

# Steps to Register- Register for Classes

## Table of Contents

### Steps to Register for Classes

Accessing the Registration System.....	2
Registration System Overview.....	3
Search for Classes.....	4
Enter CRNs.....	8
Degree Works Plans.....	10
<b>16-week vs. 8-week Class Options.....</b>	<b>6</b>
<b>Steps to Drop a Class .....</b>	<b>11</b>
<b>How to Pay for Your Classes.....</b>	<b>13</b>

# Steps to Register for Classes- Register for Classes

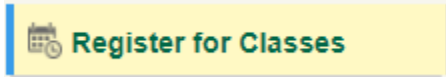
## 1. Log into Student Portal

- a. [www.yc.edu](http://www.yc.edu)--> "MyYC" → Enter Username and Password

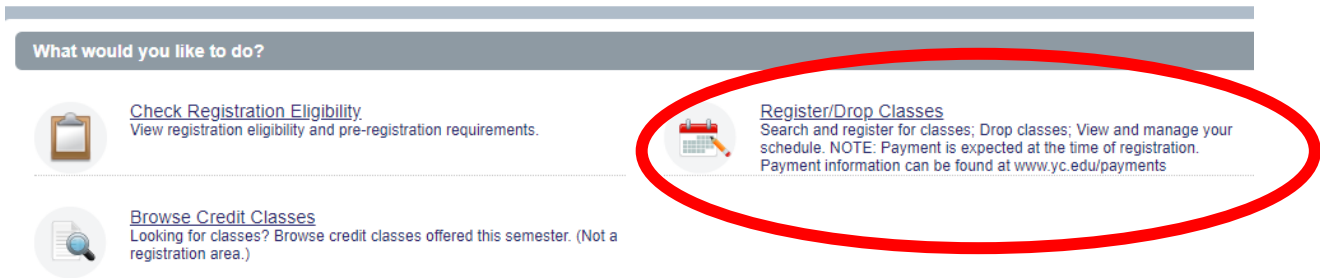
*If you do not know your Username and Password-*

*Click "I don't know my username and password"*

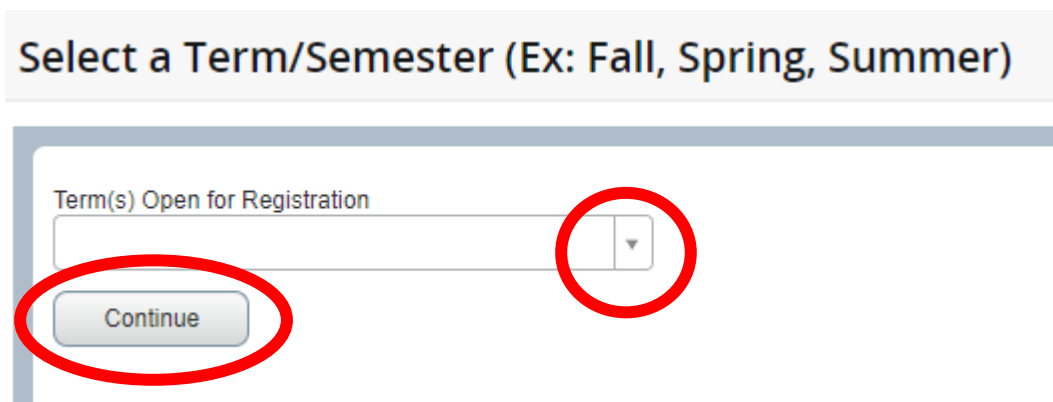
- ## 2. Click on "Register for Classes" at the top of your Portal. If this option is not listed at the top of your portal- click on the Students Icon and select "Register for Classes" from the list.



## 3. Click on the "Register/Drop Classes" Option



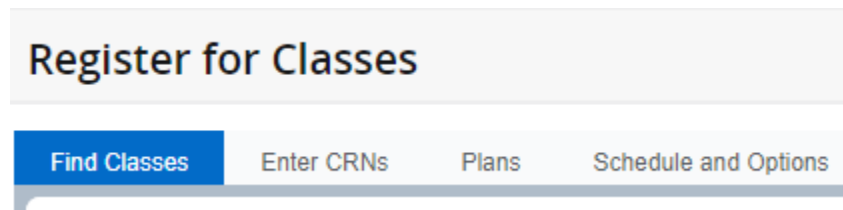
- ## 4. Using the Drop-down button, select the "Term" you are trying to register for and click "Continue" (ie. Spring 2021, Summer 2021, etc.)



