



Steps to Register for Classes

****Effective March 1, 2022****

Table of Contents

ACCESSING THE REGISTRATION SYSTEM 2

REGISTRATION OPTION #1 - Find Classes 4

REGISTRATION OPTION #2 – Enter CRNs 5

REGISTRATION OPTION #3 – Plans 6

SCHEDULE AND OPTIONS..... 7

OVERVIEW OF REGISTRATION SCREEN 8

ACCESSING THE REGISTRATION SYSTEM

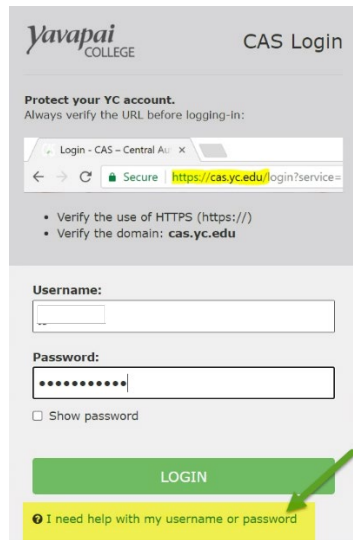
1. Accessing the Registration System

a. Log into Student Portal

i. www.yc.edu--> “myYC” → Enter Username and Password

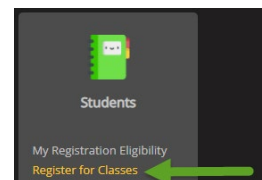
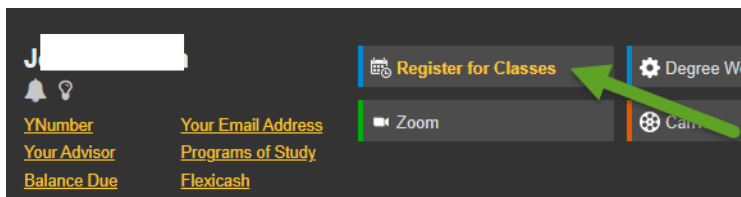
1. “myYC” is in gold at the top right corner of the YC main website

If you do not know your Username and Password- Click “I need help with my username and password” for an easy reset.

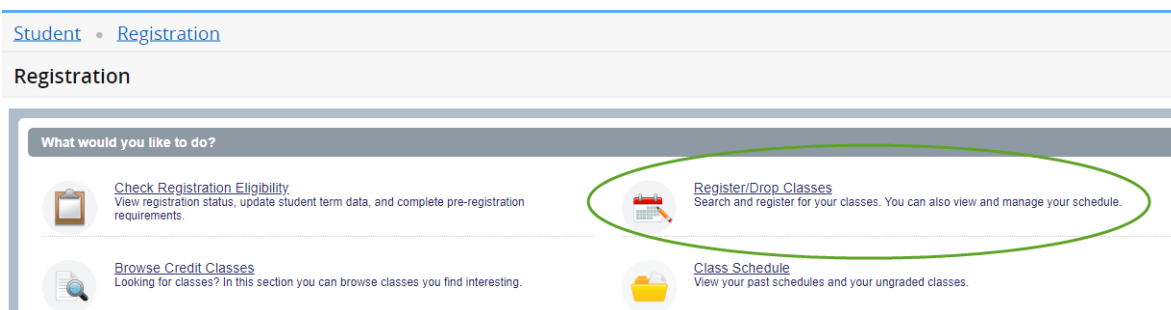


2. Registration Overview

- a. 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.



- b. Click on the “Register/Drop Classes” Option



- c. Using the Drop-down button, select the “Term” you are trying to register for and click “Continue” (Ex: Summer 2022, Fall 2022, etc.)

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Select a term...

Continue

After clicking “Continue” the screen will open in a panel view with four different tabs to choose from:

1. Find Classes
2. Enter CRNs
3. Plans
4. Schedule and Options

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search

CRN	Subject	Course #	Title	Dates (Check Class START Date)	Instructor	Location	Attribute	Seats Available	Add
10088	ENG	101	College Composition I	SUN - W T F S 11:00 AM - 12:15 PM Type: Class Building: Bldg 03 - Staller Room: 204 Start Date: 01/18/2022 End Date: 05/13/2022	Dean, Nicole (Primary)	Prescott	Applied Communication/Writing College Composition (AGEC) No Cost OER Textbooks SUN# ENG 1101	8 of 20 seats remain. 5 of 5 waitlist seats remain.	Add

REGISTRATION OPTION #1 - Find Classes

This option provides the most flexibility for search functions. Recommended for students who may not know the exact section of a course to take., and for those who want to search for different course options/criteria.

