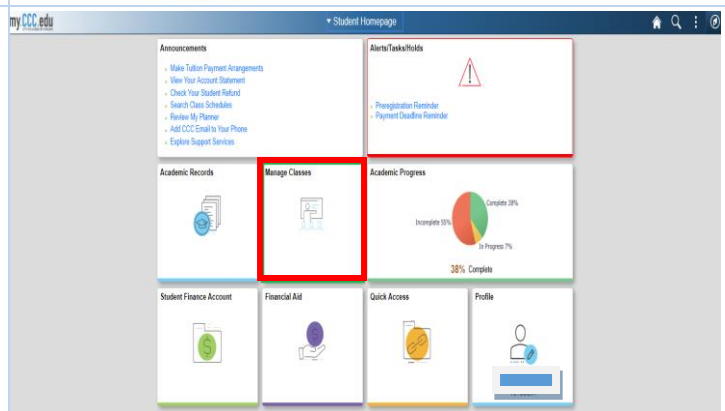


## Pre-registration Help Guide

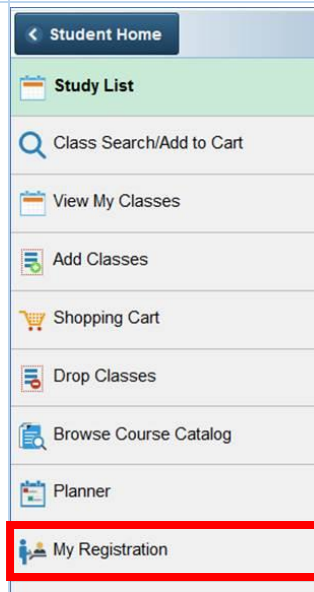
- 1 Login to my.ccc.edu using your preferred browser.



- 2 Navigate to **My Registration** by clicking the **'Manage Classes'** tile.



- 3 Click on **My Registration**.



4 You will be prompted with items to be completed.

### My Registration

✕ **Personal Information**  
 Please review and update personal information, such as phone and mailing address.
 REVIEW PERSONAL INFORMATION

✕ **Academic Program and Plan**  
 Please confirm you are pursuing the following:  
  
 Program: Associate in Applied Science  
 Plan: Occupational Therapy Asst-AAS  
 Campus: Wilbur Wright College
 REVIEW ACADEMIC GOALS

✕ **Scheduling Preferences**  
 Tell us where and when you would like to take classes.
 REVIEW PREFERENCES

✕ **My Planner**  
 My Planner is a term-by-term list of courses that are recommended for you to graduate in as little time as possible, according to your academic plan.  
  
 Go to REVIEW MY PLANNER to review and edit the courses you plan to take by February 6 2018. Make sure your courses are correct, paying special attention to the upcoming term(s). As always, we're here to help; see your advisor if you need assistance.
 REVIEW MY PLANNER

5 Review and complete your personal information by clicking 'Review Personal Information.'

Update any information that is not current by selecting the Edit buttons to the right. When complete click the Confirm button.

You are directed back to the My Registration task screen to finish the remaining steps. Notice the green check mark for your Personal Information reflects the updated correct information.

#### Personal Information

Please review and update your personal information, as needed, using the buttons below. Your Name, Campus Email, and Official Address can only be updated with the Office of the Registrar. [Click here](#) for more information. You can update your Mailing Address, Phone Numbers, and Military Status.

Select "Confirm" if your information is correct.

**Name:** Last, First  
**Campus Email Address:** Email@student.ccc.edu  
**Official Address:** 226 W. Jackson Ave. Chicago, IL 60606

Review/Update Personal Information

<b>Mailing Address</b>	New Address if different from Primary Address, Chicago, IL 60606	EDIT MAILING ADDRESS
<b>Phone Numbers</b>	Home 312/123-4567	EDIT PHONE NUMBERS
<b>Military Status</b>	No Military Service	EDIT MILITARY STATUS


CONFIRM


6 Confirm your Academic Goals by clicking 'Review Academic Goals.'


Select the educational intent that best describes your pursuit. Select 'Yes' or 'No' for both questions concerning your current program and plan. If you have not done so previously you will need to open the menu for 'Reverse Transfer of Credit' and select 'Authorize' or 'Decline' the reverse transfer of credit. Click 'Save Academic Goals'


You are directed back to the My Registration task screen to finish the remaining steps of Pre-registration.

