

Registering with Authorization Codes


****The last day to register for a class is the Friday before the class begins. To add a class after this day you must have instructor permission. If you are given permission to add the course, the instructor will provide you with an add authorization code.****

Add Classes Worksheet

CRNs

To register with an authorization code type in the CRN for the class you want to register for, then click, Submit Changes.

This screen will appear, type in your code and press validate

 The section(s) below listed in "Incomplete" status (with the Reason as noted) cannot be registered without a Registration Add Authorization code that was provided by the instructor. If you don't have a valid authorization code, please contact the instructor or registration office for more information.

If you have a Registration Add Authorization code for a specific CRN, please enter the code and press the Validation button, only CRN with Approved status will be registered, otherwise press the Cancel button to return to the Add or Drop Classes form

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE	<input type="text"/>	20373	SPAN	1A	0	4.000	Beginning Spanish	Authorization Code Required - Section Closed

RELEASE: 8.3.0.1 C3SC

****Authorization codes are good for one use only, if you drop the class you will have to ask your instructor for another code.****