Registering with Add Authorizations

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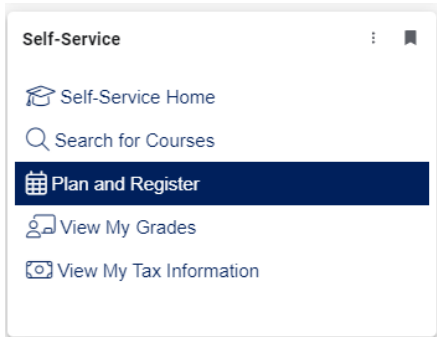
- **If the course is already planned and/or has been waitlisted**, navigate to the course on your schedule and you will see the **Authorized for Add** banner.
- Click on the **Register Now** button in the upper right corner of your screen to register for the course.
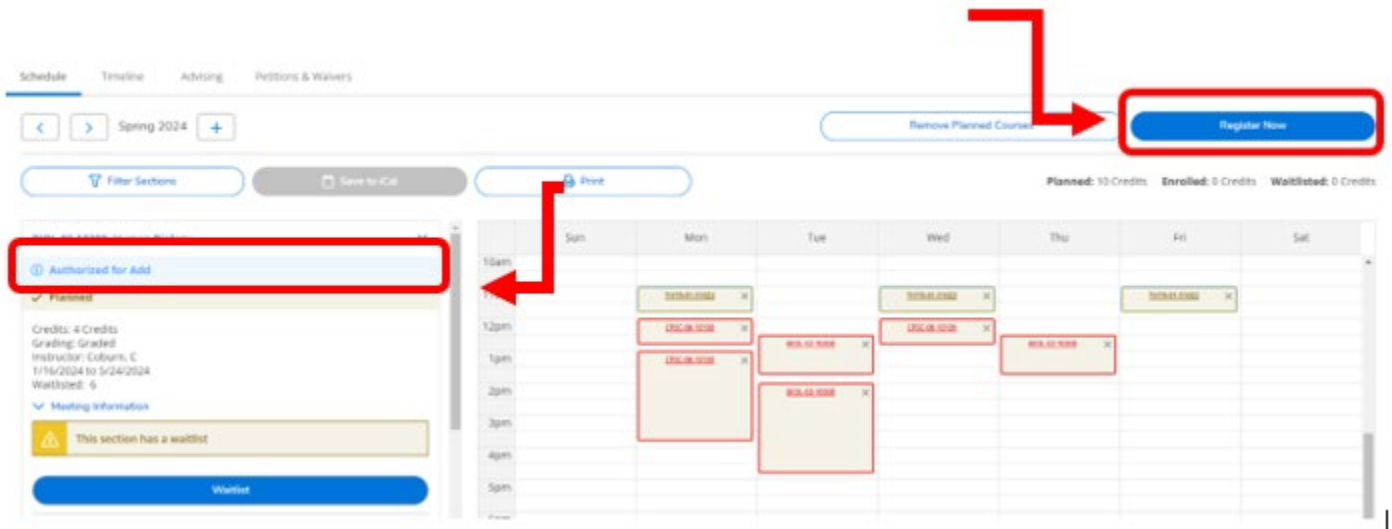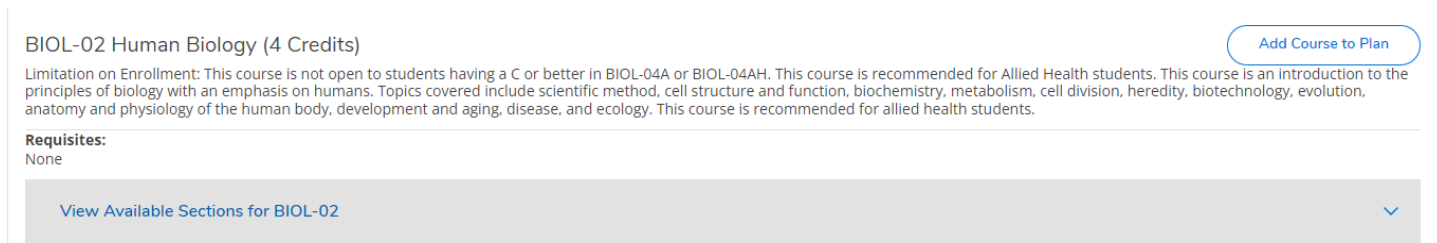

If you don't have the course planned or waitlisted, but the faculty has issued an add authorization.

- Search for the course – BIOL-02
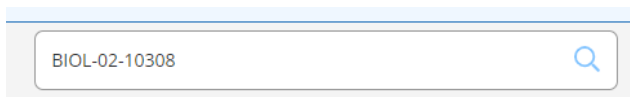
- Click **View Available Sections** for the course to find the section – BIOL-20-10308

- Click **Add Section to Schedule**

Spring 2024

BIOL-02-10308 Human Biology			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	

- 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.

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