**My Registration**

 **Personal Information**  
Please review and update personal information, such as phone and mailing address. [REVIEW PERSONAL INFORMATION](#)

 **Academic Program and Plan**  
Please confirm you are pursuing the following:  
Program: Associate in Applied Science  
Plan: Occupational Therapy Asst-AAS  
Campus: Wilbur Wright College [REVIEW ACADEMIC GOALS](#)

 **Scheduling Preferences**  
Tell us where and when you would like to take classes. [REVIEW PREFERENCES](#)

 **My Planner**  
My Planner is a term-by-term list of courses that are recommended for you to graduate in as little time as possible, according to your academic plan.  
  
Go to REVIEW MY PLANNER to review and edit the courses you plan to take by February 8 2018. Make sure your courses are correct, paying special attention to the upcoming term(s). As always, we're here to help; see your advisor if you need assistance. [REVIEW MY PLANNER](#)

**Academic Goals**

Academic Goals ?

\*Educational Intent:

\*Please confirm if you are pursuing the following Degree or Certificate: Associate in Applied Science **Yes**  **No**

\*Please confirm if you are pursuing the following Academic Plan: Occupational Therapy Asst-AAS **Yes**  **No**

**Reverse Transfer of Credit** ?

Reverse Transfer of Credit Authorize/Decline: Authorized

[SAVE ACADEMIC GOALS](#)

**7** Confirm your scheduling preferences by clicking 'Review Preferences.'

You are presented with the CCC campus locations. Select your preference of location in order of preference to optimize your search and suggested class locations.

You can also select your Day and Time Preferences. After you have selected the campuses in order of convenience and the Day and Times that best fit your current schedule click the save button at the bottom.

You are directed back to the My Registration task screen to finish the remaining steps of Pre-registration.

### My Registration

**Personal Information**

Please review and update personal information, such as phone and mailing address.

[REVIEW PERSONAL INFORMATION](#)

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**Academic Program and Plan**

Please confirm you are pursuing the following:

Program: Associate in Applied Science  
Plan: Occupational Therapy Asst-AAS  
Campus: Wilbur Wright College

[REVIEW ACADEMIC GOALS](#)

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**Scheduling Preferences**

Tell us where and when you would like to take classes.

[REVIEW PREFERENCES](#)

---

**My Planner**

My Planner is a term-by-term list of courses that are recommended for you to graduate in as little time as possible, according to your academic plan.

Go to REVIEW MY PLANNER to review and edit the courses you plan to take by February 6 2018. Make sure your courses are correct, paying special attention to the upcoming term(s). As always, we're here to help; see your advisor if you need assistance.

[REVIEW MY PLANNER](#)

**College and Location Preferences**

Select	Preference Order (1=most preferred)	Location	College	Address
<input type="checkbox"/>		Online	Harold Washington College	Online
<input type="checkbox"/>		Daley College-North AVI Campus	Richard J. Daley College	2800 S. Western Avenue, Chicago, 60608
<input type="checkbox"/>		Daley College-South Campus Main Campus	Richard J. Daley College	7500 S. Pulaski Road, Chicago, 60652
<input type="checkbox"/>		Dawson Tech Inst	Kennedy-King College	3901 S. State, Chicago, 60609
<input checked="" type="checkbox"/>	1	<b>Harold Washington College Main Campus</b>	<b>Harold Washington College</b>	<b>30 East Lake Street, Chicago, 60601</b>
<input type="checkbox"/>		Humboldt Park	Wilbur Wright College	1645 North California, Chicago, 60647
<input checked="" type="checkbox"/>	2	<b>Malcolm X College Main Campus</b>	<b>Malcolm X College</b>	<b>1900 W. Jackson, Chicago, 60612</b>
<input type="checkbox"/>		Kennedy-King College Main Campus	Kennedy-King College	6301 S. Halsted St., Chicago, 60621
<input type="checkbox"/>		Olive-Harvey College Main Campus	Olive-Harvey College	10001 S. Woodlawn, Chicago, 60628
<input type="checkbox"/>		South Chicago Learning Center	Olive-Harvey College	3055 E. 92nd Street, Chicago, 60617
<input type="checkbox"/>		Truman College Main Campus	Harry S Truman College	1145 W. Wilson Avenue, Chicago, 60640
<input type="checkbox"/>		West Side Learning Center	Malcolm X College	4624 W. Madison, Chicago, 60644
<input type="checkbox"/>		Wright College Main Campus	Wilbur Wright College	4300 North Nankanssett, Chicago, 60634

Select All
Deselect All

**Day and Time Preferences**

Periods (Class Start Time Ranges)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Any Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Morning 9:00 AM - 9:59 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mid-Morning 10:00 AM - 12:29 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Afternoon 12:30 PM - 2:59 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late Afternoon 3:00 PM - 5:29 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening 5:30 PM - 9:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save
Cancel

8 Review your Planner

If you need to edit or add courses for the upcoming terms you will be redirected to My Planner. The courses in My Planner are organized by term. You will need to scroll down to the term(s) for which you need to select courses.

