Web Registration Guide:

The following steps will allow you to search and register for courses using MYCCP. It also contains helpful information regarding the usage of MYCCP.

To Begin log-in to the College’s website so you can access the MYCCP login page at http://ccp.edu/ Click the MyCCP link as shown below:

Note: The following Internet browsers are supported by the College. To login and use the system effectively, you should use one of the following browsers:

- **Windows**
  - Firefox Mozilla 19.0 and higher
  - Internet Explorer 8.x or higher

- **Mac OS 10.3 and higher**
  - Firefox Mozilla 19.0 and higher
  - Safari

Note: If you experience problems logging into MYCCP, contact 4ITSsupport via email at 4ITSsupport@ccp.edu or call 4ITSSupport at 215-496-6000 and select Option 2. Walk-ins are also welcome. Stop by B2-38 between 8:30 a.m. – 5:30 p.m. Monday – Friday (fall/spring) and 8:30 a.m. – 5:30 p.m. Monday – Thursday (summer).
Course Search

Step 1: Log-in to your MYCCP Account using your Student ID number and your Password.

Step 2: Use CourseFinder to search for courses.

Step 3: Search for the course(s) that you need. If you are unsure of which courses you need, you may want to meet with an Academic Advisor for assistance.

The Class Schedule Results page will display all of the sections for the selected subject and/or course number.
Find the course section that has available seats and make sure to write the CRN (Course Reference Number) down. The arrow on the example below shows where you can find the CRN.
Step 4: Now that you have written down your CRNs, you are ready to register for the courses you have selected. The remainder of this guide will walk you through the web registration process.

NOTE: You will need to check your registration status. Go to the Student tab in the Enrollment Services channel and click on Enrollment Profile. (Important: This is where you can view your academic standing, holds and curriculum information.

<table>
<thead>
<tr>
<th>Course Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term</strong></td>
</tr>
<tr>
<td>Spring 2014</td>
</tr>
<tr>
<td>Spring 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Credit Level Course Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term</strong></td>
</tr>
<tr>
<td>Spring 2014</td>
</tr>
<tr>
<td>Spring 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Campus Building Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BONN - Bonni Building</td>
</tr>
<tr>
<td>CB - Center for Business and Industry</td>
</tr>
<tr>
<td>GYM - Gymnasium</td>
</tr>
<tr>
<td>MINT - Minit Building</td>
</tr>
<tr>
<td>PAV - Pavilion Building</td>
</tr>
<tr>
<td>WEST - West Building</td>
</tr>
</tbody>
</table>

NOTE: Some holds prohibit registration. If you have such a hold, you will need to resolve it before you are able to register either online or in-person.
If you are in good academic standing and do not have any holds that prevent registration, you may proceed with the following steps.

Click the “Back to Student Tab” button:

![Course Registration](image)

**Course Registration**

**Step 1:** Click the **Register for Courses/Change Class Schedule** Link.
Click ‘Register for Classes’

- Student Enrollment Services
  - Register for Classes: Check your registration status, search for classes, register for classes, view your class schedule, review your tuition and fees charges.
  - Student Records: View holds, change grades and academic transcript information, view account summary, pay by credit card.
  - Schedule Placement Test: First term/first time students ONLY
  - Schedule, Cancel, Verify Registration Appointment
  - Course Finder
  - My Enrollment Profile
  - Non-Matric Student Services: Use this form to request prerequisite waivers.
  - My Non-Matric Enrollment Service Request Status: Verify course wait status.
  - Apply To Graduate
  - Apply To Graduate/Check Degree Status
  - Schedule Academic Advising Appointment
  - My Degree Path: A tool to assist in course selection and to review your progress towards graduation.
  - Start Placement Essay
  - Attendance and Classroom Performance Report

Click ‘Register for Courses/Change Class Schedule’ and then enter or select the term for which you are registering.
**Step 2: Enroll in Classes**

You will now enter the CRNs that you previously wrote down using Course Finder, click “Add Classes Worksheet” as indicated in the figure below. Once you have entered all the CRN(s), click on Submit Changes button.

[Add Classes Worksheet image]

**Step 3: Confirm Registration**

If you have successfully registered, you will see a message that states “Registered***…” under status.

[Current Schedule image]
At this point, if you have registered successfully and obtained all requested courses, you may want to print a copy of the registration schedule by returning to the Student tab and clicking on Enrollment Profile in the Enrollment Services channel.

To view your tuition and fee charges, go to the Financial Services channel and click on Account Summary.

**Important Points about Web-Registration**

- **Adding and dropping courses:**
  You should drop courses before adding new ones. Carefully check to see if the class you wish to add is still open before making schedule changes. If the class you wish to add is closed, you risk losing the class you just dropped.

  *NOTE:* If the semester has started, you will not be able to add classes via web registration. You will have to come to Enrollment Central.

- **Time Conflicts:**
  You cannot be registered for two sections of the same course or for two consecutive courses with any time overlaps within ten minutes of each other.

- **Prerequisite and corequisite errors:**
  You may encounter these errors during the registration process. If you would like to enroll in classes that are dependent upon a prerequisite or corequisite that you have successfully completed at another institution and you have not had your transcripts sent to the College, you must enroll in person.

- **Error Messages** can occur for a number of reasons, including not having the necessary prerequisites, holds on accounts and incomplete student data. If you receive an error message when registering, print the screen or write down the message and then contact the College via email at osrrhelp@ccp.edu.