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

1. Log in to my.CCC.edu

2. Click on Manage Classes

3. To add classes, select: Class Search/Add to Cart
   Select term: Spring 2023
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**.

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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.

7 You will then proceed with the registration steps.

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

8 This step allows you to:
   - Add to the Waitlist
   - Enter Permission Number (if applicable)

   Click: **Accept**

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

**NOTE:** You are NOT registered. Class is being added to the Shopping Cart
11 Click: **Shopping Cart** to complete enrollment.

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

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

Select the semester you are enrolling in.

Click: **Continue**

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

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

- ✓ = Ok to Add
- ✗ = Potential Error

Click: **Shopping Cart** when finished reviewing.
Once you are ready to register, press Enroll.

Next Click: Finish Enrolling

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.

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

= Successful Enrollment

= Error, NOT enrolled in class
Make payment arrangements for the upcoming semester here.

Or in your Student Portal go to:
Student Financial Account > Make a Payment

Ways to pay for your education

You have many different options for paying your tuition costs.

Financial Aid
For students or 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 assistance from any CCC Financial Aid Office.

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:
1. Log in to your CCC account with your CCC username and password.
2. Click on your Student Account > Pay by Online Payment Plan.

Pay Your Tuition In Full
This requires a check or a savings account. To pay your tuition in full:
1. Log in to your CCC account with your CCC username and password.
2. Go to your Student Account > Pay by Online Payment Plan.

In person:
Bring payment plan, check, or money orders to your campus business office window. Note: Eligible students may also use a credit card to make credit card payments.

Scholarships
Learn about scholarship opportunities available through City Colleges or other organizations.

Veterans Benefits
If you are a service member, veteran or a dependent of a veteran, we encourage you to connect with the Veteran Benefits Office at your college.

Federal Direct Student Loans
Visit your campus financial aid office to visit the campus financial aid office.

Employer Tuition Reimbursement
Many companies offer tuition assistance to their employees. Check with your employer benefits department.

Tuition Waivers
Some CCC students qualify for tuition waivers.

Undocumented Students
See the Undocumented Student Resources page for information specific to your situation.