How to register for classes via My Canyons

1. Visit <u>www.canyons.edu</u> and click on "My Canyons"



2. Click on "Student"



3. Type in your **Canyons ID Username and Password** and then click **"Login"** Note: Username is your COC student email address



4. Click on green "My Registration" tile on the top left corner



5. Click "Search for Sections"

My Registration	×	
Plan, Register, Waitlist and Drop	>	
Search for Sections	>	
My Class Schedule	>	C
My Registration Time	>	
Registration Holds	>	
Order Your Textbook Now	>	St
Register to Vote	>	

6. Using **"Advanced Search,"** select the **Term** you wish to register for from the drop-down menu (example: Fall 2021)

≡	👷 Canyons					A hshin2	〔→ Sign out	🕐 Help
٨	Academics Course Catalog							
	For the latest Novel Coronaviru	is Information,	please click <u>here.</u>					
	Search for Courses and C	Course Se	ctions			Search for courses		٩
Þ	Subject Search Advanced Search)						
3	Catalog Advanced Sea Results View	rch						
	Catalog Listing							
	 Section Listing 							
	Term		Meeting Start Date	Meeting End Date				
	Select Term		M/d/yyyy	M/d/yyyy				
	Courses And Sections				×			
	Subject	*	Course number	Section				

7. On the same page, search alphabetically for **"Noncredit" followed by a course subject** (example: Noncredit ESL, Noncredit Career Skills) from the "Course and Sections" drop-down menu

■	👷 Canyons		A hshin2	〔→ Sign out	(?) Help
↑	Academics - Course Catalog				
	For the latest Novel Coronavirus Information, please click here.				
	Search for Courses and Course Sections	2	Search for courses		Q
Þ	Subject Search Advanced Search				
•	Catalog Advanced Search Results View				
	Catalog Listing				
	Section Listing				
	Term Meeting Start Date Meeting End Date				
	Select Term				
	Courses And Sections				
	Subject Course number Section				
	Subject Course number Section				

8. Scroll down to the bottom of this page and click on "Search"

Subject	Course number	Section
+ Add More		
Days Of Week		
Sunday Monday	Tuesday	Wednesday
Thursday Friday	Saturday	
Location		
Select Location	~	
Academic Level		
Select Academic Level	~]	
Time Of Day	Time Starts by	Time Ends by
Select Time Of Day	► blsmm AM/PM	hhamm AM/PM
Course Type		
Select Course Type	~	
Clear		

9. When course offerings appear, click (like to enroll

=	Academics · Course Cablog												
-	For the latest Novel Coronaviru	us Informatio	on, please click <u>he</u>	re.									
↑	Search for Courses and Course Sections									Search for courses			٩
Ó	Filter Results Hide Advanced Search Selection: NC.ESL Filters Applied: (Fall 2021 ×)												
۹	Availability	^	Add To Schedule	Term	Status ∧ ∀	Section Name 🔥	Title	Planned Status	Dates		Location	~ `	Meeting
	Open and Waitlisted Sections Open Sections Only		Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I		8/23/202	21-10/16/2021	Online & OnlineLIVE		M, T, Th 8/23/20
	Subjects Noncredit ESL (35)	^	Add	Fall 2021	Open	NC.ESL-060-58103	College Read/Writ/Grammar I		10/18/20)21-12/11/2021	Online & OnlineLIVE		ONEN LI M, T, Th 10/18/20 ONEN LI
	Locations	^	Add	Fall 2021	Open	NC.ESL-061-58195	College Listening/Speaking I		8/23/202	21-10/16/2021	Online & OnlineLIVE		M, T, Th 8/23/20
	Online & OnlineLIVE (18) Online & InPersonValencia (3) Valencia Campus (2)		Add	Fall 2021	Open	NC.ESI-061-58197	College Listening/Speaking I		10/18/20	121-12/11/2021	Online & OnlineLIVE		M, T, Th 10/18/20 ONLN L
	Canyon Country Campus (2) OnlineLIVE Via ConferZoom (2) Mc Grath Elementary School (2)		Add	Fall 2021	Open	NC.ESL-070-59142	College Read/Writ/Grammar II	I	8/23/202	21-12/11/2021	OnlineLIVE Via ConferZoom		T, Th 9:0 8/23/20 ONLN L
	Newhall Elementary School (2) Old Orchard Elementary School (2) Show All existings		Add	Fall 2021	Open	NC.ESL-071-59143	College Listening/Speaking II		8/23/202	21-12/11/2021	OnlineLIVE Via ConferZoom		M, W 90 8/23/20

