosters](#)
- [Grade/Pos Attendance Rosters](#)
- [Grade/Pos Attendance Inquiry](#)

**Faculty Information**

- [Class Schedule](#)
- [Search for Sections](#)
- [Class Rosters](#)
- [Census Drop Roster](#)
- [Census Drop Roster Inquiry](#)
- [Instructor Drop Roster](#)
- [Grade/Pos Attendance Rosters](#)
- [Grade/Pos Attendance Inquiry](#)
- [Add Authorization Codes](#)
- [FAQ's Regarding Wait List Process](#)

- 3) Select the appropriate term (Fall 2014) and click SUBMIT

**Add Authorization Codes**

\* = Required

Select A Term\*

**SUBMIT**

- 4) Select the course that you wish to view your add codes by checking the appropriate box and clicking on SUBMIT.

### Add Authorization Codes

Choose One	Class Name and Title	Start Date	End Date	Loc	Bldg	Room	Meeting Times	Days	Term
<input type="checkbox"/>	SPAN-120-5819 Spanish I	01/27/14	06/02/14	CC	F	413	07:00AM - 09:15AM	TTH	2014SP

- 5) You should see a list of “Auth Code” (aka Add Code) that has been generated for your class. All sections are provided with 25 add codes. Please note if you need additional add codes you will need to contact Vanessa Saenz at [Vanessa.saenz@gcccd.edu](mailto:Vanessa.saenz@gcccd.edu) or by phone at x4565

### Add Authorization Codes

Section Title: Spanish I  
 Section Name:   
 Term: 2014SP Spring 2014  
 Start/End Dates: 01/27/14 - 06/02/14  
 Published Add Date: 02/07/14  
 Section Census Date: 02/10/14  
 Instructor Name:

**Note:**  
 As students use the add codes their ID/Name and date of use will appear here.

Student ID	Name	Activity Date	Auth Code
			3747
			4208
			8984
			4951
			4110
			3091
			3714
			4893
			2287
			1520
			5675
			8085

If you have any questions please contact myself, Victor DeVore at [victor.devore@gcccd.edu](mailto:victor.devore@gcccd.edu) or Vanessa Saenz at [Vanessa.saenz@gcccd.edu](mailto:Vanessa.saenz@gcccd.edu)