



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.

Registration Summary - Enrollment Questions? Call 928.776.2149						CLICK HERE TO PAY
CRN	Subject/Course	Title	Cred	Enrollment Status	Change Enrollment Status	
33365	MUS 190, 701	Oratorio: Gems of the...	1	Registered	None	
33304	SPA 098, 701	Spanish in Daily Life I	1	Registered	None	
33305	SPA 099, 701	Spanish in Daily Life I...	1	Registered	None	
Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 0 Max: 18						





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.

Find Classes	Enter CRNs	Plans	Schedule and Options
Search Results — 22 Classes Term: Spring 2024 Subject (EX-PHE): Accounting			
14488	Preparation	ACC	117 3
Add to Cart (Primary) Online Room: None Start Date: 03/19/2024 End Date: 05/19/2024			
15448	Advanced Tax Planning and Preparation	ACC	117 3
Add to Cart (Primary) Online Room: None Start Date: 03/19/2024 End Date: 05/19/2024			

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.

Registration Summary - Enrollment Questions? Call 928.776.2149					
CRN	Subject/Course	Title	Cred	Enrollment Status	Change Enrollment Status
33365	MUS 190, 701	Oratorio: Gems of the...	1	Registered	None
33304	SPA 098, 701	Spanish in Daily Life I	1	Registered	None
33305	SPA 099, 701	Spanish in Daily Life I...	1	Registered	None
Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 0 Max: 18					

Be More

Apply for High Demand Program

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.

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.

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

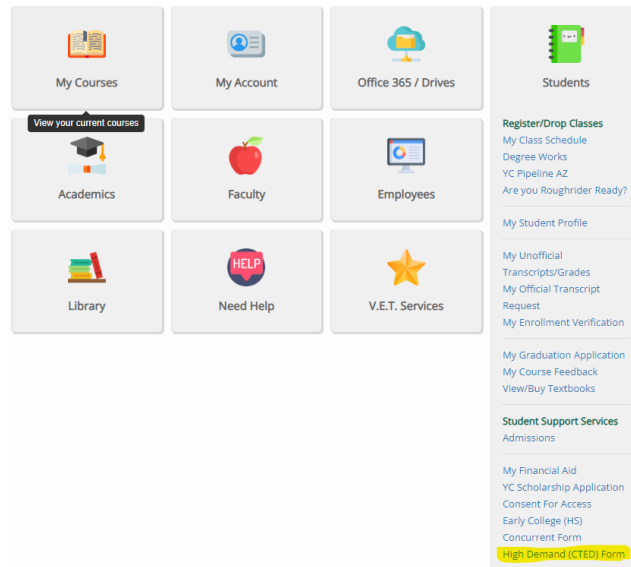
- Click **Submit** (bottom-right)
- Classes should show as registered like below.
- Contact your Academic Advisor if you receive an error message

Registration Summary - Enrollment Questions? Call 928.776.2149						CLICK HERE TO PAY
CRN	Subject/Course	Title	Cred	Enrollment Status	Change Enrollment Status	
33365	MUS 190, 701	Oratorio: Gems of the...	1	Registered	None	
33304	SPA 098, 701	Spanish in Daily Life I	1	Registered	None	
33305	SPA 099, 701	Spanish in Daily Life I...	1	Registered	None	

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.

The screenshot shows the Yavapai College High Demand Continuation of Service and Enrollment form. The form includes the Yavapai College logo, a title bar, and a section for 'STUDENT INFORMATION'. Below this, there is a table for entering course information with columns for PREFIX, NUMBER, CRN, and CREDITS. The form also includes a 'PLEASE READ AND SIGN' section at the bottom.

Yavapai COLLEGE High Demand Continuation of Service and Enrollment

Semester: ☐ Summer 2024 ☐ Fall 2024 ☐ Spring 2025 Today's Date: 4/11/2024

STUDENT INFORMATION

Y#: [Redacted] Student Email: [Redacted]
First Name: [Redacted] Last Name: [Redacted]

PREFIX	NUMBER	CRN	CREDITS
Example: HIS	131	20111	3

PLEASE READ AND SIGN

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.