HIGHLAND COMMUNITY COLLEGE

Registering Online

1) Login to your MyHCC account (Refer to "Logging into your MyHCC" Guide).

2) Click on the "Register" Tab → Select Registration

3) To search for classes, click the "Section Search" link on the left hand column (Shown Below).
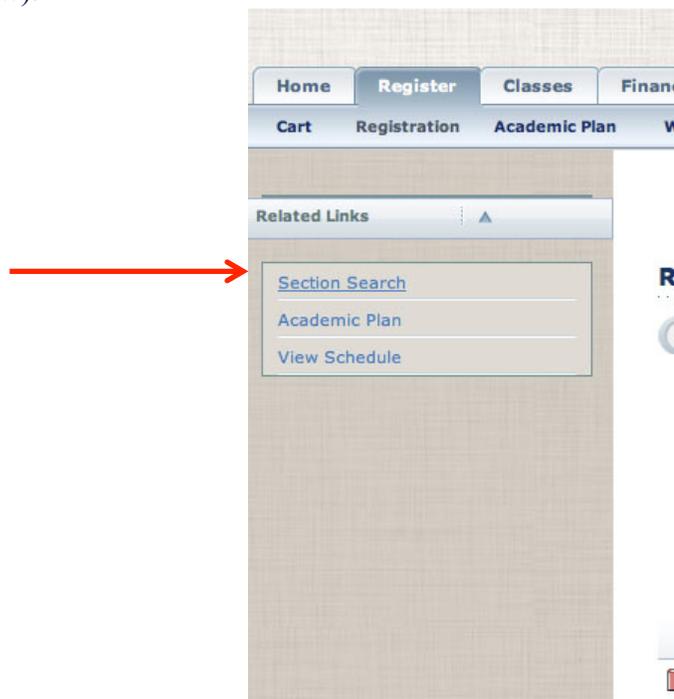
4) You can search for classes by keywords, course codes (which can be found in the course catalog), period, and location. To narrow down your search, be sure to enter as much information as possible.

5) This will bring up the classes that fit your search criteria. Pay attention to the **Date** column to ensure you select the right session. Once you find the class needed, click the "Add" button to the right of the section.

6) Once you add a class, a window will pop up confirming the class has been added to your Cart. To view your cart, you can click the "View Cart" button.
   a. **Note**: Classes in your cart are not classes that have been registered. You must continue the registration process to be enrolled in these classes.

7) Once you have added classes to your cart and are ready to register, repeat step 2 and go to the Register tab and select Registration. Then, select the Period you wish to register for.

8) This will take you through the registration process, including reviewing your schedule (you can edit your cart at this time before moving on if needed), finalizing your schedule, and receiving your total balance due.

9) After you have successfully registered, you can view your student schedule to confirm you have been added to your selected classes. To do this, go to the "Classes" tab, and then click on Schedule. You will see the "Student Schedule" link option to the left of the screen. Click that and your schedule will be shown on the right. Make sure the correct period is selected in the Options field on the left.

If you receive any error messages throughout this process, or have any additional questions, please feel free to contact our Highland IT Help Desk at (785) 442-6060 or by emailing us at helpdesk@highlandcc.edu.