
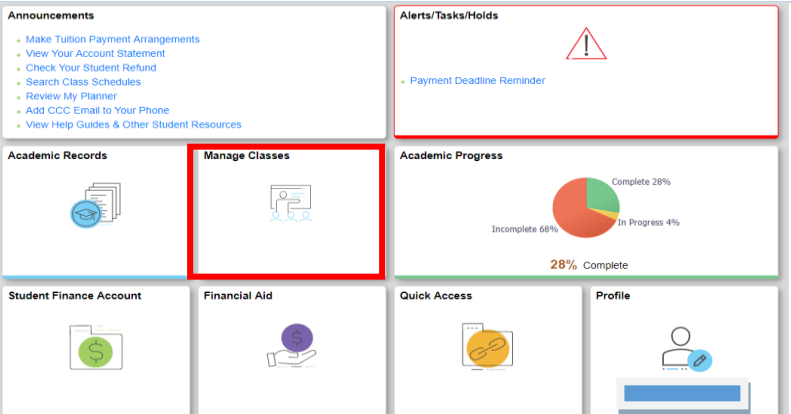
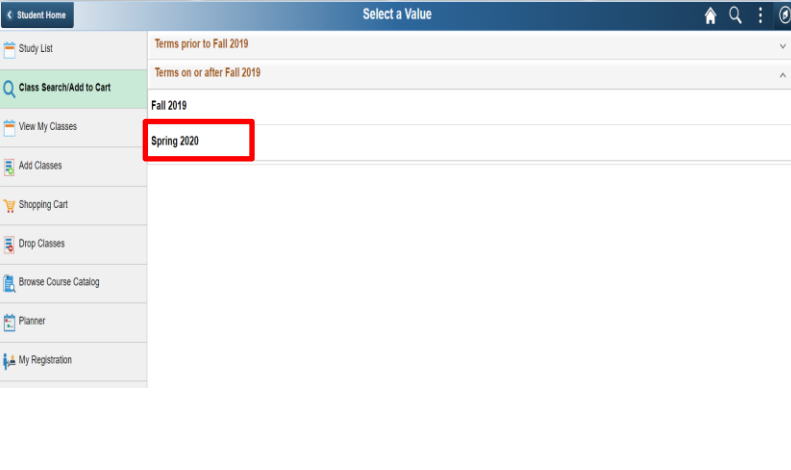


Registration Help Guide

This help guide provides step-by-step instructions on how to register for classes through the Class Search tab.

<p>1 Log in to my.CCC.edu</p>	
<p>2 Click on Manage Classes</p>	
<p>3 To add classes, select: Class Search/Add to Cart</p> <p>Select term</p>	

4 Under **Search For Classes:**
Enter keywords, like Subject or Course number

If you are unsure of the subject you are searching for, click: **Additional ways to search.**

5 After entering a subject, additional information appears for filter options.

Course Career:

Campus: If you have a specific location you would like to take the course at

Mode of Instruction: In Person, Online, or Hybrid

Gen Ed or IAI: General

Education Course

Gen Ed or IAI Type: Select Gen

Ed Area

Human Diversity: Select HD option

Click on any option to filter available classes that meet your criteria.

Your search results will appear.

Select a class.

6 Bases on the filters you selected, the class results will appear.

Note: if you are interested in a specific location, be sure to filter by location before selecting a class.

To see additional information about a specific section, click on the class number in blue.

Once you have selected a class, click anywhere in the class information to continue with your selection.

BUSINES 111
Introduction To Business

Course Information
Class Selection

Select a class option 6 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Term	Lecture - 60455 - F	01/13/2020 - 05/08/2020	Tuesday Thursday 11:00AM to 12:20PM	WR-MAIN-To be announced	TBA TBA	Open Seats 35 of 35
2	Open	Regular Academic Term	Lecture - 60455 - F	01/13/2020 - 05/08/2020	Tuesday Thursday 8:00AM to 9:20AM	WR-MAIN-To be announced	TBA TBA	Open Seats 32 of 35
3	Open	Regular Academic Term	Lecture - 60689 - F	01/13/2020 - 05/08/2020	Monday Wednesday 11:00AM to 12:20PM	WR-MAIN-To be announced	TBA TBA	Open Seats 35 of 35
4	Open	Regular Academic Term	Lecture - 60225 - F	01/13/2020 - 05/08/2020	Tuesday Thursday 9:30AM to 10:50AM	WR-MAIN-To be announced	TBA TBA	Open Seats 35 of 35

Class Information

Meeting Information | **Enrollment Information** | Class Details | Class Availability

BUSINES 111 Introduction To Business
Lecture - 66989 - HYBI Status : Open

No Enrollment Requirements

Class Note
This section is a hybrid course - 50% classroom & 50% on-line. This class will meet on Wednesdays only for discussion and lecture; online assignments will be required outside of the class meeting day. Please contact your instructor for more information.

