

MT. SAN ANTONIO COLLEGE

# HOW TO ADD A COURSE AFTER THE SEMESTER HAS STARTED?

1

## SEARCH FOR "OPEN" COURSES

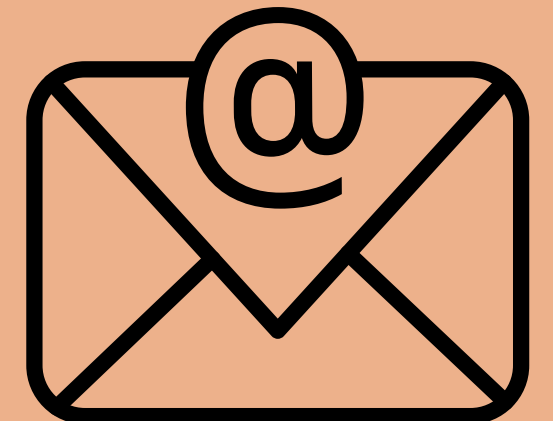
[prodssb.mtsac.edu/prod/pw\\_sigsched.p\\_Search](http://prodssb.mtsac.edu/prod/pw_sigsched.p_Search)



2

## EMAIL PROFESSOR

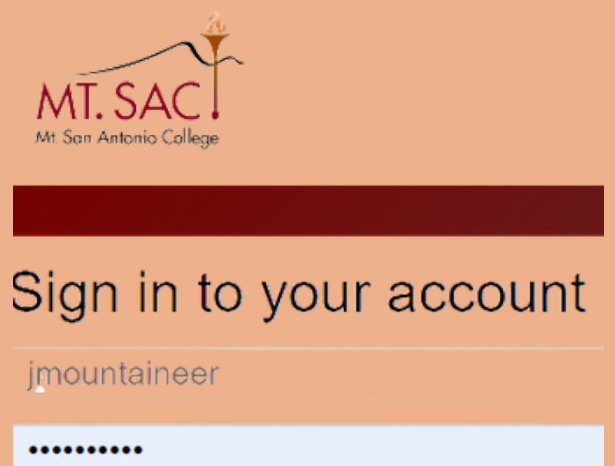
Request to be added to course; If approved, the Instructor will provide an "ADD Code"



3

## LOG INTO [INSIDE.MTSAC.EDU](http://INSIDE.MTSAC.EDU) (PORTAL)

Click on the "Student" tab, scroll to Student Checklist, and click on #4, Register (Add or Drop) Classes). You will need the CRN# and ADD CODE# to add the course.



## QUESTIONS? NEED ASSISTANCE?

CONTACT THE COUNSELING DEPARTMENT

(909) 274-4380 or

[www.mtsac.edu/counseling/schedule-counseling.html](http://www.mtsac.edu/counseling/schedule-counseling.html)

