Welcome to Web Registration

PCCC Web Registration is available 24 hours a day, 7 days a week to students who have completed at least 6 college level credits and declared a degree major.

Before you Begin:

Before you begin, take a minute and review what you need and how the process works.

You will need to log-in to your PCCC Account. If you have never logged in before, please review the separate instructions on Logging in to MY PCCC Account on page 12 of this document.

Web registration is a 4-step process:

Advisement: Your first step is to review your Degree Audit. The Degree Audit will show you the courses you still need to complete for your official Academic Program. You can also find the name of your Faculty Advisor. We recommend that all students consult with their Faculty Advisor concerning the courses they should take. The Degree Audit can be downloaded from your PCCC Account – Web Advisor Tab. Once you have made a list of possible courses that you would like to take, review the current semester Course Schedule to see when and where the courses are offered. Select the sections of each course that best fit your schedule. Remember, most courses have multiple sections that are offered on different days and at different times. Copies of the course schedule are available on every PCCC Campus as well as online.

Course Selection: Once you have selected courses and sections, you are ready to begin. Log-in to your PCCC Account. You will be using the Web Advisor tab on your account. This tab is located in the gray tool bar toward the top of the page. Once you start, you must finish the entire registration process. If you stop or take a break, you may be timed out.

Registration: Select the courses you want to take next semester and they will be held in Preferred Sections. Make sure you have selected the correct sections of the courses and submit them for registration. You will know you have correctly registered when you see the Registration Results screen.

Payment Arrangements. Go to pccc.edu/bursar to find out all your options for paying your bill. For more information on Financial Aid, contact the FA Office.
Selecting a Class:

- Once logged in to My PCCC Account, click on the Web Advisor tab near the top of the screen.
- See the lower left-hand corner of the screen for web registration access.
- Click on Degree Audit if you need a degree audit to help you select courses that are a part of your academic program.
- Click on Search and Register for Sections. This takes you to the Search/Register for Sections page to choose a class you want.
Near the top of the Search/Register for Sections page, select the semester you are registering for from the drop-down menu next to Term.

You may ignore the Starting On/After Date and the Ending By Date fields.

Select a Subject from the drop-down menu for the class you want.  
◊ The subject is the first part of the course code sequence.  
For example, for the course code “SO-101”, “Sociology (SO)” is the subject.

Ignore the Course Level dropdown.

Type the Course Number for the class you want in the text box under that heading.  
◊ The course number is the second part of the course code.  
For example, for the course code “SO-101”, “101” is the course number.

If you already know the section of the class you want, you may also type a specific section using the text box under Section.

You may ignore the remaining search fields on the screen.

Click on the Submit button near the bottom of the page.
• If your search was successful, you will see the **Section Selection Results** screen.
  ◦ If your search for classes was unsuccessful for any reason, you will get an error message in red near the top of the screen. Double-check the Subject and Course Number. Make sure the Term is correct.

• Select the checkbox to the left of the class you want to register for.

• Click on the **Submit** button near the bottom of the page.

**IMPORTANT NOTE!!!** You are not yet registered for the class. There are more steps to follow!
Registering for a Class:

- Click on **Register/Drop Sections** on the left side of your screen. The class you selected during the “Selecting a Class” steps will appear under **Preferred Sections**.
- **IMPORTANT NOTE!!!** You are not yet registered for the classes shown under Preferred Sections! **Preferred Sections** is a **shopping cart** for classes you wish to register for later.
- Select **Register** from the drop-down menu next to the class you want to register for.
- Click on the **Submit** button near the bottom of the page.

---

**Student Information**
- My Class Schedule
- Search for Classes
- Grades for Term
- GPA by Term
- Transcript
- Degree Audit
- Financial Aid by Year
- Financial Aid by Term
- FA Award Letter
- Make a Payment

**Web Registration: Spring 2007**
- Degree Audit
- Search and Register for Sections
- Register/Drop Sections
- EMail My Advisor
• If your registration was successful, you will see the class listed under **Registration Results**.

  ◦ If you were unsuccessful in registering, an error message in red will appear near the top of the screen. Please read the message carefully to see how you can register for classes successfully.
Changing your Schedule:

- To register for additional classes, repeat the steps above ("Selecting a Class" & "Registering for a Class").
- To drop a class after you have registered for it, click on Register/Drop Sections on the left side of your screen.
- Once your schedule appears, click the Drop box next to the class you do not want.
- Click on the Submit button near the bottom of the page.
If your drop was successful, you will see a confirmation under **Registration Results**.

If you were unsuccessful in dropping the class, an error message in red will appear near the top of the screen. Please read the message carefully to see how you can drop the class successfully.
If you encountered any problems while using Web Registration, please contact the Center for Student Success or the Wanaque Academic Office. We welcome your feedback and hope your experience was a positive one.

To make sure that your registration was processed properly, you may view your schedule online:

- To view your schedule online:
  - Once logged in to My PCCC Account, click on the Web Advisor tab near the top of the screen.
  - Click on My Class Schedule in the Student Information menu on the left side of the screen.
  - Select which Term’s schedule you want to see from the drop-down menu.
  - Click on the Submit button.
You should print a copy of your schedule for your records.
Next Steps:

- Make payment arrangements for your classes prior to the due date.
- You may pay your bill online or in person at the Bursar’s Office.
- If you will be receiving financial aid, you must present a copy of your schedule to the Bursar by the payment due date.
- View / Pay your bill online:
  - Once logged in to My PCCC Account, click on the Web Advisor tab near the top of the screen.
  - Click on Make a Payment in the Student Information menu on the left side of the screen.
  - Fill in all required information.
  - Click on the Submit button.
  - Print a receipt for your records.

Please note: Once registered, you are fully responsible for all tuition and fees. If you do not plan to attend these classes, you must complete the drop process with the Registrar. Failure to attend does not release you from your financial obligation.
If you have never logged in to your Account or need help

Logging In:
- Go to www.pccc.edu
- Click on My PCCC Account near the bottom of the page.
• Click on Log In.
• Enter your Log In ID and password.
• Click the Log In button.
Log In ID:

- Go to www.pccc.edu
- Click on My PCCC Account near the bottom of the page.
• Click on What’s My ID? on the left-side menu.
• Enter your last name and your SSN or student ID number.
• Click the Submit button.
• Your Log In ID will display.

Here's Your User ID

User ID: Ingonzalez
Password:

- The first time you log in, your password will be the last 6 digits of your social security number. You will be required to change your password the first time you log in.
- If you have forgotten your password, click on **What is my Password?** (located at the bottom of the Log In Box).

A. How do I get to Portal's home page?
• Enter your Log In ID and click Next.
• Enter your password hint answer and click Submit. A new password will be sent to your alternate e-mail address. If you did not previously provide an alternate email address, you will still be allowed to log in.