



# MT. SAN ANTONIO COLLEGE

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

1

Log in to [inside.mtsac.edu](https://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

**Summary** [Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule T	Status	Action
<a href="#">Career and Life Planning</a>	COUN 5, 8	0	23100	Dist. Ed ...	Waitlisted	<div>None</div>
<a href="#">Cultural Anthropology</a>	ANTH 5, 05	0	24496	Dist. Ed ...	Waitlisted	<div>None</div>
<a href="#">Intro Visual Art &amp; Art His...</a>	AHIS 1, 12	0	23315	Dist. Ed ...	Waitlisted	<div>Drop Before Class Begins</div>

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**

**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**



**\*\*If the class says the status is "Dropped" and is staying in your schedule, contact the IT department for support.**

- Summary will show the status as "Registered" when successful

Submit