## Registration Overview



Four Different Tabs to Choose from:

1. Search for Classes
2. Enter CRNs
3. Degree Works Plans
4. Registration Summary



### The registration panels

The first time you register you will only have the upper panel. Once you add a class to your schedule, the schedule details panel will appear on the left and the registration panel will appear on the right.

- Use the dot or arrows on the horizontal bar to open and close both panels. 
- Use the dot or arrows on the vertical bar to expand or collapse to show one panel or both. 

The screenshot displays the 'Register for Classes' interface. At the top, there are four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs is a search form titled 'Enter Your Search Criteria' with fields for Term (Spring 2022), Keyword, Subject, Course Number, Instructor, 16 Weeks/8 Weeks, and Attribute. A red arrow points to the horizontal bar below the search form, which contains a dot and arrows for panel control. Below this bar, the 'Schedule' panel is active, showing 'Class Schedule for Spring 2022' with details for 'Introduction to Human Communication' (CRN 11599). A second red arrow points to the vertical bar between the 'Schedule' and 'Summary' panels, which also contains a dot and arrows for panel control. The 'Summary' panel shows a table of registered classes.

CRN	Course	Title	Delivery Method	Crec	Enrollment Status	Change Enrollment Status
11599	COM 100, ...	Introduction to Hum ...	Online	3	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

## REGISTRATION OPTION #1 - Search for Classes

### A. Enter the course **subject** of the class you are registering for

Enter Your Search Criteria ⓘ

Term: Spring 2022

Keyword (Ex: Fitness)

Subject (Ex:PHE)

Course Number (Ex: 107F1)

Instructor

16 Weeks/8 Weeks

Attribute (Ex: No Cost Texts)

[▶ Advanced Search](#)

For

this example- we are going to register for a Psychology Course

After entering the Subject of the course, if you click search now- the system will show you every course option for that subject.

To narrow down the search to just the course you are look for, enter the course number.

### B. Enter the **Course Number**-

By Adding the Subject and the Course number, the system will only present all classes options for that course only- for this example- PSY 101

Enter Your Search Criteria ⓘ

Term: Spring 2022

Keyword (Ex: Fitness)

Subject (Ex:PHE)

Course Number (Ex: 107F1)

Instructor

16 Weeks/8 Weeks

Attribute (Ex: No Cost Texts)

[▶ Advanced Search](#)

*TIP: Use other search criteria such as "classes with open seats only" or "Full/Term/Short Term Classes to further narrow your search.*

### C. Click "Search" when you are ready to view class options

#### Enter Your Search Criteria ⓘ

Term: Spring 2022

Keyword (Ex: Fitness)

Subject (Ex:PHE)

Course Number (Ex: 107F1)

Instructor

16 Weeks/8 Weeks

Attribute (Ex: No Cost Texts)

[▶ Advanced Search](#)

### D. Selecting a Class

Search Results — 13 Classes

Term: Spring 2022 Subject (Ex:PHE): Psychology Course Number (Ex: 107F1): 101

[Search Again](#)

Class Sectio	Subject	Course Num	Title	Dates (Check Class START Date)	Instructor	Campus/Site	Linked Sections	Add	⚙️
10366	PSY	101	<u>Introductory Psychology</u>	S   M   T   W   T   F   S - Type: Online Building: Online Room: Online	Herring, Laraine (Primary)	Online		<input type="button" value="Add"/>	
11529	PSY	101	<u>Introductory Psychology</u>	S   M   T   W   T   F   S - Type: Online Building: Online Room: Online	McFarland, Janet (Primary)	Online		<input type="button" value="Add"/>	
11562	PSY	101	<u>Introductory Psychology</u>	S   M   T   W   T   F   S - Type: Online Building: Online Room: Online	Whiteley, Mark (Primary)	Online		<input type="button" value="Add"/>	

Page 2 of 2 | 10 Per Page | Records: 13

At this point, you can click on the underlined **course title** to the left to view more about the course.

Clicking on the course Title, you can view the Start and End dates of the class, the Course Description, and any Pre-requisites that may be required for the course prior to registering. You can also find detailed class meeting times and textbook information.

