How to Register Through MyCollege

* Go to [www.CPCC.edu](http://www.CPCC.edu)
* Click Current Students (it could be at the top of the screen or in a drop down menu on the right)
* Click MyCollege
* Click Log In
* Log In
* Click Student Planning
* Click 2 - Plan your Degree & Register for Classes
* In the search box near the top right type the class you want to take (ex. ENG 111)
* Optional – If you want to Filter Results, you may do so on the left side of the screen. You can filter by Locations, Terms, Instruction Type and more. The 3 I listed are the most commonly used.
* Click View Available Sections for... (my example would say ENG 111) under the heading for the class you just searched
* Scroll through and find one that works with your schedule, then click the blue button to the right that says Add Section to Schedule. Two notes - you need to click the one directly to the right of the section you want to add, not the one below and if there are 0 seats in the class, you cannot select this section.
* A new window will pop up that may give some yellow warnings. As long as they are yellow, you can ignore these. It is just letting students know the pre-requisites for the class.
* Click Add Section
* You will continue to search for all your classes in this way and add them to your schedule
* Once you have added all the classes you want, click Back to Plan and Schedule, located near the top left of the screen
* Review your selections, make sure they work with your schedule then click Register Now to register for all classes in your plan. Once registration is complete, the boxes on the calendar will turn green and the boxes on the left will say registered but not started