Instructions for Adding with a Late Add Code

**You must have a Late Add Code provided by the instructor to register this way**

1. Log into [www.my.msjc.edu](http://www.my.msjc.edu)
2. Click on the Student Eagle Advisor tab
3. Look for the Registration for College Credit Courses section on the right hand side
4. Click on Late Add Code Registration

5. Type in the section number for the course
   **This is a 4 digit number (example 3339) not the Course ID (example CAPP120)**
6. Choose the term
7. Enter the Late Add Code
8. Click Submit
9. You will then be directed to the Registration Management page
10. Find the section you are adding on the list under Preferred Sections
11. Choose Register from the drop down list under Action
12. Click Submit
13. Review your registration statement for fees due to avoid being deleted for non-payment