1. Click on **“Find Classes”** and enter **“Search Criteria”**
 - a. **Hint:** You can search broad or narrow down the search by entering more criteria such as course number, no cost textbooks, 16 or 8 week term, etc.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria

Term: Spring 2022

Keyword (Ex: Fitness) Fitness

Subject (Ex: PHE)

Course Number (Ex: 107F1)

Instructor

Class Dates (16 Weeks/8 Weeks)

Attribute (Ex: No Cost Texts)

Search Clear Advanced Search

Enter one or more words (partial words allowed). The search uses AND logic to return classes that contain the words (or partial words) entered.

2. Click **“Search”** when you are ready to view class options.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Search Results Page

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 56 Classes

Term: Spring 2022 Keyword (Ex: Fitness): Fitness

CRN	Subject	Course #	Title	Dates (Check Class START Date)	Instructor	Location	Attribute	Seats Available	Add
11086	EXW	100M	Foundations of Mind-Body Exercise	S M T W T F S - Type: Online Building: Online Room: None Start Date: 01/18/2022 End Date: 03/11/2022	Lohman, Charles (Primary)	Online	Low Cost Textbooks	11 of 25 seats remain. 5 of 5 waitlist seats remain.	Add
11095	EXW	252	ACE Personal Trainer Preparation	S M T W T F S - Type: Online Building: Online Room: None Start Date: 03/21/2022 End Date: 05/13/2022	Lohman, Charles (Primary)	Online		3 of 27 seats remain. 5 of 5 waitlist seats remain.	Add

- a. **Hint:** You must click **“Submit”** to be officially registered.

Summary Tuition and Fees

CRN	Course	Title	Delivery Method	Credits	Enrollment Status	Change Enrollment Status
11095	EXW 252, 701	ACE Personal Trainer Prepar...	Online	3	Pending	"Web Registered"

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 10

Submit

Summary Tuition and Fees

CRN	Course	Title	Delivery Method	Credits	Enrollment Status	Change Enrollment Status
11095	EXW 252, 701	ACE Personal Trainer Prepar...	Online	3	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 10

Submit

REGISTRATION OPTION #2 – Enter CRNs

This option is recommended for students who know exactly which classes they want to enroll in and have the class CRN's ready to go! Find the five-digit Course Reference Numbers (CRN) by:

- Searching www.yc.edu/register; Click "Browse Credit Classes"
 - Meeting with your Academic Advisor -or-
 - Asking your instructor for their CRNs
1. Click the "Enter CRN's" Tab and enter "CRNs"
 - a. **Hint:** The CRN is a 5 Digit Course Reference Number!!
 2. Click "Add to Summary", Click "Submit"
 - a. **Hint:** You must click "Submit" to be officially registered.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 56 Classes
Term: Spring 2022 Keyword (Filter): Fitness

CRN	Subject	Course #	Title	(Check Class START Date)
11086	EXW	100M	Foundations of Mind-Body Exercise	S M T W T F S - Type: Online Building: Online Room: None Start Date: 01/18/2022 End Date: 03/11/2022
11095	EXW	252	ACE Personal Trainer Preparation	S M T W T F S - Type: Online Building: Online Room: None Start Date: 03/21/2022 End Date: 05/13/2022
10747	PHE	105A	Fitness Workshop	S M T W T F S 12:00 PM - 12:50 PM Type: Class Building: Bldg 02 - Wairaven Room: 140 Start Date: 01/18/2022 End Date: 05/13/2022
11296	PHE	105C1	Fitness Wkshp: Yoga	S M T W T F S 08:00 AM - 08:50 AM Type: Class Building: Bldg 02 - Wairaven Room: 140 Start Date: 01/18/2022 End Date: 03/11/2022

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2022

CRN 11095 ACE Personal Trainer Preparation EXW 252, 701

CRN

+ Add Another CRN Add to Summary

You can enter one or many CRNs, when you are finished click "Add to Summary"

Summary Tuition and Fees

CRN	Course	Title	Delivery Method	Credits	Enrollment Status	Change Enrollment Status
11095	EXW 252, 701	ACE Personal Trainer Prepar...	Online	3	Pending	**Web Registered**

Click "Submit" to finalize registration.

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

Submit

REGISTRATION OPTION #3 – Plans

This option is recommended for degree/certificate students who have met with an advisor and have developed a plan for completion of their program. Yavapai College strongly encourages all degree/certificate students meet with an advisor. It is your responsibility to meet each semester with your academic advisor prior to choosing this enrollment method to ensure the course list is still applicable to your program of study. www.yc.edu/advising

1. Click on “Plans” then click “View Sections”
 - a. **Hint:** The courses listed here are the courses that have been recommended for you to enroll in by your academic advisor. **It is your responsibility to meet each semester with your academic advisor prior to choosing this enrollment method to ensure the course list is still applicable to your program of study.**

Register for Classes

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

Register from a plan.

