

## **HOW TO ADD CLASSES**

If the course is OPEN, students may continue to enroll online via CLASS-Web or The ZONE without an Add Number from the instructor.

If the course has the Waitlist option, it will be filled with the students on the Waitlist before allowing regular Adds. The instructor can then fill any remaining seats according to students' priority number.

If the course is CLOSED, and there are seats still available after the Waitlist has been exhausted, please follow these steps:

- 1) Attend the first meeting of the class
- 2) Obtain an "Add Authorization Number" from the instructor. If seating is available, instructors will add students BY PRIORITY according to the last 4 digits of the student's priority number, highest number first
- 3) Enter your four digit "Add Authorization Number" online via CLASS-Web or The ZONE in the registration menu at [www.laspositascollege.edu](http://www.laspositascollege.edu)

## **HOW TO DROP CLASSES**

Students will be permitted to drop courses online via CLASS-Web or The ZONE in the registration menu. If a class is cancelled or you drop on or before the "NGR" deadline, you may submit a Refund Request Form available for download on our website at [www.laspositascollege.edu](http://www.laspositascollege.edu).