What are CCCOnline Courses?

PCC offers full online courses taught by PCC faculty. PCC also offers online courses taught by faculty in the Colorado Community College System. These courses are called CCCOnline. CCCOnline courses are managed through the state system office. Students taking CCCOnline courses must go to the CCCOnline website to access things like the course login page, Courses/Programs list, CCCOnline Bookstore, and faculty lists. This handbook is designed to help students navigate the CCCOnline website.
I. Accessing CCCOnline

To access the CCCOnline website go to:

http://www.ccconline.org

II. Applying at PCC and Registering for CCCOnline Courses

A. Applying for a Home College

To register for CCCOnline courses students must apply at Pueblo Community College first. If the student has applied to the college then proceed to the next section “Registering for CCCOnline Courses”.

1. To apply for Pueblo Community College begin by going to the application support page at this web address:
   http://www.CCCOnline.org/apply/

2. On the “Application Support” page there will be a drop down menu located under “If you are ready to apply – Choose a Home College”. From the drop down menu choose “Pueblo Community College” as shown below.

   ![Application Support Page](image)

3. The next page will have instructions for the application process. Complete steps 3 through 7 on the page to apply at PCC.
B. Registering for CCCOnline Courses

Students that have applied and are accepted at PCC can register for CCCOnline courses. The steps below describe the process of registering through the CCCOnline Registration Support page.

1. Go to the following web address:

   http://www.ccconline.org/register/

2. Locate the drop down menu located under “If you are ready to register – Choose a Home College”. From the drop down menu choose “Pueblo Community College” as shown below.

   ![CCCOnline: Registration Support]

3. The next page will have instructions for the registration process. Print the instructions to use for a reference while registering. Complete steps 2 through 19 of the instruction page to complete the registration process.

   **NOTE:** Students may register online through MyPCC anytime from 2 am Monday through 9 pm Saturday. This option is available if there are no holds on a student’s record and all financial obligations have been met. Students using this method should also check to make sure that prerequisites have been completed, time conflicts do not exist and the classes do not require co-requisites. If assistance or additional information is needed, please call 719-549-3010 or 1-888-642-6017 and ask for admissions during regular office hours — 8 am to 5:00 pm, Monday – Friday.

Effective Fall 2010, any student who has been dropped from a CCCOnline course, for any reason, and wants to be re-enrolled into that course must complete the Re-Enrollment form. This can be accessed by going to the Re-Enrollment form at:

   https://at.ccconline.org/students/Re-Enrollment/

III. Buying Your CCCOnline Course Materials
CCCOnline books and materials are available at the PCC Bookstore or at the Pikes Peak Community College Rampart Range Campus bookstore. Books can be purchased with financial aid, cash, and credit card. The first part of the instructions below describes the process of purchasing with financial aid. The second part explains purchases with cash and credit.

A. Click on the “Semester” Tab

Check out the folder tabs above to review your course requirements, shop prices or purchase your materials.
NOTE: Click ‘Does your online course require a lab kit?’ to see if your course is listed. If it is listed click ‘How Do I Order My Lab Kit?’ and follow the listed instructions.

B. Click on the “Purchase My Materials Now” and then select PCC as your home college.

C. For Financial Aid or for Cash/Credit:
For Financial Aid:

Contact your home college bookstore to order your materials.

PCC Bookstore
College Center, Room 142
900 W. Orman Avenue
Pueblo, CO 81004

719-549-3065
http://www.pueblocc.edu/campusResources/bookstore/

For Cash/Credit:

Contact your home college bookstore to order your materials.

PCC Bookstore
College Center, Room 142
900 W. Orman Avenue
Pueblo, CO 81004

719-549-3065
http://www.pueblocc.edu/campusResources/bookstore/
Accessing Webmate

I. Accessing Webmate
To access the Webmate website go to:

http://bookstore.pueblocc.edu/wm_home.htm

II. To Access TextBooks Reservations page:
WebMate Applications:
Begin by selecting “Course Materials Reservations”

TextBook Reservations:
A. In the “Select a Term Year” box click the down arrow and choose the correct semester.
B. In the “Enter Student ID” box, enter your S number (S12345678), select ENTER.

III. To reserve text books:
TextBook Reservations:
The required and optional materials for your scheduled courses will be displayed. You have three choices listed for each course: ‘Not Wanted’, ‘New Only’, or ‘Used if Available’.

A. Select the button that corresponds to the action you would like to take for each item offered.
   1. By selecting ‘Not Wanted’ the material listed will not be reserved.
   2. By selecting ‘New Only’ new material for the course will be reserved.
   3. By select ‘Used if Available’ used material will be reserved if it is available.
      (NOTE: New books may be substituted for used books when they are not available in the bookstore. You may have to pay a difference in the total price when you pick up your books.)
B. After you have selected the material you would like to reserve, select ‘Add to Cart’.
IV. Shipping Cart Review, Bill to, and Ship to information:
A. The ‘Item’, ‘Description’, ‘Price’, ‘Quantity’, and ‘Total’ is listed for each item you are reserving. Carefully review your choices, and make any necessary changes or corrections. After you have reviewed the items select ‘Check Out’.
NOTE: This total does not include taxes or shipping.

