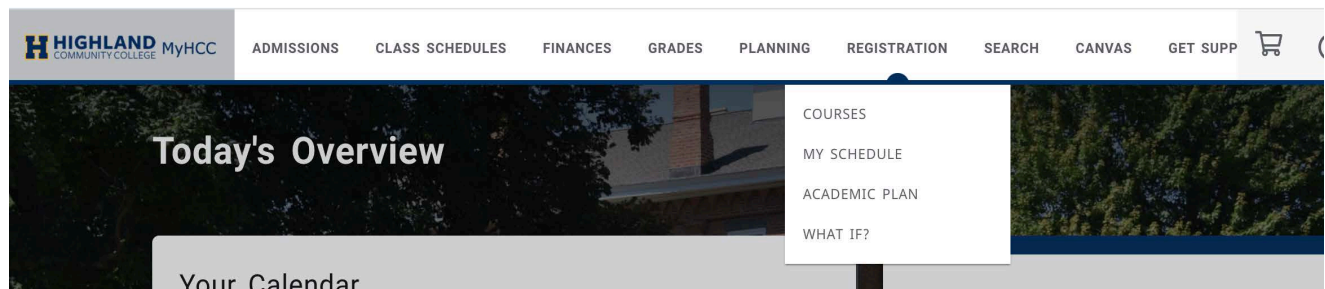


## Registering Online

- 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.

### Courses

Search for [2022/Spring](#) classes

[Advanced search](#) [New search](#)

- 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.

### Advanced Search ✕

Search and add classes to your schedule.

Period
2022/Spring
▼

Session
Select...
▼

#### Time and Location

Starts from
📅

Starts from
Select...
▼

Ends by
📅

Ends by
Select...
▼

Meeting
Select...
▼

Campus
Select...
▼

#### Course Details

Status
Select...
▼

Subtype
Select...
▼

CLEAR

🔍 SEARCH

- 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.

**A 101: Art Appreciation**

Year: 2022 | Term: Spring | Session: Main Session  
Subtype: Course | Section: OL1  
Type: Online | Credit type: Grade  
Duration: 1/20/2022 - 5/20/2022

12:00 AM - 12:01 AM  
Online  
Online, Online, Room Online

T

Thompson,  
Valerie T

3.00  
Credits

4 🔒  
Seats Left

ADD

**A 101: Art Appreciation**

Year: 2022 | Term: Spring | Session: Main Session  
Subtype: Course | Section: OL3  
Type: Online | Credit type: Grade  
Duration: 1/20/2022 - 3/23/2022

12:00 AM - 12:01 AM  
Online  
Online, Online, Room Online

T

Thompson,  
Valerie T

3.00  
Credits

13  
Seats Left

ADD

**A 101: Art Appreciation**

Year: 2022 | Term: Spring | Session: Main Session  
Subtype: Course | Section: OL5  
Type: Online | Credit type: Grade  
Duration: 3/24/2022 - 5/20/2022

12:00 AM - 12:01 AM  
Online  
Online, Online, Room Online

C

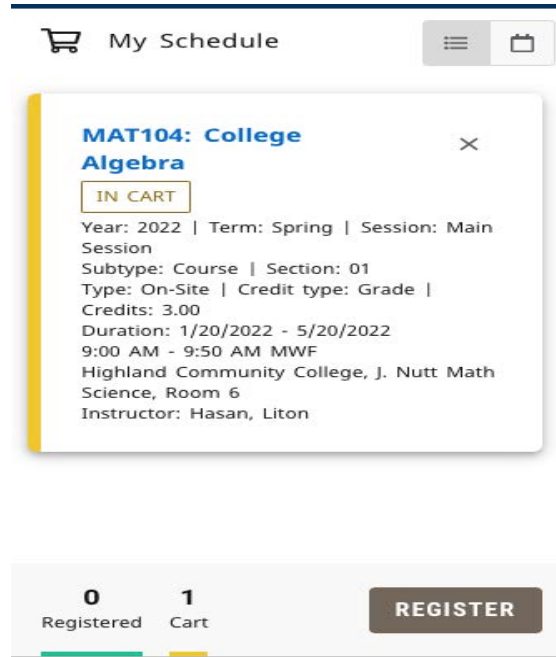
Clements, Alexis  
Anne

3.00  
Credits

23  
Seats Left

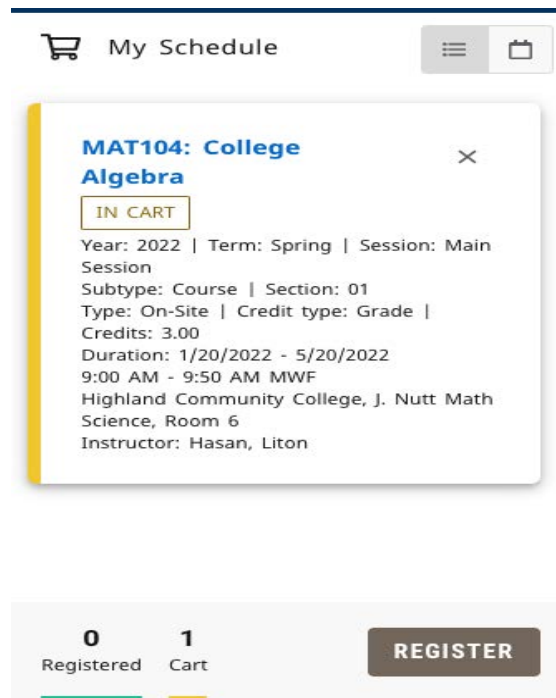
ADD

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



The screenshot shows the 'My Schedule' page with a shopping cart icon. A course card for 'MAT104: College Algebra' is displayed, marked as 'IN CART'. The card includes the following details: Year: 2022 | Term: Spring | Session: Main Session; Subtype: Course | Section: 01; Type: On-Site | Credit type: Grade | Credits: 3.00; Duration: 1/20/2022 - 5/20/2022; 9:00 AM - 9:50 AM MWF; Highland Community College, J. Nutt Math Science, Room 6; Instructor: Hasan, Liton. At the bottom, there are two progress indicators: '0 Registered' and '1 Cart', with a 'REGISTER' button to the right.

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



This screenshot is identical to the one above, showing the 'My Schedule' page with the 'MAT104: College Algebra' course card in the cart. The 'REGISTER' button is clearly visible at the bottom right of the interface.

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

### Charges for 2022/Spring

Review the information and confirm payment.

 [Print statement](#)

Balance: \$195.00

Another amount

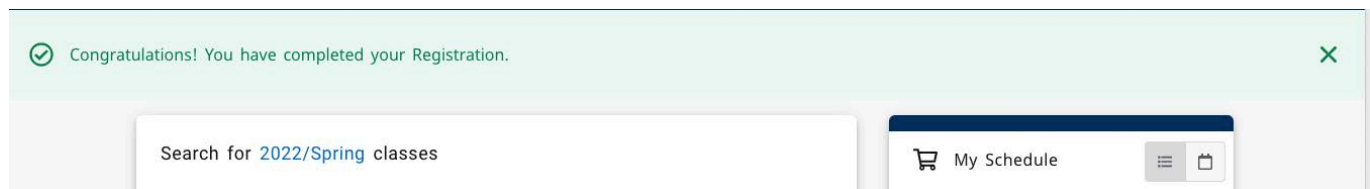
#### Details

Charge	Amount
Fee Textbook Rental	\$45.00
FEE ONLINE PER CR HR	\$150.00
Total: \$195.00	
Payment due: \$195.00	

[BILL ME LATER](#)

[PAY NOW](#)

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](mailto:helpdesk@highlandcc.edu).**