

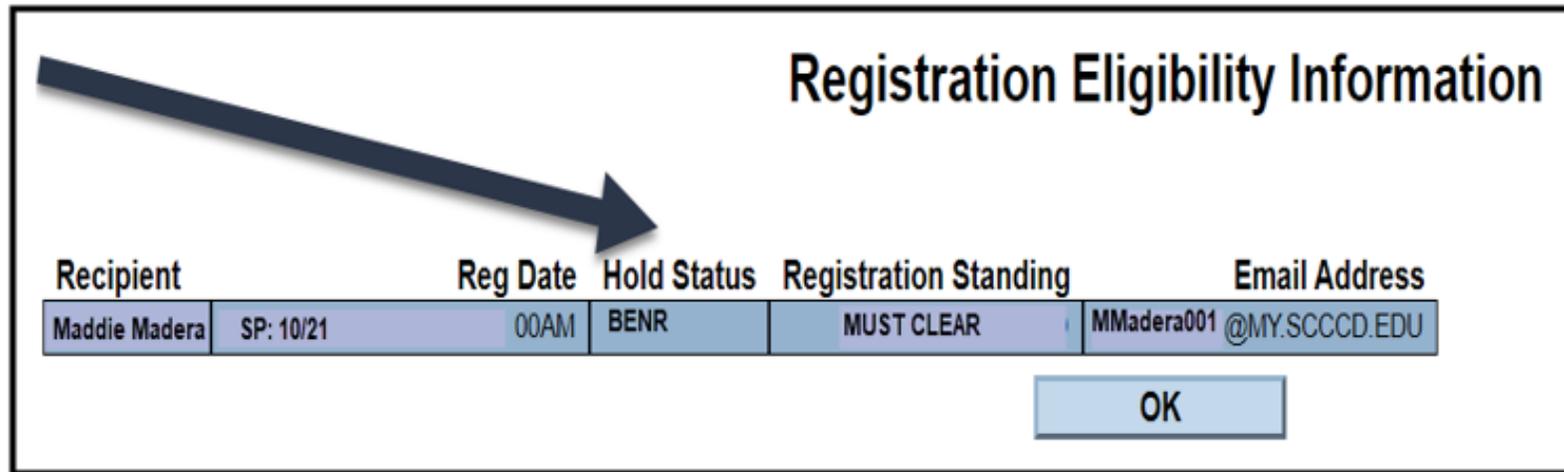
HOW TO ADD A CLASS USING AN AUTHORIZATION/ADD CODE



IMPORTANT – Please Read

If you have a hold on your account you will NOT be able to add classes until the hold is cleared.

To check your account status, log into *My Portal > WebAdvisor > Registration > Registration Eligibility Information*



Recipient	Reg Date	Hold Status	Registration Standing	Email Address
Maddie Madera	SP: 10/21	00AM BENR	MUST CLEAR	MMadera001@MY.SCCCD.EDU

OK

For information about the different hold types: *WebAdvisor > Registration > Hold and Academic Legends*

IMPORTANT – Please Read!!

If you have a hold on your account for dismissal, academic probation or past due fees, you will NOT be able to add classes in WebAdvisor.

You will need to meet with an academic counselor for dismissal or probation holds (or pay your past due fees in your WebAdvisor account).

Please call the MCC Counseling Department to schedule an appointment: 559.675.4141.

If you have cleared all holds and still cannot add classes, you can email your request to add a class to MCC Admissions & Records.

Send your request to: **mcc.admissions@sccd.edu**

Please send the request from your SCCCD/college email account.

