

Adding a Course with an Add Code

1. Go online (my.vcccd.edu) and drop the waitlisted class. *Start on step 2 if student is not waitlisted in the class.*

Current Schedule

Status	None
Wait List on Jan 08, 2019	Drop Before Class Begins
You are 1st of 1 waitlisted	

2. Enter the course number and click on "Save Schedule Changes".

Add Classes Worksheet

CRNs	
30563	
<input type="button" value="Save Schedule Changes"/>	

3. Enter the Add Authorization Code and click "Submit".

Status	Registration	Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title
INCOMPLETE	692057		30563	FT	R170	001		Firefighter I Academy

4. Click on "Submit Changes" and pay for the class. **Once the add authorization number is approved, the student must click on the "Submit Changes" button to add the class. If this step is skipped, the student will not be registered for the class.**

Status	Registration	Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title
APPROVED	692057		30563	FT	R170	001		

5. Click on "Pay Fees & Complete Registration" to pay for the course. **All fees are due at the time of registration.**

⚠ Registration is not finished until you click this button and pay fees.