## **How To Add A Class**

After the registration period is over and the term begins, the only way to enroll in a class is with an **ADD CODE** from the instructor.

Classes must be added before the <u>Last Day to Add Classes</u> for the term. Students must have a Registration Appointment for the term, meet any prerequisites for the course, and have no holds on their account (outstanding fees, etc.)

1.	Request an Add Code from the instructor.	Sel	f-Service Menu
	Add Codes can be obtained by emailing the instructor of the class section you would	>	USER ACCOUNT
	like to add. <u>View Open Classes with</u>	>	FINANCIAL INFORMATION
	Instructor Email Addresses	>	FINANCIAL AID
2	Go to myecc elcamino edu and log into	>	COMMUNICATION
۷.	MyECC with your ECC email and password.		
			Add to shopping cart if you know Section#
3.	In the Self-Service Menu, click on		Add to shopping cart by searching for Sections
	"Registration" then "Online Add."		Register and Drop Sections
			Manage My Waitlist
4.	On the next screen, enter the reference	-	Registration Appointment
	number and authorization code from the		Online Add
	Add Code.		Parking and ASB Menu
			My class schedule
	Enter the section's reference number (6 digits)		Search for Sections (Only view sections, cannot R
	Enter the authorization code (5 digits)		
	SUBMIT		

- 5. Click the **Submit** button.
- 6. Once you have successfully added the class section, pay any fees by returning to the Self-Service Menu. Click on "Financial Information" then "View Account and Make Payments."

## **NOTES:**

- The Add Code only works for one student.
- Classes cannot be added if the meeting times conflict with your other classes, if you have excessive repeats of the class, or if you would exceed the allowable number of units for the term.

**Need Help?** Visit the <u>Virtual Information Desk</u>. If you experience any issues entering your Add Code in MyECC, please submit this <u>Add/Drop Form</u>.