Steps to Request to Add Courses "Late"

If a course you want to enroll in is listed as "Waitlist" or "Closed," you may still be able to request to "add" the course "late. In most cases, this is typically only an option until the end of the 2nd week of the semester.

Here are the steps to try to add a course late

1) Find a course with the fewest "Enrolled" and/or "Waitlisted" students (see example below- the first section has fewer students "waiting" than the second section)

Status	Zero Textbook Cost	CRN	Unit	Days	Times	Type	Bldg_Room	Enrolled	Capacity	Open/Wait	Instructor-Email
						Online					
⊙WAITLIST		10155	4.0	MTWRF	TBA	Online	OVJO ONLINE	30	30	4 Waiting	McBride, Christopher (Christopher.McBride@solano.edu)
⊙WAITLIST		10156	4.0	MTWRF	TBA	Online	OVJO ONLINE	29	30	10 Waiting	McBride, Christopher (Christopher.McBride@solano.edu)

2) Email the instructor using the email to the right of the course (see example above)

3) In your email, please include the following:
   a. A request to "add" the course late- be specific about the course and the specific section you are trying to add
      i. For example:

      Dear Professor Smith,
      I am interested in trying to add your COUN 101 course, if possible. The CRN # of the course I am hoping to add is: 12345. May I please get an add code for this course?

      ii. General Format:

      Dear Professor _____,
      I am interested in trying to add your _____ course, if possible. The CRN # of the course I am hoping to add is: _____ . May I please get an add code for this course?

      Please note: it is up to the instructor whether or not they will accept additional students to their sections

4) Consider emailing several professors to increase your chances of getting into the course(s) you hope to add

5) If/when the instructor provides an "add" code, use the following steps that follow to officially add the course to your schedule

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Steps to Add a Course Late:

1) If the instructor provides an "add code" for the course, you must then use that add code- along with the original CRN#- to add the course.
   a. Go to the "Student" tab under your "MySolano" account
   b. Click on "Add or Drop Classes"
   c. Enter the original CRN# of the course and click "Submit"
   d. On the next screen, you will be asked for a "Validation Code," and that is where you will enter the "add code" that the instructor gave you for the course, and then click "Submit" again