



MT. SAN ANTONIO COLLEGE

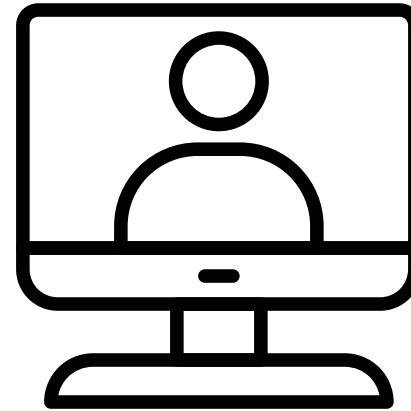
How to add a class the first week of school?

On Campus Class:



- Attend class on the first day of instruction
- If the instructor adds you, they will provide an add code. (**How to use an add code** or go to bit.ly/3RWUqPu)
- If the instructor is **not** adding students, continue to search for courses in step #1

Online Course:



- Email the Professor
 - Use this **email guide** (bit.ly/4ghsK2K) to help with requests to add courses.
 - If the instructor adds you, they will provide an add code. (**How to use an add code** or go to bit.ly/3RWUqPu)
 - If the instructor is **not** adding students, continue to search for courses in step #1

1 Login: inside.mtsac.edu (portal), view the “Student Self-Service” tile, click “Registration,” and #12 Search for Classes

Student Self Service

Registration

11. [Print Your Schedule/Receipt](#)

12. [Search for Classes or \[Extended Class Search\]](#)

13. [View Your Waitlist](#)

2 Select the term: Fall, Spring, Summer or Winter

Select a Term for Class Search

Fall 2025

Continue

3 Enter Your Search Criteria

Term: Fall 2025

Choose Credit or Noncredit Credit Select "Credit"

Subject

Course Number

Title

Special Class Type

Keyword (With Any Words)

[Advanced Search](#)

Sample: Search Results

ENGL	C1000	Academic Reading and ...	22766	4	S M T W T F S	07:30 AM - 09:35 AM	Type: Piluso, Robert (Primary)	21 of 30 seats ... 10 of 10 waitlis...
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