



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

MEMORANDUM

TO: Faculty
FROM: Susan Topham, Vice Chancellor, Educational Services
DATE: April 22, 2026
SUBJ: Easy Add

Starting Summer 2026, the District will pilot a new 'Easy Add' process to facilitate adding students from the waitlist for a class once permission numbers (add codes) become available. This will allow instructors to obtain permission numbers and send them to students without navigating to two different pages or opening their email to compose messages.

This new process will streamline the process by which faculty need to take additional steps to access the roster, permission numbers, and email.

This will also make it easier to communicate with students using existing functionality. If you choose to use your existing process, you may continue to do so. Per our standard business process, faculty should issue permission numbers to students on the waitlist in order.

Please keep in mind that students will often reach out directly via email to request a permission number, particularly at the start of the term when waitlists are active. Faculty are encouraged to monitor their email and respond to these requests in a timely manner, as delays may result in students missing the add deadline or enrolling elsewhere. Prompt responses help ensure students have a fair opportunity to add your course.

To view a video tutorial, please visit: <https://youtu.be/wVfhVfXI7eE>

Step-by-step directions below:

The Follow-Up roster will now allow for switching from Enrolled to Waiting, as shown below:

Faculty Center Search

My Schedule | Class Roster | Grade Roster | College Attendance | Add Codes | Follow-Up | C

Follow-Up

Spring 2026 | High School Session | San Diego Community Coll Dist | Undergraduate

▼ Change Class

Days and Times	Room	Instructor	Dates
Tu 10:00-11:00	Richard Rios/High School	High School	10/12/2025 - 10/12/2025
Th 10:00-11:00	Richard Rios/High School	High School	10/14/2025 - 10/14/2025
Th	Richard Rios/High School	High School	10/14/2025 - 10/14/2025

Contact List

Enroll Status Enrolled ▼

Capacity 35 Enrolled 19

Students

ID	Name	Phone	FFD	Honors	Follow-Up Reason	Last Updated

The Follow-Up reason of 'Add Code' has also been added, which will produce a small comments box:

Honors	Follow-Up Reason	Comments	Last Updated
☐	Add Code ▼		

In the upper right-hand corner of each student ID, a red triangle will appear. Right-clicking when the cursor turns into a hand opens a small window with an Action option labeled Add Codes.

ID	Name

Actions

Add Codes

A modal window will appear with the Add Codes created for the same class, including all comments, the names of students who have already used add codes, and the add code status for the course.

Class Add Code Data							Personalize Find  	First  1-35 of 35  Last
Seq	Number	ID	Name	Add Code Date	Status	Comments		
1								
2								
3								
4								

This allows copying Add Codes to paste into the comments box of the Follow-Up roster. Once you paste the permission number, click on the Follow Up button.

Once the Follow Up button is pressed, an email will be queued for that student, and the add code will be sent directly to them with instructions on how to add the course.

If you have any questions, please get in touch with Brandon Hawley at bhawley@sdccd.edu.

Thank you,

Susan Topham, Ed.D.

Vice Chancellor, Educational Services