7 You will then proceed with the registration steps.

Review Class Selection and click **Next**
Click **Exit** to go back to the Class Options.

Class Search/Add to Cart Next >

Spring 2020
College Credit
City Colleges of Chicago

1 Review Class Selection Complete

2 Review Class Preferences and Accept In Progress

3 Submit and Add to Cart Not Started

Step 1 of 3: Review Class Selection
You have selected
BUSINES 111 Introduction To Business
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 60455 - F	Regular Academic Term	01/13/2020 - 05/08/2020	Tuesday Thursday 11:00AM to 12:20PM	Open Seats 35 of 35

8 This step allows you to:

- Add to the Waitlist
- Enter Permission Number (if applicable)

Click: **Accept**

Class Search/Add to Cart Previous <

Spring 2020
College Credit
City Colleges of Chicago

1 Review Class Selection Complete

2 Review Class Preferences and Accept In Progress

3 Submit and Add to Cart Not Started

Step 2 of 3: Review Class Preferences and Accept
You must click **Accept** to continue to Step 3

BUSINES 111 Introduction To Business
Lecture - 60455 - F - Open

Add to waitlist if class is full? No

Permission Number

Accept

9 Click: **Submit** to add to Shopping Cart

NOTE: You are NOT registered. Class is being added to the Shopping Cart

Class Search/Add to Cart Previous <

Spring 2020
College Credit
City Colleges of Chicago

1 Review Class Selection Complete

2 Review Class Preferences and Accept Complete

3 Submit and Add to Cart Visited

Step 3 of 3: Submit and Add to Cart
Proceed to shopping cart to complete registration

BUSINES 111 Introduction To Business
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 60455 - F	Regular Academic Term	01/13/2020 - 05/08/2020	Tuesday Thursday 11:00AM to 12:20PM	Open Seats 35 of 35

Class Preferences

Submit

11 Click: **Shopping Cart** to complete enrollment.

Note: You have **NOT** enrolled for classes yet. All registration is completed through the **Shopping Cart**.

 **BUSINES 111 - Introduction To Business**
 Class has been added to your Shopping Cart.

 [View My Classes](#)

 [Shopping Cart \(Complete Registration\)](#)

 [Return to Class Search Results](#)

 [Return to Keyword Search Page](#)

12 You are then taken to the **Shopping Cart**:

Select the semester you are enrolling in.

Click: **Continue**

[Manage Classes](#) **Manage Classes**

Study List

Class Search/Add to Cart

Add Classes

Shopping Cart

Drop Classes

Browse Course Catalog

Planner

My Registration

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2019	College Credit	City Colleges of Chicago
<input type="radio"/> Spring 2020	College Credit	City Colleges of Chicago

[Continue](#)

13 Click: **Validate** to ensure you are eligible to enroll in the course(s) selected.

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Spring 2020 | College Credit | City Colleges of Chicago [Change Term](#)

Open Closed Wait List

Add to Cart

Enter Class Nbr [Enter](#)

Find Classes


Class Search
 My Requirements
 My Planner


[Search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BUSINES 111-F (60455)	TuTh 11:00AM - 12:20PM	TBA	T. TBA	3.00	
	ENGLISH 101-A3 (60523)	MoWe 8:00AM - 9:20AM	TBA	T. TBA	3.00	

for selected [Delete](#) [Validate](#) [Enroll](#)

14 After **Validation**, a status report will appear for your courses.

 = Ok to Add

 = Potential Error

Click: **Shopping Cart** when finished reviewing

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors

OK to Add		Potential Problem	
Description	Message	Status	
ENGLISH 101	There is a time conflict for class number 30068 and class number 30069. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	✗	
CHEM 100	Enrollment Requisites are not met. Students must enroll in both Chem 100 LC3(31006) and Chem 121 LC3(31033). Chem 100 is a course intended to assist with problem sets in Chem 121. This course is part of a learning community.	✗	
BIOLOGY 109	Concurrent enrollment in Chemistry 121. Eligibility for English 101. Eligibility for Math 118 or higher or consent of Department Chairperson.	✗	
	OK to Add.	✔	

[Shopping Cart](#)

15 Once you are ready to register, press **Enroll**

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Spring 2020 | College Credit | City Colleges of Chicago Change Term

