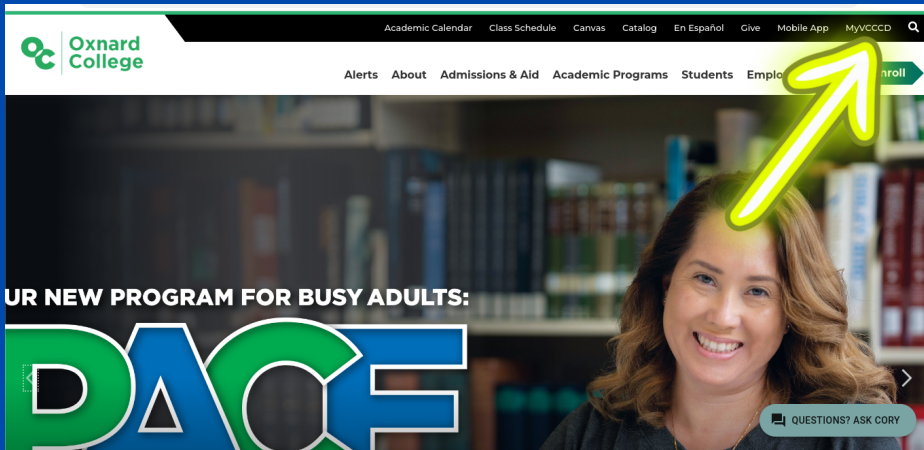
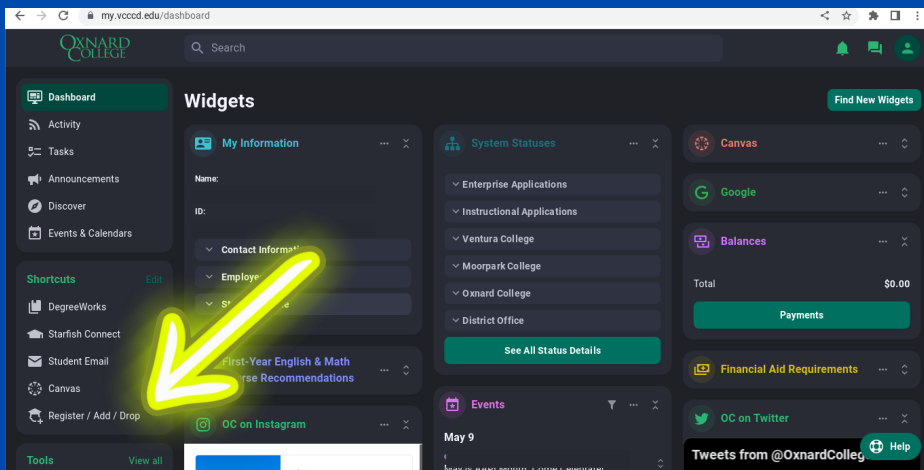


