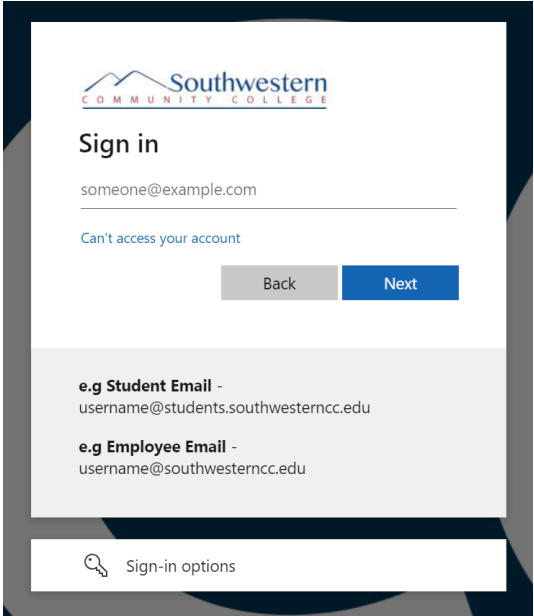
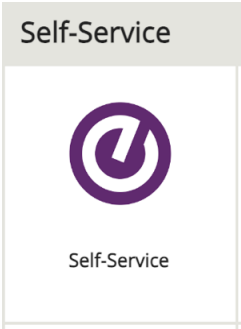
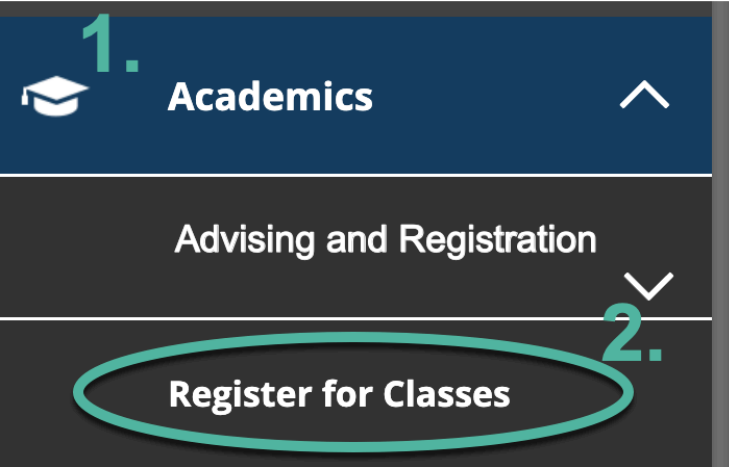
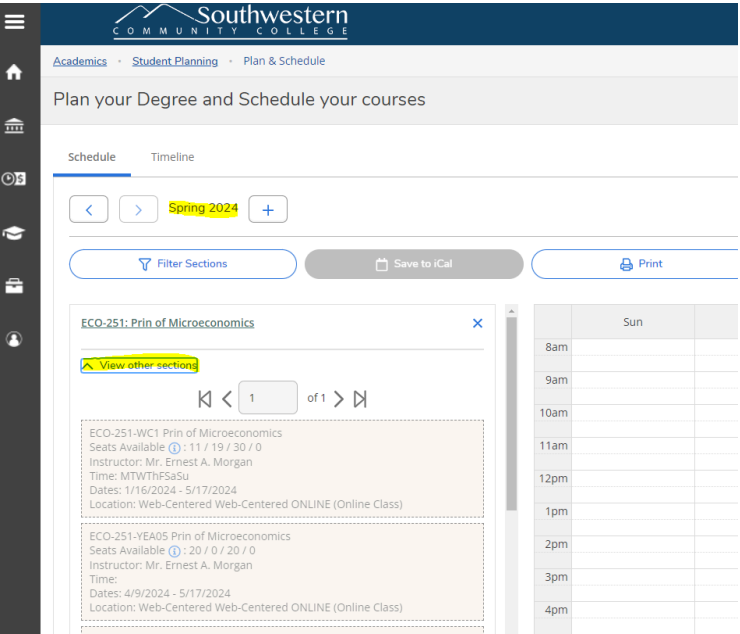
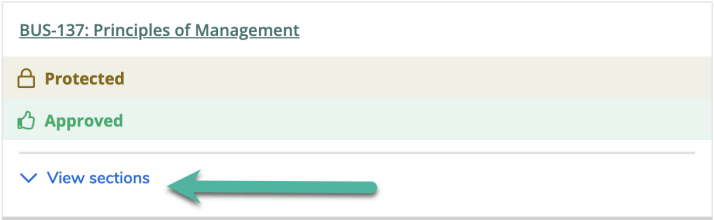


