

## How to Register for Classes on the Web

- First, make sure you qualify to register online. [Click here to find out!](#)
- Also, be sure to have your degree audit handy.

### Directions

- 1) Log-in to your PCCC account.
- 2) To select the class: Click on the "Web Advisor" tab (Near the top of the right side of the screen). Go to "Search and Register for Sections" and click on it.
  - a) Choose the term (Spring 2011...)
  - b) Select a subject
  - c) Type the Course Number ( second part of the course code). For example: for SO-101, the course number is 101.
  - d) Ignore the remaining search fields on the screen.
  - e) Click Submit
  - f) If your search was successful, you will see Section Selection Results Screen
  - g) On the next screen, select classes you intend to register for by checking the box(s) under "Select Section(s)"
  - h) Click Submit. We are almost done!!!
- 3) To finalize the registration process and/or to make any changes: Go to "Register/Drop Sections"
  - a) Select "Register" from the drop-down menu next to the class you want to register for.
  - b) Click "Submit" when you finish.
  - c) If you were successful, you will see a confirmation under Status on the Registration Results Screen
  - d) To make sure that your registration was processed properly, you may view your schedule online.

**Don't forget to print a copy of the statement for your records!**