# Register for Classes in MyECC

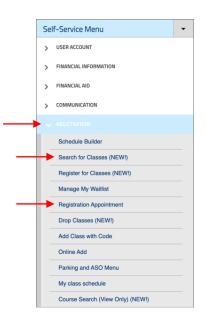
### Registration Menu

After signing into MyECC, find the **Self-Service Menu** on the Student Home screen.

Click **REGISTRATION** to see the registration menu.

To learn the earliest date/time that you can register for classes, click on **Registration Appointment**. You can register for classes any time <u>on or after your Registration Appointment for the term</u>.

Click on **Search for Classes** to add class sections to your schedule.



#### Search for Classes

Use the **Search for Classes** tool to search for class sections by term (fall, winter, spring, or summer).

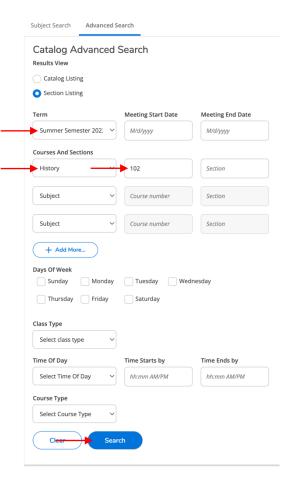
Select the following:

- Term (in example: Summer 2022)
- Subject (in example: History)

You can also specify a Course Number (in example: 102), Section number, days of the week, location, class type, time of day, start and end times, or additional search criteria to help narrow down your search.

You can search for up to 6 subjects/courses by clicking the **Add More** button.

Click the **Search** button. Your search results will be displayed on the next page.



#### Add to Schedule

Each class section will show whether the class is open, waitlisted, or closed (full), start and end dates for the class, location, meeting information, and name of the faculty member assigned.

From your results, click the **Add** button to the left of the section(s) for which you would like to register.



View the Section Details, and then click the **Add Section** button.

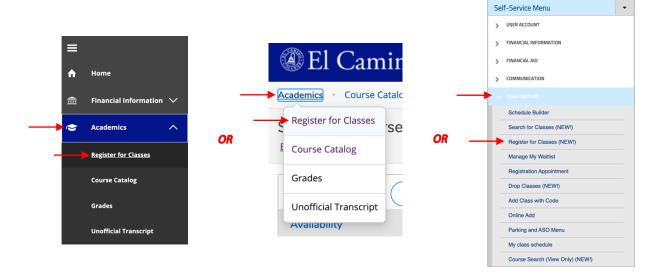
You will receive a notice that the section has been placed on your schedule. **Note: you are not yet registered in the class.** 



# Register for Classes

To view the sections added to your schedule and to register for them, click the link to **Register for Classes**. This link is available in 3 places:

- In the navigation menu, click the "graduation cap" icon to find Academics > Register for Classes
- At the top of the page, click the breadcrumb for Academics > Register for Classes
- Back in MyECC, under Registration > Register for Classes

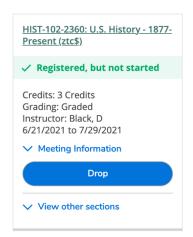


On the **Register for Classes** screen, you can view all the sections that you have added to your schedule, along with a weekly calendar displaying class meeting days/times. (Online class sections with no meeting times appear underneath the calendar.)

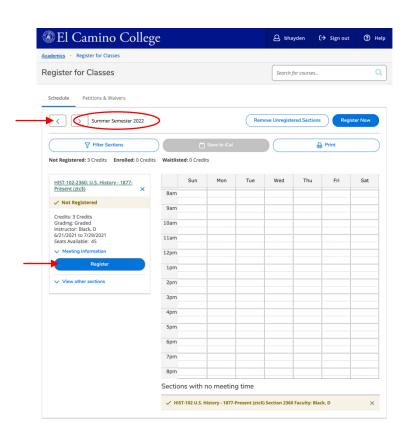
Make sure you are viewing the correct term by clicking the left or right arrows.

To register for a class section, simply click the **Register** button for the desired section.

After your schedule updates, registered sections will appear with a green **Registered** notice and display a Drop button:



✓ You are now registered for this section.



# Additional Features

#### **Prerequisites**

Courses with a prerequisite will display the prerequisite when viewing the Section Details. Examples:



If you have not cleared the prerequisite, you will continue to see this message while the section is in your schedule, and you will not be able to register for the class.

## **Requisite Support Sections**

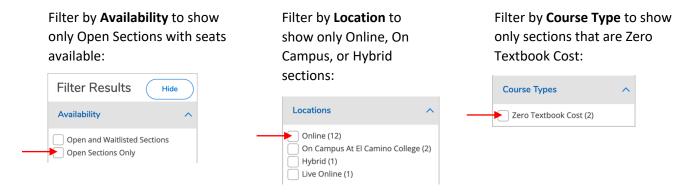
Some Math 80, 120, 130, 150, 170, 180 and English 1A sections are linked to a specific **Support Section**. Students registering for one of these sections <u>will be automatically registered in the Support Section</u>, i.e., English 1A + English 1AS, Math 150 + Math 150S, etc.

Sections linked to a requisite support section will display the requisite support section when viewing Section Details:



#### Filter Search Results

When using the Search for Classes tool, you can use the **Filter Results** column to narrow your search results.



#### Waitlist a Class

Students will see a **Waitlist** button (instead of a Register button) after all available seats in a section are taken. Click this button to add yourself to the waitlist.



If seats in the class become available before the class begins, then waitlisted students are moved onto the active roster in waitlist order.

Sections can also show the status "waitlist full" or "closed" when the class capacity <u>and</u> the waitlist (usually 10 students) are both full.

## Drop a Class

Students who need to drop a class can click **Registration > Drop Classes**. This returns you to the Register for Classes screen, where you can select the correct term, click the **Drop** button for the section you wish to drop.



You will be prompted to select a reason for dropping the class.

# Student Petition(s) Important for K-12 Dual Enrollment Students!

K-12 Dual Enrollment Students receive permission to register in the courses listed on their submitted Dual Enrollment Applications *only*. Submitted forms need to be processed by our Admissions Office to place course permissions on your account.

On the Register for Classes screen, click the **Petitions & Waivers** tab to view your course permissions by term:

