



MT. SAN ANTONIO COLLEGE

HOW TO ADD A COURSE

- 1** Login: inside.mtsac.edu (portal), view the “Student Self-Service” tile, click “Registration,” and #4 Register (Add/Drop) Classes

Student Self Service :

Registration

1. [Apply for Admission](#)
2. [Review Existing Application](#)
3. [Select Term](#)
4. [Register \(Add or Drop\) Classes](#)
5. [Change Class Grading Option](#)

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

 [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

- 3** Select “Student” and click “ok” button

☐ Student

- 4** Select the term: Fall, Spring, Summer or Winter

Select a Term for Class Search

Fall 2025

Continue

Enter Your Search Criteria

Term: Fall 2025

Choose Credit or Noncredit ☒ Credit Select "Credit"

Subject Example: English or Business OR Example: ENGL OR BUSA

Course Number Example: C1000

Title

Special Class Type

Keyword (With Any Words)

[Advanced Search](#)

- 5** Click the “add” button

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...

- 6** Click the “submit” button

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Freshman Composition	ENGL 1A, 01	4	10608	Lecture a...	Pending	Web Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7