

Changing Your Class Schedule

You can make changes to your course schedule by using either the Online Registration System or the telephone.

- You may drop classes.
- You may add open classes or any class for which you have an ADD label.
- You may search for open sections. See the **Schedule Planning Worksheet** for instructions on page 10.
- It is your responsibility to know deadlines to add courses and to drop courses if you are no longer attending classes. You must use the online registration system or the telephone to drop classes.
- You must pay the required fee for any added class and apply for refund for any dropped class before the refund deadlines (*see page 17*).

Adding or Dropping a Class (*see Calendar insert for add/drop period*)

A. To Add an Open Class:

1. You may add open classes **online** or by using the telephone system, *or*
2. Once classes start, you must attend the first class meeting to obtain an ADD Label if the class is no longer available through the registration system. Instructors will add students depending on the number of open spaces in the class.
3. **You must have your Mt. SAC student schedule printout or permit to register.**
4. You must be **eligible** (*have the appropriate prerequisite*) for the class.

Prerequisites will be checked by the system at the time you register for the class. If you are blocked from registering for a class and believe that you do possess the appropriate prerequisite, or if you have a question regarding the prerequisite, call **(909) 594-4415** for assistance.

5. You must register for all ADDs prior to the expiration date on the ADD Label.
6. You **MUST** have a picture ID to add classes on campus.

B. To add a Closed Class:

1. To add the class, you must attend the first class meeting and obtain an ADD Label from the instructor. Please note: students on wait lists will be added before walk-in students. Being on a wait list does not guarantee you will be given an ADD Label. Instructors will add students depending on the number of open spaces in the class.
2. **You must have your Mt. SAC student schedule printout or your permit to register.**
3. You must be **eligible** (*have the appropriate prerequisite*) for the class. If the course has a required prerequisite, obtain a Proof of Eligibility Form from the appropriate Division Office or Admissions and Records prior to attending the class you wish to add.
4. If you receive an ADD Label from the instructor, add the class online or by telephone.
5. **All classes to be added must be added prior to the expiration date on the ADD Label.**

C. To Drop a Class:

1. You may drop classes online or by telephone.
2. If you choose to drop in-person, go directly to the Admissions Office (*Building 16-F*).
3. **You must have a picture ID to drop on campus.**
4. See calendar for important deadlines related to dropping classes.
5. See page 17 for refund information.

Wait List Policy

The wait list feature allows students to add their name during registration to a list of students waiting to enroll in a full or closed class. Getting on a wait list does not enroll students in a class, but it does establish a priority order for adding. To add, students must attend the first class meeting, obtain an ADD Label from the instructor, process the ADD Label (by Online or Telephone Registration), and pay the fees.

1. The wait list feature is only available during the last 7 days of registration (excluding Sunday).
2. Students may add themselves to a maximum of 3 wait lists.

3. Wait lists will be limited to 10 students.

We are attempting to make the wait list work better to help students get into the classes they need.

Students are responsible for dropping classes they do not plan to attend. Failure to drop will result in an obligation and an "F" letter grade on a student's transcript.