Select Confirm when you are done.

You are directed back to the **My Registration** task screen and can **Go To Shopping Cart**, to register if registration is open.

ID:

Preferred Credit Hours Fall:

Preferred Credit Hours Spring:

Preferred Credit Hours Summer:

[Save Preferred Credit Hours](#)

Academic Plan: Undecided Education-AA

Total Planned Graduation Units: 61.00

Total Pre-Credit Units: 6.00

Program Units Required:

Welcome to My Planner!

Below are the courses you should take in order to graduate according to your academic plan, listed out semester-by-semester, based on your credit hour preferences.

To learn more, go to the Help and Resources tab. Contact your advisor with questions or to change your academic plan.

Disclaimer: My Planner is a tool to help you and your advisor plan courses towards completing your degree or certificate. It may not reflect modifications to degree requirements, recommended courses, or all credit earned (for example, transfer, military, test, advanced placement, or prior learning credit yet to be evaluated and posted). Additionally, some students may have unique situations that do not comply with My Planner functions. My Planner is not your transcript and is not an official notification of completion of degree requirements. You are ultimately responsible for ensuring you have completed all degree or certificate requirements.

[Browse Pre-Credit](#)
[View Planned Requirements](#)
[View My Previous Planner](#)

[Re-Balance Planner](#)
[Refresh Planner](#)
[Scheduling Preferences](#)

[Restore Previous Planner](#)
[Printer-Friendly View](#)

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**Unassigned Courses**

**Fall 2019**

Select	Course	Description	Course List	Min Units	Req	View Requisite Detail	Category	Requirement Notes	Last Update by	Last Update Date / Time
<input type="checkbox"/>	EDUC 203	Educational Psychology	<a href="#">Course List</a>	3.00	<span style="color: blue;">i</span>	<span style="color: green;">✔</span>	Elective			06/03/2019 10:05:11AM

Term Units: 11.00    Move selected courses to Term: ▼ [Move](#)

**Spring 2020**

Select	Course	Description	Course List	Min Units	Req	View Requisite Detail	Category	Requirement Notes	Last Update by	Last Update Date / Time
<input type="checkbox"/>	MATH 121	Math For Elem Teachers I	<a href="#">Course List</a>	4.00	<span style="color: blue;">i</span>	<span style="color: green;">✔</span>	Mathematics	Choose Math 118, 121, or 125.		06/03/2019 10:05:53AM

Term Units: 4.00    Move selected courses to Term: ▼ [Move](#)

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**My Registration**

✔ **Personal Information**

Please review and update personal information, such as phone and mailing address.

[REVIEW PERSONAL INFORMATION](#)

---

✔ **Academic Program and Plan**

Please confirm you are pursuing the following:

Program: Associate in Arts  
Plan: Business/Economics-AA  
Campus: Harold Washington College

[REVIEW ACADEMIC GOALS](#)

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✔ **Scheduling Preferences**

Tell us where and when you would like to take classes.

[REVIEW PREFERENCES](#)

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✔ **My Planner**

My Planner is a term-by-term list of courses that are recommended for you to graduate in as little time as possible, according to your academic plan.

Go to [REVIEW MY PLANNER](#) to review and edit the courses you plan to take by March 18 2019. Make sure your courses are correct, paying special attention to the upcoming term(s). As always, we're here to help; see your advisor if you need assistance.

[REVIEW MY PLANNER](#)

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✔ **Register for Classes**

When you have received four green checkmarks and have reached your Shopping Cart date, a [GO TO SHOPPING CART](#) button will appear on the right. You are able to view your shopping cart and register on the dates below.

Shopping Cart Date: March 25 2019

Registration Date: April 3 2019

We've created this handy guide to walk you through registering. [Registration Guide](#)

[GO TO SHOPPING CART](#)

9 END OF PROCESS