

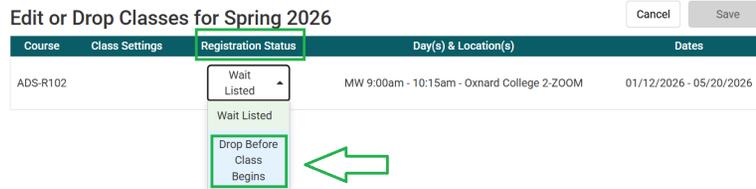
Adding a Course with an Add Code in Registration Planner

1. Go to the MyVCCCD student portal and drop the waitlisted class in Registration Planner.

- Click on Current Schedule and select "Edit or Drop Classes"



- On the Registration Status of the class, select "Drop Before Class Begins" and Save.



NOTE: Start on step 2 if you are not waitlisted in the class.

2. Click on 

- a. Enter the CRN of the class, click on register.



- b. Click on continue.

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.



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

Registration Results

In order to register for the following courses you must enter an add authorization code. Contact your instructor if you do not have an add code.

Enter the add authorization code for the following courses.

ADS-R102, 0,

▲ You are not registered for the following courses.

- ADS-R102, 32540,
 - CRN 32540: Authorization code required
 - Authorization required: Closed Section

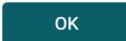


4. You will be prompted with a successful registration message if you are registered for the class. Click Ok.

Registration Results

✔ You have been successfully registered for the following courses.

ADS-R102, 32540,



5. Click on  to pay for the course. *All fees are due by the payment deadline*