## Yavapai College Offers Course in 8 week Formats, and 16 week length format.

1. Traditional 16 weeks (Full Term) These classes are called Full Length Courses.
  - a. 16-week Fall Classes- Start in August and end in December
  - b. 16-week Spring Classes Start in January and end in May.
  
2. 8 week classes (Short Term)- These classes are half semester classes.
  - a. Early Start Classes begin at the start of the semester and end at the half way point in the semester
    - i. Fall 8 week Early Start Classes- Start in August and end in October
    - ii. Spring 8 week Early Start Classes- Start in January and end in march
  - b. Late Start Classes begin at the half way point in the semester and end at the end of the semester
    - i. Fall 8 week Late Start classes- Start in October and end in December
    - ii. Spring 8 week Late Start Classes- Start in March and end in May

THESE DATES WILL VARY BY SEMESTER- PLEASE CONSULT THE ACADEMIC CALENDAR FOR SEMESTER START AND END DATES: [www.yc.edu/academiccalendar](http://www.yc.edu/academiccalendar)

### Example of 16-week Length Spring Course:

Class Details for Introductory Psychology Psychology 101 701

Term: 202110 | CRN: 18712

**Instructor/Meeting Times** Instructor: Laraine Herring (Primary)  
S M T W T F S  
01/19/2021 - 05/14/2021  
Meeting Type: Online

Enrollment/Waitlist

Textbook Information

Online Campus | Online

### Example of 8 Week Early Start Spring Course:

Class Details for Introductory Psychology Psychology 101 705

Term: 202110 | CRN: 18762

**Instructor/Meeting Times** Instructor: Mark Whiteley (Primary)  
S M T W T F S  
01/19/2021 - 03/14/2021  
Meeting Type: Online

Enrollment/Waitlist

Textbook Information

Online Campus | Online

**Example of 8 week Late Start Spring Course:**

**Class Details for Introductory Psychology Psychology 101 700**

Term: 20210 | CRN: 19521

**Instructor/Meeting Times** Instructor: Janet McFarland (Primary)  
S | M | T | W | T | F | S  
03/22/2021 - 05/14/2021  
Meeting Type: Online

Enrollment/Waitlist

Textbook Information

Online Campus | Online

Class Section	Subject	Course Num	Title	Dates (Check Class START Date)	Instructor	Campus/Site	Linked Sections	Add
10366	PSY	101	<a href="#">Introductory Psychology</a>	S   M   T   W   T   F   S - Type: Online Building: Online Root	Herring, Laraine (Primary)	Online		<input type="button" value="Add"/>

**E. Once you determine which class you want to sign up for- click on the **Add** button**

**NOTE:** clicking the **Add** button only adds the course to your preliminary schedule. Notice that in the **Enrollment Activity** window, the course status is listed as Pending. This means that you are not yet registered for the course. You will need to click **Submit** to register for the course. The enrollment status will then change to *Registered*.

**F. YOU MUST- Click the Submit button to Register for the Course- PENDING MEANS YOU ARE NOT YET REGISTERED**

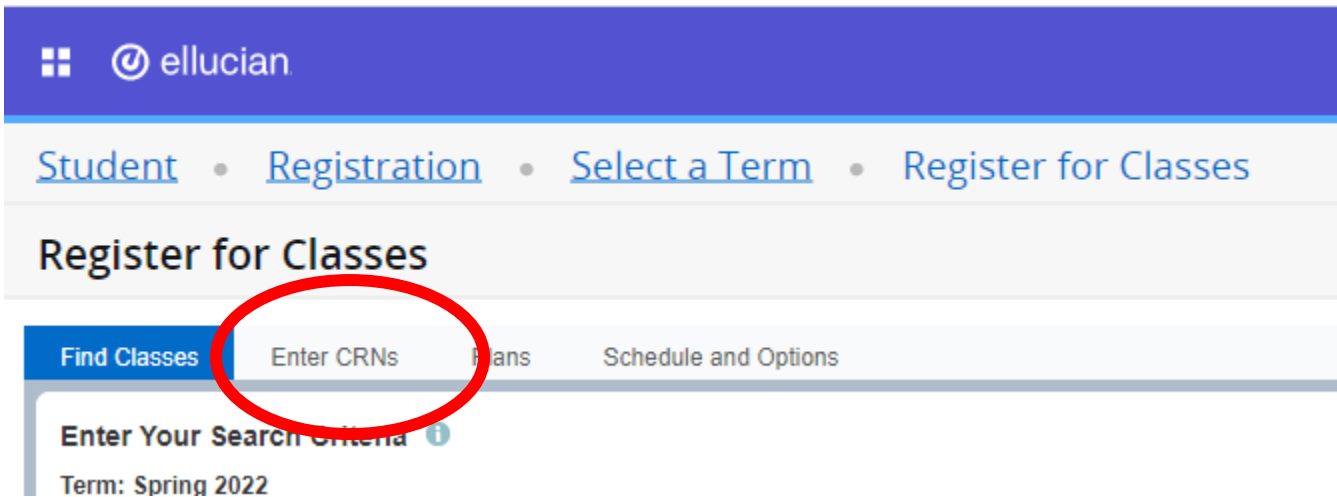
**Summary** [Tuition and Fees](#)

