Late Registration Has Changed!

Beginning Summer 2019, registration after your class has started will no longer need an add code. Courses will be added via Self-Service. Here's how it works:

- Attend the first class meeting and speak to the instructor to get permission to register.
- Provide your instructor with your student ID.
- Your instructor will go online and provide authorization for you.
- Once you have been given an add authorization, login to Self-Service, review your planned courses. If you don't have the class on your planned schedule, use the course search box to find the section and add it to your plan.
- Return to your planned schedule and look for the blue message, "Authorized for Add" under the section details.
- Click the Register button and you're good to go!

Late Registration Resources

- Want to see how the new late registration works? Watch this short video
- Check out these step-by-step instructions.
- Still having trouble? Check out our Late Registration FAQ's.
- For more information about late registration, contact the Admissions & Records Office at building 10 or call (619)644-7186.
- Email Template

Question:

What happened to Express Registration on Web Advisor? How can I register now?

Answer:

Beginning Summer 2019, late registration is only available through Self-Service. Once you have spoken with your instructor to have an add authorizations, log into Self-Service and click the "Plan & Schedule." Then follow these steps to add the section to your planned schedule and register:

- Enter the section number in the Course search box. When the results appear, make sure the location filter is set to your college and the term is correct.
- Select "View Available Sections."
- Find the correct section and select "Add Section to Schedule."
- After adding the section, select "Plan & Schedule" from the Student Planning menu to return to your planned schedule.

- Note the "Authorized for Add" message and select the "Register" button to complete your registration.

Be sure to make an appointment with a counselor to help build your complete education plan.

Question:

I asked my instructor for an add authorization but I don't see, "Authorized for Add" on my "Plan & Schedule". How can I register?

Answer:

Once your instructor has given you add authorization via Self-Service. If you received the add authorization, login to Self-Service and select my "Plan & Schedule," and then make sure you have the correct section on your schedule. If not, follow the steps outlined above to search for the section and add it to your schedule. You will then see the "Authorized for Add" notice and the "Registration" button.

If the correct section is on your schedule but it doesn't say, "Authorized for Add" then please speak to your instructor.

Question:

I received the section add authorization several days ago, but now when I try to register it doesn't say, "Authorized for Add." Can I still register?

Answer:

If several days have passed since your instructor authorized you to register and you didn't add the class, your authorization may have been revoked. Speak to your instructor to request authorization to add again. Remember, you can only add classes during the <u>first week</u> of the term or during the "add period" for late start classes.

Question:

I tried to register for a class and was prompted to enter a code. Where do I find the code?

Answer:

If you attempt to register before you have been authorized, you will be prompted to enter an authorization code. Please wait until you receive the authorization, then login to Self-Service and select "Plan & Schedule" to register to the section. Once authorized for late registration, you do not need to enter a code.

If you don't receive the authorization notice, please speak to your instructor again.

Question:

I have an online class. How do I get add authorization?

Answer:

For an online class, email the instructor to get an add authorization. See the email template for an example, how to email the instructor to get an add authorization.

Question:

My add authorization is not working; however it shows that I'm authorized to add. When I click it, it gives me an error message.

Answer:

The error message is indicating that the "add period" has passed to use an add authorization. To be added into the class, a late add petition is required. Contact A&R at building 10 or call 619-644-7186 or email Grossmont.petitions@gcccd.edu to obtain an electronic copy.

Question:

I missed my registration window. Do I have to wait until after the semester ends to register?

Answer:

No. You will be able to attend classes prior to the add deadline period. Speak to the instructor to get an add authorization. After getting an add authorization, see the late registration video on how to add the class after getting the add authorization.

Question:

I was registered for all my classes, but when the semester started I wasn't in any of my classes. What can I do now?

Answer:

One of the reasons why you could have been dropped from your classes would be "Drop for No-Payment." You get into those classes by attending them and asking the instructor to get an add authorization to their class. If it's an online class, see the email template. Once you have receive the add authorizations from the instructors, see the late registration video on how to add the class after getting the add authorization.

Question:

When is the last day to use an add authorization?

Answer:

The add deadline period varieties depending on the class length. Click on the current catalog for important dates and deadlines.

Question:

Can I make changes to my schedule after the first week of classes?

Answer:

Yes, you will be able to make changes to your schedule. If you would like to add classes to your schedule, then see the instructor for an add authorization. After getting the add authorization see the late registration video on how to add the class. If you would like to change the same class, but a different meeting time. You are able to do a section change card at A&R in building 10.

Question:

I am on the waitlist, what will happen now?

Answer:

Talk to your instructor to see what rank you are on the waiting list and see if they can give you authorizations on Self-Service to add the class. If you are given authorization to add the class, see the late registration video for help adding the class.