DROP a class

- Select one of the options available in the pull-down list.
- Click Submit Changes

ADD a class

- Enter the Course Reference Number (CRN) in the Add Classes Worksheet section.
- Click Submit Changes.
- Click Pay Now at the bottom of the screen.

Note: If you want to ADD a class after you dropped it, or were dropped for non-payment, come back to this page and select "Web Registered" from the drop-down list. If the class is closed, "Web Registered" will not be an option. However, you can add your name to the Waitlist if there are seats available.

Waitlist Process

<table>
<thead>
<tr>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>40</td>
<td>0</td>
<td>15</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>40</td>
<td>40</td>
<td>0</td>
<td>15</td>
<td>4</td>
<td>11</td>
</tr>
</tbody>
</table>
1. Determine that seats are available on the Waitlist. In the example, the first class has 14 remaining seats and the second has 11 seats on the waitlist. If there is no room on the waitlist, you can monitor the list online and if other students waitlisted for this course drop themselves from the waitlist, a space may open to add. You can also try attending the first time the class meets to see if the instructor can issue you an add code.

2. Students cannot be waitlisted if they are already enrolled in another section of the course, of if the class conflicts in time with any other class.

3. Write down or copy the class CRN number and click Add to worksheet button at the bottom of the page.

4. On the next screen that appears, scroll down to the Add Classes Worksheet at the bottom of the page. Key in or paste the CRN number. Be sure to enter all five digits.

5. Click on Submit changes button.
6. You will see **Registration Add Errors** message in the middle of the screen. This is normal.

![Registration Add Errors](image1)

**Add Classes Worksheet**

If you need assistance with adding multiple CRN's at the same time [Click here for Help](#).

Enter your CRN's (Course Reference Number) below.

![Submit Changes Class Search Reset](image2)

7. To be Added to the Waitlist, select waitlisted from the drop down menu and click submit changes.

![Registration Add Errors](image3)

**Add Classes Worksheet**

If you need assistance with adding multiple CRN's at the same time [Click here for Help](#).

Enter your CRN's (Course Reference Number) below.

![Submit Changes Class Search Reset](image4)

8. The system will then display your updated schedule.
1. IMPORTANT: Waitlisted students must be present at the first meeting of the class. If you are accepted into the class and receive an add code after classes begin, you must process the add code before the quarter’s add deadline.

**Adding a Class with an Add Code**

For regular 12-week courses, the add period is the first two weeks of the quarter. Add codes will not work prior to the first day of the class. Add codes are required after the first day of class (or after the first day of the quarter for online courses) in order to register. In addition, some courses require completion of prerequisite classes and some are only open to students already approved for special programs. See Class Schedule for class dates.

Students can add classes once school starts by:

- Attending the first day of the class and
- Receiving an Add Code from the instructor if there is room in the class

**To add a class if you were not on the waitlist:**

1. From the Registration Tab in MyPortal, click on Add or Drop Classes under Registration Tools.
2. Select the college and term from the drop-down menu and click the Submit button.