

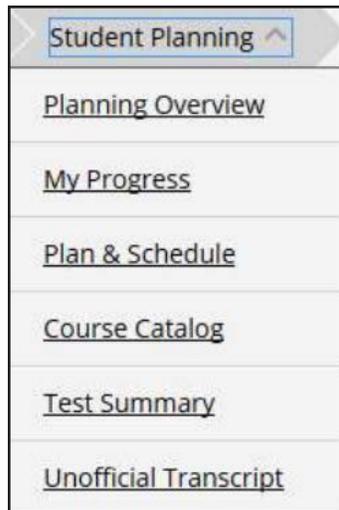
HOW DO I LATE ADD A CLASS?

If a class has already started in the semester and the last day to add a class has not passed, you may potentially add this class.

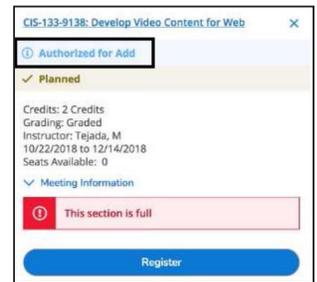
Here's how:

1. Attend the first class meeting and speak to the instructor to get permission to register for the course.
2. The instructor will need your **Student ID number**, so have this available.
3. Once the instructor provides you with the authorization, you will receive a notice through your **InSite Portal**, as well as an email, letting you know you have been authorized to add the course.

4. Click the link in the notice, or open your InSite Portal to access your **educational plan**.



5. You will need to have this course planned on your educational plan to add. Once this is done, look for the message, **Authorization to Add** on the section details.



6. Select **Register** and you will now be officially enrolled in the course

Check your class schedule to ensure that you have been added to the course. If the course is missing, please contact Admissions and Records 510.215.3933 (SSC-115).

