

Class Registration from an Add Authorization

Add Authorizations are replacing the WebAdvisor Add Codes. Once a class starts meeting, you need an Add Authorization to register for the class section. Add Authorizations are issued by the instructor of the class and depend on seat availability. It is no longer a code that needs to be entered. It is a system permission that is unique to your ID and section. All you need to do is go to your schedule in Self-Service and register for the class if you are waitlisted. If you are not waitlisted, then you must first search for the section and add it to your schedule. Both procedures are listed below.


NOTE: After the section starts, only an Add Authorization will allow the student to register (barring any holds or prerequisite issues). The Add Period dates for every section can vary, but it's always the section Start Date until the Add Period End Date (i.e. the day before Census). This can be seen in WebAdvisor by viewing the section information. The student can only register during the Add Period of the section. They cannot register before that. Easy way to remember is that you "Add during the Add Period."

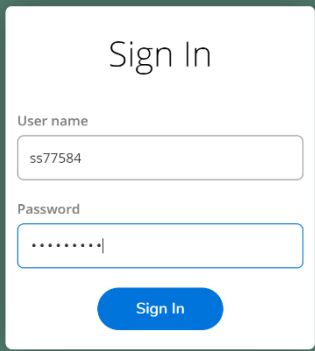
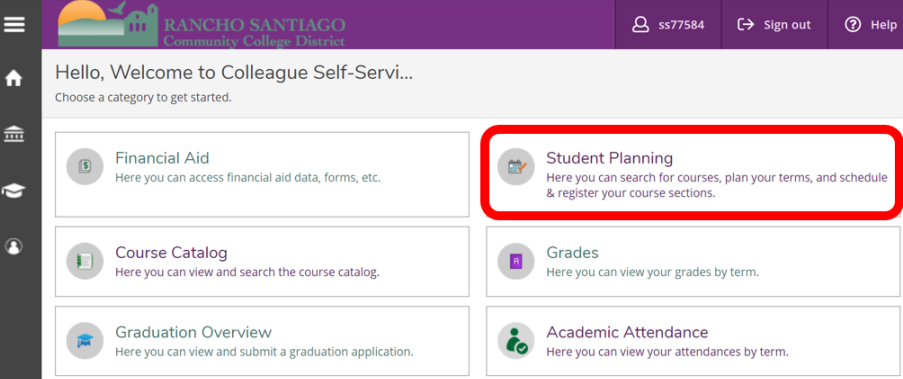
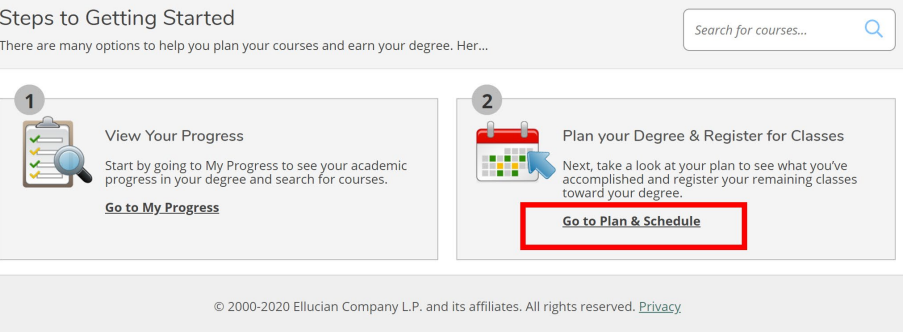
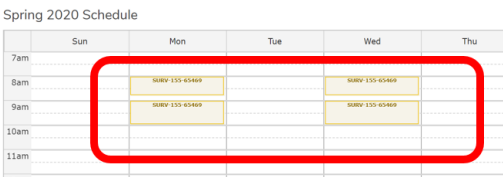
Add Period Start Date

Add Period End Date

Term	2020FA Fall 2020
Start Date	24 August 2020
End Date	13 December 2020
Last Day to Add (add code required)	06 September 2020
Last Drop Date with 'W'	15 November 2020
Last Drop Date without 'W'	07 September 2020
Last Date to get Refund	06 September 2020

