



CITY COLLEGES OF CHICAGO

QUICKGUIDE

My.CCC.edu

online registration for the City Colleges of Chicago

06/11/10
Page 1 of 2

My.CCC.edu is the online registration system of the City Colleges of Chicago. Returning students can securely login to **My.CCC.edu** to register and pay for classes, check holds, and check their financial aid information.

New or prospective students (guests) can search the course schedules and catalogs (for all colleges) without logging in.

The City Colleges of Chicago

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|----------------------|---------------------------|
| Daley College | Harold Washington College |
| Kennedy-King College | Malcolm X College |
| Olive-Harvey College | Truman College |
| Wright College | |

Student ID Number- Assigned by the City Colleges, your Student ID is a 9 digit number beginning with 3 zeros. It is not your Social Security Number.

Student Username- This can be retrieved online by entering your Student ID Number and your birthday. Use your Student Username to login to My.CCC.edu or the Blackboard Server (<http://ccc.blackboard.com>).

Student Email Address- Your Student Username is your Student Username with @student.ccc.edu added to the end of it.

New students must register on-campus the first time.

Your Student Username can be retrieved online within 48 hours of your registration at City Colleges of Chicago.

1 Retrieve your Student Username


- Go to **My.CCC.edu**.
- Click **Retrieve Your Username**.
- Enter your Student ID Number. Your Student ID Number is a 9 digit number assigned to you by CCC.
- Enter your Birthday in the format of **YYYYMMDD**.
- Click **Retrieve Your Student Username**.
- Enter and confirm a new Password.
- Select a Challenge Question.
- Provide an answer. Remember this answer. If you forget your password, you will be asked to answer your Challenge Question.
- Click **Submit**.
- You will now see your **Student Username**.
- If you cannot retrieve your username, visit <http://www.ccc.edu/sahelp> and click **Contact Support**.

2 Login to My.CCC.edu

Once you retrieve your Student Username and create your password, you can login to **My.CCC.edu** by doing the following:

- Open Internet Explorer and type <http://My.CCC.edu> in the address bar.
- Click Enter.
- Click the Browser Test link to ensure your computer is properly configured for My.CCC.edu.
- Enter your Student Username.
- Enter your password.
- Click **Sign In**.

3 Search the Class Schedule

- Go to **My.CCC.edu**.
- Click **Schedule of Classes**.
- Select Term.
- Click **Basic Search**.
- Click on the magnifying glass , then click Look-up to view a list of Subjects from which to choose.
- Locate the subject of interest and click on the value.
- OPTIONAL:** Select your Course Career.

This feature is available to guests.

- OPTIONAL:** Enter the catalog number of the course (example catalog number: 101).
- REQUIRED:** Select one or more City College to search.
- Click **Search**.
- Review search results.

Search Result Screenshot:

Class Nbr	Subject	Catlg Nbr	Sect	Description	Credit hours of class	Units	Comp	Status	Avail
11182	ART	103	C	Art Appreciation	3	3	LEC	Open	33

Session: Big Term
 Campus: Harry S Truman College
 Course Fee:
 Instruction Mode: In Person
 Class Fee:
 Time: 9:30AM 12:20PM TuTh
 Room: TR-Bldg1 3929
 Dates: 06/16/2005 - 08/04/2005
 Instructor: Staff

Semester Credit	For credit courses in General Studies, Transfer, or Career/Technical-Education Programs.
Adult Education	For ESL or GED prep courses.
Continuing Ed	For non-credit, self-improvement classes.
Skills	For short-term, intensive vocational certificate programs that provide industry and trade focused job training.
Military	For classes taken while in the military.



4

View Holds

Holds may prevent you from registering for classes or viewing grades. To view holds on your account:

1. Login to **My.CCC.edu**.
2. From the Student Services page, click on the Academics section.
3. Click **Holds**.
4. The Holds Page lists all holds on your account at the City Colleges of Chicago. In many cases, a hold may prevent you from registering or viewing your grades. To have a Hold removed, you must take the action as described on the Holds Page.

5


View Financial Aid Information

To view your financial aid status:

1. Login to **My.CCC.edu**.
2. From the Student Services page, click on the Finances section.
3. Under the Account section, click View My Financial Aid.
4. Select the Term for which you wish to view Financial Aid.

6

Add/Enroll in a Class

1. Login to **My.CCC.edu**.
2. From the Student Services page, click on the Academics section.
3. Click **Enroll in Class/Drop a Class**.
4. Select your Enrollment Term.
5. The first time you register online each term you will see the **CCC Health and Voter Registration Information Acknowledgement** page. Click on the links to read more about these services. The links will open in new browser windows.
6. After you have reviewed the web pages, click **CONTINUE**.
7. Scroll to the bottom of the page and select **Add Classes** to add classes to your schedule.
8. If known, enter the 5 digit Class Number in Class Nbr. If you do not know the 5 digit Class Number, click the magnifying glass  to search the schedules of classes for all colleges.
9. When you have selected your classes, click **Submit**. Failure to click on the submit button will result in the loss of your registration request.
10. Carefully review the "Add Status" message for each class.

You are responsible for all tuition and fees for your class(es). **You are expected to pay at the time of registration**, either online by clicking **Home/Finances/Make a Payment** or in person at the Business Office at your college.

7

Pay for Classes

To pay your entire account balance online with a credit card:

1. Login to **My.CCC.edu**.
2. From the Student Services page, click on the Finances section.
3. Under the Account section, **click Make a Payment**.
4. Select the credit card type (required).
5. Enter the credit card number as directed (required).
6. Select the expiration date of the credit card (required).
7. Review the Billing Address information. If the address listed differs from the Billing Address of the credit card (the address at which you receive your bill), enter the correct Billing Address (required). Enter your telephone number (required).
8. Click **Next**. You will be able to review this information on the next screen, before your credit card is charged.
9. Please verify the information on this page is accurate. Your credit card will be charged when you click Submit.
10. To edit this information, scroll down and click "Return to Payment Information".
11. To make the payment, click **Submit**.
12. If your payment was successful, this page will display a Reference Number. You may want to print this page for your records.
13. If your payment was not successful, please try again or visit the Business Office to make a payment.

8

Drop a Class

1. Login to **My.CCC.edu**.
2. From the Student Services page, click on the Academics section.
3. Click on **Enroll in a Class/Drop a Class**.
4. Select the Enrollment Term for which you wish to drop a class.
5. All classes for which you are currently enrolled (or recently dropped) will be displayed.
6. Click **Drop/Update Classes**.
7. To drop a class, select Drop from the Action column.
8. When you are finished making your updates, click **Submit**. Failure to click the submit button will prevent the drop request from being processed.
9. Verify your changes were successful by checking the Update Status column.
10. If Success appears as the status, the class has been successfully dropped.
11. If Errors Found appears as the status, the drop could not be processed. Click **Errors Found** for more information.
12. Click **View My Schedule** to verify courses are listed as dropped.

For more information about dropping classes can be found in the Student Policy Manual <http://www.ccc.edu/studentpolicy/>