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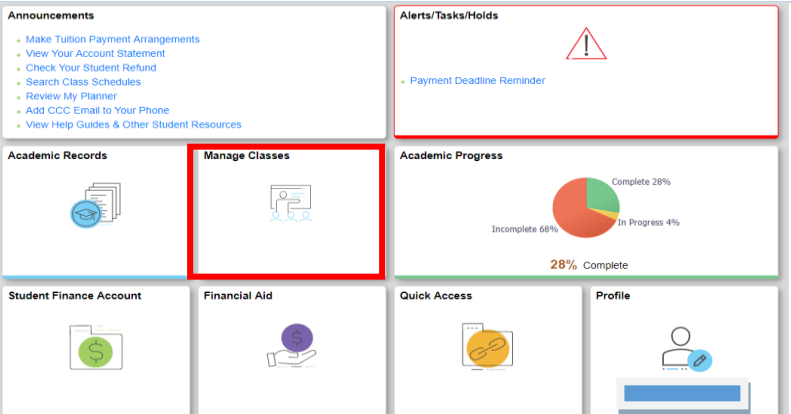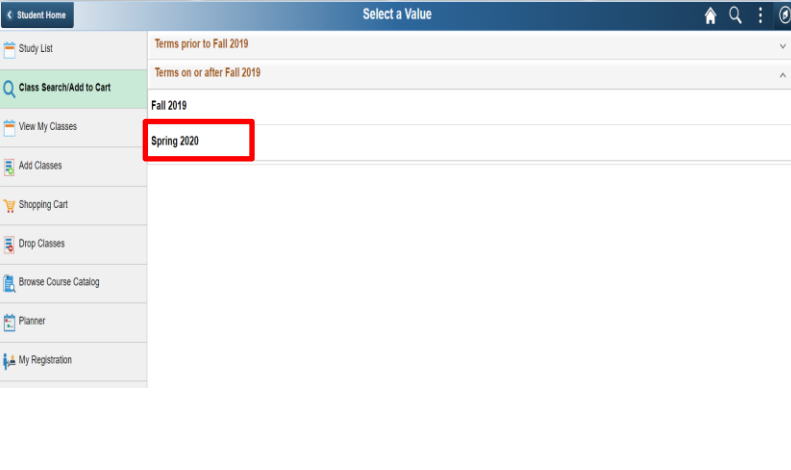
This help guide provides step-by-step instructions on how to register for classes through the Class Search tab.

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

4	Under **Search For Classes: Enter keywords, like Subject or Course number**	**Search For Classes** ⓘ Enter keyword e.g. course, subject, class, topic Additional ways to search
	If you are unsure of the subject you are searching for, click**: Additional ways to search.**	**Additional ways to search** **Available Subjects** [▼] **Catalog Number** [contains value ▼] [ ] **Instructor Last Name** [contains word ▼] [ ] **Search** **Cancel**
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.**	‹ Class Search Class Search Results 🏠 🔍 ⋮ ▾ Class Status Wait List Classes Only ▾ Course Career College Credit ▾ Subject BUSINES / Business ENGLISH / English MATH / Mathematics ▾ Number of Units 0-3 4-7 5-13 ▾ Campus Harold Washington College Harry S Truman College Kennedy-King College Malcolm X College Olive-Harvey College Richard J. Daley College Wilbur Wright College **View Search Results** 29 Courses with keyword: busines BUSINES 111 Introduction To Business 105 Class Options Available BUSINES 141 Business Mathematics 28 Class Options Available BUSINES 147 Intro to Paralegal Studies 3 Class Options Available BUSINES 148 Civil Litigation 2 Class Options Available BUSINES 149 Family Law 2 Class Options Available BUSINES 150 Legal Research and Writing I 1 Class Option Available BUSINES 180 Fundamentals Of Accounting 2 Class Options Available

| 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 <u>NOT</u> 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 Fall 2019 / College Credit / City Colleges of Chicago 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 **Spring 2020 Shopping Cart** 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. Concurrent enrollment in Chemistry 121, Eligibility for English 101, Eligibility for Math 118 or higher or consent of Department Chairperson. / ✖ BIOLOGY 109 / OK to Add. / ✔ Shopping Cart

15	Once you are ready to register, press **Enroll**	
16	Next Click: **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.	
18	View registration results to confirm you have enrolled in all of your courses. ✔ = **Successful Enrollment** ✖ = **Error, NOT enrolled in class**	

19	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 option for paying your CCC tuition costs. **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. **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: - Log in to my.ccc.edu with your CCC username and password - Click Finances>My Student Account>Payment Plan **Pay Your Tuition in Full** Online This requires a credit card or a checking account. To pay your tuition in full: - Log in to my.ccc.edu with your CCC username and password - Click Finances>My Student Account>Make Payment in Full 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. **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 Veterans Services Center at your college. **Federal Direct Student Loans** You must request Federal Direct Loans in-person by visiting your college 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 our Undocumented Student Resources page for information specific to your situation.
20	**END OF PROCESS**	