

Adding a Class With Add Authorization (Formerly known as Add Codes)

Once a class begins you will need to have authorization from the instructor to add the class.

Waitlisted Students* when a class begins:

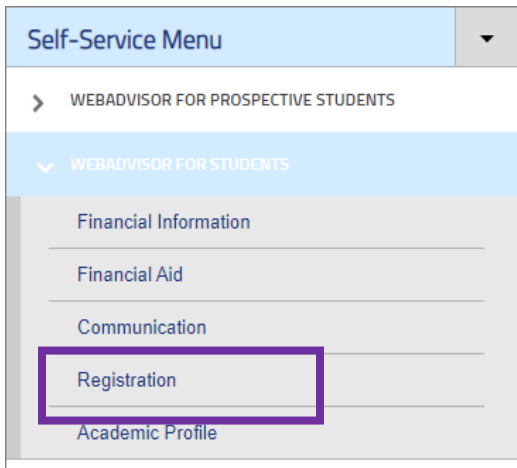
- **In Person Class**-you should attend the first day of the class as if you are enrolled. If the instructor has room in the class and is granting you authorization to add the class they will do so online.
- **Online Class**-you should email the instructor by the start of the class or the week prior to the class starting. Please do not email the instructor weeks in advance. They will look at emails just prior to the class beginning.

*If you are not on the waitlist still please follow the above instructions to receive authorization to add the class. Priority is always given to student on the wait list.

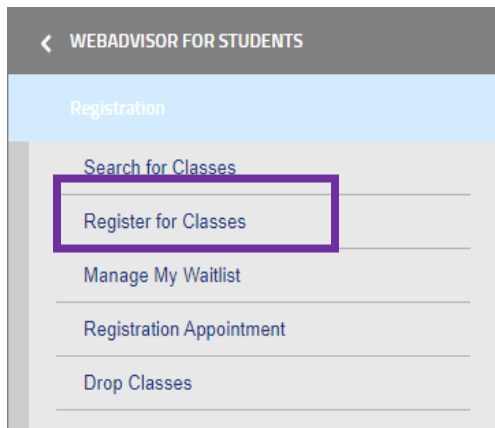
STEPS FOR STUDENTS ON THE WAITLIST THAT RECEIVED AUTHORIZATION

If the instructor grants you authorization to enroll in the class you will log in to you MyECC account

Select the Registration.



Then select Register for Class



Please go continue to next page

The register tab will take you to your schedule. You will see the classes you are registered for or on the waitlist. You will also now notice that you have an Authorization to add the class you were waitlisted for and the instructor granted authorization. Click on the **Register Now** button

The screenshot shows a course schedule for Winter Intersession 2023. At the top, there are navigation arrows, the semester name, and buttons for 'Remove Unregistered Sections' and 'Register Now'. Below this are filters for 'Filter Sections', 'Save to iCal', and 'Print'. A summary bar indicates 'Not Registered: 12 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 3 Credits'. The main area is a grid with days of the week (Sun-Sat) and times (7am-5pm). A class 'ART-150-5005: The Art of Photography' is listed on the left as 'Waitlisted'. A purple box highlights this class's details: 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Nelson, M', '1/5/2023 to 2/7/2023', and 'Waitlisted: 3'. A 'Drop Waitlist' button is visible. In the grid, the 8am slot from Monday to Friday is highlighted with a red border and contains the text 'ART-150-5005'.

If you have one or more classes on your schedule that you haven't registered for you will have to select the class you have authorization to add then hit **Register**

The screenshot shows a 'Register Now' dialog box overlaid on the schedule. The dialog has two sections: 'Select sections to add:' and 'Enter Authorization Code'. Under 'Select sections to add:', there are two checkboxes: 'ART-150-5010 (3 Credits)' (unchecked) and 'ART-150-5005 (3 Credits)' (checked). The 'Enter Authorization Code' section has a text input field with the placeholder 'Enter a valid authorization code'. At the bottom of the dialog are 'Cancel' and 'Register' buttons.

You have successfully registered for the class.

The screenshot shows the same course schedule interface as before, but now the class 'ART-150-5005: The Art of Photography' is listed on the left as 'Registered, but not started'. The 'Drop' button is now visible. In the grid, the 8am slot from Monday to Friday is highlighted with a green border and contains the text 'ART-150-5005'. The summary bar at the top now shows 'Not Registered: 0 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'.

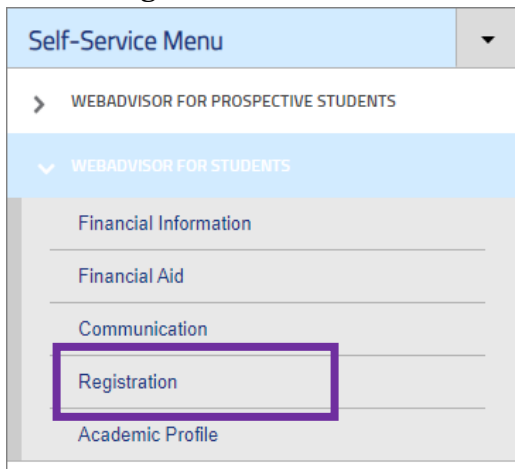
REASONS YOU WILL NOT BE ABLE TO ADD EVEN WITH AN AUTHORIZATION TO DO SO:

- You have a hold on your account blocking registration
- There is a time conflict
- You have reached the limit of allowable units for the term/semester (you will need to do an overload petition) https://elcamino.formstack.com/workflows/unit_overload_pet
- You do not meet the prerequisite for the class
- The deadline to use the Authorization has passed.

