

Class Registration from an Add Authorization

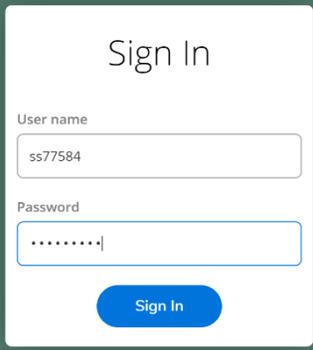
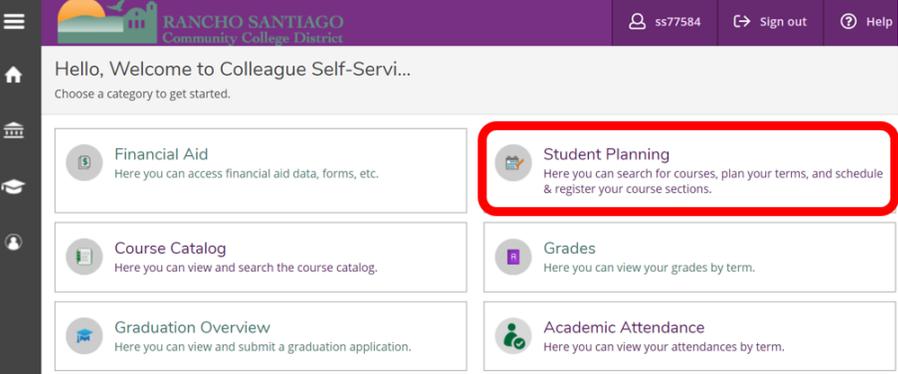
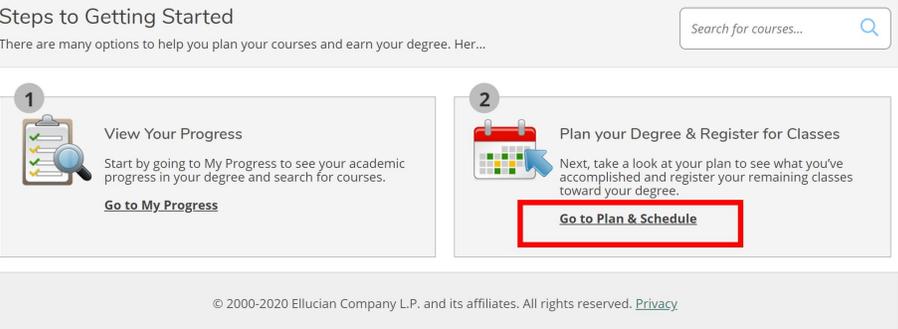
Add Authorizations are replacing the WebAdvisor Add Codes. Once a class starts meeting, you need an Add Authorization to register for the class section. Add Authorizations are issued by the instructor of the class and depend on seat availability. It is no longer a code that needs to be entered. It is 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	Term	2020FA Fall 2020
	Start Date	24 August 2020
	End Date	13 December 2020
Add Period End Date	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 style="text-align: center;">Registration</p> <ul style="list-style-type: none"> 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 Student Planning

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.rscsd.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>	 <p>Spring 2020 Schedule</p> <table border="1" data-bbox="110 1367 610 1514"> <thead> <tr> <th></th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> </tr> </thead> <tbody> <tr> <td>7am</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8am</td> <td></td> <td>SUREV 133-05469</td> <td></td> <td>SUREV 133-05469</td> <td></td> </tr> <tr> <td>9am</td> <td></td> <td>SUREV 133-05469</td> <td></td> <td>SUREV 133-05469</td> <td></td> </tr> <tr> <td>10am</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11am</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Sun	Mon	Tue	Wed	Thu	7am						8am		SUREV 133-05469		SUREV 133-05469		9am		SUREV 133-05469		SUREV 133-05469		10am						11am					
	Sun	Mon	Tue	Wed	Thu																																
7am																																					
8am		SUREV 133-05469		SUREV 133-05469																																	
9am		SUREV 133-05469		SUREV 133-05469																																	
10am																																					
11am																																					

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

SES

Search for courses...

