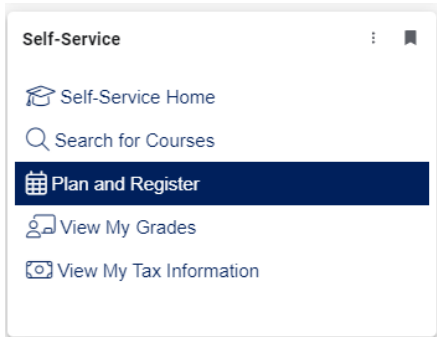


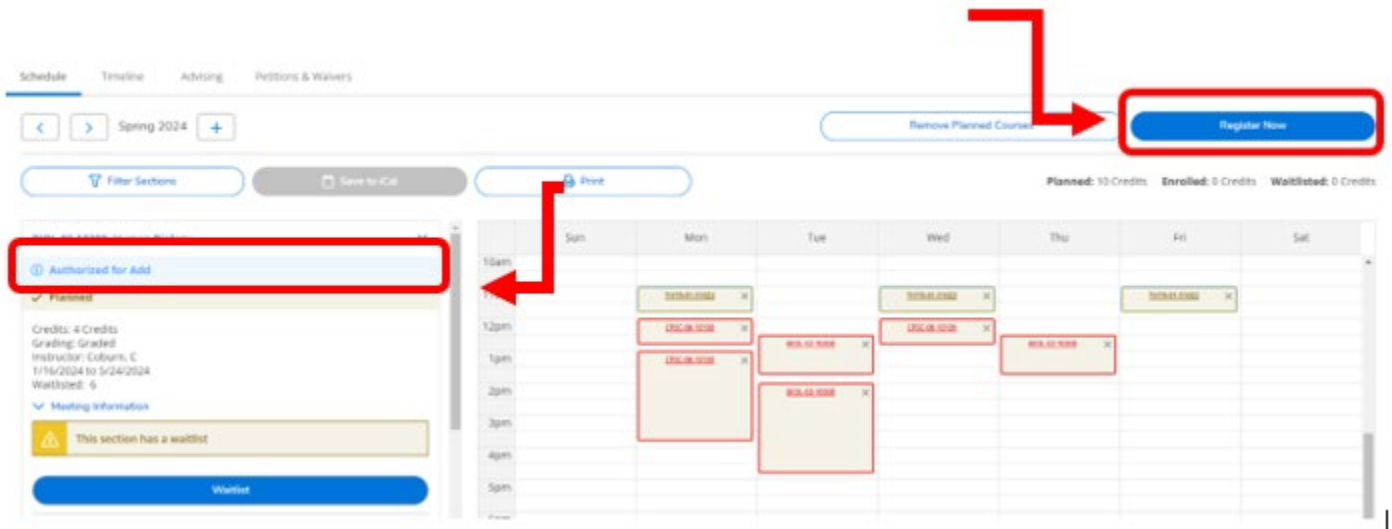
Registering with Add Authorizations

Authorizations become active the week the course starts.

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

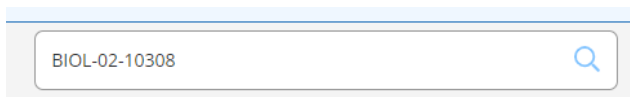


- **If the course is already planned and/or has been waitlisted**, navigate to the course on your schedule and you will see the **Authorized for Add** banner.
- Click on the **Register Now** button in the upper right corner of your screen to register for the course.

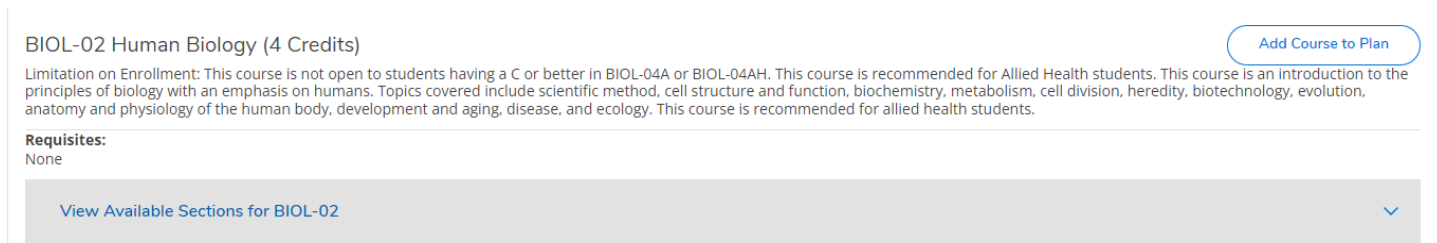


If you don't have the course planned or waitlisted, but the faculty has issued an add authorization.

- 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**

BIOL-02-10308 Human Biology <div>Add Section to Schedule</div>			
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	

- 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 plan interface for Spring 2024. At the top, there are tabs for Schedule, Timeline, Advising, and Petitions & Waivers. Below the tabs, there are navigation buttons for previous, next, and a plus sign. A red box highlights the 'Authorized for Add' banner on the left side of the plan. A red arrow points from the 'Register Now' button in the top right corner to the 'Authorized for Add' banner. The main area of the plan shows a grid of days (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and times (10am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm). Course sections are listed in the grid, with some sections having a red box around them. The 'Register Now' button is a blue button in the top right corner.

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