#1 Apply for admissions

*You must have your social security number, mailing address, email (including parent email) and phone number to complete admissions.

2. Click on Apply (upper right-hand corner).
3. Click on Start your application.
4. State your proper **high school** and **graduation date** (or registration may be delayed)
5. You will be given a **Y number** and **username** at the end of the application.
6. Create a **password** that is at least 12 characters and a combination of upper case, lower case, numbers and special characters. **DO not use any form of your first name, last name, or birthday.** An example of good password that meets all the criteria is: llovepizza16!
7. Write your password down with your Y# and username. Take a picture with your phone so that you have this information at all times.

#2 Wishlist your classes

1. Go to www.yc.edu and click on the yellow button in the top right to login.
2. Enter your **username** and **password**/
"Can’t remember your password? Please have the last 4-digits of your social security number and call the Help Desk: (928) 776-2168. You may reset your own password on the online tool: http://www.yc.edu/password

3. Select the Students button. Then select Dual Enrollment/JTED Link.

4. Accept the Terms and Conditions & Update Contacts.

5. Select Manage Wishlist.
6. Select **Add New Courses**.

7. Select the **checkboxes** of the classes that you want to add to the wishlist. Then select **Add Selected Courses to Wishlist**.
#3 Register

*You will be able to register for courses after your high school coordinator has approved your wishlisted classes.*

1. Select the **Register for Classes** link on the left.

2. Select the classes that **align with your high school class schedule**.
3. Check **Register** on the right-hand side.
4. Click **Submit Selected Classes**.
5. Click **Confirm and Register**.

*Unmet Prerequisites*

1. If you have an unmet prerequisite, select the **magnifying glass** on the right side to review the unmet prerequisites. Your high school counselor or YC advisor can enter your high school GPA, algebra II grade, senior English grade, or a combination to help you meet the prerequisites if your school allows multiple measures.

2. If you do not meet the prerequisites with your high school grades, schedule your **Accuplacer test** here: [https://www.yc.edu/v6/testing-center/](https://www.yc.edu/v6/testing-center/)

Congratulations, you are now a Yavapai College student! Please meet with your college advisor at least once a semester, and frequently check the academic calendar for important dates: [https://www.yc.edu/v6/registrar/calendar.html](https://www.yc.edu/v6/registrar/calendar.html)