HOW TO USE AUTHORIZATION CODES

PROCEDURE TO ADD CLOSED CLASSES ONLINE

1. If an instructor allows you to add a closed class, you will be given an authorization code. (The authorization code is used in place of an instructor signed add slip – there is no need to bring the authorization code to the Admissions office.)
2. Register for your class using Web Advisor at http://webadvisor.vvc.edu/. You will enter the authorization code that was provided by the instructor.
3. Complete the registration process and print a registration receipt.
4. Pay fees.

NOTE: Authorization codes expire the day before census for the class you wish to add. Deadline dates to add may vary. Check with your instructor or the Admissions and Records office for deadline dates.

THE DEADLINE TO ADD IS STRICTLY ENFORCED. LATE ADDS WILL NOT BE ACCEPTED.