

Add Code Worksheet

Add codes allow students to add a class to their schedule after the class has closed. Please contact the instructor for the class to request an add code. Once you have an add code log in to your student portal, WebReg, to register for the class. Steps to add your class(es) on WebReg are outlined below.

Section Number	Course Name	Instructor	Add Code
0000	ENGL 1A	Mr. Rose	1234

How to Use an Add Code on WebReg

- 1) Log in to your student portal (WebReg) from www.mpc.edu. If you need assistance logging in to your portal you may:
 - a) Use the links on the left hand side of WebReg to request your ID number or PIN code be sent to your email address on file.
 - b) Visit or call Admissions & Records at (831) 646-4002.
- 2) Click on 'Add/Drop/Register' on the left hand side.
- 3) Select a term.
- 4) Update your personal information or click on 'No Changes'.
- 5) Enter the section number (not the add code!). Click 'Add to Cart'.
- 6) Enter the add code you received from your instructor. Click 'Submit'.
- 7) Select either a letter grade or Pass/No Pass option if applicable to your class.
- 8) The next screen will list the classes you have in your shopping cart. If you are finished, click 'Checkout'. If you have more classes to add select 'More Schedule Changes'.
- 9) The payment screen is next. Choose how you will pay before your transaction is complete. Credit card payments are due at the time you register. If you choose to pay by cash or check you will need to submit your payment to Fiscal Services, or log in and pay by credit card at a later date.
- 10) Click on 'Class Schedule/Fees' to view your class schedule and verify your enrollment.