

How to Add a Class with an Authorization Code

1. Log into WebSMART.
2. Click on **Registration.**
3. Click on **Registration Add/Drop.**
4. Click on **Fall 2010** (or semester you are registering).
5. Scroll down to the little boxes (see below); enter the CRN (5-digits) to the class. Do **NOT** use the **Class Search** button to register for classes.

Add Classes Worksheet

CRNs										
12345										

6. Then click on the **Submit Changes** button.

Submit Changes

7. You will be asked for the Authorization Code.

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE	1234	88631	ADMJ	710	AA	3.000	Police Report Writing	Authorization Code Required - Section Closed

8. Enter the code from your instructor then click on the **Validate** button.

Validate

9. Then click **Submit Changes** after validating.

Submit Changes

10. You should be registered in the class. Be sure to print out a **Class Summary Schedule** for your record.