MT. SAN ANTONIO COLLEGE
HOW TO ADD A COURSE

1 Login: **inside.mtsac.edu** (portal), view the "Student Self-Service" tile, click "Registration," and #4 Register (Add/Drop) Classes

Student Self Service ⋮

Registration ⟩

1. Apply for Admission
2. Review Existing Application
3. Select Term
4. Register (Add or Drop) Classes
5. Change Class Grading Option

SCAN ME

for video instructions

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

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

3 Select the term: Fall, Spring, Summer or Winter

Select a Term for Class Search

Fall 2025 ▼

Continue

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

4 Click the "add" button   Add

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...

5 Click the "submit" button

📋 Summary   Tuition and Fees

Title	Details	Hours	CRN	Schedule Ty	Status	Action	⚙
Freshman Composition	ENGL 1A, 01	4	10608	Lecture a...	Pending	**Web Registered** ▼	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Submit