

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.

Section Search

Keywords Course Code

Period Location

Starts From (mm/dd/yyyy) Ends By (mm/dd/yyyy)

Starts From Ends By

Meeting Status

Campus Instructor

Curriculum




- 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.

Section Search

Found 12 results for Course Code = 'MAT106' and Period = '2014 Spring'.

Location Course Type

Showing 1 - 10 of 12

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
 Calculus I MAT106/Concurrent/C1	1/21/2014 - 5/16/2014	2014 Spring Main Session	5.000		M-F 10:00 AM - 10:59 AM; Off Campus Classes, Centralia, Room	25 of 25	<input type="button" value="Add"/>
Instructors: Roeder, Linda							
 Calculus I MAT106/Concurrent/E5	1/21/2014 - 5/16/2014	2014 Spring Main Session	5.000		M-F 8:00 AM - 9:00 AM; Off Campus Classes, Effingham, Room	25 of 25	<input type="button" value="Add"/>
Instructors: Kramer, Susan Lee							
 Calculus I MAT106/Concurrent/F1	1/21/2014 - 5/16/2014	2014 Spring Main Session	5.000		M-F 8:00 AM - 8:59 AM; Off Campus Classes, Frankfort, Room	25 of 25	<input type="button" value="Add"/>



- 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.

▼ Location ▼ Course Type ▼

0 of 283 Course Added [Hide](#)

Course	Date	Session	Credits			
Fundamentals of Math MAT090/Lecture/01	8/19/2013 - 12/16/2013	2013 Fall Main Session	3.000	Course MAT090/Lecture/01 was added to your shopping cart for period 2014/SPRING/Main Session . Please Note: you have not registered for this course until you proceed to registration and finalize your schedule. <input type="button" value="View Cart"/>		
Smith, Shelley R.						
Fundamentals of Math MAT090/Lecture/01	1/15/2014 - 5/16/2014	2014 Spring Main Session	3.000	Fees Applicable	TR 11:00 AM - 12:20 PM; Highland Community College, Communication Technology, Room 109	3 of 15

- 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.

HIGHLAND COMMUNITY COLLEGE MyHCC

Home Register Classes Finances Grades Search My Profile

Cart Registration Academic Plan What If?

Related Links: Section Search, Academic Plan, View Schedule

Registration

Select Period Review Schedule Finalize Complete

By proceeding with registration, I certify that I have read and understand the HCC Guidelines and Payment Policies. To view http://highlandcc.edu/pages/enrollment_0. In order to begin the registration process, please select a registration period through your MyHCC Account, you may still be able to sign up for classes. For HCC Online classes, contact the HCC Online Registrar. For Off-Campus classes, contact your local Regional Coordinator. For On-Campus classes, contact your Advisor.

Period	Status
2014/Spring	OK to register.

- 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.

The screenshot shows a web application interface for viewing a student schedule. At the top, there is a navigation bar with tabs: Home, Register, Student Advising, Classes (selected), Department, Finances, Grades, Search, My Profile, and Administration. Below this is a secondary navigation bar with links: Schedule, Permission Requests, Enrollment, Course Management, Grading, and HCC Online. The main content area is split into two columns. The left column contains a 'Student Schedule' section with a 'Faculty Schedule' link, and an 'Options' section. The 'Options' section has a 'Text | Grid' view selector, a 'Period' dropdown menu set to '2011/Spring', and three checkboxes: 'Courses in Cart', 'Waitlisted Courses', and 'Con Ed Courses'. A 'Submit' button is at the bottom of the options section. The right column displays the 'Student Schedule' for the 'Traditional 2011/Spring/Main Session'. It lists 'Registered Courses' with two entries: 'A 101/Online/OL5 - Art Appreciation' and 'PSY101/Online/OL3 - General Psychology'. Each entry includes details such as 'Credits 3.000', 'Type Grade', 'Schedule Online 12:00 AM - 12:01 AM; Online, Online, Room', and 'Instructors Bridges, Jonathan R.' and 'Mills, Maura J.' respectively. Each course entry also has a 'Go to Course Home Page' link.

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.