

Steps how to register:

1. Go: www.cpcc.edu
2. Click: Current Students (it could be at the top of the screen or in a drop down menu on the right)
3. Click: MyCollege
4. Click: Log In
5. Log In with your CPCC username and password
6. Click: Student Planning
7. Click: Plan your Degree & Register for Classes
8. In the search box near the top right search for the class you want to take (ex. SOC210)---You can also go to "Student planning" and it will list your pathways and the courses in each pathway (this is the easier option)---you will also be able to see your course progress

a. Filter Results on the left side of the screen. You can filter by:

*Location: either "Levine Campus" or "Online" (very bottom under instruction type for an online class)

*Term: Fall/Spring/Summer and current year

b. Click View Available Sections for... (my example would say SOC210) under the heading for the class you just searched

c. Scroll through and find a section that works with your schedule, then click the blue button to the right that says Add Section to Schedule—This will be directly across from the class name, class number, and section.

d. You need to click the one directly to the right of the section you want to add, not the one below

- **If there are 0 seats in the class, you cannot select this section**
- **If a class says you need a granted petition, you will need to sign up for a different class...this class is held for a select group of students.**
- **If a class has the letter "C" behind the section number, you can not take (Ex: ENG 111-231C)**

9. You will continue to search for all your classes in this way and add them to your schedule

10. Once you have added all the classes you want, click Back to Plan and Schedule, located near the top left of the screen

11. Review your selections, make sure they work with your schedule then click Register Now to register for all classes in your plan OR under each class click Register. If "Register" is NOT blue and is grayed out there is a problem!!!

12. Once registration is complete, the boxes on the calendar will turn **green** and the boxes on the left will say **registered, but not started** with a **green check mark**. You do not get a confirmation pop up or anything. You should get an email to your CPCC email acknowledging your registration.