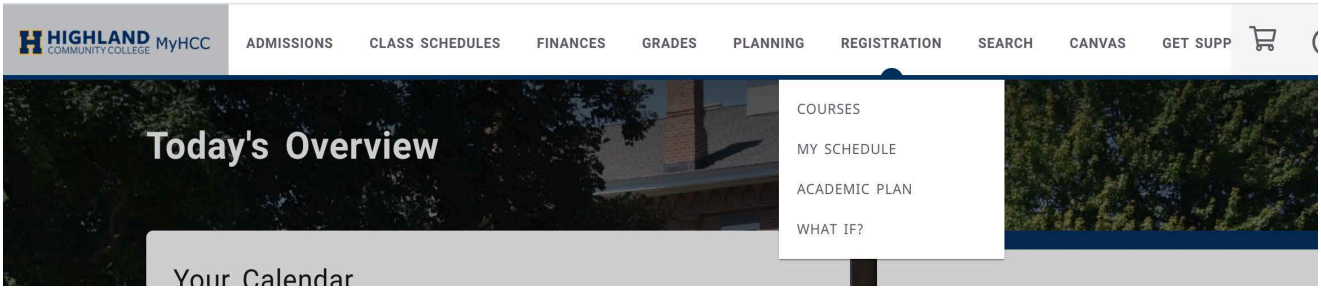
HIGHLAND COMMUNITY COLLEGE

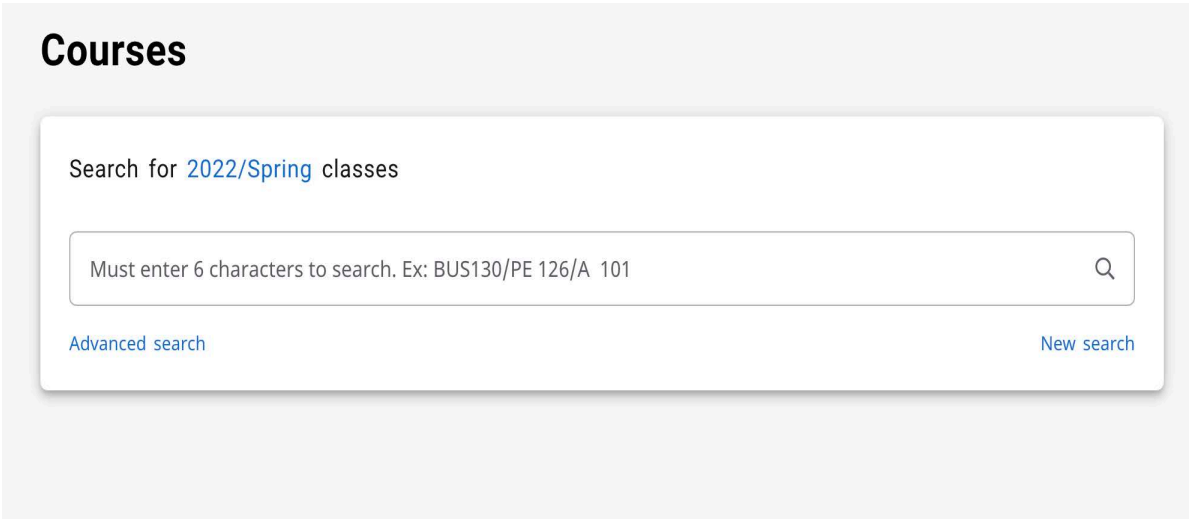
Registering Online

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

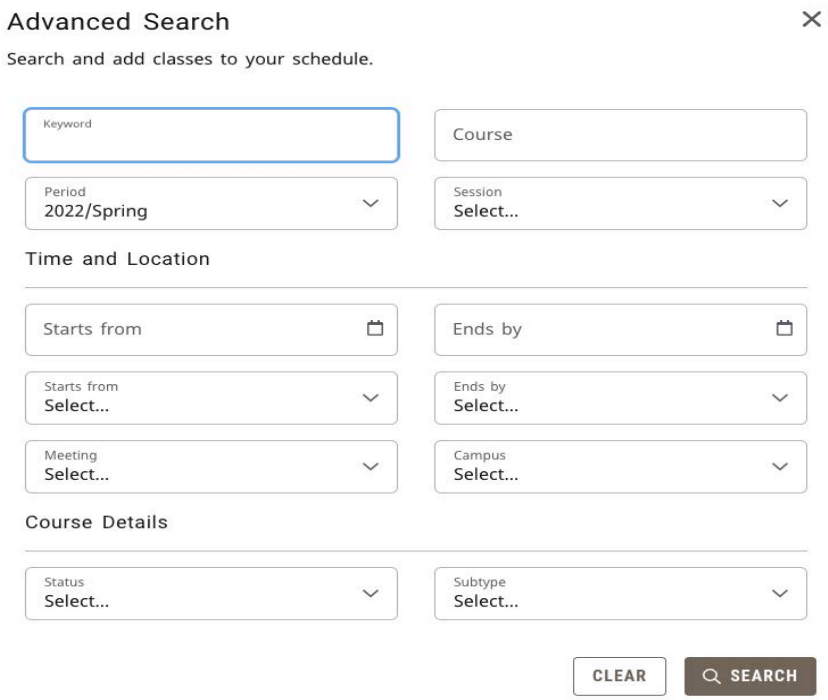
2) Click on the “Registration” link → Select "Courses"



