

How to Add a New Class

with your professor's add authorization

STEP 1: ADD THE COURSE TO YOUR SCHEDULE

- Log into WebAdvisor
- Click on the blue *"Students"* menu
- Click *"**Search, Plan, & Register**"* under Registration
- Search for your desired course by clicking on *"Student Planning & Registration"* and then *"Districtwide Course List"*
- On the left, click the appropriate filters
- Once you have chosen your course, click the blue *"Add Section to Schedule"* button
- You can view your updated schedule by clicking *"Student Planning & Registration"* in the top-right corner, then select *"Plan & Schedule"*

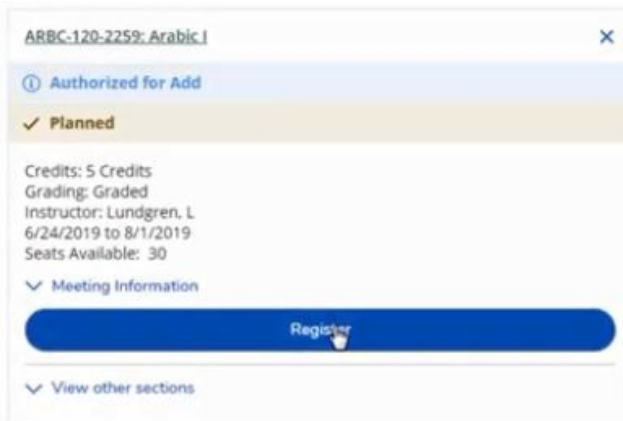
STEP 2: PROFESSOR AUTHORIZATION

- For on-campus classes, you must attend the course to check for availability
- For online classes, you may email the professor and ask for an add authorization

NOTE: *In both cases, provide the instructors with your full name and ID number*

STEP 3: ONCE AUTHORIZED, REGISTER FOR CLASS

- Once your professor has authorized you to join the section, you will need to register yourself into the section using WebAdvisor
- Log in to WebAdvisor
- Click on the blue *"Students"* menu
- Click *"**Search, Plan, & Register**"* under Registration



- The section you are attempting to register for should look like the example, with the *"Authorization for Add"* notice displayed in blue
- Click *"Register"* for the section you have received authorization for
- Attend your class!

Contact Admissions & Records at (619) 660-4275 for any additional questions