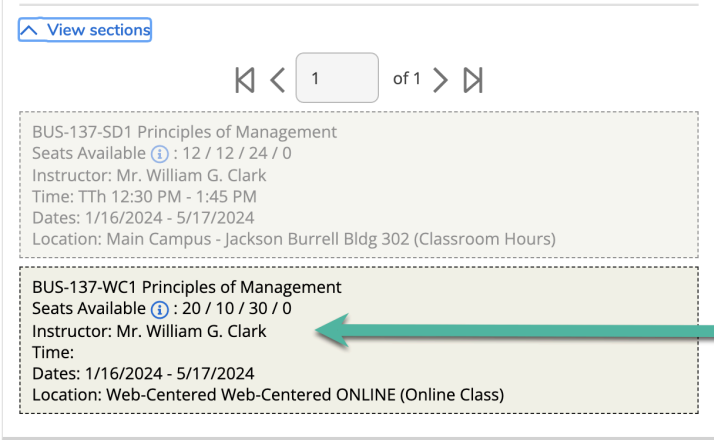
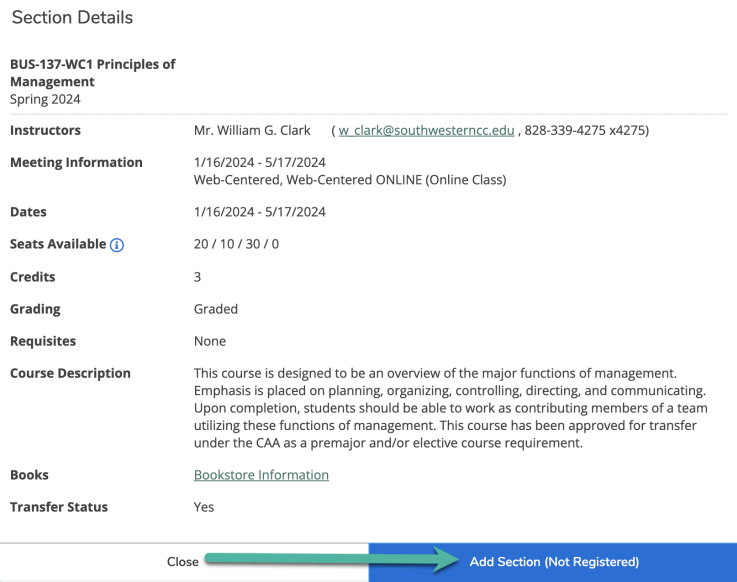
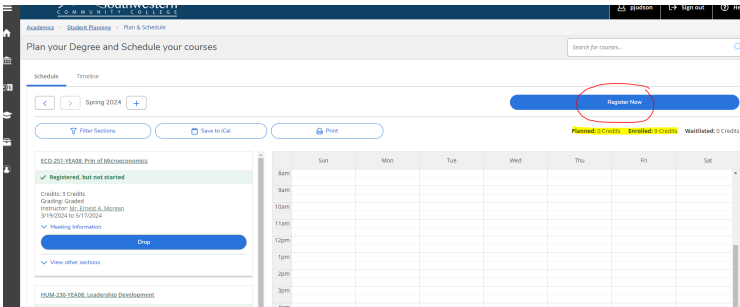
REGISTERING FOR YOUR SCC COURSES USING SELF-SERVICE

