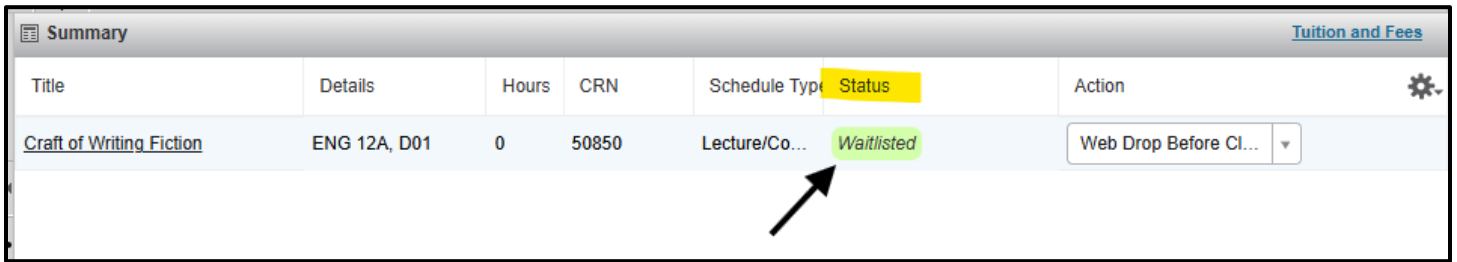


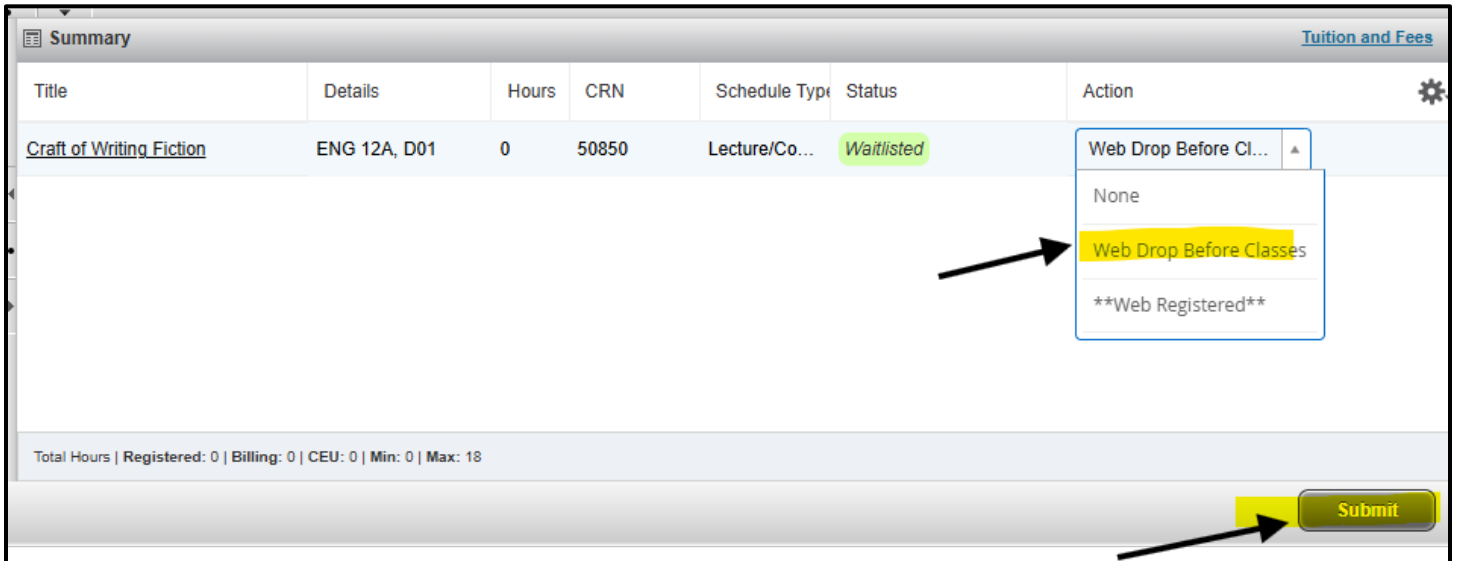
How to use an Add Authorization Code

Step 1: Confirm that you are still on the course waitlist.



Title	Details	Hours	CRN	Schedule Type	Status	Action
Craft of Writing Fiction	ENG 12A, D01	0	50850	Lecture/Co...	Waitlisted	Web Drop Before Cl... ▼

Step 2: Remove yourself from the course waitlist.

