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



## 1. Log in to Cougar Tracks

TAFTCOLLEGE
HELP   EXIT
Click Here for information on how to register online.
Please enter your Student/Employee ID (e.g. A00123456), and your PIN. Your PIN is initially your birthdate (mmddyy) and then you will be promp
Note: ID is case sensitive. You must use a capital A.
If you have forgotten your PIN, enter your Student/Employee ID, and click Forgot PIN?
To protect your privacy, please Exit and close your browser when you are finished.
View 10: PTR: Login Forgat FIN?
901235£: 8.7
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3. Select "Registration"

TAFTCOLLEGE	Registration Sherk your registration st
Student and Financial Aid	Student Records
Registration Creck your registration state roass schedule and add or drop classes Studget hercords Werd your holds, greate and transcripts	
Student Account Wew your account summaries, statement/payment history and tax information PAY NOW (Credit Card Payments)	
Degree Works Degree Works Degree Works Degree Works Degree A T	
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5. Select "Current Term"



7. Select the "Web Registered" option

None	
None	
Drop Web	
**Web Registered**	
	•





## 4. Select "Add or Drop Classes"



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

menu.	
/current Schedule	
Status Action	CR
Freed Information France **Web Registered** on Aug 08, 2017 None	✓ 50¢
Add or Classes **Web Registered** on Aug 08, 2017 None	~ 50¢
Waitlist on Aug 03, 2017 None	535
To dd a class, enter the Cour	
Øurrent Schedule	
Status         Action         CRN         Subj         Crese Sec Level         Cred Grade Mode Title           **Web Registered** on Aug 09, 2017 [None         >50060 PHIL         1520 21         Undergraduate 3.000 Standard         Critical Thinking	
**Web Registered** on Aug 08, 2017 None v 50014 SPAN 1601 20 Undergraduate 4.000 Standard Elementary Spanish I Waltur on Aug 03, 2017 None v 53537 COSC 2020 41 Undergraduate 0.000 Standard Introduction to Computer Information Systems	
Total Credit Hours: 7.000	
Billing Hours: 7.000 Minimum Hours: 0.000 Manimum Hours: 0.000	
Date: Aug 23, 2017 08:48 am	
Add Classes Worksheet	
CRNs	
Submit Changes Class Search Reset	
[ View Holds   View My Schedule ]	
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8. You should receive this screen that asks for the add code you were given. Enter it, and select "Validate".

Enter it, and select "Validate".			
TAFTCOLLEGE			(E) Distance Education
Personal Information Student Financial Aid Search Go		INCOMPLETE 0826	ELP EXIT
Registration Add Authorization Code	2	Validate Cancel	
If you have a Registration Add Authorization code for a to the Add or Drop Classes form	specifc CRN,please enter the	RELEASE: 8.11 C3SC	with Approved statuswill be registered, otherwise
Status Registration Add Auth Code CRN Su	ubj Crse Sec Cred Title	R	eason
INCOMPLETE 0826 53537 CC	DSC 2020 41 Introdu	iction to Computer Information Systems A	uthorization Code Required - Section Closed
RELEASE: 8.11 C3SC			

9. You should see this "Approved" message after validating the code. If you do

not, reach out for assistance in adding this course.

TAFTCOLLEGE				
Personal Information Student Financial Aid				
Search Go		BACK TO MENU SITE MAP HELP EXIT		
Registration Add Authorization Code				
If you have a Registration Add Authoriza to the Add or Drop Classes form	tion code for a specifc CRN,ple	ease enter the code and press the Validation button, only CRN with Approved statuswill b		
Status Registration Add Auth Co	de CRN Subj Crse Sec C	red Title Reason		
APPROVED 2347	53537 COSC 2020 41	Introduction to Computer Information Systems APPROVED-ID Validated		
Validate Submit Changes Cancel				
RELEASE: 8.11 C3SC				
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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."

TAFTCOLLEGE	r	
Personal Information Grudent Prisencial Aid Search Go RETURN TO MEAN SITE MAP HELP EXIT	<ul> <li>Current Schedule</li> </ul>	
Add or Drop Classes	Status	
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	**Web Registered** on Au **Web Registered** on Au Re-Add on Aug 23 2017	ug 08, : ug 08, :
Status         Action         CRN         Subj Cree Sec Level         Cred Grade Mode Title           Web Registered** on Aug 08, 2017 [None         <50060 PHIL 1520 21 Undergraduate 3.000 Standard	Total Credit Hours: 7.000	
Tout Great Hours: 7.000 Billing Hours: 7.000 Minimum Hours: 0.000 Maximum Hours: 19.000 Date: Aug 23, 2017 08:55 am	ass on your schedule in <b>Co</b> ed in <u>Canvas</u> . You should	ougar Tracks, you need be able to access the
Add Classes Worksheet course in Canvas the morning after you add.	If not, call DE Support 66	61-763-7917
CRNs		
Submit Changes Class Search Reset		
[ View Holds   View My Schedule ] RELEASE: 8.7.1.1[C3SC 8.11.0.1]		