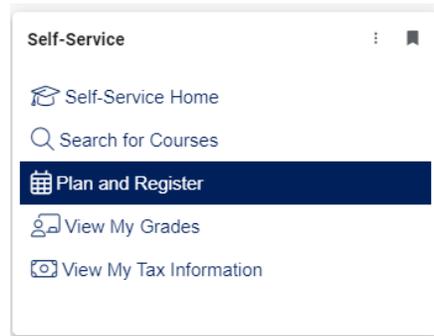
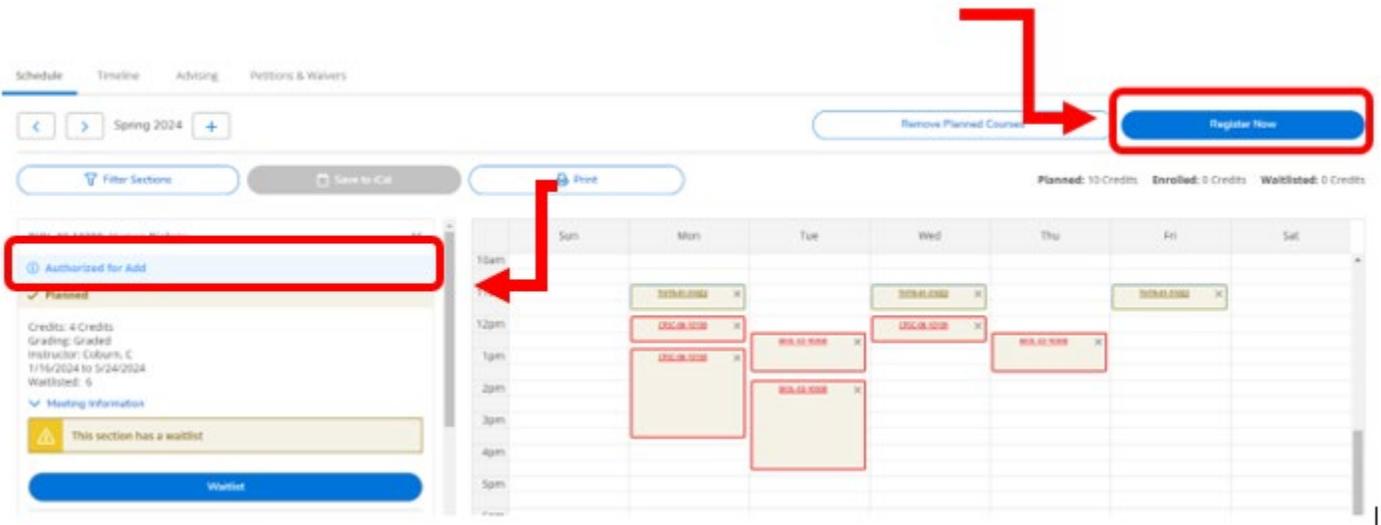


Registering with Add Authorizations

- Login to MC Portal > Self-Service Card > Plan and Register.

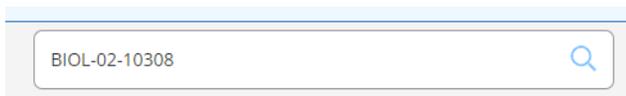


- If the course is already planned and/or has been waitlisted, navigate to the course on your schedule and you will see the **Authorized for Add** banner.
- Click on the **Register Now** button in the upper right corner of your screen to register for the course.

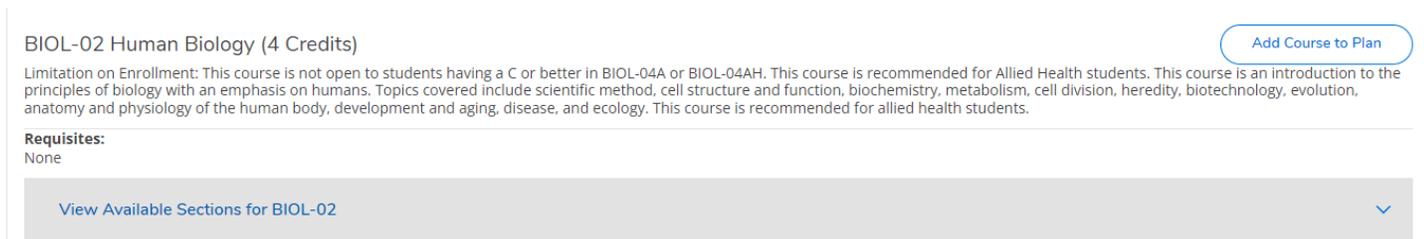


If you don't have the course planned or waitlisted, but the faculty has issued an add authorization.

- Search for the course – BIOL-02



- Click **View Available Sections** for the course to find the section – BIOL-20-10308



- Click **Add Section to Schedule**

Waitlisted	Times	Locations	Instructors
6	T/Th 12:30 PM - 1:45 PM 1/16/2024 - 5/24/2024	Merced Campus, Science Building 111 In-Person Lecture	Coburn, C (In-Person Lecture, In-Person Laboratory)
	T 2:00 PM - 4:50 PM 1/16/2024 - 5/24/2024	Merced Campus, Science Building 115 In-Person Laboratory	

Add Section to Schedule

- Click back to **Plan & Schedule**

Search for Courses and Course Sections

[← Back to Plan & Schedule](#)

- You should now see the course on your plan with the banner **Authorized for Add**.
- Click on the **Register Now** button in the upper right corner of your screen to register for the course.

The screenshot shows a course planning interface for Spring 2024. At the top, there are navigation tabs: Schedule, Timeline, Advising, and Petitions & Waivers. Below these are navigation arrows, a semester selector (Spring 2024), and a '+ Add' button. A 'Remove Planned Course' button is also visible. On the left, a course section is highlighted with a red box, showing a status of 'Authorized for Add'. The course details include: Credits: 4 Credits, Grading: Graded, Instructor: Coburn, C, 1/16/2024 to 5/24/2024, and Waitlisted: 6. A warning message states 'This section has a waitlist' with a 'Waitlist' button. On the right, a calendar grid shows the course section added to the schedule. A red arrow points from the 'Register Now' button to the 'Authorized for Add' status, and another red arrow points from the 'Register Now' button to the 'Remove Planned Course' button.

Need help? Contact Admissions & Records at admissions@mccd.edu and we'd be happy to help!