Student is Waitlisted

STEPS	SCREENSHOT
1. In WebAdvisor , click the Student Planning link to open Self-Service.	 <p>The screenshot shows a green header bar with the word "Registration". Below it is a list of links: "Community Programs and Services", "New Student Orientation - Early Welcome (SCC)", "New Student Orientation (SAC)", "New Student Orientation (SCC)", "Noncredit Online Student Orientation (OEC)", "View Online Registration Date", "Search for Sections", "Register for Classes", "Register and Drop Classes", "Manage My Waitlist", "Canvas Access", and "Student Planning". The "Student Planning" link at the bottom is enclosed in a red rectangular box.</p>

STEPS	SCREENSHOT
<p>2. If prompted, log in with your WebAdvisor account.</p> <p>Alternatively, you can bookmark the SS link and go directly. https://colss-prod.cloud.rsccd.edu/Student/</p>	
<p>3. Click on the Student Planning to open your Planning Overview screen.</p>	
<p>4. In your Planning Overview screen, simply click on the Go to Plan & Schedule link.</p> <p>NOTE: Alternatively, if your course is on your Ed. Plan, then the section that has received an Add Authorization will be tan in color with a Planned status. You can click on it to open the Plan and Schedule screen.</p>	 

STEPS

5. In the **Plan and Schedule** screen, click on the **Register Now** button to register for the authorized class.

If you just have one class on your schedule, then it should register you and give a green notification.

If you have more than one section on your schedule, from the dialog box select the section you were authorized for and click the **Register** button.

NOTE:

If the **Register Now** button is not visible, then you have to search for the course and add it your schedule in the **Search for Courses** box.

Search for courses...

SCREENSHOT

The screenshot shows the 'Plan and Schedule' interface. At the top, there's a search bar labeled 'Search for courses...'. Below it, a 'Register Now' button is highlighted with a red rectangle. A dialog box titled 'Register Now' is open, showing a list of sections to add: ITAL-101-65462 (5 Credits), BIOL-190-65479 (3 Credits), and HIST-101-65478 (3 Credits). The 'Register' button in the dialog box is also highlighted with a red rectangle. A black arrow points to the 'Register' button in the dialog box. The background shows a calendar grid with days of the week and times from 12am to 8pm.

