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!