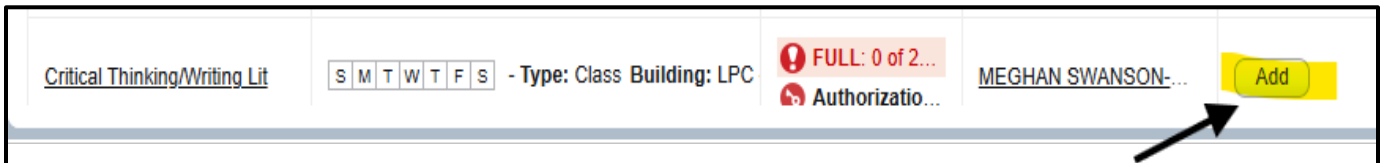


Title	Details	Hours	CRN	Schedule Type	Status	Action
Craft of Writing Fiction	ENG 12A, D01	0	50850	Lecture/Co...	Waitlisted	Web Drop Before Cl... ▼ None Web Drop Before Classes **Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

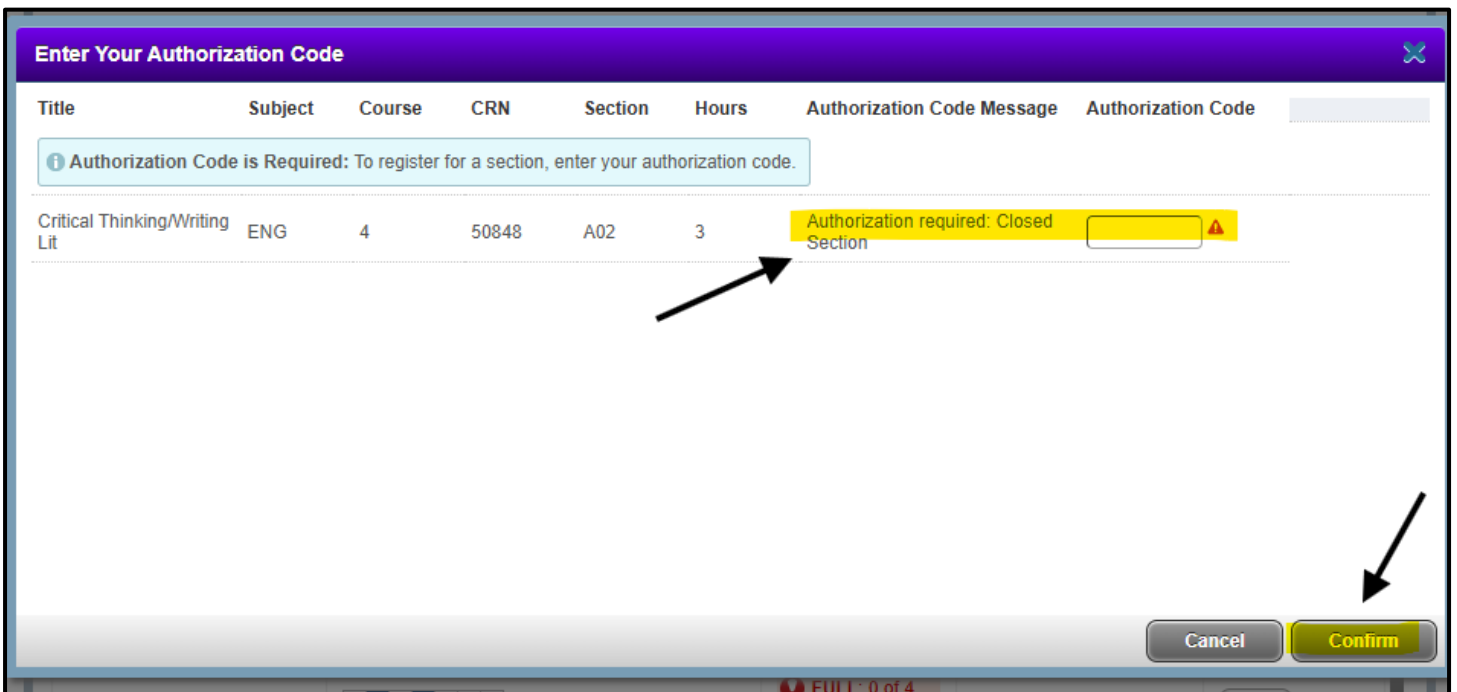
Submit

Step 3: Re-add the class on the registration dashboard.



[Critical Thinking/Writing Lit](#) | S M T W T F S - Type: Class Building: LPC | ! FULL: 0 of 2... | MEGHAN SWANSON-... | Add

Step 4: Enter the provided add authorization code when prompted.



Title	Subject	Course	CRN	Section	Hours	Authorization Code Message	Authorization Code
Critical Thinking/Writing Lit	ENG	4	50848	A02	3	Authorization required: Closed Section	

Cancel Confirm

Step 5: Hit “Submit” to save your class, and change your status from “Pending” to “Web Registered”.

Summary [Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Critical Thinking/Writing Lit	ENG 4, A02	3	50848	Dist Ed Inte...	Pending	**Web Registered**
Craft of Writing Fiction	ENG 12A, D01	0	50850	Lecture/Co...	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

Step 6: Your screen should look like this by the end:

Summary [Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Sociology	SOC 1, A02	3	50302	Dist Ed Inte...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit