

MT. SAN ANTONIO COLLEGE HOW TO USE AN "ADD CODE" TO ENROLL IN CLASS



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

| Student Self Service : | 4. <u>Register (Add or Drop)</u> <u>Classes</u> |
|------------------------|--|
| 2 Select Term & Submit | Personal Information Student I Search Registration Term |
| | Submit |

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 |
|-----------------------------|--|----|
| 679.W | INCOMPLETE 000AA 10963 COUN 1 4 Introduction to College: | Se |
| 00000 Add CRN | Validate Cancel | r |
| Submit Changes Class Search | | |

Need further assistance?

MT. SAC

Mt. San Antonio College COUNSELING SERVICES

Contact Counseling Department

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