ENTERING AN ADD CODE FOR A WAITLISTED CLASS

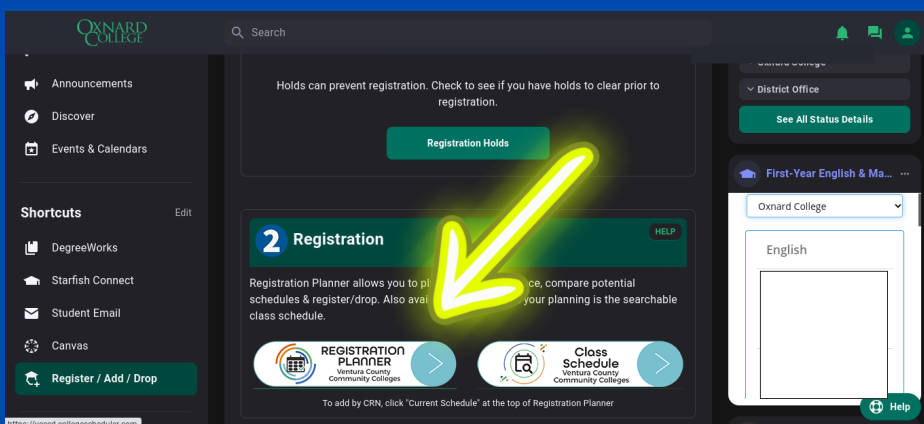


**STEP #1: LOG INTO YOUR
PORTAL**

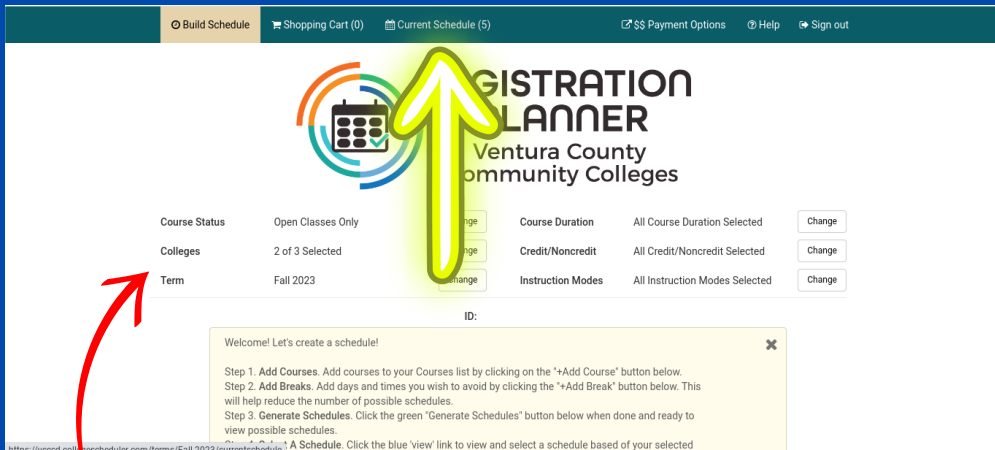
**VISIT [OXNARDCOLLEGE.EDU](https://oxnardcollege.edu)
AND CLICK ON "MYVCCCD"
IN THE UPPER RIGHT HAND
CORNER. LOG IN.**



**STEP #2: GO TO THE
LEFT-SIDE SECTION
WHERE IT SAYS
"SHORTCUTS." CLICK ON
"REGISTER/ADD/DROP"**



**STEP #3: SCROLL DOWN
UNTIL "REGISTRATION
PLANNER" IS VISIBLE.
SELECT THIS OPTION AND
YOU'LL BE TAKEN TO YOUR
REGISTRATION PLANNER.**



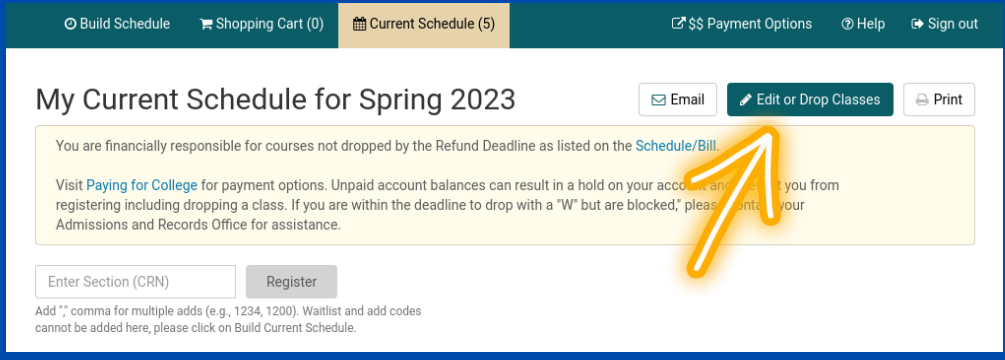
STEP #4: ONCE YOU ARRIVE ON THIS PAGE, CLICK ON "CURRENT SCHEDULE" IN THE TOP GREEN BANNER.

