

Class Registration from an Add Authorization


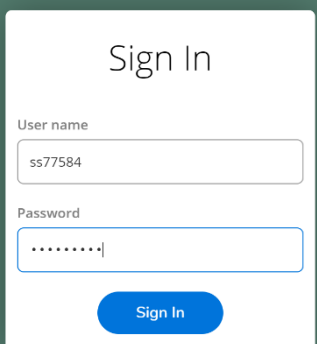
Add Authorizations are replacing the WebAdvisor Add Codes. Once a class starts meeting, you need an Add Authorization to register for the class section. Add Authorizations are issued by the instructor of the class and depend on seat availability. It is no longer a code that needs to be entered. It is 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.

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

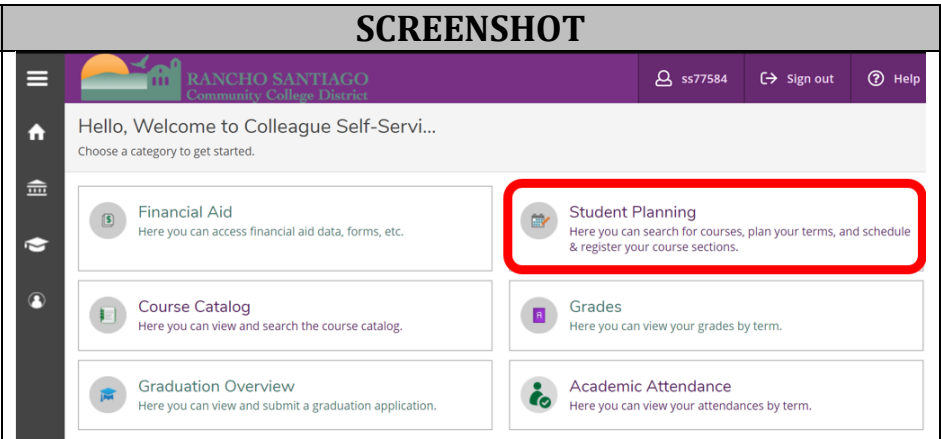
Add Period End Date

| | |
|-------------------------------------|-------------------|
| 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 |

| STEPS | SCREENSHOT |
|--|--|
| <p>1. In WebAdvisor, click the Student Planning link to open Self-Service.</p> |  <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 |
| <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 style="text-align: center;">Sign In</p> <p>User name <input type="text" value="ss77584"/></p> <p>Password <input type="password" value="....."/></p> <p style="text-align: center;">Sign In</p> |

STEPS

3. Click on the **Student Planning** to open your **Planning Overview** screen.

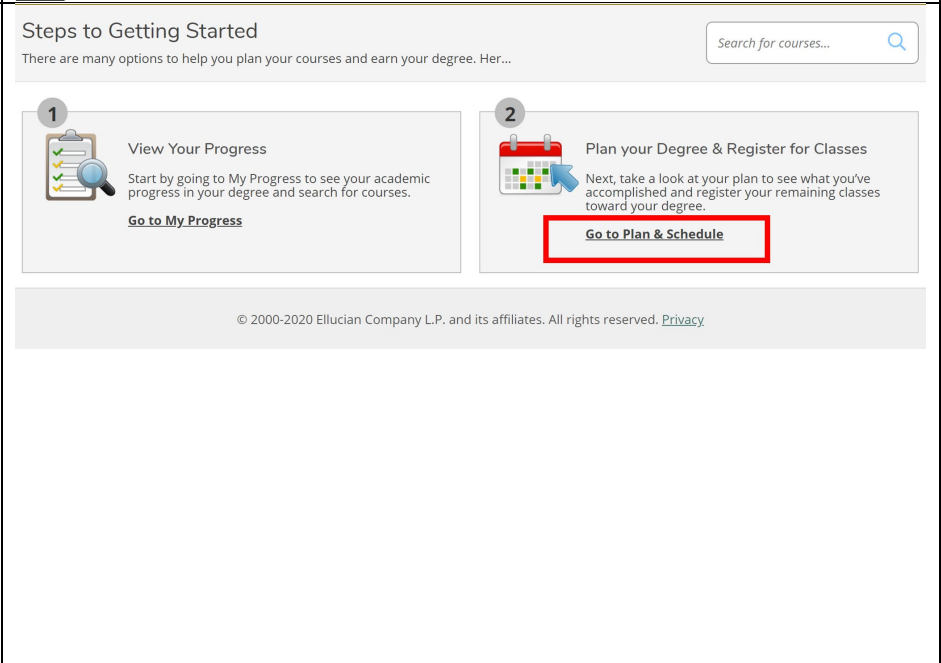


4. In your **Planning Overview** screen, simply click on the **Go to Plan & Schedule** link.

NOTE:
 Alternativey, 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.

Spring 2020 Schedule

| | Sun | Mon | Tue | Wed | Thu |
|------|-----|----------------|-----|----------------|-----|
| 7am | | | | | |
| 8am | | SIIV-155-65469 | | SIIV-155-65469 | |
| 9am | | SIIV-155-65469 | | SIIV-155-65469 | |
| 10am | | | | | |
| 11am | | | | | |

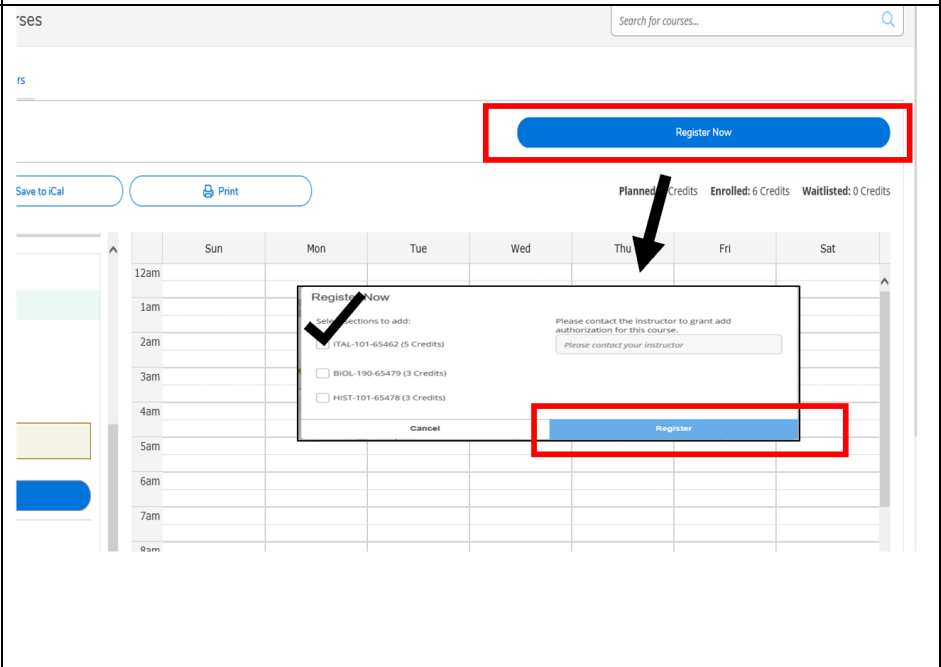


5. In the **Plan and Schedule** screen, click on the **Register Now** button to register for the authorized class.

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.



STEPS

Search for courses...



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 fee.

SCREENSHOT

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 | | | | |