

ADDING CLASSES

Before Classes Begin

Students may change their class schedule Online, prior to the start of the semester if:

- The regular semester has not started.
- And the class has no waiting list.
- The class has seats available.

After Classes Begin

Students may add a class during the first two weeks of the semester. To add a class you must:

- E-mail the instructor and ask if they are allowing students to add the class.
- Go to the class during the scheduled time and see if they are allowing students to add the class.
- Request Add Authorization from instructor (they will need your Student ID Number).
- Register for the course in which Add Authorization was granted: Self-Service
- If you experience problems with registering for the class (**after the Add Authorization was processed**) contact Admission and Records (evcar@evc.edu).
- No late adds for semester classes will be accepted after the second week of the semester. If extenuating circumstances exist, students may complete a Late Add Petition.
- You have until the day before the Census Day at 10:00 PM to add a course online by following the Add Authorization process. Please refer to the Academic Calendar

Students cannot be added to a course if:

- They do not meet the prerequisite
- They have already completed the course, unless it is repeatable
- They have a time conflict, if a time conflict exists students may complete the Class Conflict Petition
- They do not have a current application on file
- They have a hold for academic standing or fees owed
- They do not have Special Admit high school/middle school approval
- They are already enrolled in 18 units (Fall and Spring)
- Students have until the day before the Census Day at 10:00 PM to add a course online

What if I have trouble registering?

If you're having trouble registering for one of the reasons above, contact the Office of Admissions and Records (evcar@evc.edu). If you are having problems accessing the Online portal, or are having problems with your password, contact ITSS-Help Desk (ITSS.Helpdesk@sjeccd.edu) or at (408) 270-6411.