DIRECTIONS: How to Register for a YC Course by CRN

To Access the Student Menu

As an Early College student, you can access the menu through your Yavapai College account at www.yc.edu.

1. Go to www.yc.edu and click on the yellow **MyYC** button in the top right to login.
2. Enter your username and password then click on the green "LOGIN" button.

Register for Classes in YC System

1. In the YC Portal – Click **Register/Drop Classes**
2. Click **Register/Drop Classes** again in the next menu.
3. Select Term and click Continue.
4. If you see an **Accept Terms and Conditions** page, please click through it.

Check Registration Eligibility
View registration eligibility and pre-registration requirements.

Register/Drop Classes
Search and register for classes; Drop classes; View and manage your schedule. NOTE: Payment is expected at the time of registration. Payment information can be found at www.yc.edu/payments

Browse Credit Classes
Looking for classes? Browse credit classes offered this semester. (Not a registration area.)

5. Towards the top, select the tab 'Enter CRNs' and then add the CRN of desired course.
   a. If adding multiple CRNs, select 'Add Another CRN.'
   b. For Dual Enrollment classes, CRNs and classes are hidden from the schedule. Your DE instructor and EC Advisor will have the list of CRNs.

6. Click Add to Summary.
7. In the Registration Summary window (lower right side), click "Submit" to make the change to your schedule.
   a. Classes should show as registered like below.
   b. If you received any error messages, please contact your Early College Advisor.

DIRECTIONS: How to Register for a YC Course Using Search Menu

To Access the Student Menu

As an Early College student, you can access the menu through your Yavapai College account at www.yc.edu.

1. Go to www.yc.edu and click on the yellow **MyYC** button in the top right to login.
2. Enter your username and password then click on the green "LOGIN" button.

Register for Classes in YC System

1. In the YC Portal – Click **Register/Drop Classes**
2. Click **Register/Drop Classes** again in the next menu.
3. Select Term and click Continue.
4. If you see an **Accept Terms and Conditions** page, please click through it.

Check Registration Eligibility
View registration eligibility and pre-registration requirements.

Register/Drop Classes
Search and register for classes; Drop classes; View and manage your schedule. NOTE: Payment is expected at the time of registration. Payment information can be found at www.yc.edu/payments

Browse Credit Classes
Looking for classes? Browse credit classes offered this semester. (Not a registration area.)

5. In the search menu, search by subject, campus, attribute, and more to find classes.
6. Click Add for any classes you want to register for.

7. In the Registration Summary window (lower right side), click "Submit" to make the change to your schedule.
   a. Classes should show as registered like below.
   b. If you received any error messages, please contact your Early College Advisor.

YAVAPAI COLLEGE
Be More

DIRECTIONS: How to Register for High Demand Classes

Apply for High Demand Program

Apply to High Demand here: www.micted.net

1. Click **Programs**
2. Scroll down to **High Demand Programs**
3. Click **Apply Today**
4. Go back to High Demand Programs and click on the program you want.
   a. You will need to register for the courses listed in the term that applies.

Register for Classes at YC

Register for your classes here: www.yc.edu

1. Go to www.yc.edu and click on the yellow **MyYC** button in the top right to login.
2. Enter your username and password then click on the green "LOGIN" button.
3. In the YC Portal – Click **Register/Drop Classes**
4. Click **Register/Drop Classes** again in the next menu.
5. Select Term and click Continue.
6. If you see an **Accept Terms and Conditions** page, please click through it.

Check Registration Eligibility
View registration status, update student term data, and complete pre-registration requirements.

Register/Drop Classes
Search and register for your classes. You can also view and manage your schedule.

Browse Credit Classes
Looking for classes? In this section you can browse classes you find interesting.

Class Schedule
View your past schedules and your ungraded classes.

- In the search menu, search by subject, campus, attribute
- Click **Add** for any classes you want to register for.

- Click **Submit** (bottom-right)
- Classes should show as registered like below.
- Contact your Academic Advisor if you receive an error message

Set Up Payment Process

After all High Deman Classes have been registered for, students must complete the High Demand (CTED) Form to ensure payment for the approved classes is processed:

1. Go back to the MyYC Portal.
2. In the YC Portal – Click **Students**
3. Click **High Demand (CTED) Form.**
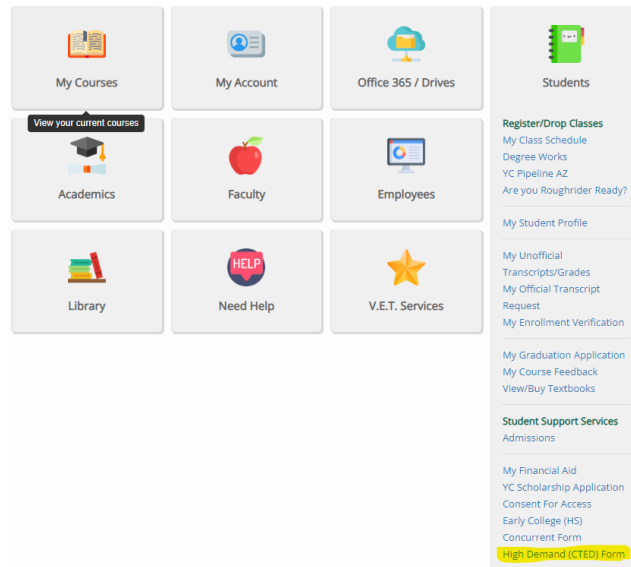
4. Enter Information for the High Demand Classes onto the form. Do not enter non-High Demand qualifying courses.

5. Forms are sent to the CTED and Business Office for review.
   a. Please monitor your YC emails in case information on the form needs to be updated or edited.