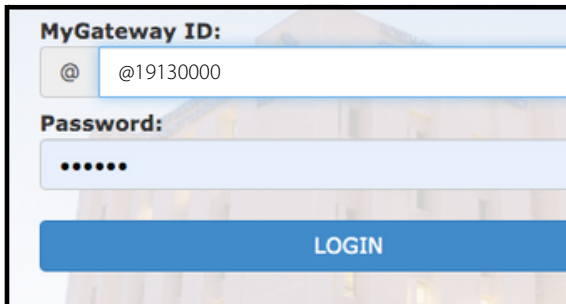# HOW-TO ADD WAITLISTED CLASSES CLASSIC REGISTRATION

1 **CLICK ON MYGATEWAY ICON ON THE UPPER RIGHT-HAND CORNER**
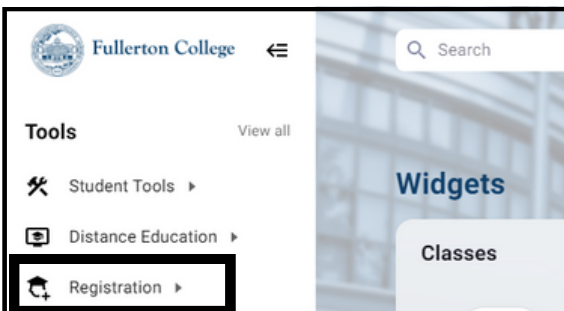

2 **LOG INTO MYGATEWAY WITH FC BANNER ID & PASSWORD**
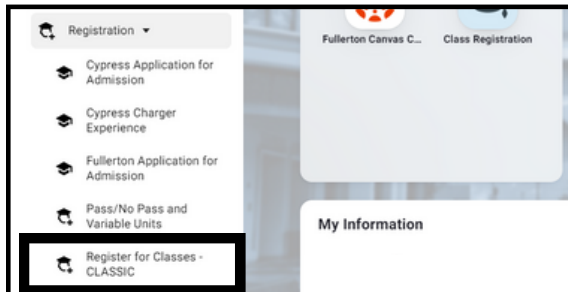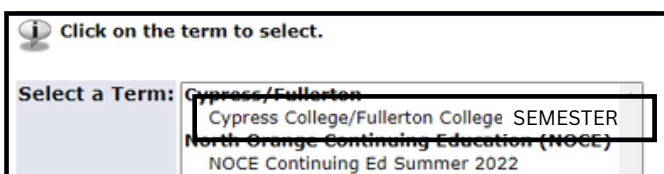

3 **SCROLL DOWN TO 'TOOLS'**
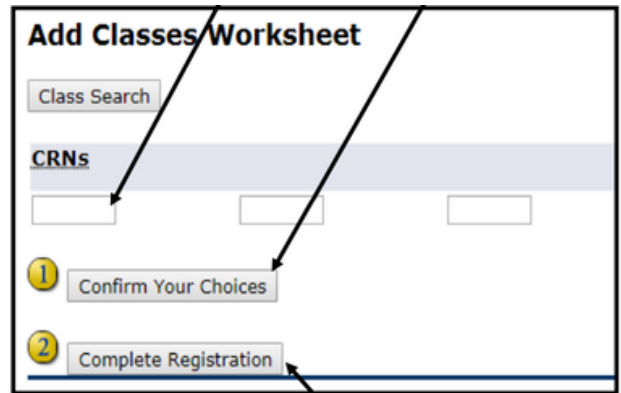**CLICK 'REGISTRATION' DROP DOWN**

4 **SELECT 'REGISTER FOR CLASSES - CLASSIC'**

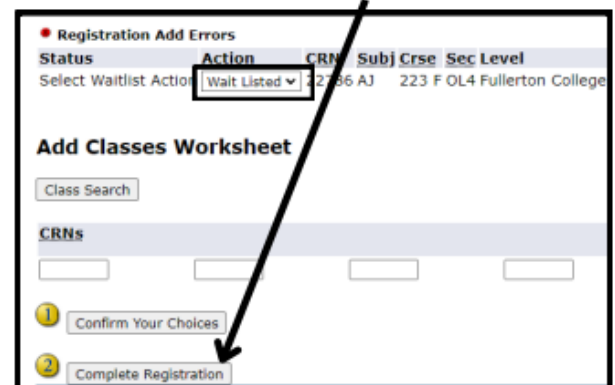**5** **CLICK ON CYPRESS COLLEGE/FULLERTON COLLEGE (SEMESTER) AND CLICK SUBMIT**

6 **TYPE THE 5 DIGIT CRN # IN ONE BOX AND CLICK 'CONFIRM YOUR CHOICES'**

7 **YOU WILL SEE A REGISTRATION ADD ERROR. SELECT THE "WAIT LISTED" ACTION AND CLICK COMPLETE REGISTRATION**

8 **CHECK YOUR PREFERRED EMAIL EVERY DAY FOR A NOTIFICATION OF AN OPEN SEAT.** IF A SEAT OPENS UP, YOU WILL BE EMAILED. REPEAT STEPS 1-6 WITHIN 48 HOURS OF RECIEIVING THE EMAIL. AFTER 48 HOURS, THE SPOT WILL MOVE ON TO THE NEXT STUDENT ON THE WAITLIST.

9 **1ST DAY OF CLASS AND STILL WAITLISTED?** REFER TO PAGE 2 OF THIS FLYER FOR MORE INFORMATION ON NEXT STEPS, HELFUL LINKS, AND HOW TO USE AN ADD CODE TO REGISTER FOR A CLASS THAT IS IN-PROGRESS

HOW-TO ADD WAITLISTED OR "IN PROGRESS" CLASSES
CLASSIC REGISTRATION

Before the first day of class:
If you have waitlisted for a class, check your email every day! If a spot opens up and you are #1 on the waitlist, you will receive an email and an announcement on MyGateway to add the class within 48 hours. After 48 hours, if the spot is still open, student #2 on the waitlist will then receive an email/announcement to add the class.

On or after the first day of class:
In-progress classes require an Authorization Code or "Add Code" from the professor to officially register for the class. It is up to the professor's discretion if they want to add students after the class has started. Each CRN has add and drop deadlines. Classes cannot be added past the deadline, so please take note of your course's dates using the Catalog + Schedule

- **For in-person classes,** attend the courses first day and ask the professor before or after class if there is room to add the course and receive the add code.

- **For online classes** that are in-progress or if you have not received any e-mail from your waitlisted professor by the first day of class, e-mail the professor and ask if they are still adding students to their class.
  - Include your full name, the class title, and the CRN of the class you are requesting to join in your email.

  Search for professor's emails using the staff directory https://www.fullcoll.edu/directory/

How do I use an Add Code?

1. Login to MyGateway and scroll down the the 'Tools' section on the left handside. Click on the 'Registration' drop down menu. Select 'Register for classes - classic'. Click on the campus and semester you are registering for. (steps 1-5 on page 1 of this flyer)
   - If you are already waitlisted for the class, click on the "Action" tab next to the class, and select register
   - If you are not waitlisted, enter the CRN number in one of the boxes.

2. Click "Confirm your Choices" and type the Add Code the professor gave you.

3. Click Validate. It will show "registered" on the add/drop page if you successfully used the Add Code. If the code does not work, reach out to your professor as soon as possible!

Add Codes can only be used one time and are unique to the CRN number of the class you are adding. Do not share this code with other people!