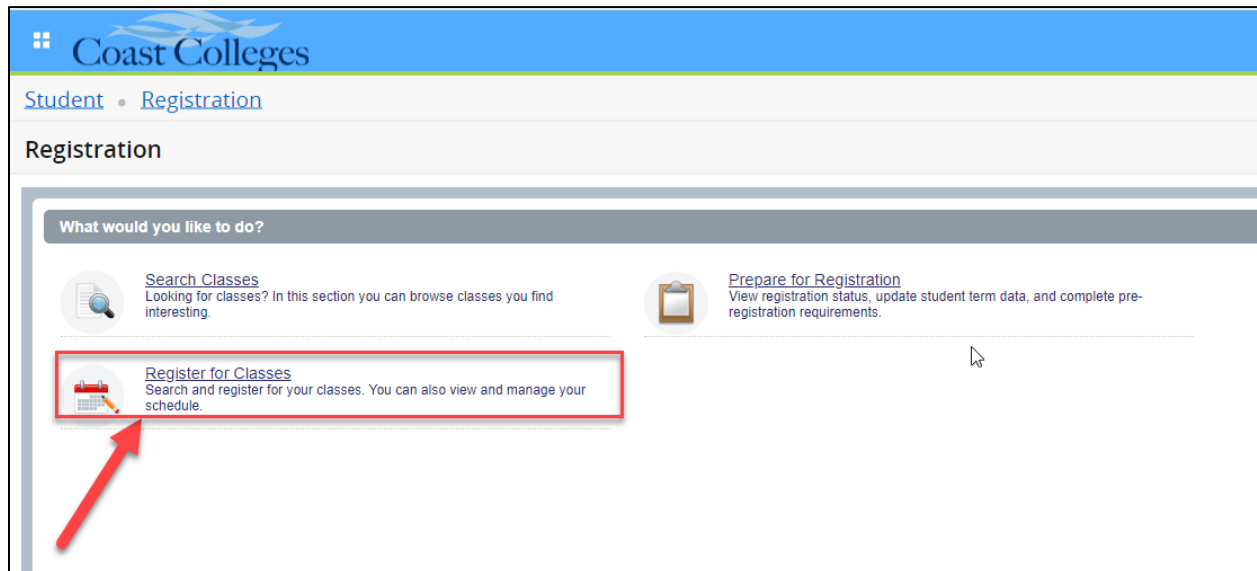


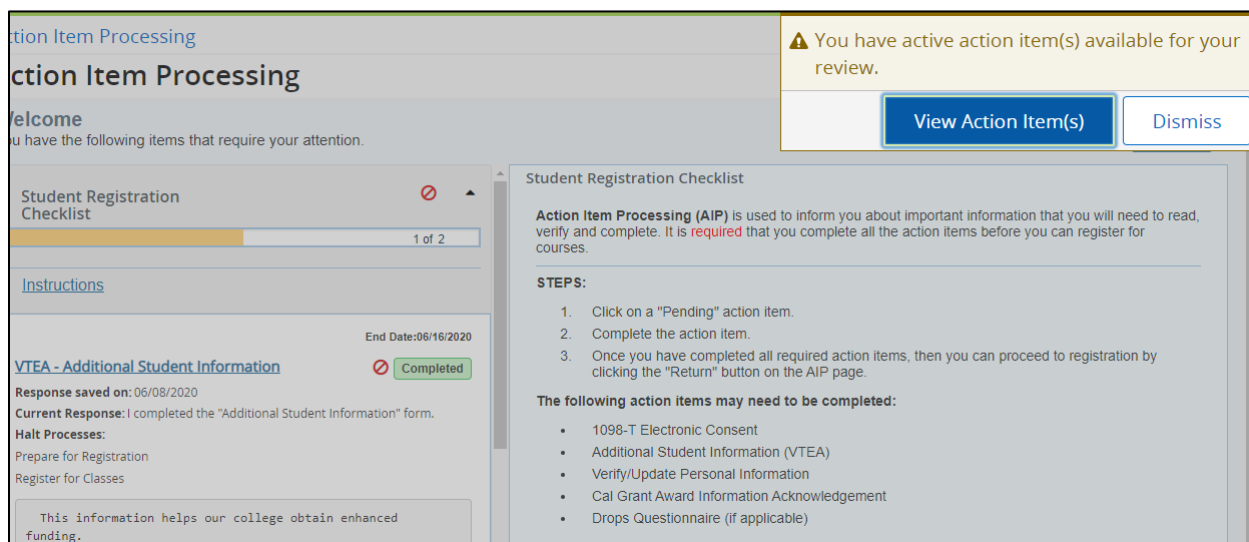
Adding a Class in MyCCC

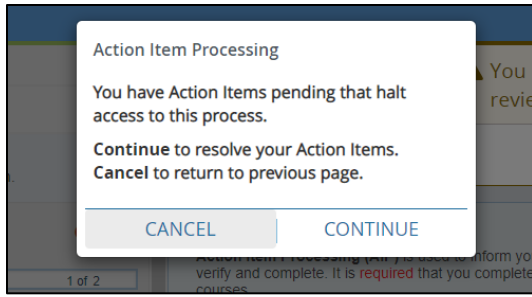
1. Log into [MyCCC](#)
2. Begin on the "Registration" page.
3. Locate the "Registration Tools" Box.
4. Click "Quick Add or Drop Classes."
5. Select "Register for Classes"



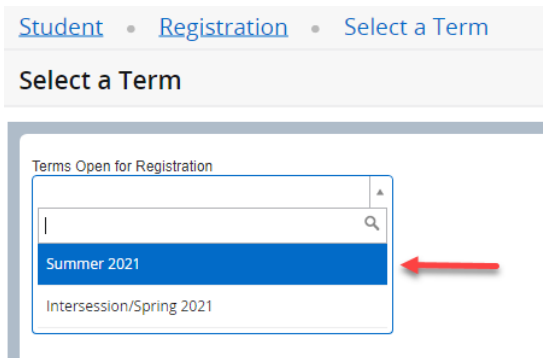
NOTE: If there are any surveys that need to be answered it will prompt the student to answer. Select "View Action Items" then the survey name. After surveys are answered, select "Return", then "Cancel" to proceed to the term selection page.

