



MT. SAN ANTONIO COLLEGE

HOW TO USE AN “ADD CODE” TO ENROLL IN CLASS

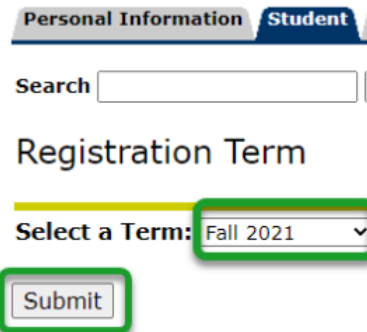
1

Login: inside.mtsac.edu (portal), view the “Student Self-Service” tile, click “Registration,” and #4 (add/drop courses)



2

Select Term & Submit



3

At the “Add or Drop Classes page, scroll down to “Add Classes Worksheet,” add CRN#, and submit. Enter the “Add/Verification” code and validate.

Add Classes Worksheet

| Status | Registration | Add Auth Code | CRN | Subj | Crse | Sec | Cred | Title | Re |
|------------|--------------|---------------|-------|------|------|-----|------|----------------------------|----|
| INCOMPLETE | 000AA | | 10963 | COUN | 1 | 4 | | Introduction to College Se | |

Enter "Add/Verification" code provided by Professor

Need further assistance?



Contact Counseling Department

- www.mtsac.edu/counseling/
- 909-274-4380
- Student Service, 9-B, 2nd floor