Term: Spring 2022

Plan: AAEE TEST kelsey r. 2.22.2022

Course	Title	Credits	Choice Group	Choice Description	Course Sections
ENG 101	College Composition I	3	1	ENG 101 or ENG 103	<input type="button" value="View Sections"/>
ENG 103	College Composition I Honors	3	1	ENG 101 or ENG 103	<input type="button" value="View Sections"/>

2. After clicking “View Sections” you will be directed to this screen. This screen allows you to “Add” a section of the recommended courses. Click “Add”, then Click “Submit” to enroll in the class. You can click “Return to Plan” to add more course from your Plan.
 - a. **Hint:** You must click “Submit” to be officially registered.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Return to Plan Search Results — 13 Classes
Term: Spring 2022 : ENG 101

CRN	Subject	Course #	Title	Dates (Check Class START Date)	Instructor	Location	Attribute	Seats Available	Add
10088	ENG	101	College Composition I	[S M T W T F S] 11:00 AM - 12:15 PM Type: Class Building: Bldg 03 - State Room: 204 Start Date: 01/16/2022 End Date: 05/13/2022	Dean, Nicole (Primary)	Prescott	Appell Communication/Writing College Composition (AGEC) No Cost OER Textbooks SUN# ENG 1101	8 of 20 seats remain. 5 of 5 waitlist seats remain.	<input type="button" value="Add"/>
10089	ENG	101	College Composition I	[S M T W T F S] 02:00 PM - 03:15 PM Type: Class Building: Bldg 19 - Library/Computer Com Room: 225 Start Date: 01/16/2022 End Date: 05/13/2022	McLaughlin, Michael (Primary)	Prescott	Appell Communication/Writing College Composition (AGEC) No Cost OER Textbooks SUN# ENG 1101	8 of 20 seats remain. 5 of 5 waitlist seats remain.	<input type="button" value="Add"/>

Schedule Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Summary

CRN	Course	Title	Delivery Method	Credits	Enrollment Status	Change Enrollment Status
11095	EXW 252, 701	ACE Personal Trainer Progra...	Online	3	Pending	"View Registered"

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

SCHEDULE AND OPTIONS

This is a summary overview of your class schedule. YC recommends you click on “*Schedule Details*” to verify the start/end date of your courses. If you are enrolling in 8-week courses, remember, these courses are offered in an accelerated format and study times will differ from a traditional 16-week course.

Student • Registration • Select a Term • Register for Classes

Register for Classes

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

Summary

Term: Spring 2022

CRN	Course	Title	Credits	Delivery Method	Registration Date	Enrollment Status
11095	EXW 252, 701	ACE Personal Trainer Pre	3	Online	02/23/2022	Registered

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

Schedule **Schedule Details**

Class Schedule for Spring 2022

ACE Personal Trainer Preparation | Exercise and Wellness 252 Section 701 | Class Begin: 03/21/2022 | Class End: 05/13/2022 | Registered

03/21/2022 – 05/13/2022 | S | M | T | W | T | F | S | - Type: Online Location: Online Building: Online Room: None
Instructor: Lohman, Charles (Primary)
CRN: 11095
Message: **Web Registered** | Hours: 3 | Level: Credit | Campus: Online | Schedule Type: Lecture | Instructional Method: Online | Grade Mode: Standard (A, B, C, D, F, S, U) | Waitlist Position: 0 | Notification Expires: None

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels Submit

OVERVIEW OF REGISTRATION SCREEN

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student • Registration • Select a Term • Register for Classes. Below this is the 'Register for Classes' header. The main area is divided into three panels:

- Upper Panel:** Contains search criteria fields for Term (Spring 2022), Keyword (Ex: Fitness), Subject (Ex: PHE), Course Number (Ex: 107F1), Instructor, and 16 Weeks/8 Weeks. A callout box states: "Upper Panel - Use this for searching for classes."
- Left Panel:** A weekly calendar view for Spring 2022, showing days from Sunday to Saturday and times from 6am to 9am. A callout box states: "This panel is the weekly calendar view of your schedule."
- Right Panel:** An enrollment summary table. A callout box states: "This panel shows you your enrollment summary,"

Navigation and control elements include:

- "Find Classes" button (circled in green).
- "Enter CRNs", "Plans", and "Schedule and Options" tabs.
- "Schedule" and "Schedule Details" tabs (circled in green).
- "Panels" dropdown menu (circled in green).
- "Summar" button (circled in green).
- Vertical bar with arrows and a dot for panel expansion/collapse.

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 vertical bar to expand or collapse to show one panel or both.
- Clicking the toggle buttons will open/close the view of your schedule and enrollment summary.