You must include the following:

1. Your name
2. SCCCD ID number
3. Course section number
4. 4 digit Authorization/Add Code

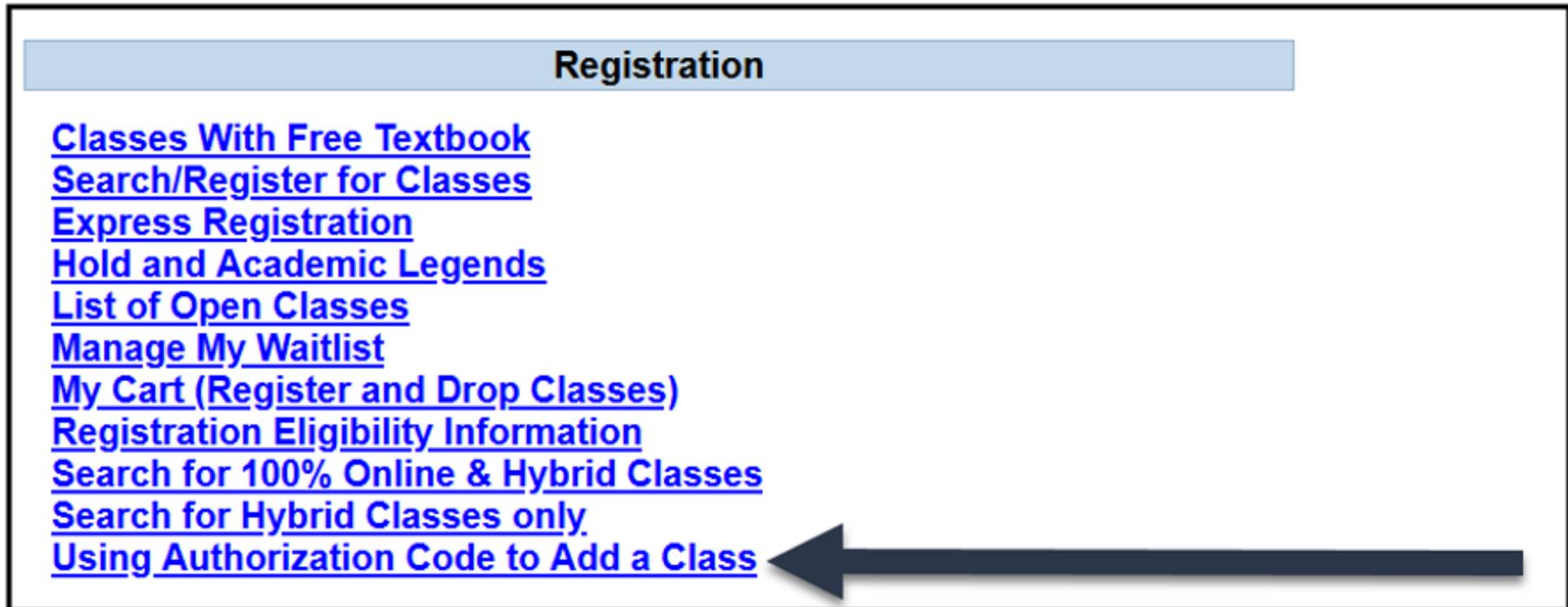
Please contact A&R with any questions: 559.675.4848

Please allow 48 hours for holds to clear

Now, let's add your class!

1. Log into My Portal
2. Open WebAdvisor

Once logged into WebAdvisor, click on **Using Authorization Code to Add a Class** under the “Registration” section.



Registration

- [Classes With Free Textbook](#)
- [Search/Register for Classes](#)
- [Express Registration](#)
- [Hold and Academic Legends](#)
- [List of Open Classes](#)
- [Manage My Waitlist](#)
- [My Cart \(Register and Drop Classes\)](#)
- [Registration Eligibility Information](#)
- [Search for 100% Online & Hybrid Classes](#)
- [Search for Hybrid Classes only](#)
- [Using Authorization Code to Add a Class](#)

A large black arrow points from the right side of the screenshot towards the 'Using Authorization Code to Add a Class' link.

First, enter the section number of the course you are adding.

Next, enter the 4 digit Authorization Code given to you by the instructor.

Hit "SUBMIT"

Using Authorization Code to Add a Class

Class number (i.e. Enter 30152 for ENGL-1A-30152) ← **Enter section number here**

Authorization code ← **Enter Authorization/Add Code here**

[LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#)

Authorization Codes or Add Codes are given by the instructor and are either sent to you via your college email or placed on a registration slip like this one:

Place authorization code label here

Authorization Codes are valid up to the day before the class census date. Consult with the Instructor for census date of class.