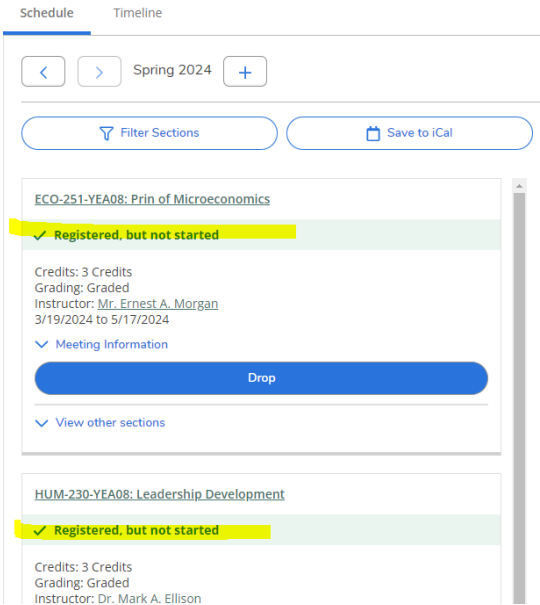
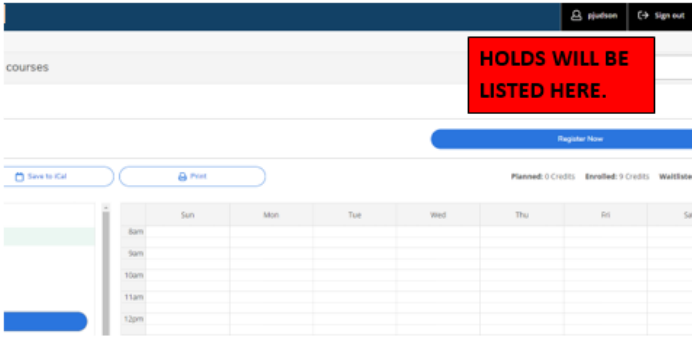
Reminder:

You must **FIRST** complete the advising process with your academic advisor.

Step 1	<p>Sign in to MySCC with your username and password.</p> <p>Note: If you encounter any issues logging in, contact SCC IT.</p>	
Step 2	<p>Open "Self-Service"</p>	

<p>Step 3</p>	<p>Click on the Graduation Cap (Academics) on the left-hand side of the screen. Then click on “Register for Classes.”</p>	 <p>The screenshot shows a dark blue header with a graduation cap icon and the word 'Academics'. Below it is a dark grey section with 'Advising and Registration' and a dropdown arrow. At the bottom, 'Register for Classes' is circled in green with a large green number '2.' and a checkmark.</p>
<p>Step 4</p>	<p>Confirm the semester at the top of the page. As Necessary, use the Arrow buttons to move between semesters.</p>	 <p>The screenshot shows the 'Plan your Degree and Schedule your courses' page. It includes a sidebar with navigation icons, a top navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. The main content area shows a 'Schedule' tab with a semester selector set to 'Spring 2024'. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A course card for 'ECO-251: Prin of Microeconomics' is displayed, showing details like 'Seats Available: 11 / 19 / 30 / 0' and 'Instructor: Mr. Ernest A. Morgan'. A 'View other sections' link is highlighted in yellow.</p>
<p>Step 5</p>	<p>Any classes approved by your advisor will be listed on the left-hand side.</p> <p>To search for a section that meets your needs, click View sections</p>	 <p>The screenshot shows a card for 'BUS-137: Principles of Management'. It has a 'Protected' status (yellow background) and an 'Approved' status (green background). At the bottom, there is a blue button labeled 'View sections' with a green arrow pointing to it.</p>

<p>Step 6</p>	<p>Scroll down to view different sections for the class.</p> <p>When you find a section that you think meets your needs, click the box to open more information.</p>	
<p>Step 7</p>	<p>The pop-up box will give you more information about the time and location of the course (for on campus classes) and information about synchronous meetings or proctored testing (for online classes).</p> <p>Once you have found a section that meets your needs, click “Add Section (Not Registered).”</p>	
<p>Step 8</p>	<p>Click “Register Now”</p> <p>Note: You should be able to see your “Planned” credits under the button, which will change to “Registered” once your registration has been</p>	

	processed.	
Step 9	To confirm registration, ensure that your courses are now labeled as “Registered, but not started” or “Registered.”	
Step 10	If a course does not have a green indicator, check the top right corner of the screen for an explanation. Note the contact email or phone number and contact them to resolve the issue.	

Questions? Please submit a [Help Ticket to SCC E-Learning](#) (under "Select Type of Help," choose "Self-Service Assistance")