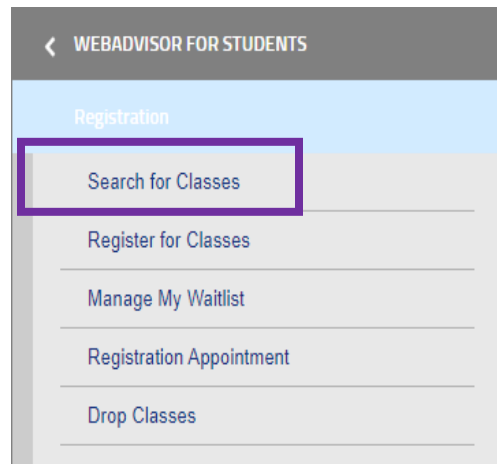
If however it is not one of the above reasons you can submit an ADD/DROP Online form (https://elcamino.formstack.com/workflows/add_drop_form_wf) prior to the add deadline for the class to see if Admissions & Records (A&R) can assist. A&R will not be able to add you if you do have one or more of the above reasons. An email will be sent back to you once your request has been reviewed informing you of your status.

STUDENTS NOT ON THE WAITLIST BUT RECEIVED AUTHORIZATION

Select Registration



Select



Enter the Term and the class information (remember to add the course section, authorization is specific to the section number. Then hit search

Catalog Advanced Search

Results View Information

- Catalog Listing
- Section Listing

Term	Meeting Start Date	Meeting End Date
Winter Intersession 2023	MM/dd/yyyy	MM/dd/yyyy

Courses And Sections		
Art	150	5005
Subject	Course number	Section
Subject	Course number	Section

+ Add More...

Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Class Type

Select class type

Time Of Day	Time Starts by	Time Ends by
Select Time Of Day	hh:mm AM/PM	hh:mm AM/PM

Course Type

Select Course Type

Clear **Search**

Next you will see the add button for the class you wish to add.

Search for Courses and Course Sections

[Back to Class Search](#)

Advanced Search Selection: 5005
Filters Applied: Winter Interession 2023

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Loca
<input type="button" value="Add"/>	Winter Interession 2023	Waitlisted	ART-150-5005	The Art of Photography		1/5/2023-2/7/2023	On C

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Click on **ADD** this will add it to your schedule. You will need to still register for the class.

Section Details

ART-150-5005 The Art of Photography
Winter Interession 2023

Instructors Nelson, M (mnelson@elcamino.edu)

Meeting Information M, T, W, Th, F 8:00 AM - 10:10 AM
1/5/2023 - 2/7/2023
On Campus At El Camino College, Music 204 (Lecture)

Dates 1/5/2023 - 2/7/2023

Seats Available 0 / 2 / 3

Waitlisted 3

Credits 3

Grading Graded

Requisites None

Course Description This course is a survey of photography as an art form which includes the evolution of photography as art. The course will also cover the aesthetic and cultural impact of photography as art. Also included is an examination of the techniques and methods of

NOTE: Once you've added a class/classes to your schedule, be sure to finish registering by going to [Academics - Register for Classes](#).

Search for Courses and Course Sections

[Back to Class Search](#)

Advanced Search Selection: 5005
Filters Applied: Winter Interession 2023

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates
<input type="button" value="Add"/>	Winter Interession 2023	Waitlisted	ART-150-5005	The Art of Photography	<input checked="" type="checkbox"/> Scheduled	1/5/2023

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You are not quite done

On the left hand navigation bar under **Academics** select **Register for Classes** you will notice the class has that you have been authorized is there. You will select **Register Now**

The screenshot shows the 'ellucian' interface for 'Register for Classes'. The left navigation bar includes 'Home', 'Financial Information', 'Academics' (selected), 'Student Planning', 'Register for Classes', 'Class Search', 'Grades', 'Graduation Overview', 'Enrollment Verifications', 'Transcript Requests', 'Unofficial Transcript', 'Academic Attendance', and 'Test Summary'. The main content area displays 'Winter Intersession 2023' with buttons for 'Remove Unregistered Sections' and 'Register Now'. A course card for 'ART-150-5005: The Art of Photography' is shown with details: 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Nelson, M', '1/5/2023 to 2/7/2023', 'Waitlisted: 2', and a 'Waitlist' button. A purple arrow points from the 'Register Now' button in the top right to the 'Register Now' button in the course card.

If you have one or more classes on your schedule that you haven't registered for you will have to select the class you have authorization to add then hit **Register**

The screenshot shows the 'Register Now' dialog box. It has a title 'Register Now' and two sections: 'Select sections to add:' and 'Enter Authorization Code'. Under 'Select sections to add:', there are two checkboxes: 'ART-150-5010 (3 Credits)' (unchecked) and 'ART-150-5005 (3 Credits)' (checked). The 'Enter Authorization Code' field contains the placeholder text 'Enter a valid authorization code'. At the bottom, there are 'Cancel' and 'Register' buttons.

You have successfully registered for the class.

Winter Intersession 2023 Register Now

Filter Sections Save to iCal Print Not Registered: 0 Credits Enrolled: 3 Credits Waitlisted

ART-150-5005: The Art of Photography

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Nelson, M
1/5/2023 to 2/7/2023

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am		ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						

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