Our records indicate that you are currently waitlisted for one or more classes in the Summer 2021 semester. Officially you are not registered for the class since it is still full.

If you are still waitlisted for your course(s) on the start date of the class, you will need to obtain an add code from your instructor to add the class. **THE ADD CODE WILL NOT WORK UNTIL THE FIRST DAY OF CLASS.** All adds for classes must be completed before the census date listed in the online schedule of classes. Summer session deadlines come up quickly, so do not wait to register.

Please contact the Admissions and Records Office at 805-678-6457 or VCAdmissions@vcccd.edu if you have any questions. There are many classes still open, with start dates in June and July. Click here to view the open class list and refer to your educational plan or meet with a counselor to choose a course.

**Adding a Course with an Add Code** : How to Guide
1. Go online (my.vcccd.edu) and drop the waitlisted class. *Start on step 2 if you are not waitlisted in the class.*
2. Enter the course number and click on "Save Schedule Changes".
3. Enter the Add Authorization Code and click "Submit".
4. Click on "Submit Changes" and pay for the class. Once the add authorization number is approved, you must click on the "Submit Changes" button to add the class. If this step is skipped, you will not be registered for the class.
5. Click on "Pay Fees & Complete Registration" to pay for the course. All fees are due at the time of registration.

**CANVAS Access**
As a waitlisted student, you will only have access for up to 3 days for short term classes. This means that if you are not officially registered after the time allotted as a waitlist student, you will be automatically dropped from the waitlist and lose access to Canvas. You will show up in your instructor's Canvas list, but this does not mean you are officially registered in the course.

**Online Admissions Support**
The Admissions & Records Office is now offering online support through Zoom. Through Zoom you can video chat with an Admissions & Records staff member.
• Video Chat Us | Join the Waiting Room
• Zoom Video Chat Hours
  o Monday through Thursday: 12:00pm – 3:00 pm

    o Friday: 10:00 am – 12:00pm

If you have any questions, please contact the Admissions and Records Office at 805-678-6457 or VCAdmissions@vcccd.edu.

Thank you,
The Admissions & Records Team