



MT. SAN ANTONIO COLLEGE

How to add a class the first week of school?

- 1 Login: inside.mtsac.edu (portal), view the “Student Self-Service” tile, click “Registration,” and #12 Search for Classes

Student Self Service

Registration

11. [Print Your Schedule/Receipt](#)

12. [Search for Classes or \[Extended Class Search\]](#)

13. [View Your Waitlist](#)

- 2 Select the term: **Fall, Spring, Summer or Winter**

Select a Term for Class Search

Fall 2025

Continue

- 3 Enter Your Search Criteria

Term: Fall 2025

Choose Credit or Noncredit

* Credit

Select "Credit"

Subject

Example: English or Business OR Example: ENGL OR BUSA

Course Number

Example: C1000

Title

Special Class Type

Keyword (With Any Words)

Search

Clear

Advanced Search

Sample: Search Results

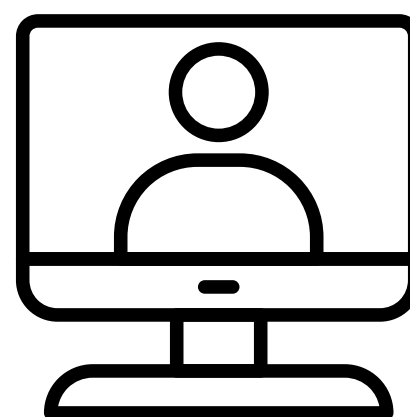
ENGL	C1000	Academic Reading and...	22766	4	S M T W T F S	07:30 AM - 09:35 AM	Type: Piluso, Robert (Primary)	21 of 30 seats ... 10 of 10 waitlis...
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On Campus Class:



- Attend class on the first day of instruction
- If the instructor adds you, they will provide an add code. ([How to use an add code](#) or go to bit.ly/3RWUqPu)
- If the instructor is **not** adding students, continue to search for courses in step #1

Online Course:



- Email the Professor
 - Use this [email guide \(bit.ly/4ghsK2K\)](#) to help with requests to add courses.
 - If the instructor adds you, they will provide an add code. ([How to use an add code](#) or go to bit.ly/3RWUqPu)
 - If the instructor is **not** adding students, continue to search for courses in step #1