



MT. SAN ANTONIO COLLEGE

HOW TO USE AN AUTHORIZATION CODE FOR A WAIT-LISTED COURSE

1 Log in to inside.mtsac.edu (Portal) and click on "Student Self Service"

Student Self Service

Registration

- [Apply for Admission](#)
- [Review Existing Application](#)
- [Select Term](#)
- [Register \(Add or Drop\) Classes](#)

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre requirements.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage

2 Copy the CRN and Drop the Wait-Listed course that you received an authorization code for

Title	Details	Hours	CRN	Schedule T	Status	Action
Career and Life Planning	COUN 5, 8	0	23100	Dist. Ed ...	Waitlisted	None
Cultural Anthropology	ANTH 5, 05	0	24496	Dist. Ed ...	Waitlisted	None
Intro Visual Art & Art His...	AHIS 1, 12	0	23315	Dist. Ed ...	Waitlisted	Drop Before Class Begins

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

3 Add the class again using the "Enter CRNs" option, and select "Add to Summary"

Find Classes | **Enter CRNs** | Plans | Schedule

Enter Course Reference Numbers (CRNs)

Term: Fall 2025

CRN

[+ Add Another CRN](#) **Add to Summary**

4

A window will pop-up: "Enter Your Authorization Code". Type in the code and "Confirm"

Enter Your Authorization Code

Title	Subject	Course	CRN	Section	Hours	Authorization Code Message	Authorization Code
<p>Authorization Code Is Required: To register for a section, enter your authorization code.</p>							
Career and Life Planning	COUN	5	23105	13	3	Authorization required: CRN started	<input type="text"/>

Cancel Confirm

5

The class will show as "Pending" in Summary. Select "Submit" to add class

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule T	Status	Action
Career and Life Planning	COUN 5, 13	3	23105	Dist. Ed ...	Pending	**Web Registered**
Career and Life Planning	COUN 5, 8	0	23100	Dist. Ed ...	Deleted	None
Cultural Anthropology	ANTH 5, 05	0	24496	Dist. Ed ...	Waitlisted	None
Intro Visual Art & Art His...	AHIS 1, 12	0	23315	Dist. Ed ...	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

6

Summary will show the status as "Registered"

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule T	Status	Action
Career and Life Planning	COUN 5, 13	3	23105	Dist. Ed ...	Registered	None
Cultural Anthropology	ANTH 5, 05	0	24496	Dist. Ed ...	Waitlisted	None
Intro Visual Art & Art His...	AHIS 1, 12	0	23315	Dist. Ed ...	Waitlisted	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit