

Changing Your Class Schedule

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

- You may drop classes.
- You may add open classes or any class for which you have an ADD Authorization Code.
- 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 to drop classes.
- You must pay the required fee for any added class and drop by the course refund deadline on student Schedule/Receipt to qualify for a refund (see page 16).

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 at **my.mtsac.edu**
2. Once classes start, you must attend the first class meeting to obtain an ADD Authorization Code 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 registration appointment printout of your assigned date and time, along with a picture ID.**
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 Authorization Code.
6. You **MUST** have a picture ID to add classes in person.

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.



B. To Add a Closed Class:

1. To add the class, you must attend the first class meeting and obtain an ADD Authorization from the instructor.
2. **You must have your Mt. SAC Student Schedule/Receipt printout and a picture ID.**
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 Authorization Code from the instructor, add the class online.
5. **All Added classes must be completed prior to the expiration date.**

C. To Drop a Class:

1. You may drop classes online at **my.mtsac.edu**.
2. If you choose to drop in-person, go directly to the Admissions Office in the Student Services Center (*Building 9-B*).
3. **You must have a picture ID to drop in person.**
4. See calendar for important deadlines related to dropping classes.
5. See page 16 for refund information.