***NOTE: CHECK THE SETTINGS! MAKE SURE YOU ARE ENROLLING IN THE CORRECT TERM AND COLLEGE AS THE COURSE.**

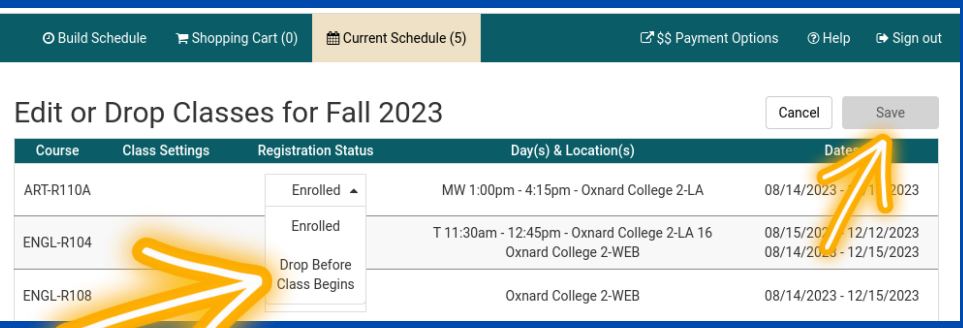
IF YOU ARE NOT WAITLISTED IN THE CLASS, PROCEED TO STEP #7.



IF YOU ARE ALREADY ON THE WAITLIST FOR A CLASS!
THE RESPECTIVE CLASS MUST BE DROPPED BEFORE YOU CAN REGISTER WITH THE ADD CODE.

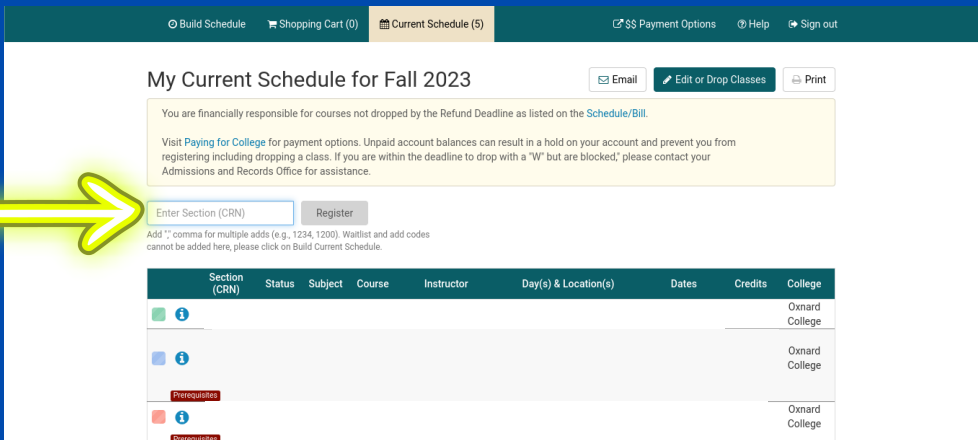


STEP #5: Select "Edit or Drop Classes" in the upper right hand corner.



