<u>Registering for Courses using your MyPCC portal</u>

From your MyPCC "Home" tab, in the "Term-to-term checklist" box (in the middle of the page), click on "Register for classes (add/drop classes)."

If you know the Course Reference Numbers (CRNs)

1. Click on "Add or Drop Classes."
2. On the next page, confirm that the correct term is selected, then click "Submit."
3. Toward the bottom of the page, under "Add Classes Worksheet," enter the CRNs that you would like to register for, and then click "Submit Changes."
4. Be sure to scroll to the bottom to confirm that no errors occurred.
5. Confirm your registration from your MyPCC "home tab" within the "Term-to-term checklist" box.
6. Click on "Double-check your class schedule," and then click "Submit."

If you do not know the Course Reference Numbers (CRNs)

1. Click on "Look up Classes."
2. Select the upcoming term in the "Search by Term" field, and then click "Submit."
3. On the next page, toward the bottom of the page, click on "Advanced Search."
4. The "Subject" field is the only required field to search for classes, but you may narrow your search using options such as "Instructional Method" (this is how you search exclusively for web-based classes), "Credit range" (to search for 1, 2, 3, or 4 credit courses), or "Location" (to search by campus or center). You may also search by instructor, by time of day, or by days of the week.
5. Once you've selected a subject, it may be useful to enter the course number into the "course number" field. This isn't required, but will narrow your search to a specific class. For example, if you want to search for Writing 121, select "Writing" in the "Subject" field, and then type "121" in the "Course Number field. You aren't required to use the "Title" field.

Here's an example of a typical useful search:

Subject: Writing   **Start time:** 8am
Course Number: 121   **End time:** 12pm
Location: Sylvania   **Days:** Monday

Subject:
- Sign Language Interpretation
- Social Justice
- Sociology
- Spanish
- Theatre Arts
- Unmanned Aircraft Systems
- Veterinary Technology
- Welding
- Women's and Gender Studies
- Writing

Course Number: 121

Title:

Instructional Method:
- All
- DO NOT USE - Telecourse
- DO NOT USE - Telecourse + Web

Credit Range: ___ hours to ___ hours

Location:
- Rock Cr Campus
- SE Campus
- Sylvania Campus

Part of Term:
Non-date based courses only
- All
- First 10 Weeks
- First 8 Weeks

Instructor:
- All
- Abbott, Derek
- Abdel Hadi, Haitham Qais

Start Time: Hour 08 ▾   Minute 00 ▾   am/pm am ▾
End Time: Hour 12 ▾   Minute 00 ▾   am/pm pm ▾
Days: ☑ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun
Select only courses starting after today: ☐ Yes

[Section Search]   [Reset]

After entering in your search terms, Click on "Section Search" to see available courses.

In this example, here are the results:

Sections Found

Writing

Select	CRN	Subj	Crse	Camp	Cred	LinkID	Insm	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location
☐	25497	WR	121	SY	4.000			College Composition	MW	09:00 AM-10:50 AM	27	26	1	27	0	27	Ross (P)	03/30-06/10	SS 121
☐	27282	WR	121	SY	4.000			College Composition	MW	09:00 AM-10:50 AM	27	1	26	27	0	27	TBA	03/30-06/10	SS 111

[Register] [Add to WorkSheet] [New Search]

1. To register for a class, click on the box to the left of the course you prefer (in the "Select" column) and then click "Register." Be sure to scroll to the bottom to confirm that no errors occurred.
2. Confirm your registration from your MyPCC "home tab" within the "Term-to-term checklist" box.
3. Notice that there are no courses that meet only on Mondays. When you search for a specific day of the week, your results will include any course that meets on a day that you selected. In this case, there are only two courses at Sylvania that meet on a Monday between 8am and 12pm, but they also meet on Wednesday.

<u>Definitions of the abbreviated descriptors are listed here:</u>

CRN: Course Reference Number (not to be confused with the course number)
Subj: Subject (WR = Writing, MTH = Math, PSY = Psychology)
Crse: Course number (not to be confused with the course reference number)
Camp: Campus where the course is located
Cred: number of credits in a course
Insm: Instructional Method (e.g. Web = online, Hybrid = partly online; partly in person).
Cap: Capacity (maximum number of students allowed to register for a class)
Act: Actual number of students currently registered for a class
Rem: Remaining spots currently available in a class
WL Cap: Waitlist Capacity (how many waitlist spots are allowed in a class)
WL Act: Waitlist Actual (number of students on the waitlist for a class)
WL Rem: Waitlist Remaining (number of spots remaining on the waitlist for a class)