Add Authorization Instructions

To add a class after it has started, you may obtain Add Authorization from the instructor. Add Authorization is only valid on or after the class start date and expires the day before the class census date or when revoked by the instructor. **Consult with the Instructor to receive Add Authorization and for census/expiration dates.**

Using Self-Service to Add a Class

1. Login to MyPortal at https://www.scccd.edu/fccportal
2. Go to **Self-Service** on your dashboard
3. Under the Menu (3-stacked lines), click on Academics (Grad cap icon) then "Register for Classes/View My Schedule"
4. Click the "Register Now" button displayed above the schedule grid
5. Click the checkbox next to your class then click **Register**
   a. **If you do not see your class listed**,
      i. Go back to the schedule grid and enter the 5-digit section number in the "Search for courses" box at the top. Ex: for ENGL-1A-01345 the section number is "01345"
      ii. In the results, click "View Available Sections", then click **Add Section**
      iii. At the top, click "<Back to Register for Classes/..."
      iv. Now, find your class in the list and click Register (see #4 above)

All Registration rules apply. ***Students must have all holds cleared to complete a transaction in Self-Service.*** Pre-requisites and co-requisites must be met; time conflicts will not be processed; student must be in GOOD academic standing.

If you are not able to register in Self-Service:
- submit a Current or Former Student Request at www.fresnocitycollege.edu/ar or,
- send an email from your student email account to registration@fresnocitycollege.edu, or
- visit Admissions & Records office - Student Service building, 1st floor