How To Register for Classes on the Web

- First, make sure you qualify to register online. <u>Click here to find out.</u>
- *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!