CRN	Course	Title	Delivery Method	Credit	Enrollment Status	Change Enrollment Status
<a href="#">10366</a>	<a href="#">PSY 101, 706</a>	<a href="#">Introductory Psychology</a>	Online	3	Pending	**Web Registered**
11599	COM 100, 705	<a href="#">Introduction to Human...</a>	Online	3	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

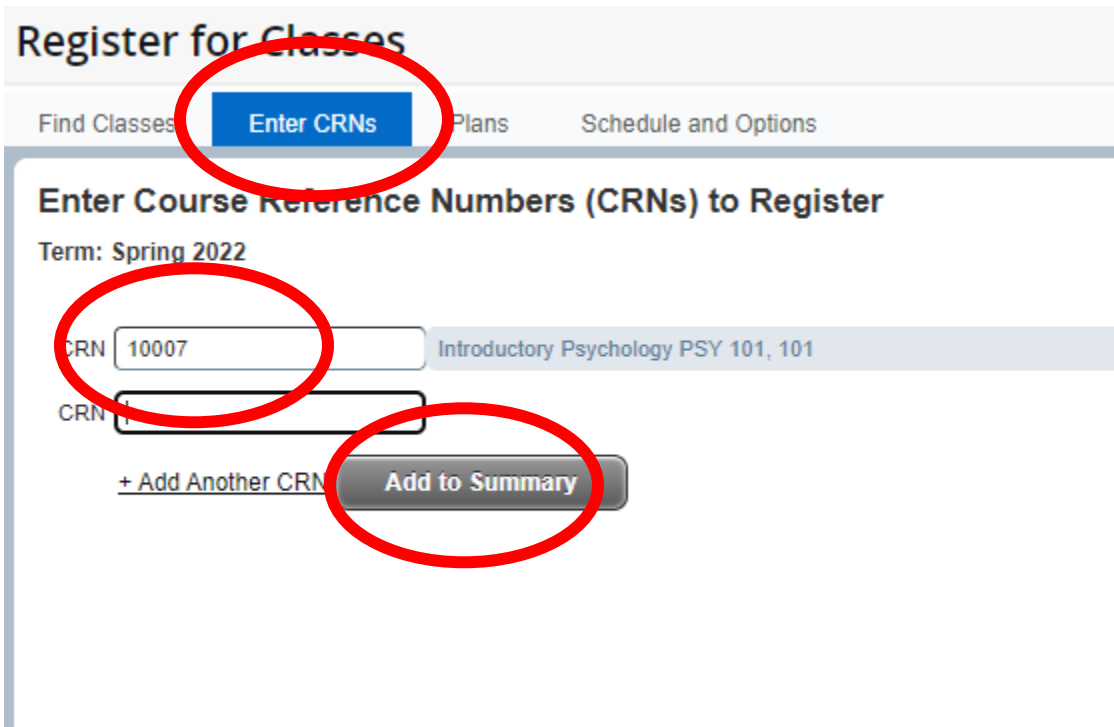
## REGISTRATION OPTION #2: Register by CRN

A. Click the "Enter CRN's" Tab



B. Begin inputting your 5-digit CRN Numbers

- You will note the Name of the course you are adding will populate
- If you are adding more than one class at a time click +Add Another CRN