Register Now

Save to iCal Print

Planned Credits Enrolled: 6 Credits Waitlisted: 0 Credits

12am 1am 2am 3am 4am 5am 6am 7am 8am

Sun Mon Tue Wed Thu Fri Sat

Register Now

Select sections to add:

- ITAL-101-65462 (5 Credits)
- BIOL-190-65479 (3 Credits)
- HIST-101-65478 (3 Credits)

Please contact the instructor to grant add authorization for this course.

Please contact your instructor

Cancel Register

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

Schedule Timeline Advising Petitions & Waivers

< > Spring 2020 +

Filter Sections Save to iCal Print

Planned: 0 Cre

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

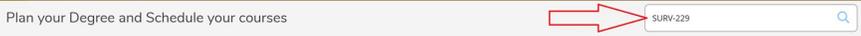
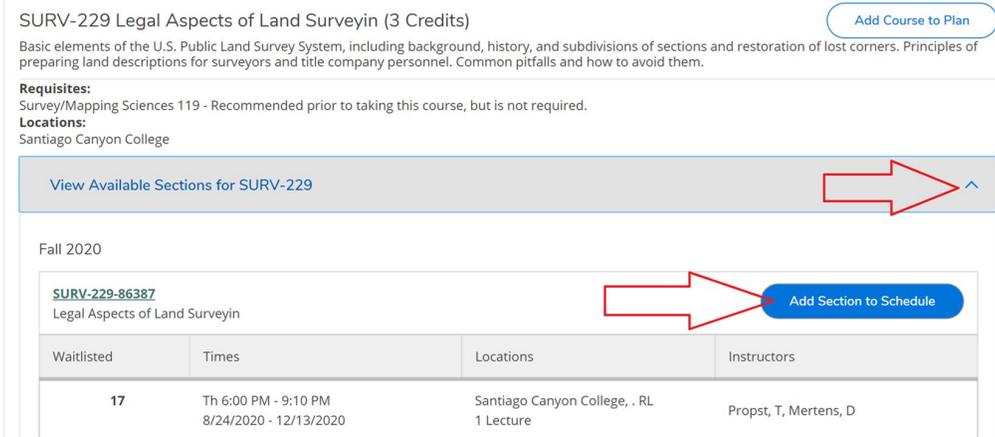
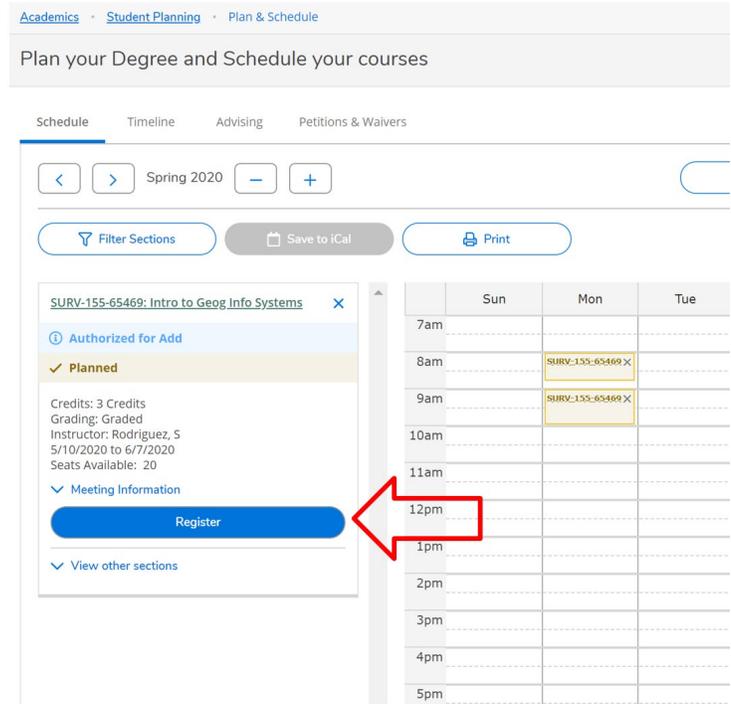
View other sections

