
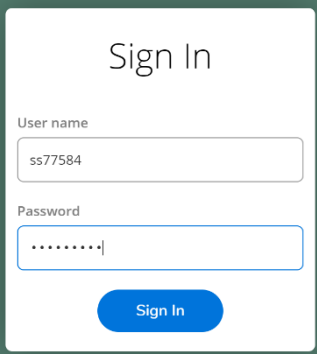
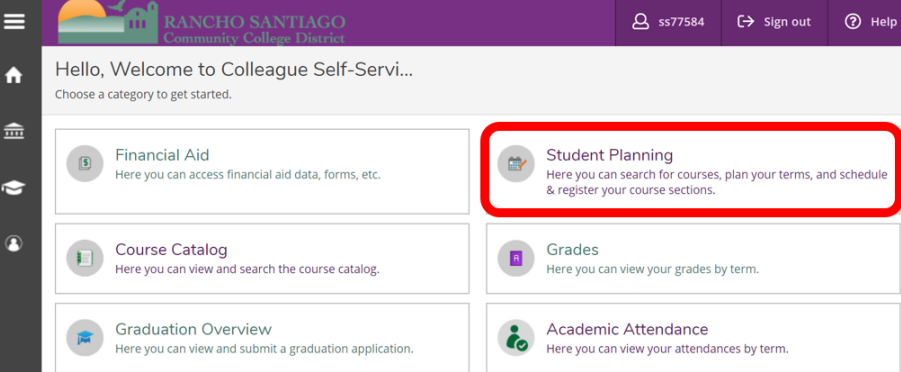


Class Registration from an Add Authorization

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.

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 style="text-align: center;">Sign In</p> <p>User name ss77584</p> <p>Password </p> <p style="text-align: center;">Sign In</p>
<p>3. Click on the Student Planning to open your Planning Overview screen.</p>	 <p style="text-align: center;">RANCHO SANTIAGO Community College District</p> <p>ss77584 Sign out Help</p> <p>Hello, Welcome to Colleague Self-Servi... Choose a category to get started.</p> <ul style="list-style-type: none"> Financial Aid Here you can access financial aid data, forms, etc. Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections. Course Catalog Here you can view and search the course catalog. Grades Here you can view your grades by term. Graduation Overview Here you can view and submit a graduation application. Academic Attendance Here you can view your attendances by term.

STEPS

4. In your **Planning Overview** screen, the section that has received an Add Authorization will be tan in color with a Planned status. Click on it to open the **Plan and Schedule** screen.

If the section is not displayed for you, simply click on the **Go to Pan & Schedule** link.

SCREENSHOT

Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you sta...

1 View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

2 Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs Cumulative GPA Progress

Art | AA | SCC 2.500 (2.000 required)

Spring 2020 Schedule

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

5. In the **Plan and Schedule** screen, your authorized section is flagged with a blue banner. [Authorized for Add](#)

Click on the **Register** button to register for the authorized class.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Spring 2020

Remove Planned Courses

Filter Sections Save to iCal Print

Planned: 3 Credits Enrolled: 0 Credit

SURV-155-65469: Intro to Geog Info Systems

Authorized for Add

Planned

Credits: 3 Credits
Grading: Graded
Instructor: Rodriguez, S
5/10/2020 to 6/7/2020
Seats Available: 20

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am		SURV-155-65469 X		SURV-155-65469 X		
9am		SURV-155-65469 X		SURV-155-65469 X		
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						

STEPS

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				