How to add a class using an “Auth Code”

LIMITATIONS
You can add the course if you meet all of the following conditions:

- Meet all the prerequisites,
- Have no time conflicts,
- Have not exceeded the allowable number of units unless you have been approved for an overload,
- Do not owe fees or have other holds,
- Have a current admission application on file.

If you have questions about prerequisites, consult the class schedule, college catalog, or a counselor.

You will not be able to add your class after the add deadline.

Course section: _________________ (5 digits)

Auth code from teacher: ________ (4 digits)

Today’s date: ____________________

Last date to add the class: _______________

See reverse side for directions
Directions

1. Login to WebAdvisor with your username and password.
2. Click the Students menu.
3. Under the Registration area, click on “Register and Drop Classes” shown to the right.
4. Click on “Express Registration.”
5. You will need to enter the 5 digit section code & select appropriate term, then click submit.
6. Under Action, select “RG-Register” from the drop down menu on the left as shown in the picture below.
7. Enter the auth code in the box on the right; see picture below.
8. Click submit at the bottom.
9. Once you successfully add the section, verify the course has been added to your class schedule.
10. You are encouraged to pay for your class at the time of registration to avoid a hold being placed on your account.

Trouble successfully adding the course after trying the above steps? Visit Admissions and Records for help before the add deadline.

NOTES: The Auth Code only works for one student and will not work after the add deadline for the course. Check WebAdvisor or the Schedule of Classes for deadlines. Buying, selling, or dishonestly giving or receiving authorization codes is a violation of the Student Code of Conduct.

See reverse side for limitations