Student Name _____

Student ID # _____

DON'T WAIT IN LINE - USE WEBADVISOR TO ADD THIS CLASS

How to Use WebAdvisor:

1. Go to www.webadvisor.seccd.edu; and click on **LOGIN**.
2. Type your **USER ID**, **lastname_7-digit student ID #**; and password, click **SUBMIT** button.
3. Click on **STUDENTS**.
4. Scroll down to **Registration**; Click on **Using Authorization Code to Add a Class**.
5. Type the 5-digit class section # as listed on the authorization code label above.
6. Type the 4-digit authorization code as listed on authorization label above; click the **SUBMIT** button.
7. Follow the instructions on the "**Register and Drop Sections**" screen; Action of "**Register**"
8. Click **SUBMIT** button.
9. Review your schedule on "**Registration Results**" screen and click **OK**.

For assistance, call Help at 559-499-6072

All Registration rules apply; Pre-requisites and Co-requisites must be met; Time conflicts will not be processed; Student must be in GOOD academic standing. Student must have all holds cleared to complete a transaction on WebAdvisor. Bring this authorization code label with you to the Registration Office for counter registration.

On the next page, “**Register and Drop Sections**”, the class your are adding will appear. Select “**Register**” in the “**Action**” tab next to the class you are adding.

Register and Drop Sections

Enter the action of "Register" to the left of the class you entered the Authorization code for then click the **SUBMIT** button.

If your class has a Time Conflict and/or Pre or Co requisite, it must be resolved before the transaction will be completed. To correct Time Conflicts you can drop the class you are not attending.

Required

Name Sofia G. Moreno

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value="Register"/>	Fall 2020	SPAN-1-81754 (81754) BEGIN SPANISH	Clovis 100% Online Spec	08/10/2020-12/11/2020 Lecture Days to be Announced, Times to be Announced Clovis Community College, Room WEB	D. Gutierrez	3 / 25 / 0	<input type="text" value="5.00"/>	

Important Cal Grant Information. You must confirm to proceed

I understand that:

- 1) A Cal Grant award is limited to four academic years, except as provided in subdivision (c) of Section 69433.6 (exception for students enrolled in an institutionally prescribed five-year undergraduate program)
- 2) A student needs to take 15 units per semester or the equivalent quarter units, or 30 semester units or the equivalent quarter units per academic year, in order to graduate within four years.

Confirmation you understand the Important Cal Grant Information You must check the confirmation box to proceed*

Important AB1504 Information

As of January 1, 2020, any student registered for classes will be charged a \$2 student representation fee in compliance with AB1504. This is a mandatory fee that supports lobbying efforts by students for their rights.

One (\$1) dollar will be forwarded to the state to pay for state-wide student advocacy and shall be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities. The other dollar will be administered by the college to support student representation activities at the local or state level.

Previously you chose to opt out for the 2020FA term. You will remain opted out of this fee as long as this box is checked

SUBMIT

Read the sections below.
Check the appropriate boxes and “SUBMIT”

On the next page, “**Registration Results**”, the class you have added will appear. Next to the class, under “**Status**” it should read: **Registered for this section**

