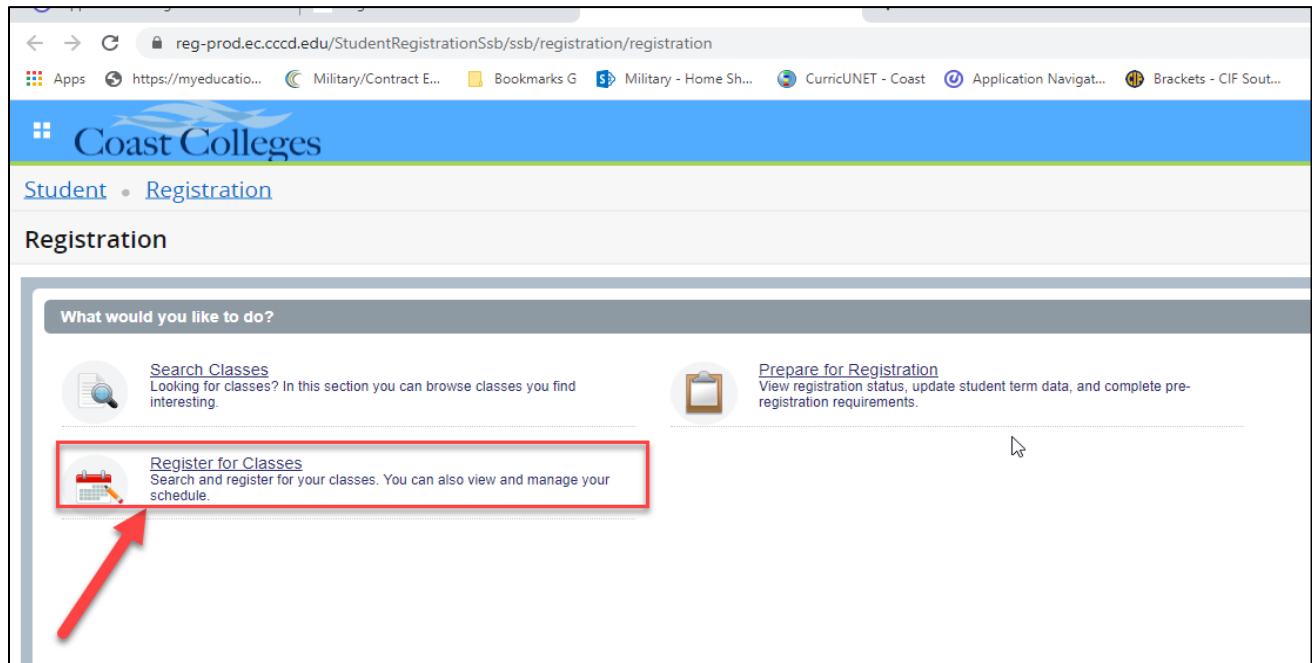


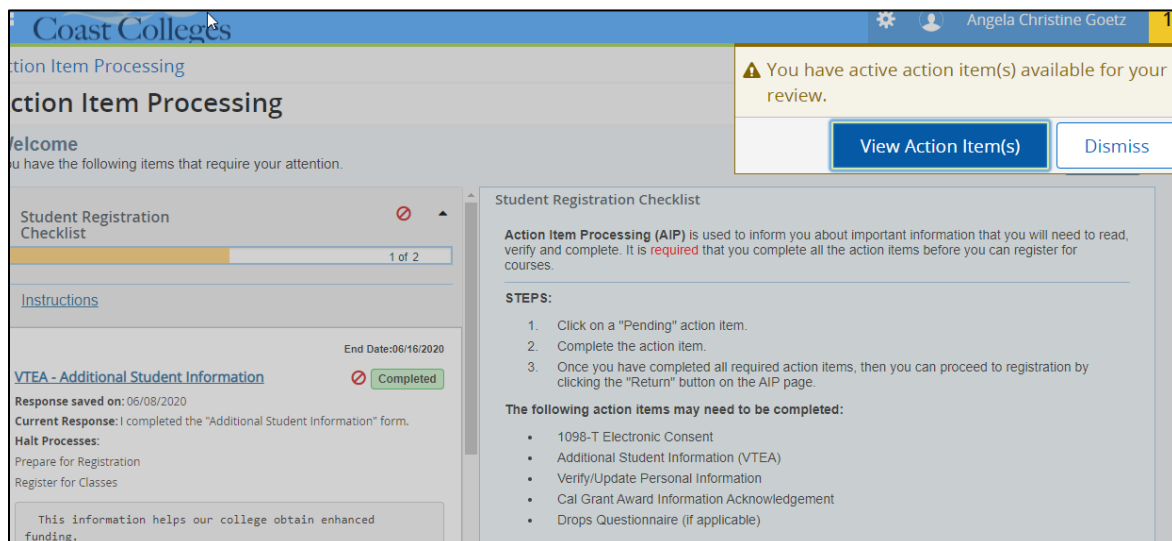
Adding a Class in MyCCC

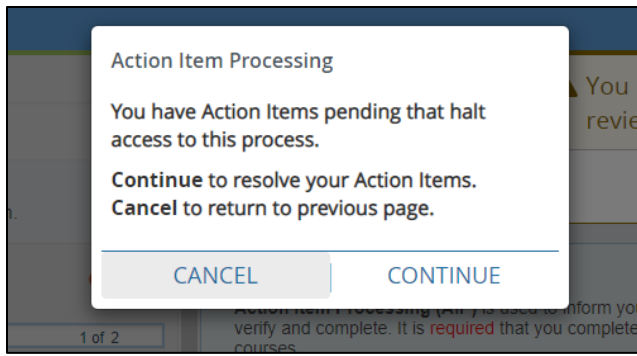
1. Log into [MyCCC](#)
2. Begin on the "Registration" page.
3. Locate the "Registration Tools" Box.
4. Click "Quick Add or Drop Classes."
5. Select "Register for Classes"



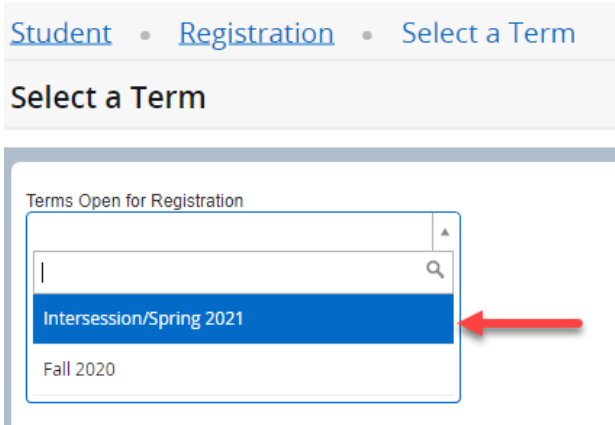
NOTE: If there are any surveys that need to be answered it will prompt the student to answer. Select "View Action Items" then the survey name. After surveys are answered, select "Return", then "Cancel" to proceed to the term selection page.

SURVEY EXAMPLE:

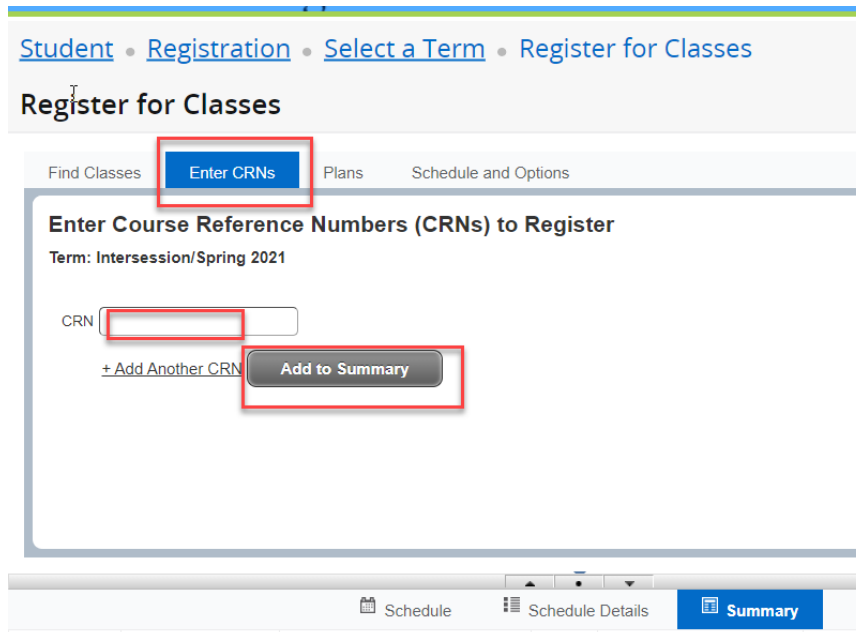




6. Select the Term for the appropriate semester and click "Continue."



7. To add a course, Go to the Find Classes section,
- Select "Enter CRN"
 - Go to [Army CRN List](#) to search for the CRN for your desired course
 - Enter the CRN in space provided
 - Click the "Add to Summary"



8. The course will appear in your registration summary, at the bottom of your screen, with a “pending” status.
 - o Click the “Submit” button to process the registration.

Coast Colleges Mensah, Araba

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Intersession/Spring 2021

CRN

[+ Add Another CRN](#) **Add to Summary**

CRN	Details	Title	Units	Status	Action
45366	CMST C150, 109	Intercultural Communication	3	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Conditional Add and Drop **Submit**

9. The course status would change to “Registered”

CRN	Details	Title	Units	Status	Action
45366	CMST C150, 109	Intercultural Communication	3	Registered	None