



Late Registration FAQs

Q I don't have an education plan. How can I use late registration?

A Late registration is only available through the online education plan. If you haven't yet met with a counselor to create an education plan, you can still access your plan and register for your section.

When you receive the late registration authorization notice and email, click the link to access the "Plan & Schedule" area, or login to InSite and select "Register from your Ed Plan" from the Registration tile. Then follow these steps to add the section to your planned schedule and register:

- Enter the section number in the Course search box. When the results appear, make sure the location filter is set to your college and the term is correct.
- Select "View Available Sections."
- Find the correct section and select "Add Section to Schedule."
- After adding the section, select "Plan & Schedule" from the Student Planning menu to return to your planned schedule.
- Note the "Authorized for Add" message and select the "Register" button to complete your registration.

Be sure to make an appointment with a counselor to help build your complete education plan.

Q I have a scheduled appointment with a counselor to create my education plan but it's after the start of the term. Can I still use late registration?

A Yes. If you received the authorization notice, click the link to access the "Plan & Schedule" area of the education plan, or login to InSite and select "Register from your Ed Plan" from the Registration tile. Follow the instructions described above to add the section to your planned schedule and then register.

Q The class I want is online. How do I obtain authorization for late registration?

A Email the instructor to express your interest in the class and ask for authorization to register. You can find the instructor's email address using the Directory tile on InSite.

Q I received the authorization notice but I don't see, "Authorized for Add" on my education plan. How can I register?

A If you received the authorization notice and email, click the link to access your planned schedule or login to InSite and select "Register from your Ed Plan" from the Registration tile, and then make sure you have the correct section on your schedule. If not, follow the steps outlined above to search for the section and add it to your schedule. You will then see the "Authorized for Add" notice and the "Registration" button.

If the correct section is on your schedule but it doesn't say, "Authorized for Add" then please speak to your instructor.

Q I received the section authorization notice several days ago but now when I try to register it doesn't say, "Authorized for Add." Can I still register?

A If several days have passed since your instructor authorized you to register and you didn't add the class, your authorization may have been revoked. Speak to your instructor to request authorization to add again. Remember, you can only add classes during the first week of the term or during the "add period" for late start classes.

Q I tried to register for a class and was prompted to enter a code. Where do I find the code?

A If you attempt to register before you have been authorized, you will be prompted to enter an authorization code. Please wait until you receive the InSite authorization notice and email. Then click the link in the notice or login to InSite and select "Register from your Ed Plan" from the Registration tile to register from your education plan. Once authorized for late registration, you do not need to enter a code.

If you don't receive the authorization notice, please speak to your instructor again.