Adding a Class Once the Class Begins (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 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

Schedule Petitions & Waivers Grading IDs									
Vinter Intersession 2023				Remove Unregistered Sections Register Now					
Tilter Sections		Print Not Registered: 12 Credits Enrolled: 0 Credits Waitlisted: 3 Credits							
ART-150-5005: The Art of Photography		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
 Authorized for Add 	7am							•	
✓ Waitlisted	8am		ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005		
Credits: 3 Credits	9am			1 -		-			
Instructor: Nelson, M 1/5/2023 to 2/7/2023 Waitlisted: 3	10am								
V Meeting Information									
Drop Waitlist	12pm								
A View other sections	1pm								
	2pm								
	3pm								
AKI-ISU-SUUB: THE ARL OF Photography X	4pm								
✓ Not Registered	F								

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*

∀ Filter Sections	Register Now	Register Now Select sections to add:					rolled: 0 Cr	edits W
ART-150-5005: The Art of Pho	Select sections to ad				ion Code		Thu	
③ Authorized for Add	ART-150-5010 (3 C	redits)	En	ter a valid auth	orization code			
✓ Waitlisted		Pa -s					ART-150-5005	ART-150-50
Credits: 3 Credits Grading: Graded	AR1-150-5005 (3 Ci	realts)						
Instructor: Nelson, M 1/5/2023 to 2/7/2023	Cance	l.		Register				
Waitlisted: 3		11am						
 Meeting information 		12nm						
Winter Intersessio	illy registered	d for th	e class	•		P	agister Now	
> Winter Intersession Filter Sections ¹	ave to iCal	d for th	e class	• Not Register	red: 0 Credits	Ro Enrolled: 3	egister Now Credits W	aitlisted
> Winter Intersessic Filter Sections Image: Solution of Solution of Photographics 50-5005: The Art of Photographics	ave to iCal	d for th	e class	Not Register	red: 0 Credits Wed	Re Enrolled: 3 Thu	egister Now Credits W Fri	aitlisted
> Winter Intersessic Filter Sections Image: Solution of	ave to iCal	d for th	e class	Not Register	red: 0 Credits Wed	Re Enrolled: 3 Thu	agister Now Credits W Fri	aitlisted
Winter Intersession Filter Sections 50-5005: The Art of Photograph gistered, but not started s: 3 Credits s: 5 Credits	ave to iCal	d for th	e class	Not Register Tue ART:150:3003	ed: 0 Credits Wed	Enrolled: 3 Thu ART-120-3005	Credits W	faitlisted
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	htter and a second	Print	Mon	Not Register Tue Att.130-3003	red: 0 Credits Wed ART-130-3003	Re Enrolled: 3 Thu ART.150-5005	Credits W Fri	/aitlisted
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Winter Intersession Winter Intersession Winter Intersession Winter Intersession So-S005: The Art of Photograp gistered, but not started s: 3 Credits ng: Graded tor: Nelson, M 223 to 2/7/2023 seting Information Drop ew other sections	Illy registered on 2023 ave to iCal d hy. 7am 8am 9am 10am 11am 12pm 1pm	Print	Mon ART.130-3002	Not Register Tue	ed: 0 Credits Wed	Re Enrolled: 3 Thu ATT-130-5002	agister Now Credits W Fri ART.138.36	/aitlisted
Winter Intersessic Winter Intersessic Winter Intersessic Winter Intersessic Solution	Illy registered on 2023 ave to iCal d hy. 7am 8am 9am 10am 11am 12pm 1pm 2pm	Print	Mon ART-150-2002	Not Register Tue	ed: 0 Credits Wed	Re Enrolled: 3 Thu ART.130-5002	agister Now Credits W Fri ART-138-36	/aitlisted
Winter Intersession Winter Intersession Filter Sections Iso-5005: The Art of Photograp egistered, but not started ts: 3 Credits ing: Graded uctor: Nelson, M 023 to 2/7/2023 leeting Information Drop iew other sections	Illy registered	Print	Mon	Not Register Tue	ed: 0 Credits Wed	Re Enrolled: 3 Thu ART-130-5003	egister Now	Vaitlisted
Winter Intersessic Winter Intersessic Filter Sections So-5005: The Art of Photograp gistered, but not started is: 3 Credits ng: Graded tor: Nelson, M 223 to 2/7/2023 eeting Information Drop ew other sections	Illy registered on 2023 ave to iCal d thy. 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm	Print	e class	Not Register	eed: 0 Credits Wed	Re Enrolled: 3 Thu ART-150-3003	egister Now Credits W Fri Att_150-50	222

STUDENTS NOT ON THE WAITLIST BUT RECEIVED AUTHORIZATION

Select Registration	Select
Self-Service Menu	〈 WEBADVISOR FOR STUDENTS
> WEBADVISOR FOR PROSPECTIVE STUDENTS	Registration
V WEBADVISOR FOR STUDENTS	Search for Classes
Financial Information	Register for Classes
Financial Aid	
Communication	Manage My Waitlist
Registration	Registration Appointment
Academic Profile	Drop Classes