Add

10. When the section detail "pop up" window opens, review the course information and click "**Add Section**"



for the course you would

 Once you have added all the sections to your schedule, go to "Student Planning" by selecting it from the drop-down menu under "Academics" in the top left corner

■	M Canyons								A hshin2 CH	Sign out	(?) Help
^	Academics Course Catal g										
ŧ	Course Catalog	us Information,	please click <u>hen</u>	e,							
	Grades Ses and C	Course Se	ections						Search for courses		٩
	Unofficial Transcript	Hida	Advanced Search	Selection:	NC.ESL						
٩	Availability	~	Filters Applied: (Fall 2021 X	Status A	Section Name 🔺	Title	Planned Status	Dates	Location	
	Open and Waitlisted Sections		Schedule	Fall 2021		NC FSL-060-58196	College Read/Writ/Grammar I		8/23/2021-10/16/2021	Online & Onli	inel IVE
	Subjects	^	Add				8	V Planned			
	Noncredit ESL (35)		Add	Fall 2021	Open	NC.ESL-050-58103	College Read/Writ/Grammar I		10/18/2021-12/11/202	I Online & Onli	ineLIVE
	Locations	^		Fall 2021	Open	NC.ESL-061-58195	College Listening/Speaking I		8/23/2021-10/16/2021	Online & Onli	ineLIVE
	Online & OnlineLIVE (18) Online & InPersonValencia (3) Valencia Campus (2) Canyon Country Campus (2)		Add	Fall 2021	Open	NC.ESI.061-58197	College Listening/Speaking I		10/18/2021-12/11/202	I Online & Onli	ind.IVE

12. Click on "**Plan your Degree & Register for Classes**" in order to finalize registration process

_			F	all 2021
		Students registerin All Fail 2021 accounts no	g in the Fall 2021 S t paid in full will rea	emester will not be dropped for non-payment. teive a HOLD on or after Thurs. September 23, 2021.
	(i)	This hold	may prevent acces	s to registration and college services.
n		International students spor	sored by the Colleg (MENTS ARE DUE A	ge with an F visa may still be dropped for non-payment. IT THE TIME OF REGISTRATION.
		You must pay all fees at the time you re	jister for your class young the congress	ex; students who do not pay will have a hold placed on their record.
Ē			NOTE: THE COPE WA	iver does not cover an rees.
	It's Reaist	ration Time!		
۲	Click here to go	to the Plan & Schedule page to register for classes		
۲	No registrat	ion appointments!		
	1		2	
	in the second se	View Your Programmer		Plan your Depres & Depicter for Clarrer
		Start by mind to My Deserver to people anarologic program in your degree and peop		Next take a lack story is also to see what you're accomplished and register your
		for courses.		remaining classes toward your degree.
		Go to My Progress		Go to Plan & Schedule
	3			
		See a Counselor		
	~ · ·	Once you have completed your education plan, meet with a counselor to ensure you		
		Se to Counceller		
		do to comisemili		

13. Click "**Register**" to add one section at a time or click "**Register Now**" to add ALL the sections you have planned. Classes will turn from brown color to green color to show successful enrollment

≡	✓ → Fall 2021 - +			Remove P	Planned Courses	Register Now
÷	The Filter Sections	Print	\supset	After registering for your classes	go to My Canyons - My Billing, Pay Planned: 0 Credits Enrolle	ments are due at the time of registration. d: 0 Credits Waitlisted: 0 Credits
ŧ	NC ESL-060-58196: College Read/Writ/Grammar.I X	Sun	Mon	Tue We	d Thu	Fri Sat
۲	Recommended Preparation: NC.ESL-4A NC.ESL- 48 Recommended prior to taking this course. but is not required.	9am	NC.051-061-50195 ×	NC.051-061-58135 ×	<u>HCESL-061-58195</u> ×	
۲	You must also take NC ESL-061-58197	10am 11am				
	✓ Planned	12pm				
	Credits: 0 Credits, Pass/Fail only Grading: Pass/Fail Instructor: Khoury, M 8/23/2021 to 10/16/2021 Seats Available: 19	1pm 2pm 3pm				
	V Meeting Information	4pm				
	Register	Spm				
	View other sections	брт	MC.851.060.58195 X	MC.ESL 060 SE136 X	NC.551.060.58195 X	
		7pm				