

How to ADD an ONLINE CLASS

1. You **must get approval from the instructor** to add a class.

2. There are four (4) ways to contact the instructor:

- **Attend the first class meeting (orientation) that is held on-campus.** In most cases this will be the only **face-to-face meeting** you will have with your instructor. If space is available, the instructor will give you a **code** and instructions to login to the MyECC site for registration. **It is the student's responsibility to follow the directions to add the class.** For details, see below.
- **Contact the instructor by email.** Many instructors prefer contact by email, especially if the course **does not have any face-to-face meetings**. You can find contact information for the instructor by going to the Distance Education web-page at <http://www.elcamino.edu/library/distance-ed/> and clicking on "**Our Faculty,**" located in the "**Distance Education Quick Links**" box on the right hand side of the home page. DE faculty members are listed in alphabetical order.
- **Contact the instructor by telephone.** This can sometimes be challenging. Many of our faculty members are full-time instructors and have offices on campus. The start of a semester can be very busy and it is difficult for faculty to respond to a voicemail in a timely manner. **Telephone information** can also be found on the **Distance Education website** at <http://www.elcamino.edu/library/distance-ed/>. Click on "**Our Faculty.**"
- **Contact the instructor in person.** You can try to catch full-time instructors in their offices. You can contact their Division office to acquire their office schedule. Please remember that at the start of a semester, instructors are busy preparing for the new semester and **may not be in their office.**

3. Once you are given permission from the instructor to add the class, please be sure to follow the following instructions:

Online Add Procedure: Please use the permission number the instructor has given you and follow the steps below to register for your section. If you have met all the pre-requisites, have no time conflicts, have not had excessive repeats of the course, and/or do not owe fees, you will be added to the section. If you have questions about pre-requisites, consult the class schedule, school catalog, or speak with a counselor. Before adding the new section, drop the classes you are no longer taking. If you have a time conflict (e.g. a class you are enrolled in overlaps by one minute or more with a course you are trying to add), you will not be able to add the new class and no one is able to override that requirement.

Note: the permission number only works for one student.

1. Go to: <http://myecc.elcamino.edu>.
2. Login in with your username and password.
3. Under WebAdvisor, click on "Registration".
4. Click on "Online Add with Faculty Permission".
5. You will see the screen below and be asked to enter the two sets of numbers on the sticker.

Online Add (Faculty Approval)

Enter the section's reference number (6 digits)

Enter the authorization code (5 digits)

COURSE: MATH 101-0100
TERM: 2009/WI
SECTION REF #: 116683
AUTHORIZATION #: 01685

6. Click on the "SUBMIT" button.
7. Once you successfully add the section, use the "Make a Payment" link at the left of the screen in the "Financial Information" section and pay the amount due.

You are now added to the class and you do not need to go to the Admissions Office. If you encounter problems adding online, write down the error message you receive, if any, and please take the permission slip to the Admissions Office. If you cannot come to campus, please email your instructor with the error information.

Deadline to Add: You will not be able to add your class before the semester starts or after the add deadline. The deadline for regular term courses is published in the class schedule. Ask your instructor for the short term add deadline or you may examine the Short Term Class Calendar available in the Admissions Office or in the Academic Division offices.

High School Students

High school students follow the same process outlined above. Please review the information on the admission process for high school students located on the El Camino College website at <http://www.elcamino.edu/student-services/highschool/>