7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm

Sun Mon Tue Wed

SURV-155-65469 SURV-155-65469 SURV-155-65469

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>SURV-229 Legal Aspects of Land Surveyin (3 Credits) Add Course to Plan</p> <p>Basic elements of the U.S. Public Land Survey System, including background, history, and subdivisions of sections and restoration of lost corners. Principles of preparing land descriptions for surveyors and title company personnel. Common pitfalls and how to avoid them.</p> <p>Requisites: Survey/Mapping Sciences 119 - Recommended prior to taking this course, but is not required.</p> <p>Locations: Santiago Canyon College</p> <p>View Available Sections for SURV-229</p> <p>Fall 2020</p> <p>SURV-229-86387 Legal Aspects of Land Surveyin Add Section to Schedule</p> <table border="1"> <thead> <tr> <th>Waitlisted</th> <th>Times</th> <th>Locations</th> <th>Instructors</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>Th 6:00 PM - 9:10 PM 8/24/2020 - 12/13/2020</td> <td>Santiago Canyon College, . RL 1 Lecture</td> <td>Propst, T, Mertens, D</td> </tr> </tbody> </table>	Waitlisted	Times	Locations	Instructors	17	Th 6:00 PM - 9:10 PM 8/24/2020 - 12/13/2020	Santiago Canyon College, . RL 1 Lecture	Propst, T, Mertens, D																																								
Waitlisted	Times	Locations	Instructors																																														
17	Th 6:00 PM - 9:10 PM 8/24/2020 - 12/13/2020	Santiago Canyon College, . RL 1 Lecture	Propst, T, Mertens, D																																														
<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>	 <p>Academics · Student Planning · Plan & Schedule</p> <p>Plan your Degree and Schedule your courses</p> <p>Schedule Timeline Advising Petitions & Waivers</p> <p>Filter Sections Save to iCal Print</p> <p>SURV-155-65469: Intro to Geog Info Systems</p> <p>Authorized for Add</p> <p>Planned</p> <p>Credits: 3 Credits Grading: Graded Instructor: Rodriguez, S 5/10/2020 to 6/7/2020 Seats Available: 20</p> <p>Meeting Information</p> <p>Register</p> <p>View other sections</p> <table border="1"> <thead> <tr> <th></th> <th>Sun</th> <th>Mon</th> <th>Tue</th> </tr> </thead> <tbody> <tr><td>7am</td><td></td><td></td><td></td></tr> <tr><td>8am</td><td></td><td>SURV-155-65469 X</td><td></td></tr> <tr><td>9am</td><td></td><td>SURV-155-65469 X</td><td></td></tr> <tr><td>10am</td><td></td><td></td><td></td></tr> <tr><td>11am</td><td></td><td></td><td></td></tr> <tr><td>12pm</td><td></td><td></td><td></td></tr> <tr><td>1pm</td><td></td><td></td><td></td></tr> <tr><td>2pm</td><td></td><td></td><td></td></tr> <tr><td>3pm</td><td></td><td></td><td></td></tr> <tr><td>4pm</td><td></td><td></td><td></td></tr> <tr><td>5pm</td><td></td><td></td><td></td></tr> </tbody> </table>		Sun	Mon	Tue	7am				8am		SURV-155-65469 X		9am		SURV-155-65469 X		10am				11am				12pm				1pm				2pm				3pm				4pm				5pm			
	Sun	Mon	Tue																																														
7am																																																	
8am		SURV-155-65469 X																																															
9am		SURV-155-65469 X																																															
10am																																																	
11am																																																	
12pm																																																	
1pm																																																	
2pm																																																	
3pm																																																	
4pm																																																	
5pm																																																	

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 Cre

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				