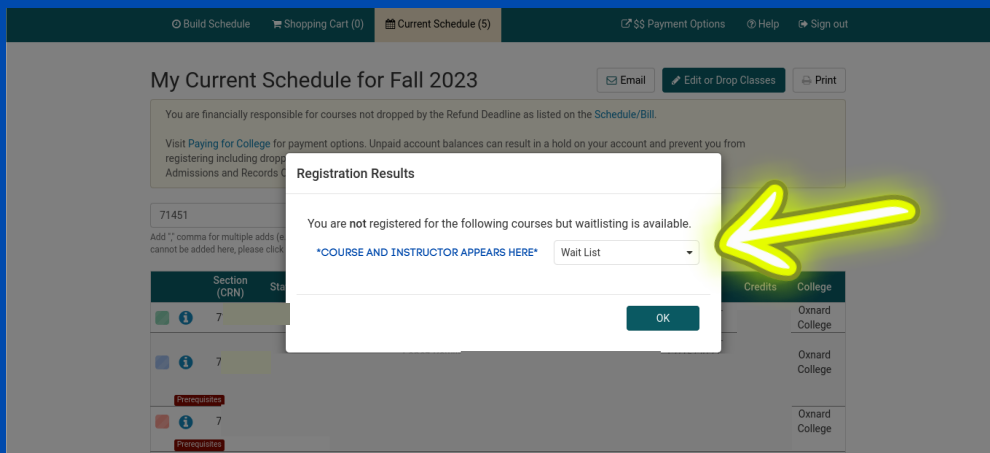
STEP #6: ONCE YOUR SCHEDULE IS LOADED, SELECT THE CORRESPONDING "REGISTRATION STATUS" BOX TO THE RIGHT OF THE CLASS YOU WOULD LIKE TO DROP. ONCE DROPPED, SELECT THE "SAVE" OPTION IN THE UPPER RIGHT HAND CORNER.

NOW PROCEED TO STEP 7!

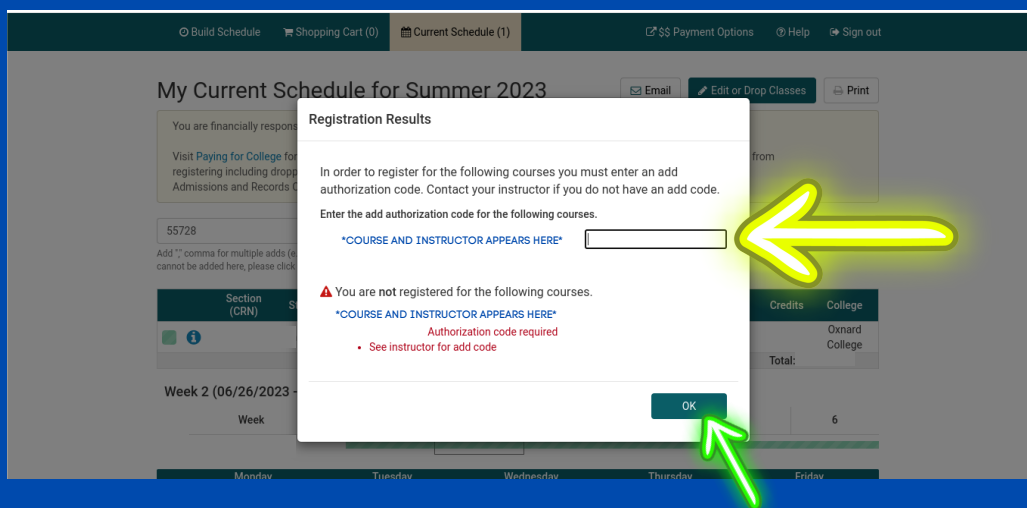


STEP #7: ON THE LEFT SIDE OF THE SCREEN, CLICK ON THE TEXTBOX THAT STATES "ENTER SECTION." TYPE IN THE CRN NUMBER OF THE CLASS.

*** FOR MORE GUIDANCE ON CRN CLASS NUMBERS, SEE PAGE 4!**



STEP #8: ONCE YOU TYPE IN THE CRN NUMBER OF THE CLASS, MAKE SURE THE DROPDOWN STATES "WAIT LIST." THEN CLICK ON THE GREEN "OK" BUTTON AND PROCEED.



STEP #9: LAST STEP! THIS "REGISTRATION RESULTS" WILL APPEAR. ENTER THE ADD CODE IN THIS TEXTBOX. ONCE YOU ADD THE CODE, CLICK THE GREEN "OK" BUTTON AND YOU'RE FINISHED!

