

Registering for a course using an Add Code

1. Once you are on the column for the term you are attempting to register into, select “Add a Course”

The screenshot shows the RCCD interface for 'Psychology for Tra'. At the top, there are buttons for 'SAVE', 'TIMELINE', and 'Update Plan'. Below this, the 'Spring 2022' term is selected, with a 'Show my schedule' link. The current status is 'Planned: 6 CR' and 'Registered: 6 CR', with a 'Term limit: 6 CR'. A red arrow points to a '+ Add a course...' button. Below this button, two courses are listed: 'PSY-35 (23159, Sara Yerushalmian) Abnormal Psychology' and 'EAR-20 (44369, Rolah M Al Omar) Child Growth and Development'. Each course entry shows '3 CR', 'Registered Online', and a 'CHANGE' button. At the bottom right, there is an 'Update registration' button.

2. Enter in the section # of the course you are wishing to register. You can also search for courses using the acronyms for the course. Example: English is ENG, Math is MAT)

3. Once you find the course you'd like to add, click the “Select” box for that course.

The screenshot shows a course selection dialog box for 'GUI-47: Career Exploration and Life Planning sections'. It includes a 'Cancel' button and a 'View course details' link. A search bar contains the number '22648', with a red arrow pointing to it. Below the search bar, there are filters for 'Sort: Availability', 'Days: Mon-Sun, Anytime', 'Type: All types', and 'Colleges: Moreno Valley College'. The 'Labels' section is set to 'No labels, Late St...'. The 'Select effective section:' section shows '1 section found (overall)'. At the bottom, a table lists the selected section: '22648 MOV' by 'Maria Del Rocio Alvarez de Pacheco' (3 CR), 'Online', and 'Add code needed'. A red arrow points to the 'Select' button.

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4. After you select the course, click on the “Change” box and then select “Mark to Register with Add Code”

RCCD Psychology for Transfer IGETC (MAA568)

SAVE TIMELINE Update Plan

Spring 2022 [Show my schedule](#)

Planned: 9 CR Registered: 6 CR Term limit: 6 CR

+ Add a course...

PSY-35 (23159, Sara Yerushalmian) Abnormal Psychology	3 CR Registered Online	CHANGE No Action
EAR-20 (44369, Rolah M Al Omar) Child Growth and Development	3 CR Registered Online	CHANGE No Action
GUI-47 (22648, Maria Del Rocio Alva... Career Exploration and Life Planning	3 CR Add Code N... Online	CHANGE No Action

Update registration

What is next?
Summer 2022 0 C

+ Add a course...

No courses
Add or drag something here

- Mark to register with Add Code
- Registration preferences
- Replace with another course
- Change time/instructor...
- ★ Clear GUI-47 (22648)
- Remove GUI-47

Spring 2022 [Show my schedule](#)

Planned: 9 CR Registered: 6 CR Term limit: 6 CR

+ Add a course...

★ PSY-35 (23159, Sara Yerushalmian) Abnormal Psychology	3 CR Registered Online	CHANGE No Action
EAR-20 (44369, Rolah M Al Omar) Child Growth and Development	3 CR Registered Online	CHANGE No Action
★ GUI-47 (22648, Maria Del Rocio Alva... You must enter Add Code and click "Update registration" to Register	3 CR Add Code N... Online	CHANGE No Action

3823

Update registration

5. Input 4 digit add code/authorization code provided to you from your Instructor.

6. Then select the blue “Update Registration” button.

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7. Verify on the next page that the information on the next screen is accurate, then select the blue box “Update Registration”.

Review your registration actions

Spring 2022 Max credits allowed: 18 Current: 6 CR After: 9 CR

Course (Section)	Credits	Action	Alerts
GUI-47 (22648) Moreno Valley College	3 CR	Register Add Code: 3823	-

[Return to plan](#) [Continue registration](#)



8. You will receive this message if you registered successfully for the course.

Registration completed

You have successfully registered to:
GUI-47: Career Exploration and Life Planning (section: 22648)

[Ok](#)

9. On the term column, you will notice the course will populate on your schedule with the word “Registered” in green letters.

Spring 2022

Planned: 16 CR Registered: 3 CR Term limit: 16 CR

[+ Add a course...](#)

GUI-47 (22648, Maria Del Rocio Alva... Career Exploration and Life Planning	3 CR Registered Online	CHANGE No Action
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10. It is important to verify your final class schedule by logging into your MyPortal account, under the Registration section, select My Class Schedule. The courses you added on EduNav will be reflected on your My Class Schedule.