C. Once all CRNs are added click "Add to Summary"



#### D. Click the **Submit** Button

- You will notice before clicking submit your course are in a pending status- **YOU MUST CLICK SUBMIT TO REGISTER FOR THE COURSE**

Example: Before clicking Submit – You are **NOT** Registered for the course(s)

Summary						<a href="#">Tuition and Fees</a>
CRN	Course	Title	Delivery Method	Credit	Enrollment Status	Change Enrollment Status
10366	PSY 101, 706	<a href="#">Introductory Psychology</a>	Online	3	Pending	**Web Registered** ▼
11599	COM 100, 705	<a href="#">Introduction to Human...</a>	Online	3	Registered	None ▼

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

**Submit**

Example: After clicking Submit

CRN	Course	Title	Delivery Method	Credit	Enrollment Status	Change Enrollment Status
11599	COM 100, 705	<a href="#">Introduction to Human C...</a>	Online	3	Registered	None ▼

## REGISTRATION OPTION #3: Register using Degree Works plans

Registering based off of the plan that your Academic Advisor created in Degree Works

### Register for Classes

Find Classes   Enter CRN   **Plans**   Schedule and Options

**Register from a plan.**  
Term: Spring 2022

Plan: AA Summer 2020 Start

Subject/Course Numb	Course Title	Credit Hour	Choice Group	Choice Description	Course Sections
BIO 100	<u>Biology Concepts</u>	4			<a href="#">View Sections</a>
COM 131	<u>Fund Speech Communication</u>	3			<a href="#">View Sections</a>

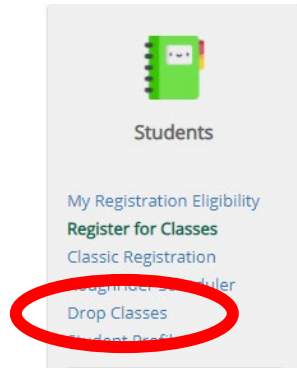
- A. Your Degree Works plan will automatically be loaded, from there Click on **“View Sections”** to view the class options
- B. **Follow the steps above:**
  - a. Click Add next to the Course you want to Register for
  - b. Click Submit to get Registered for the Class

# Steps to Drop a Class

## 1. Log into Student Portal

[www.yc.edu](http://www.yc.edu) → “MyYC” → Enter Username and Password

## 2. Click on “Students Icon” and Select “Drop Classes” from the list of options



## 3. Select the Term you are dropping a class from (e.g. Spring 2022)

Select a Term/Semester (Ex: Fall, Spring, Summer)

Term(s) Open for Registration  
Spring 2021

Continue

## 4. Your Classes will be listed on the bottom right hand corner- “Registration Summary”

Summary							<a href="#">Tuition and Fees</a>
CRN	Course	Title	Delivery Method	Cred	Enrollment Status	Change Enrollment Status	
11599	COM 100, ...	<a href="#">Introduction to Hum...</a>	Online	3	Registered	None	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit

5. Using the Drop-down menu next to the course, select **Web Drop by Student** and Click **Submit**  
Be sure to select the drop-down menu next to the correct course!

Summary						<a href="#">Tuition and Fees</a>
CRN	Course	Title	Delivery Method	Crec	Enrollment Status	Change Enrollment Status
11599	COM 100, ...	<a href="#">Introduction to Hum...</a>	Online	3	Registered	<div style="border: 1px solid blue; padding: 2px;"><div style="background-color: #0056b3; color: white; padding: 2px;">None</div><div style="padding: 2px;">Web drop-100% refund</div></div>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

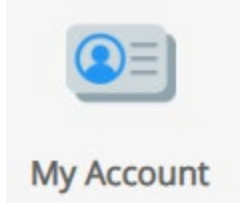
**Submit**

## DON'T FORGET TO PAY FOR YOUR CLASSES!

Click on the "Tuition and Fees" link in the upper right corner of the registration panel to pay for your classes.

Summary							<a href="#">Tuition and Fees</a>
CRN	Course	Title	Delivery Method	Crec	Enrollment Status	Change Enrollment Status	
11599	COM 100, ...	<a href="#">Introduction to Hum...</a>	Online	3	Registered	None	

You can also pay for your classes from the portal by clicking on the My Account Tile and clicking on Payment Center.



Access your balance using the Balance Due quick link below your name on the left side of the myYC portal.

[Balance Due](#)