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 Vietermation			
Catalog Listing			
Section Listing			
erm	Meeting Start Date	Meeting End Date	
Winter Intersession 2023	► M/d/yyyy	Mayyyy	
ourses And Sections			
Art	▶ 150	5005	
Subject	✓ Course number	Section	
Subject	✓ Course number	Section	
+ Add More			
Days Of Week			
Sunday Monday	Tuesday	Wednesday	
Thursday Friday	Saturday		
Class Type			
Select class type	~		
ïme Of Day	Time Starts by	Time Ends by	
Select Time Of Day	► hh:mm AM/PM	hh:mm AM/PM	
ourse Type			
Select Course Type	~		

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

Search for Courses and Course Sections < Back to Class Search Search for courses							
Filter Results Hide Advanced Search Selection: 5005 Filters Applied: Winter Intersession 2023 ×							
Availability	Add To Schedule Term Status Section Name Title Planned Dates L	.oca					
Open Sections Only Subjects	Add Winter Intersession 2023 Waitlisted ART-150-5005 The Art of Photography 1/5/2023-2/7/2023 C	On (
Art (1)	K Page 1 of 1 >						
Locations ^							

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

ol	Section Details				
זכ יק	ART-150-5005 The Art of Photography Winter Intersession 20.	23	ì		
vi re	Instructors	Nelson, M (<u>mnelson@elcamino.edu</u>)			
ve	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)	I		
tir	Dates	1/5/2023 - 2/7/2023			
d <u>Cl</u>		() This section has a waitlist.			
ır	Seats Available 🚯	0/2/3	ſ	Carrada fara anun	
l	Waitlisted	3		Search Jor cours	
	Credits	3	П		
:le	Grading	Graded 🗸			
	Requisites	None	1	▲ Planned ✓ Status	
IS	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	tog	raphy	
ł	Clo	Add Section			
		Page 1 of 1 >			
	NOTE: Once you've add	led a class/classes to your schedule, be sure to finish registering by going to r Classes.			
	Search for Courses	and Course Sections	Searc	h for courses	Q
	Filter Results	tide Advanced Search Selection: 5005			
	Availability	Add To Term Status Section Title	^	Planned Status	Dates
	Open and Waltlisted Section	Schedule V Name	Ý		4/5/2000
	Subjects	Add	ograpny	Scheduled	1/5/2023
	Art (1)				
	Locations				
	On Campus At El Camino	conege (1			
	Terms	^			

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*

		0 ellucian.		A elizabe	th_darcy1	〔→ Sign ou	t 🧿 Help
♠	Home	Academics · Register for Classes					
-		Register for Classes				Search for co	urses Q
	Financial Information 🗸	Schedule Petitions & Waivers	Grading IDs				
-	Academics						
	Student Planning 🛛 🗸	Vinter Intersessi	on 2023	Rem	ove Unregister	red Sections	Register Now
	Register for Classes	Filter Sections	Print	Not	Registered:	Oredits Enro Waitli	olled: 0 Credits sted: 0 Credits
	Class Search	ART-150-5005: The Art of Photography X	Sun	Mon	Tue	Wed	Thu
	Grades	(i) Authorized for Add	8am	ART-150-5005 ×	ART-150-5005 ×	ART-150-5005 ×	ART-150-5005 >
		✓ Not Registered	9am				
	Graduation Overview	Credits: 3 Credits Grading: Graded	10am				_
	Enrollment Verifications	Instructor: Nelson, M 1/5/2023 to 2/7/2023 Waitlisted: 2	11am		ENGL-1A5-6017 ×		ENGL-1AS-6017 >
		✓ Meeting Information	12pm				
	Transcript Requests	This section has a waitlist	1pm				
	Unofficial Transcript		2pm				
	A	Waitlist	3pm				
		✓ View other sections	4pm				
	Test Summary		5pm				
Home Financial Information Academics Academics Student Planning Register for Classes Class Search Grades Graduation Overview Enrollment Verification Transcript Requests Unofficial Transcript Academic Attendance Test Summary		ENCL 14 4017: Deading and	6pm				

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*

Winter Inter	tersession 2023	Remove Unre	gistered Sections Register
	Register Now		nrolled: 0 Credits Waitlisted
ART-150-5005: The Art of Ph	Select sections to add:	Enter Authorization Code	Thu Fri
④ Authorized for Add	ART-150-5010 (3 Credits)	Enter a valid authorization code	
✓ Waitlisted	ART-150-5005 (3 Credits)		ART-150-5005 ART-150-5005
Credits: 3 Credits Grading: Graded	All 150 5005 (5 create)		
Instructor: Nelson, M 1/5/2023 to 2/7/2023	Cancel	Register	
Waitlisted: 3	11am		
· Meeting mormation	12pm		

You have successful registered for the class.

Vinter Intersession 2023				Reg	jister Now			
Filter Sections		🔒 Print	\supset	Not Register	r ed: 0 Credits	Enrolled: 3 C	redits Waitl	isted
ART-150-5005: The Art of Photography	*	Sun	Mon	Tue	Wed	Thu	Fri	
✓ Registered, but not started	7am							
Credits: 3 Credits Grading: Graded Instructor: Nelson, M	8am 9am		ART-150-5005	<u>ART-150-5005</u>	ART-150-5005	<u>ART-150-5005</u>	<u>ART-150-5005</u>	
Meeting Information	10am				-			J
Drop	11am							
✓ View other sections	12pm							
	1pm							
	2pm							
	3pm							
	4pm							
	5nm							

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) <u>https://elcamino.formstack.com/workflows/unit_overload_pet</u>
- 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 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.