*** FOR MORE GUIDANCE ON HOW TO OBTAIN AN ADD CODE, SEE PAGE 4!**

**WHAT IS A COURSE NUMBER (CRN) AND HOW CAN I FIND IT?

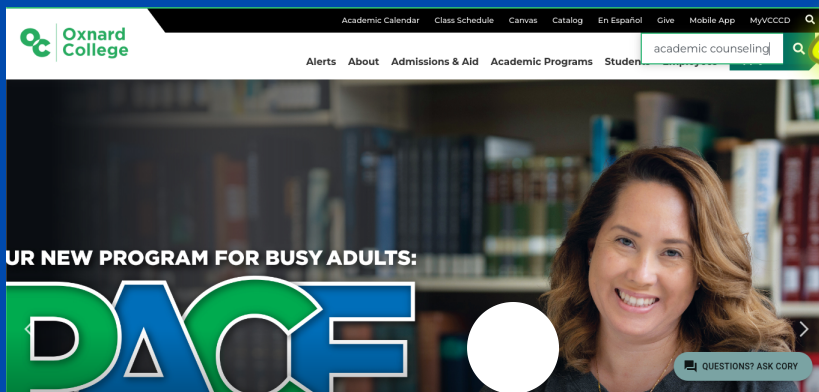
Status	CRN	Pre/Coreq	Cred	Meeting Time	Location	Cap	Act	Rem	Instructor	Date	Weeks
OPEN	71009	Pre/Coreq	2.0	06:00pm - 09:50pm	Oxnard Auto Technology 1	25	6	19	Jimenez, Juan	08/14-12/15	18
OPEN	72124	Pre/Coreq	0.0	08:00am - 11:50am	Oxnard Auto Technology 1	25	1	20	Ortega, Jose	08/14-12/15	18
OPEN	72534	Pre/Coreq	0.0	08:00am - 11:50am	Oxnard Auto Technology 1	25	0	1	Ortega, Jose	08/14-12/15	18
WAITLISTED	71241	Pre/Coreq	3.0	06:30pm - 09:20pm	Oxnard Occupational Education 9	25	25	0	Acosta, William	08/14-12/15	18
OPEN	71867	Pre/Coreq	2.0	02:30pm - 06:20pm	Oxnard Occupational Education 9	25	8	13	Acosta, William	08/14-12/15	18

IN THE CLASS SCHEDULE, THE COURSE NUMBER IS LISTED TO THE LEFT. IT IS A FIVE-DIGIT NUMBER USED WHEN REGISTERING FOR CLASSES. IT IS ALWAYS HIGHLIGHTED IN BLUE.

TO ACCESS THE CURRENT CLASS SCHEDULE, USE THE FOLLOWING LINK:

[HTTPS://WWW.OXNARDCOLLEGE.EDU/APPLY-AND-ENROLL/SCHEDULE-OF-CLASSES](https://www.oxnardcollege.edu/apply-and-enroll/schedule-of-classes)

**HOW TO OBTAIN AN ADD/AUTHORIZATION CODE:



IN ORDER TO OBTAIN AN ADD CODE, YOU MUST CONTACT THE INSTRUCTOR WHO IS CONDUCTING THE CLASS WITHIN THE FIRST TWO WEEKS AFTER THE START OF THE TERM. TO FIND AN INSTRUCTOR'S CONTACT INFORMATION, GO TO OXNARDCOLLEGE.EDU AND TYPE THEIR NAME IN THE SEARCHBAR. THEIR RESPECTIVE CONTACT INFORMATION WILL BE AVAILABLE.

ONCE YOU OBTAIN THE INSTRUCTOR'S CONTACT INFORMATION, EITHER CALL OR WRITE A FORMAL EMAIL REQUESTING THE ADD CODE FOR DESIRED CLASS. FOR EMAILS, MAKE SURE TO INCLUDE YOUR NAME AND THE CRN NUMBER FOR THE CLASS YOU WISH TO TAKE.

