Instructions for Adding Course
Professor Laura Roden, San Jose State University
Updated 5/31/2021

These are the current instructions for students wishing to receive an Add Code for one of my courses. This information is subject to change without notice if the University, College or Department issues new guidance.

ALL STUDENTS WISHING TO ADD THE COURSE are responsible for reviewing the Syllabus (available on both my public faculty page https://www.sjsu.edu/people/laura.roden/ as well as the Canvas course site) and familiarizing themselves with course requirements prior to applying for an Add Code.

Homework assignments are described and submitted through Canvas. If a submission due date has passed before I have given you an Add Code, I will give you instructions on how the points may be made up. Additional makeup point opportunities will NOT be provided for causes such as: not having bought the textbook yet, not registering as soon as you receive an Add Code, not logging on to the course in Canvas to as soon as you are registered in order to follow homework instructions, or not being aware of course requirements described in the Syllabus or on the first day of class.

As of this document's date, the University has not given Faculty members permission to assign Add Codes, due to pending decisions regarding (a) social distancing standards and classroom capacities for in-person courses and (b) the number of students who have not registered for courses yet. If you feel you have a special case for requiring an Add Code at this time, please contact the Accounting & Finance Department Head.
Once Faculty have been given instructions on the number of Add Codes they may distribute for each course, I will be considering applications for Add Codes from students who have completed the following steps in advance:

FOR ONLINE COURSES:

1. Email me stating your answers to the following questions (you should email me with this information before the semester starts):
   a. Course number and section you wish to add
   b. Your current major
   c. Your expected graduation date (I will verify status of anyone stating they are a "graduating senior" and you will not receive an add code if you did not answer truthfully.)
   d. Whether you are re-taking this course, and if so, full explanation of why you need to retake it
   e. Statement of what grades you received in each prerequisite course (again be truthful: I may verify this.) List each course name and the grade you received. Check what the prerequisites are if you aren't sure.

     f.   Confirmation that you are willing, able and committed to attend every synchronous class session with Zoom video camera turned on and your face fully visible. This is a course requirement.

2. I will reply to your email with further questions, instructions, or with an add code to use.
3. Even if you have not yet received an add code, you are responsible for attending all class sessions starting the first day. Instructions for accessing the course prior are as follows:
   a. Log into Canvas
   b. Click on "Courses" on the left navigation menu.
   c. Click on the "All Courses" link.
   d. Click on the "Browse More Courses" button.
   e. Find your course/section (eg, BUS 170 Section 05) and open that Course
   f. Click on "Zoom" in left menu bar
   g. You should see first class session and be able to log in.

FOR IN-PERSON COURSES:

1. Email me stating your answers to the following questions (you should email me with this information before the semester starts):
   a. Course number and section you wish to add
   b. Your current major
   c. Your expected graduation date (I will verify status of anyone stating they are a "graduating senior" and you will not receive an add code if you did not answer truthfully.)
   d. Whether you are re-taking this course, and if so, full explanation of why you need to retake it
   e. Statement of what grades you received in each prerequisite course (again be truthful: I may verify this.) List each course name and the grade you received. Check what the prerequisites are if you aren't sure.
   f. Confirmation that you are willing, able and committed to attend every class session.
2. I will reply to your email to confirm receipt and with any further questions.
3. Add codes will be given out by the end of the first day of class to those students who have completed all of the above AND attend the full class session on the first day. No one will be given an Add Code who does not attend the first day of class. If there are more applicants than available Add Codes codes will be assigned according to the priority guidelines set by the Department.