Open
 Closed
 Wait List

Add to Cart

Enter Class Nbr
 Enter

Find Classes
 Class Search
 My Requirements
 My Planner

Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BUSINES 111-F (60455)	TuTh 11:00AM - 12:20PM	TBA	T. TBA	3.00	●
	ENGLISH 101-A3 (60523)	MoWe 8:00AM - 9:20AM	TBA	T. TBA	3.00	●

for selected Delete Validate Enroll

16 Next Click: **Finish Enrolling**

Search | Plan | Enroll | My Academics

My Planner | Shopping Cart | Course History

Shopping Cart 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2019 | College Credit | City Colleges of Chicago

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOLOGY 109-Z (30909)	Human Genetics & Evolution (Lecture)	Fr 5:30PM - 8:25PM	TBA	T. TBA	3.00	●
CHEM 100-LC3 (30809)	Basic Chem Calculations (Lecture)	MoWe 12:30PM - 12:55PM	TBA	T. TBA	1.00	●
CHEM 100-LC3X (30810)	Basic Chem Calculations (Laboratory)	MoWe 12:56PM - 1:10PM	TBA	T. TBA		●
ENGLISH 101-LC26 (30669)	Composition (Lecture)	MoWe 8:00AM - 9:20AM	TBA	T. TBA	3.00	●

Cancel Previous Finish Enrolling

17 After you click, Finish Enrolling, you will be directed to confirm you understand you are financially responsible for the course(s) you are registering for.

Click **I Agree** to complete registration.

If you do not consent, click **Cancel Enrollment**, your enrollment will NOT process.

1. I am responsible for all costs as a result of my enrollment.
2. If I do not plan to attend a class(es), to receive a refund, I must withdraw from the applicable class(es) before the refund deadline listed on the "This Semester" tab of my student portal.
3. I understand that I must make payment arrangements by the payment deadline or I will be removed from my classes.
4. If I do not attend class(es) for which I have enrolled and receive a No Show Withdrawal (NSW), I will be charged a \$200 penalty per term which cannot be paid by federal financial aid.
5. If awarded financial aid, I understand that withdrawing from class(es) after the qualified refund date listed on the "This Semester" tab of my student portal may cause a reduction or ineligibility of my financial aid. This can result in an unpaid balance, which is my responsibility.
6. If I do not pay my tuition balance by the time it is due, CCC will place a delinquency hold on my account and may refer my delinquent account to a third-party collection agency. I agree to pay all costs and expenses assessed by the collection agency to resolve the unpaid debt.

I Agree Cancel Enrollment

18 View registration results to confirm you have enrolled in all of your courses.

✔ = Successful Enrollment
✘ = Error, NOT enrolled in class

Shopping Cart 1 2 3

3. View results

View the following status report for enrollment confirmations and errors

Spring 2020 | College Credit | City Colleges of Chicago

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
BUSINES 111	Message: You have already taken this class. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study.	✔

Submit Payment My Class Schedule Add Another Class

<p>19</p>	<p>Make payment arrangements for the upcoming semester here.</p> <p>Or in your Student Portal go to: Student Financial Account > Make a Payment</p>	<p>Ways to pay for your education</p> <p>You have many different option for paying your CCC tuition costs.</p> <p>Financial Aid We encourage all eligible students to complete the FAFSA as early as possible and determine whether you qualify for federal and state financial aid. See our step-by-step guide on applying for financial aid or receive in-person help at any CCC Financial Aid Office.</p> <p>Set up a Payment Plan CCC offers a monthly payment plan, which requires a credit card or a checking account. To set up a payment plan:</p> <ul style="list-style-type: none"> Log in to my.ccc.edu with your CCC username and password Click Finances>My Student Account>Payment Plan <p>Pay Your Tuition in Full</p> <p>Online This requires a credit card or a checking account. To pay your tuition in full:</p> <ul style="list-style-type: none"> Log in to my.ccc.edu with your CCC username and password Click Finances>My Student Account>Make Payment in Full. <p>In person Please bring payment (cash, check, money order) to your college's Business Office window. Note: Self-serve computers are also available to make credit card payments.</p> <p>Scholarships Learn about scholarship opportunities available through City Colleges or other organizations.</p> <p>Veterans Benefits If you are a service member, veteran or a dependent of a veteran, we encourage you to connect with the Veterans Services Center at your college.</p> <p>Federal Direct Student Loans You must request Federal Direct Loans in-person by visiting your college Financial Aid Office.</p> <p>Employer Tuition Reimbursement Many companies offer tuition assistance to their employees. Check with your employer benefits department.</p> <p>Tuition Waivers Some CCC students qualify for tuition waivers.</p> <p>Undocumented Students See our Undocumented Student Resources page for information specific to your situation.</p>
<p>20</p>	<p>END OF PROCESS</p>	