

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.

Action	Term	Class Name/Deadlines	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Units	Authorization Code
RG-Register	Fall 2014	View Class Details View Class Deadlines View Class Prerequisites	Moreno Valley College	MONDAY 8:00 AM - 9:00 AM TUESDAY 8:00 AM - 9:00 AM WEDNESDAY 8:00 AM - 9:00 AM THURSDAY 8:00 AM - 9:00 AM FRIDAY 8:00 AM - 9:00 AM	DR. [Name]	10/10/14	3.00	<input type="text"/>

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