Registration Results

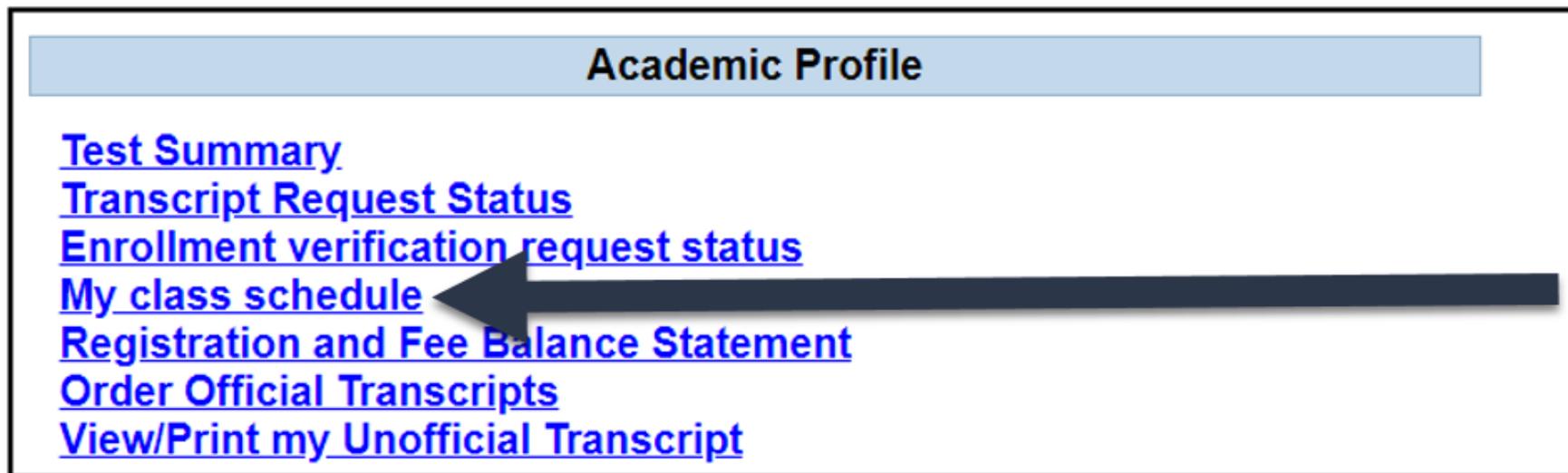
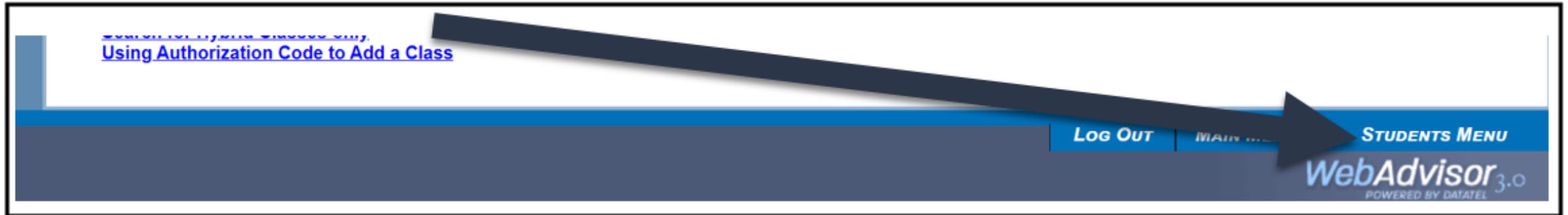
IMPORTANT: For questions about math prerequisites and eligibility, please see a counselor

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2020	Registered for this section		SPAN 1-81754 (81754) BEGIN SPANISH	Clovis 100% Online Spec	08/10/2020-12/11/2020 Lecture Days to be Announced, Times to be Announced Clovis Community College, Room WEB	D. Gutierrez	5.00	

YOU CAN ONLY ADD ONE CLASS AT A TIME!
YOU WILL NEED TO FOLLOW THIS PROCESS FOR EACH CLASS YOU ARE ADDING USING AN AUTHORIZATION/ADD CODE.

To confirm your class was successfully added, click “Students Menu” at the bottom of the page. Then, on the Main Menu, select “**My class schedule**” under “Academic Profile”



Select the current term and "SUBMIT"

CURRENT STUDENTS

My class schedule

Term

SUBMIT



All classes you are registered for will appear.

Schedule

Term
Fall 2020

Total Registered Credits 5.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
SPAN-1-81754 (81754).BEGIN SPANISH	Add	08/10/2020-12/11/2020 Lecture Days to be Announced, Times to be AnnouncedClovis Community College, Room WEB	5.00			08/10/20

OK

QUESTIONS?

**Madera Community College
College Relations & Outreach**

mc.outreach@scccd.edu

559.675.4839



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