6. Barring any holds or pre-requisites, your section status should change to **Registered**.

✓ Registered

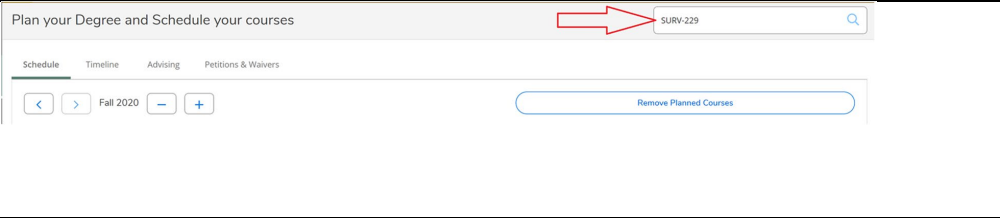
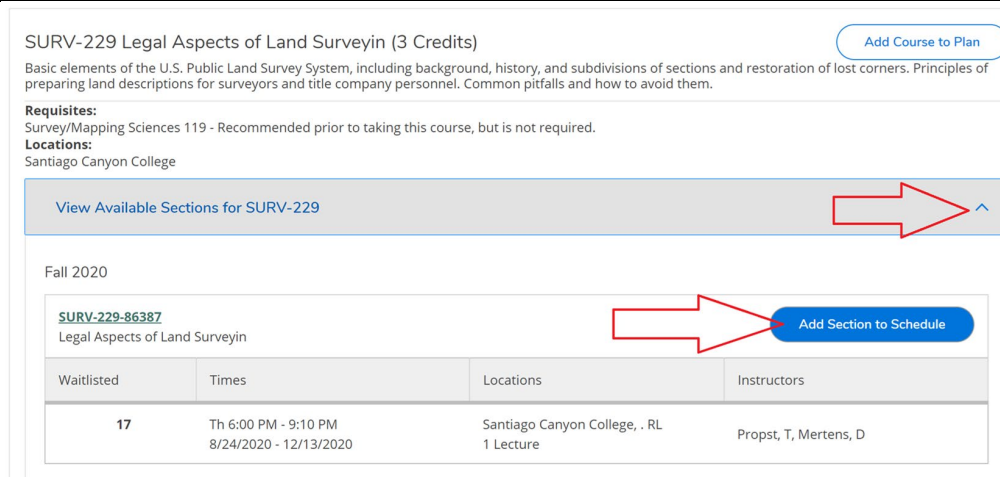
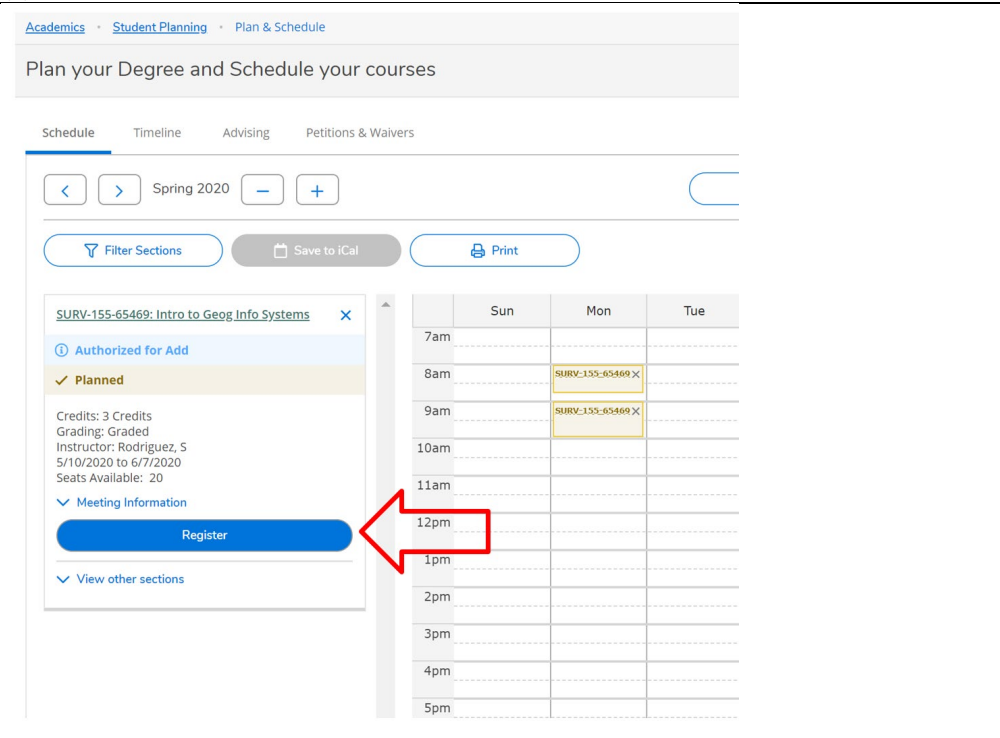
The section should change to a green color on your schedule.

You are now registered in the authorized section. Please go to [WebAdvisor](#) to pay your enrollment fees.

Plan your Degree and Schedule your courses

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, there's a navigation bar with 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below it, there's a 'Spring 2020' dropdown and a '+' button. A 'Filter Sections' button is highlighted with a red rectangle. Below it, a section titled 'SURV-155-65469: Intro to Geog Info Systems' is highlighted with a red rectangle. The status '✓ Registered' is shown in green. Below the section title, there's a 'Drop' button and a 'View other sections' link. The background shows a calendar grid with days of the week and times from 7am to 3pm. The section is scheduled for Monday and Wednesday at 8am and 9am.

Student is NOT Waitlisted

STEPS	SCREENSHOT
<p>1. In Student Planning, type in your course (i.e. SURV-229) under your search and hit the little magnifying glass to do a search.</p>	
<p>2. Once you see the results of the search, click on the little blue arrow that is facing down and it will expand to reveal the available section. Click on Add Section to Schedule button.</p>	
<p>3. Once you add it to your schedule, you can go back to Student Planning and it should show up on the left-hand side with a blue exclamation mark that states you are Authorized to Add. Just click the Register button.</p>	

4. Barring any holds or pre-requisites, your section status should change to **Registered**.

✓ Registered

The section should change to a green color on your schedule.

You are now registered in the authorized section. Please go to [WebAdvisor](#) to pay your enrollment fees.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Spring 2020 +

Filter Sections

Save to iCal

Print

Planned: 0 Credits

SURV-155-65469: Intro to Geog Info Systems

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Rodriguez, S
5/10/2020 to 6/7/2020

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed
7am				
8am		SURV-155-65469		SURV-155-65469
9am		SURV-155-65469		SURV-155-65469
10am				
11am				
12pm				
1pm				
2pm				
3pm				