Register for College Level Courses

0:11
This is how you register for college level courses in the system.

0:16
Click on Student Services, then Enrollment Services and Search

0:22
for Courses/Register Online.

0:24
A financial responsibility agreement may appear on the screen.

0:28
Scroll down and click I accept ("agree"), and then submit.

0:32
To register for courses in the system, you must click on

0:35
Register (CCP STUDENTS ONLY).

0:39
Next, you will select the term and then continue.

0:44
To look up courses.

0:45
for the full semester, you will select 15A Classes Group A. There are courses offered

0:52
during the accelerated term during Fall and Spring, which are: 10A, 7A, and 7B.

1:01
During the summer, the accelerated terms are 7A and 7N.

1:06
Course offerings may vary during the accelerated terms.

1:11
For this example, we will be looking up Sociology 101.

1:16
Type "sociology" into the subject box, and then type "101" in the Course Number box.

1:26
We will be looking at this course on the main campus.

1:31
Next, you will click search.

1:35
Scroll to the bottom, and change the per page to five zero (50).

1:40
now you will see all of the course options on one page.

1:45
The first example shows that this course is on Monday/Wednesday

1:49
from 11:20 AM to 12:50 PM.

1:53
If that works for you and the time is good, you can click the add button

1:58
to the right and then click submit.

2:03
Over to the left, if you click on Schedule Details, you will see the day that the

2:08
courses are being offered on as well as the time and the location of the course.

2:15
To select the next course, you're going to click the green search

2:18
again, button to the right.

2:21
The next course that we will look up is Spanish 101.

2:25
Take out sociology and start to type the word "Spanish" into the box.

2:31
Since the course number is the same, you will leave the

2:34
1 0 1 there. For this course.

2:36
we will look it up on the main campus.

2:39
Click search.

2:42
When looking through the options, you can determine if you want the

2:46
course to be on the same day as your other course or on a different day.

2:51
For this example, we will select a Spanish 101 course that

2:54
is on the same day as sociology.

3:00
We will select the Monday/Wednesday one from 9:40 AM to 11:10 AM.

3:06
You can get everywhere on campus within 10 minutes.

3:10
Click the add button to the right, then click submit, and you are

3:15
now registered for the course.

3:18
Click the green search again to select the next course.

3:22
We will now look up Computer Information Systems 103. Take out "Spanish"

3:28
type "CIS" in the subject box and change the course number to "103".

3:34
For the campus location, I would like to see if this course is in person or

3:40
offered in a hybrid format so you can leave main campus in the campus box.

3:46
Click search at the top.

3:49
The sections that are listed are all in person fully.

3:55
If you scroll to the bottom, you will see the word "Hybrid" listed.

4:00
Hybrid means that the course is in person and online.

4:03
It's typically one day out of the week.

4:07
For this example, we will select the Tuesday hybrid course that

4:11
is from 9:40 AM to 11:40 AM.

4:15
Our other courses are on Monday and Wednesday, so this

4:18
course will not conflict.

4:20
Click the add button to the right and then click submit.

4:24
In the bottom right hand corner.

4:28
Click on the green Search Again, if you need to look for another course.

4:32
The final course that we will look up is Foundational Mathematics 118.

Take out "Computer Information Systems" and type "FN", and you will see

"Foundational Mathematics" appear.

For the course number, it is "118".

For this particular course, we will look to see if it is online in a synchronous

format, you will then click search.

At the top, you will see two sections that are synchronous online.

What this means is, is that you must be on Zoom with the professor on

the days and times that are listed.

If you do not want to be on Zoom with the professor, and you want flexibility,

you will select an asynchronous course, which are listed at the bottom.

For this example, we will select a synchronous one on Thursday

from 9:00 AM to 12:05 PM.

Click the add button and then click submit.

Now, if you would like to change the location of your math course to somewhere

else, you're gonna click on the green search again button, and you're gonna go

5:45
back to where it says campus location.

5:48
And now we're going to look up the course at the Northeast Regional Center.

5:52
Click on the search button.

5:55
So there is a section at Northeast on Thursday, also at the same

5:59
time from 9:00 AM to 12:05 PM.

6:02
If you would prefer this section instead of the online section, you're gonna click

6:07
the add button to the right. At the bottom.

6:10
there's a conditional add drop box.

6:12
You're gonna click on that, and then you're going to find the

6:15
(FNMT) 118 that you registered for under the action column.

6:20
Click the "None" to "Web Drop" for the one that you added, and then

6:24
once you click submit, the system will exchange the courses for you.

6:29
So now you are in the Foundational Mathematics 118 course on Thursday

6:35
at the Northeast location.