

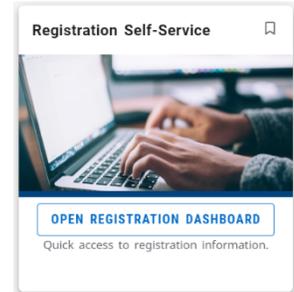


How To Register/Waitlist or Drop Classes

Registration Self-Service in the New MySite

The *Registration Self-Service* card allows students to view registration appointments, holds, and other messages. In addition, this is where they will register for and drop classes. It also provides a link to pay for classes.

When the student clicks the Registration Self-Service card, they will land directly here:



Home

Registration

[Student](#) / Registration

What would you like to do?

Step 1
[Registration Appointment](#)
 View registration status, update student term data, and complete pre-registration requirements.

Step 2
[Register for Classes](#)
 Search and register for your classes. You can also view and manage your schedule.

[Browse Classes](#)
 Looking for classes? In this section you can browse classes you find interesting.

[View Registration Information](#)
 View your past schedules and your ungraded classes.

[Browse Course Catalog](#)
 Look up basic course information like subject, course and description.



Step 1 – View Registration Appointment

Clicking the *Registration Appointment* option will allow students to view their registration appointment which in Banner are called **time tickets**. This screen will also display holds and other information including messages to the student.



Step 1
[Registration Appointment](#)
 View registration status, update student term data, and complete pre-registration requirements.

Registration Status | Update Student Term Data

Registration Status

Term: Spring 2025

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ⚠ You have holds which prevent registration.

Please note that some holds are sensitive and may not display on this page.

Primary Curriculum
 Level: Irvine Valley Credit
 College: Irvine Valley College
 Degree: Associate in Arts
 Program: AA Business Administration
 Campus: Irvine Valley College
 Catalog Term: Fall 2024
 Admit Term: Fall 2024
 Admit Type: CCCApply
 Major: Business Administration
 Department: Business

Registration Status | Update Student Term Data

Registration Status

Term: Spring 2025

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.

ⓘ Time tickets allow registration at this time. Please register within these times: 10/14/2024 12:00 AM - 05/21/2025 11:59 AM

Primary Curriculum
 Level: Irvine Valley Credit
 College: Irvine Valley College
 Degree: Associate in Arts
 Program: AA Business Administration
 Campus: Irvine Valley College
 Catalog Term: Fall 2024
 Admit Term: Fall 2024
 Admit Type: CCCApply
 Major: Business Administration
 Department: Business

Step 2 - Register for Classes (Including Waitlist and Drop)



Step 2
[Register for Classes](#)
 Search and register for your classes. You can also view and manage your schedule.



Students can **register** when they have a time ticket (*formerly known as a registration appointment*). Once they have registered for a class, they can **drop** classes using the same process during the DR period with refund, the DR period, and the W period. Students will be notified which drop they will be doing. If the class offers a waitlist, students will also be able to place themselves on a **waitlist** using the same process they use for registering into classes. If class has started and an **authorization code** (*formerly known as APC*) is required, students will be prompted to enter the code using this same process.

Select a Term

[Student](#) / [Registration](#) / Select a Term

Role: Student

Terms Open for Registration



Next, students can select IVC or Saddleback College on the **College** field to filter by college or they can leave the **College** field blank to view classes for both colleges. There are simple and advanced search criteria students to find the right class or classes.

Register for Classes

[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes

Role: Student

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2025

College	<input type="text" value="x Irvine Valley College"/>
Subject	<input type="text"/>
Course Number	<input type="text" value="Accounting"/>
Keyword	<input type="text" value="Business"/>
Part Of Term	<input type="text" value="English: Genres"/>
Instructional Methods	<input type="text" value="Mathematics"/>
Meeting Days	<input type="text"/>



Once students have entered the desired search criteria, they will land on the *Find Classes* page. When students find the class, they want to register for, they click the **Add** button. If the class is on waitlist, students will also be able to select the class to be added to the waitlist.

Register for Classes 🔍 ☆ ⚙️

[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes

Role: Student

Find Classes | Enter CRNs | Schedule and Options

Search Results — 2 Classes
Term: Spring 2025 College: Irvine Valley College Subject: Accounting Search Again

College	CRN	Subject	Course N	Title	Units	Instructional Methods	Meeting Times	Instructor	Status	Attribute	Linked Sections	Add
Irvine ...	30002	ACCT	1AI	Financial Accounting	4	In Person	S M T W T F S 12:00 PM - 03:20 PM Ty S M T W T F S 03:30 PM - 04:20 PM Ty	P...	35 of 35 seat...	CSU Transferable as elective		Add
Irvine ...	30003	ACCT	1AI	Financial Accounting	4	In Person	S M T W T F S 08:00 AM - 09:50 AM Ty S M T W T F S 10:00 AM - 10:50 AM Ty		45 of 45 seat... Authoriz...	CSU Transferable as elective		Add

Page 1 of 1 | 10 Per Page Records: 2

After the students click the *Add* button, the **Summary** pane below will indicate a *Pending* enrollment status. Students will click the **Submit** button to finalize their registration. This also applies to waitlist.

Note: If the student is adding this class because the class has started and obtained permission from the instructor to register, and they have been issued an Authorization Code (AC) formerly known as APC, then the student will be prompted to enter the AC prior to clicking the Submit button.

Schedule | Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		Financial Accounting		Financial Accounting			
1pm							
2pm							
3pm		Financial Accounting		Financial Accounting			
4pm							
5pm							
6pm							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Financial Accounting	ACCT 1AI, 0	4	30002	Lecture/Lab	Pending	**Web Registered**

Submit

Conditional Add and Drop



After students click the *Submit* button, the Summary pane will indicate the following:

The screenshot shows a software interface with two main panels. The left panel, titled 'Schedule', displays a 'Class Schedule for Spring 2025' as a grid with days of the week (Sunday to Saturday) and times (12pm to 6pm). Green blocks indicate class times for 'Financial Accounting' on Monday, Wednesday, and Thursday. The right panel, titled 'Summary', contains a table with the following data:

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Financial Accounting	ACCT 1AI, 0	4	30002	Lecture/Lab	Registered	None

A red arrow points to the 'Registered' status in the table. At the bottom right of the interface, there is a 'Submit' button and a checkbox labeled 'Conditional Add and Drop'.

The *Summary* panel will indicate the enrollment status according to what the student is trying to accomplish. The Status column will indicate the following:

- **Registered** – For *registered* students including students who entered an *authorization code*.
- **Waitlisted** - Students who placed themselves on a *waitlist*.
- **Dropped with a Refund** – For students who drop during the refund period.
- **Dropped** – Students who drop during the drop period without penalty.
- **Withdrawn** – Those students who withdraw from class after the refund or drop periods.

Note: Clicking the *Conditional Add and Drop* next to the Submit button will allow students to drop and add classes at the same time. This allows students to ensure that they don't lose their seat in their currently enrolled class just in case something prevents them from adding the new class.