

Phone Registration 312-553-3450

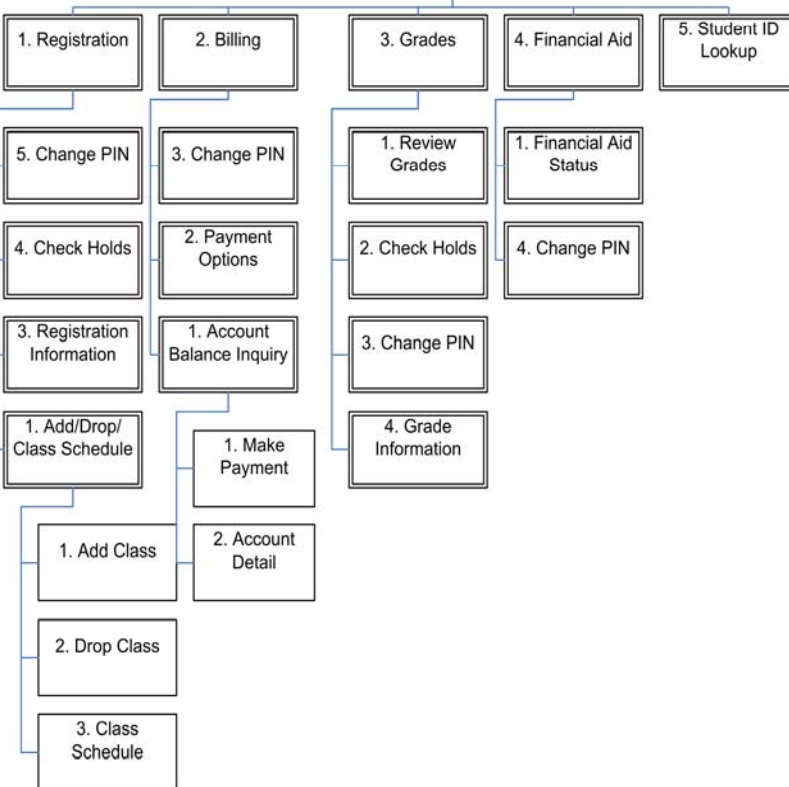
My.CCC.edu is the online and phone registration system of the City Colleges of Chicago. **My.CCC.edu Phone Registration** is available at 312-553-3450.

To use the **My.CCC.edu Phone Registration System** you must know your **Student ID Number** and **Student PIN**:

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 or any other ID assigned to you by CCC in the past.

Student PIN: This 6 digit number is used to access the **My.CCC.edu Phone Registration System**. Your default PIN is your birthday (MMDDYY).

City College of Chicago Phone Registration System Menu



Student ID Number Lookup

1. Call 312-553-3450.
2. From the Main Menu, select 5 for Student ID Lookup.
3. Enter your Social Security Number and **Student PIN** (default PIN is your birthday in MMDDYY format).
4. The system will list your Student ID Number. Please make a note of it.

Retrieve your Academic Status

Holds on your account may prevent you from registering for classes. To retrieve your Academic Status (including a list of all holds on your account), do the following:

1. Call 312-553-3450.
2. From the Main Menu, select 1 for Registration.
3. From the next menu, select 4 for Checking Registration Holds.
4. Enter your **Student ID Number** and **Student PIN** (default PIN is your birthday in MMDDYY format).
5. The system will list any holds you have on your account.
6. Press *9 or hang up to complete your call.

Retrieve Grades

1. Call 312-553-3450.
2. From the Main Menu, select 3 for Grades.
3. From the next menu, select 1 for Checking Review Grades.
4. Enter your Student ID Number and Student PIN (default PIN is your birthday in MMDDYY format). See the section on page 1 of this guide entitled Student Username Changes for information about how to obtain your Student ID Number and Student PIN.
5. After you have successfully entered your Student ID and PIN, select the term for which you want to retrieve grades.
6. The system will list your grades for the selected term.
7. Press *9 or hang up to complete your call.



Retrieve Financial Aid Information

To retrieve financial aid information for a selected term, do the following:

1. Call 312-553-3450.
2. From the Main Menu, select 4 for Financial Aid.
3. From the next menu, select either 1 for Financial Aid Application Status or 3 for Verify My Financial Aid.
4. Enter your **Student ID Number** and **Student PIN** (default PIN is your birthday in MMDDYY format).
5. Select the desired Financial Aid year from the list of available years.
6. The system will list the requested financial aid information.
7. Press *9 or hang up to complete your call.

Pay for Classes

To pay using the **My.CCC.edu Phone Registration System** you must pay your entire account balance with Visa or MasterCard.

1. Call 312-553-3450.
2. From the Main Menu, select 2 for Billing.
3. From the next menu, select 1 for Account Balance Inquiry.
4. Enter your **Student ID Number** and **Student PIN** (default PIN is your birthday in MMDDYY format).
5. The system will list your account balance.
6. Press 1 to pay your balance.
7. Select 1 again to pay your balance in full. You must pay your balance in full.
8. Enter your credit card number, either Visa or MasterCard.
9. Enter your 4 digit expiration date in MMY format.
10. Press 1 to confirm your payment.
11. The system will return with either a successful payment message or failed payment message.
12. Press *9 or hang up to complete your call.

Add/Enroll in a Class

To enroll in a class, do the following:

1. Call 312-553-3450.
2. From the Main Menu, select 1 for Registration.
3. From the next menu, select 1 for Add/Drop/List Class Schedule.
4. Enter your **Student ID Number** and **Student PIN** (default PIN is your birthday in MMDDYY format).
5. Select the term for which you want to add a class.
6. Select 1 to add a class.
7. Enter the 5 digit Class Number of the course you wish to add. To register for a course using the **My.CCC.edu** Phone Registration System you must know the Class Number. Class Numbers can be found either online at <http://My.CCC.edu> or in the printed class schedule of your college. The phone registration system does not provide a Class Number search.
8. After the system has retrieved your class, press 1 to confirm your selection.
9. The system will give you either a successful enrollment message or a reason for why the enrollment was not successful.
10. You are responsible for all tuition and fees for your class(es). You are expected to pay at the time of registration, either online, using the phone system, or in person at one of the City Colleges. To make a payment using the phone system, press *2 until you return to the Main Menu. Then follow the Pay for Classes instructions.
11. Press *9 or hang up to complete your call.

Revise/Drop a Class

1. Call 312-553-3450.
2. From the Main Menu, select 1 for Registration.
3. From the next menu, select 1 for Add/Drop/List Class Schedule.
4. Enter your **Student ID Number** and **Student PIN** (default PIN is your birthday in MMDDYY format).
5. Select the term for which you want to drop a class.
6. Select 2 to drop a class.
7. The system will list the classes for which you are currently registered for the selected term. For each class, the system will prompt you to either select 1 to go to the next class or 2 to drop the class.
8. After each drop the system will notify you whether the drop was successful. If you have questions about dropping a class, please visit the Registrar's Office at your college.
9. Press *9 or hang up to complete your call.

For more information about dropping classes, read the Student Policy Manual at: <http://www.ccc.edu/studentpolicy>

Support Website:
www.ccc.edu/sahelp