

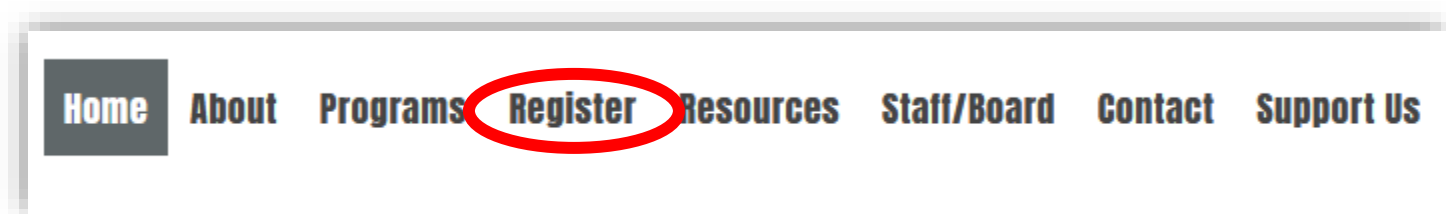


**GET TRAINED. GET CERTIFIED.  
GET HIRED.**

**Yavapai  
COLLEGE**

## Step # 1: Register for MICTED

1. Go to [www.micted.net](http://www.micted.net)
2. Click **Register** at the top of the web page (see below).



3. Complete the online Registration Form. Tip: use your YC Scholar or personal email, not your high school email.
4. Check your email at least once a week for updates from MICTED. If you have questions, please call: (928) 771-0791 or email [miinfo@mijted.net](mailto:miinfo@mijted.net).
5. Students must complete an MICTED registration form every fall semester.

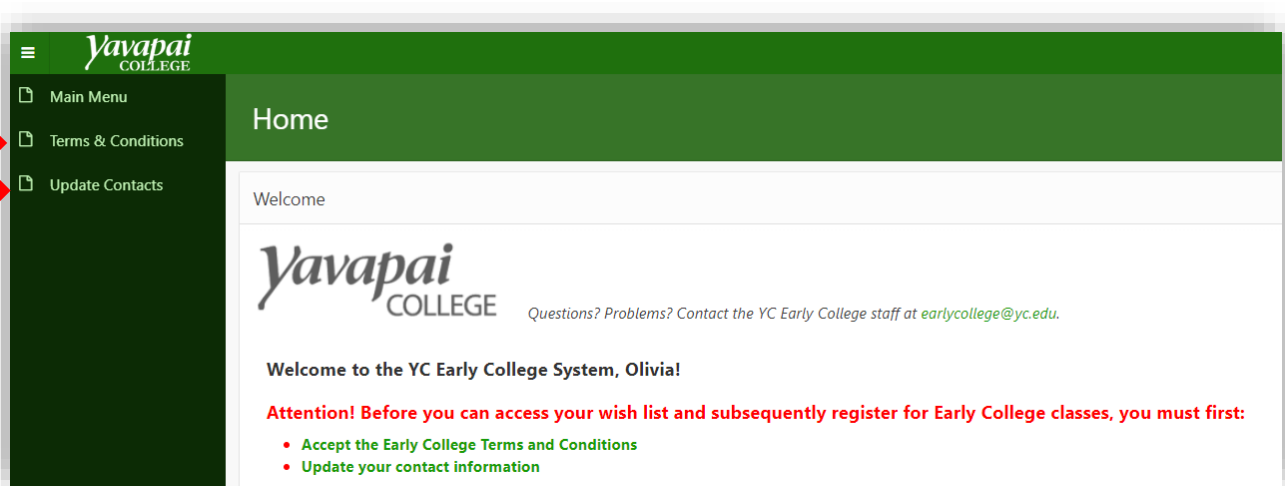
## Step # 2: Apply for admissions at Yavapai College

**Caution:** If you already have a Yavapai College account, skip to the step # 3.





1. Apply for admissions at [www.yc.edu](http://www.yc.edu)
2. Click **Apply**
3. Tips: Have your social security number, parent email, address and phone number handy. Enter this information accurately to avoid a delay in registration. Write your user name and password down, and take a photo with your phone or store it in your contacts.

# Step # 3: Wishlist

1. Go to [www.yc.edu](http://www.yc.edu) and click **My YC**
2. Enter your username and password
3. Select the **Students** button
4. Select **Dual Enrollment/JTED**
5. On the next page, accept **Terms & Conditions** and **update Contact** information.



1. Select **Manage Wishlist**
2. Select **Add New Courses** and the Wishlist Course Menu will open.
3. On the right column, select the **Checkboxes** of the classes that you want to add
4. Select **Add Selected Courses to Wishlist**.
5. Your course status will show as **Pending** and will need to be approved by MICTED before you can register. If you have an **unmet prerequisite**, contact your advisor.

AHS 114	Nursing Assistant	5.0	Unmet Prerequisites	Coates, Trinity Geneva		
PSY 101	Introductory Psychology	3.0	Pending	Mathews, Jane Margaret		

# Step # 4: Register

1. After MICTED has approved your wishlist, log into [www.yc.edu](http://www.yc.edu) and follow these steps:
2. Select **Students**
3. Select **Dual Enrollment/JTED**
4. Select **Register for Classes**
5. Select the registration box to the right of the course time/instructor/location that aligns with you high school schedule

The screenshot shows the 'Register for Classes' interface. At the top, there is a summary table:

Course ID	Course Title	Available Sections
AGS 261	Aquaculture Science	2

Below this is a message: "Choose from the class offerings below. Review the Schedule and Location when choosing between multiple offerings of the same course. If you don't see the class you want, please contact your Early College Coordinator."

The main table lists course offerings:

Course ID	Course Title	Credits	CRN	Term	Session	Start Date	End Date	Schedule	Location	Instructor	Register
AGS 261	Aquaculture Science	4.00	31335	Fall 2019	Dual Enrollment Term	08/05/2019	12/20/2019	M/Tu/W/Th/F, 8:20-9:15am	Mingus Union High School	Eric Banuelos	<input type="checkbox"/>
AGS 261	Aquaculture Science	4.00	31402	Fall 2019	Dual Enrollment Term	08/05/2019	12/20/2019	M/Tu/W/Th/F, 9:20-10:15am	Mingus Union High School	Eric Banuelos	<input type="checkbox"/>

At the bottom, there is a green button labeled "Submit Selected Classes" and a "Register" checkbox in the rightmost column of the table, both circled in red.

6. Confirm and register

The screenshot shows the 'Selected Classes' confirmation page. The header includes the Yavapai College logo and contact information: "Questions? Problems? Contact the YC Early College staff at [earlycollege@yc.edu](mailto:earlycollege@yc.edu)."

The main table shows the selected class:

Term	CRN	Course ID	Course Title	Credit Hrs	Start Date	End Date	Days/Times	Building	Instructor
Fall 2019	31402	AGS 261	Aquaculture Science	4.00	08/05/2019	12/20/2019	M/Tu/W/Th/F, 9:20-10:15am	Mingus Union High School	Eric Banuelos

At the bottom, there is a green button labeled "Confirm and Register" and a "Cancel" button, both circled in red.

Congratulation, you have successfully register for your dual enrollment class!