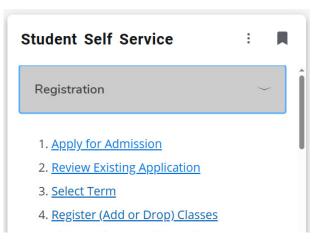


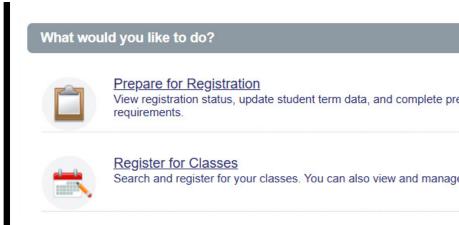
MT. SAN ANTONIO COLLEGE

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



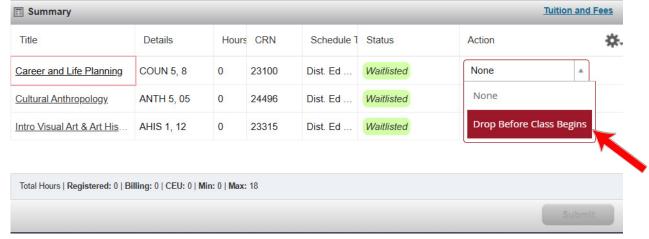
Log in to inside.mtsac.edu (Portal) and click on "Student Self Service"





2>

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



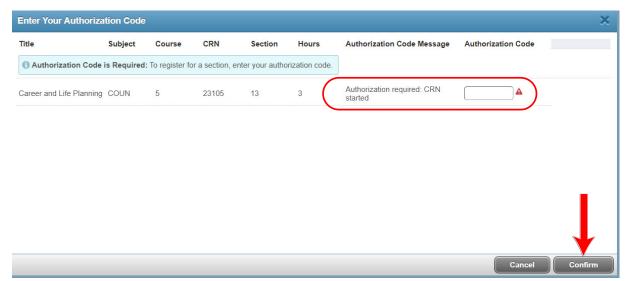
3

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



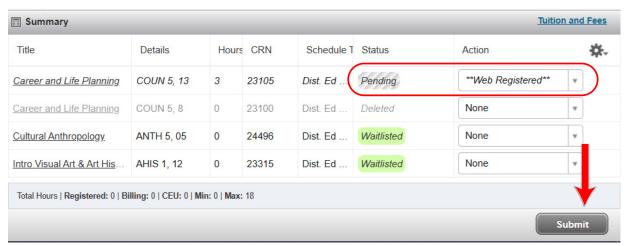


A window will pop-up: "Enter Your Authorization Code". Type in the code and "Confirm"





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





Summary will show the status as "Registered"



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