

# Registering Online for a Pueblo Community College Course

## Step-by-Step Online Instructions

**\*\* Before you follow this process for registering online for a course you must be registered at Pueblo Community College. To register for Pueblo Community College [click here](#).**

**STEP 1** Go to <http://www.pueblocc.edu/> and click on "MyCommunity Education" as shown below.



**STEP 2** Enter your "User ID" in the appropriate box as shown below. The User ID is your PCC ID number that begins with the letter S. **You must capitalize the letter "S"**.

User ID:

**STEP 3** Enter your six digit "PIN" in the appropriate box as shown below. Use your birthday if this is your first time logging in (MMDDYY).

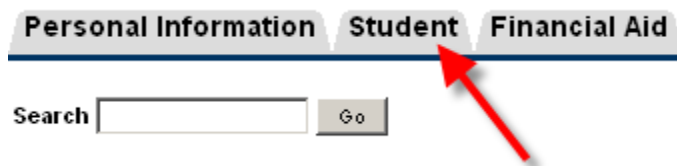
PIN:

**Note: If you don't know your User ID or PIN, [click here](#) or contact the Admissions and Records Office at 719-549-3014 or Toll Free at 1-888-642-6017.**

**STEP 4** Click the "Login" button as shown below to open the Main Menu.

Login

**STEP 5** At the MAIN MENU, click on the "Student" tab.



**Main Menu**

**STEP 6** Click on the "Registration Menu" as shown below.

[Registration Menu](#)

National Student Clearinghouse Enrollment Verification, Register, Select Term, Add or Drop Classes, Look Up Classes, Week at a Glance, View/Print Detailed Student Schedule, Billing Statement, Withdrawal Information, Registration Status, Active Registration, Registration History and College Opportunity Fund (COF) History

**STEP 7** Click the "Register" option.



**STEP 8** As shown below, select the "Term" that you're registering for from the drop down list and then click the "Submit" button.



**STEP 9** Review the registration guidelines below.

- You must click the **"SUBMIT CHANGES"** button to record all changes.
- To add a class, enter CRN in the Add Class box below and click **"SUBMIT CHANGES"**.
- To drop a class, click on action menu next to the CRN, select **"DROP WEB"** and click **"SUBMIT CHANGES"**. *If no options appear, it is not available.*
- To apply for the College Opportunity Fund (COF) stipend, please [click here](#).
- To authorize the COF stipend, please [click here](#).
- To search for a class, click on the Class Search button.
- Click on [View Detailed Student Schedule](#) link to print a copy and confirm your registration.

By submitting my registration request I hereby state that I will be responsible academically and financially for these classes, that I have read and understood any department notes and class notes related to the classes, and that I am aware of, and abiding by, any class prerequisites.

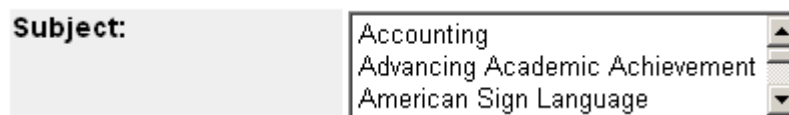
**Please note:** as of December 7, 2008, you will only be able to register for classes at the college you are currently logged in to. The college logo in the upper right hand corner of this screen will indicate your current college. If you wish to register at another CCCS college, you can do so through the "My Community Education" (student login) at the other college. If you do not have an application or registration within the past year at that college, you will need to submit an admission application in order to register.

**SPECIAL ANNOUNCEMENT:** If you see the drop down box with the option to withdraw but get the error message listed below, contact the Registrar/Records office as soon as possible so they can withdraw your class.  
**Error message:** "Registration changes are not allowed. Course status dates not within range for term and course."

**STEP 10** Click on the "Class Search" button.



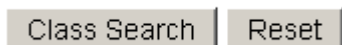
**STEP 11** Select a subject from the "Subject" box. **Please note:** Photography courses may be under either "Art" or "Photography" depending on the institution.



**STEP 12** As shown below, you may choose any combination of fields to narrow your search:

<b>Course Number:</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>
<b>Schedule Type:</b>	<input type="text" value="All"/> Academic Lecture and Lab Combo Clinical
<b>Instructional Method:</b>	<input type="text" value="All"/> Career-Technical Course Continuing Ed
<b>Credit Range:</b>	<input type="text"/> hours to <input type="text"/> hours
<b>Campus:</b>	<input type="text" value="All"/>
<b>Course Level:</b>	<input type="text" value="All"/> Developmental Level High School
<b>Part of Term:</b> Non-date based classes only	<input type="text" value="All"/> 1st Bi-Semester 2nd Bi-Semester
<b>Duration:</b>	<input type="text"/> Days
<b>Instructor:</b>	<input type="text" value="All"/> Acrey, Bill P Acrey, Katrina
<b>Session:</b>	<input type="text" value="All"/> Afternoon Conference & Seminar
<b>Attribute Type:</b>	<input type="text" value="All"/> GT: Arts GT: Economic/Political Systems
<b>Start Time:</b>	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
<b>End Time:</b>	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
<b>Days:</b>	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun

**STEP 13** Click on the “**Class Search**” button to bring up the courses or click on the “**Reset**” button to start over again.



**STEP 14** When you locate a course that you wish to register for, select the check box on the left of the Course Reference Number (CRN) as shown in the image below. Then click on the “**Register**” button located at the bottom of the page.

**OPTION:** Students may choose to use the “**Add to Worksheet**” button to develop a full schedule before finalizing and submitting to registration. **NOTE: You are registering for the class selected and you are responsible for any charges associated with the class(es).**

Further details on the course will be found by clicking on the “**CRN**” number – what type of course, class schedule, etc. You can also use your browser’s back button to continue looking for classes.

Sections Found																						
American Sign Language																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
													Cap	Act	Rem	Cap	Act	Rem				
<input type="checkbox"/>	<a href="#">30923</a>	ASL	101	001	UOC	3.000	Basic Sign Language	MW	02:00 pm-03:15 pm	20	19	1	0	0	0	0	0	0	Donna Roberts (P)	01/12-05/02	UAB 260	Career and Technical Ed Course

**STEP 15** Your “**Current Schedule**” will appear. You can continue to add or drop classes in the “**Add Class Worksheet**” section at the bottom of the page IF you know the CRN or you may want to repeat the “**Class Search**” function.

**STEP 16** Select “**View Detailed Student Schedule**” on the left side of the page to view the schedule.

Select “**Billing Statement**” at the bottom of page to view/pay your bill.

Select the “**Financial Aid**” tab at the top of page to access your financial aid information.

**STEP 17** To “**Print**” a copy of your detailed schedule use your browser print function on the top toolbar.