B. Bill to Information: Please provide your billing information.

C. Ship to Information: Please provide your shipping information.

V. Order Information, Shipping Options, and Payment Options:
A. Order Information – Provides the final list of items ordered.

B. Shipping Options – Choose which shipping option you would like to use.
NOTE: The Added Cost for shipping will be added to your final total.
C. Payment Options – Choose the payment option you would like to use. 

**NOTE:** After you have provided your Payment Option **you must** select 

**Place the Order** to complete your order.

![Payment Options](image.png)

PCC Bookstore Location: College Center, Room 142  
Phone: (719) 549-3065 | [Bookstore Hours](#)

Please email the following if you have any questions, comments or concerns:

- **Book Information:** [Patrick.Mcgee@pueblocc.edu](mailto:Patrick.Mcgee@pueblocc.edu)
- **CCConline books:** [Doris.Gallardo@pueblocc.edu](mailto:Doris.Gallardo@pueblocc.edu)
- **Merchandise:** [Cheryl.Cox@pueblocc.edu](mailto:Cheryl.Cox@pueblocc.edu)
- **Tech Support (This page or WebMate):** [Christopher.Weaver@pueblocc.edu](mailto:Christopher.Weaver@pueblocc.edu)

**IV. Contacting Program Chairs and Instructors**

If there are any questions or concerns regarding the CCCOnline classes, students can contact program chair. All communication with the instructors will be through the course communication tools. Program chairs can provide instructor contact information if needed. Follow the steps below to access the contact information of the Program Chair.

1. Access the following web address:

   http://www.ccconline.org/courses/programs

2. A list of programs will be displayed. Click on the title of the program as shown below.
3. The Program description page will be displayed. Locate the “Program Chair” link on the right side of the page and click on it (as shown below). The Program Chair contact information will be displayed.

V. Accessing CCCOnline Courses

CCCOnline courses must be accessed through the CCCOnline website. The only exceptions are the CCCOnline Library Technician courses which are offered by PCC. The steps below explain the login process for CCCOnline courses. Note: Students will not be able to access CCCOnline courses until 12 PM MST on the first day of class.

1. Access the following web address:

   http://www.ccconline.org/Login

2. The page will display three login options as shown below (read the descriptions below). To login to a CCCOnline course (excluding Library Technician courses) click on "Login to – Desire2Learn (D2L) Courses". If you are taking a Library Technician course, see the next section "Logging into Library Technician courses".
a. **CCCOnline Students** – This option is used to access all CCCOnline courses except for the Library Technician courses.

b. **Non-CCCOnline Students** – If a student is taking a PCC online course they need to access it through PCC. This link will take you to a list of colleges. Select PCC from the list to access the PCC Online course login page.

c. **Link to Library Technician Courses** – The link will open the PCC Online course login page. The Library Technician courses are CCCOnline courses but they are only offered through PCC.

3. Type your PCC S ID number in the Username box and type your PCC PIN in the Password box. If you don’t know these you can get this information from the following web sites.
   a. **PCC S ID Number:**
      https://erpdnssb.cccs.edu/PRODCCCS/cccsemial_reminder.cccs_get_snumb
   b. **PCC PIN:**
      http://myportal.cccs.edu/jsp/misc/passwordRecovery.jsp

4. Click the login button. If you are unable to login, call the toll free 24/7 technical support at 1-888-800-9198.

VI. Accessing CCCOnline Library Technician Courses

Use the following instructions to access CCCOnline Library technician Courses.

1. Access the following web address:

   https://pcc.desire2learn.com

2. Type your PCC S ID number in the Username box and type your PCC PIN in the Password box. If you don’t know these you can get this information from the following web sites.

   a. **PCC S ID Number:**
      https://erpdnssb.cccs.edu/PRODCCCS/cccsemial_reminder.cccs_get_snumb
   b. **PCC PIN:**
      http://myportal.cccs.edu/jsp/misc/passwordRecovery.jsp
3. Click the login button. If you are unable to login, call the toll free 24/7 technical support at 1-888-800-9198.
VII. CCCOnline Contacts

**Course Registration or Grades**

Roxanne Manske  
1-303-595-1679  
Email: roxanne.manske@cccs.edu

**CCCOnline Textbook and Bookstore issues**

Bev Dwyer  
1-719-549-3068  
Email: Bev.Dwyer@pueblocc.edu

**CCCOnline Enrollment Management, ADA, Banner, Instructor Issues, Course Issues, or other Student issues**

John Schmahl  
1-303-595-1686  
Email: john.schmah1@cccs.edu

**CCCOnline D2L Technical Issues**

24/7 Toll Free Technical support: 1-888-800-9198  

or

David Chatham  
1-303-595-1674  
Email: david.chatham@cccs.edu