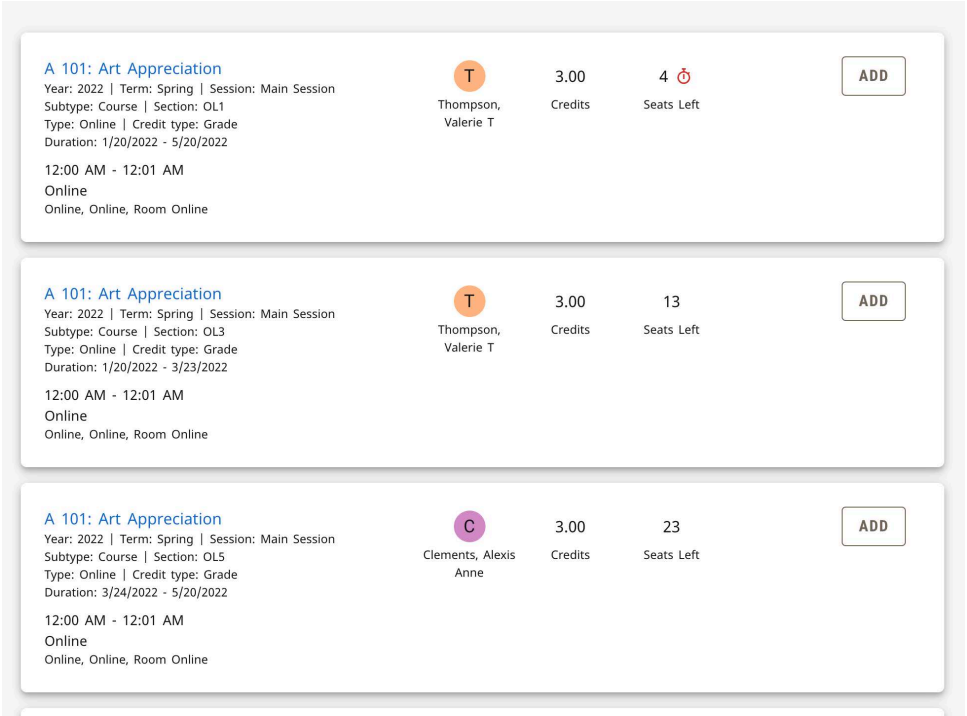
3) To search for classes, Enter Course Code in the formatted example or Select the Advanced Search option.



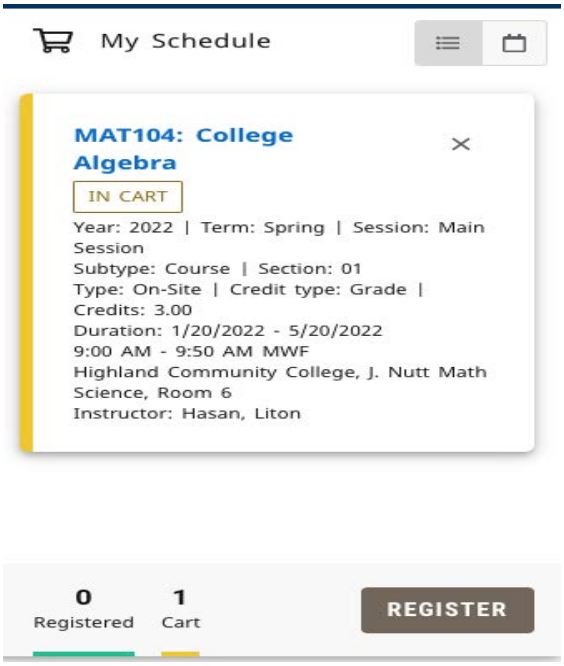
4) You can advance search for classes by keywords, course codes (which can be found in the course catalog), period, and location. To narrow down your search, be sure to enter as much information as possible.



5) This will bring up the classes that fit your search criteria.
Once you find the class needed, click the "Add" button to the right of the section.

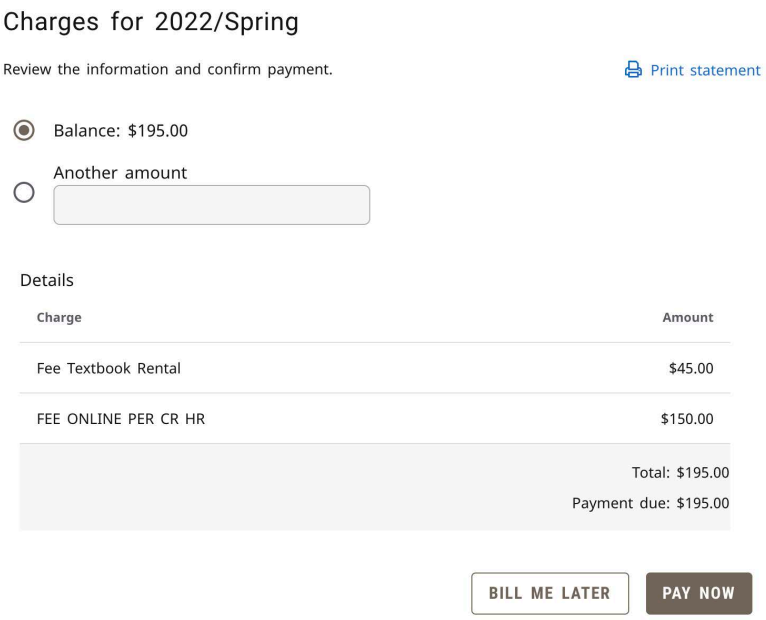


6) Once you add a class, the My Schedule area on the right side of screen will show the courses added to your Cart.
    a. ****Note**: Classes in your cart are not classes that have been registered. You must continue the registration process to be enrolled in these classes.



7) Once you have added all classes to your cart and are ready to register, click on "Register".

8) Next you will finalize your Registration. You can Print a Statement, Pay your Balance or select "Bill Me Later".



9) After you have successfully registered, you should see the "Congratulations!" screen.

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.