SURVEY EXAMPLE:

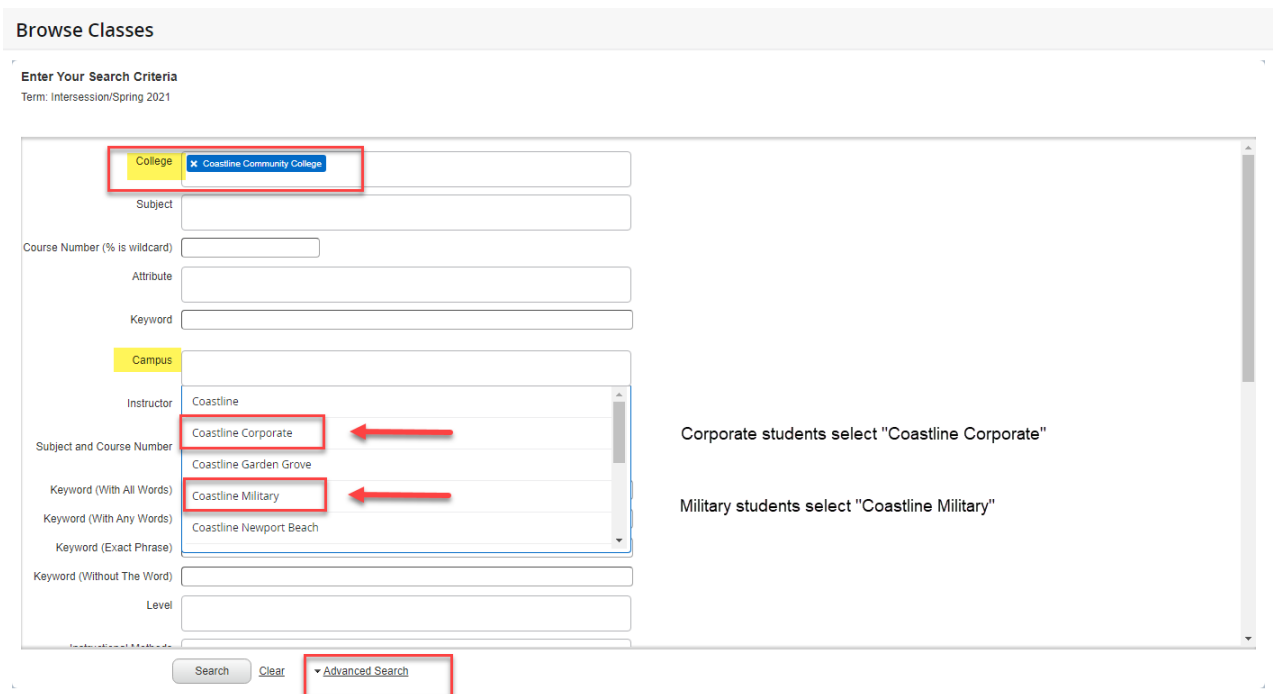




6. Select the Term for the appropriate semester and click "Continue."



7. To add a course, Go to the Find Classes section,
- o Select "Coastline Community College"
 - o Click the "Advanced Search" link to expand search options
 - o Enter "Coastline Military" or "Coastline Corporate" in the Campus Box, depending on whether you are a military or corporate student
 - o Click Search



8. Locate the class you want to register for for.
 - o Click the "Add" button on the right side. The course will show a "Pending" status.
 - o Click the "Submit" button at the bottom to process the registration. The course will show a "Registered" status.

Student > Registration > Select a Term > Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 353 Classes
Term: Intercession/Spring 2021 | College: Coastline Community College | Campus: Coastline Corporate, Coastline Military

Location	Course	Section	CRN	Units	Instructor	Days	Time	Building	Program	Seats	Action
Coastline	Cultural Anthropology	ANTH C100	44996	3	Sabé, Lisa (Primary)	S	10:00	CCC Military Programs	CCC Military Programs	98 of 100 seats remain.	Add
Coastline	Cultural Anthropology	ANTH C100	45128	3	Sabé, Lisa (Primary)	S	10:00	CCC Corporate Program	CCC Corporate Program	100 of 100 seats remain.	Add
Coastline	Cultural Anthropology	ANTH C100	45018	3	Sabé, Lisa (Primary)	S	10:00	CCC Military Programs	CCC Military Programs	100 of 100 seats remain.	Add
Coastline	Cultural Anthropology	ANTH C100	45179	3	Sabé, Lisa (Primary)	S	10:00	CCC Corporate Program	CCC Corporate Program	100 of 100 seats remain.	Add
Coastline	Physical Anthropology	ANTH C195	45213	3	Sabé, Lisa (Primary)	S	10:00	CCC Military Programs	CCC Military Programs	100 of 100 seats remain.	Add

Schedule | Schedule Details

Class Schedule for Intercession/Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

CRN	Details	Title	Units	Status	Action
44996	ANTH C100, 100	Cultural Anthropology	3	Pending	"Web Registered"

Total Hours Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 10

Conditional Add and Drop

Submit