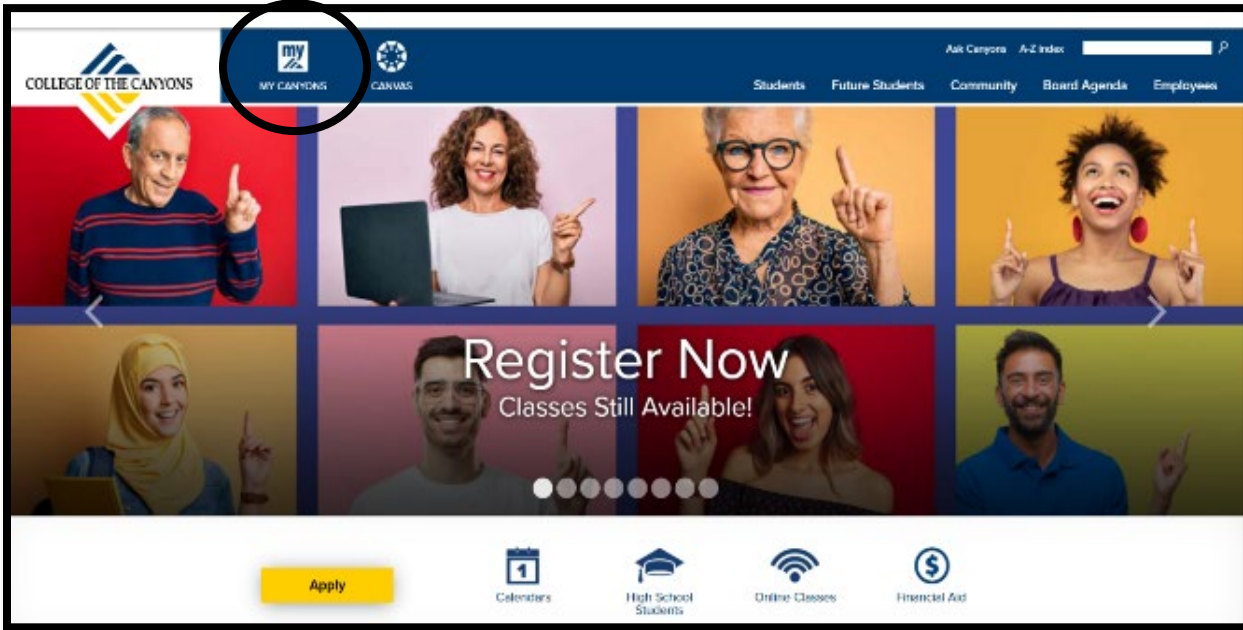
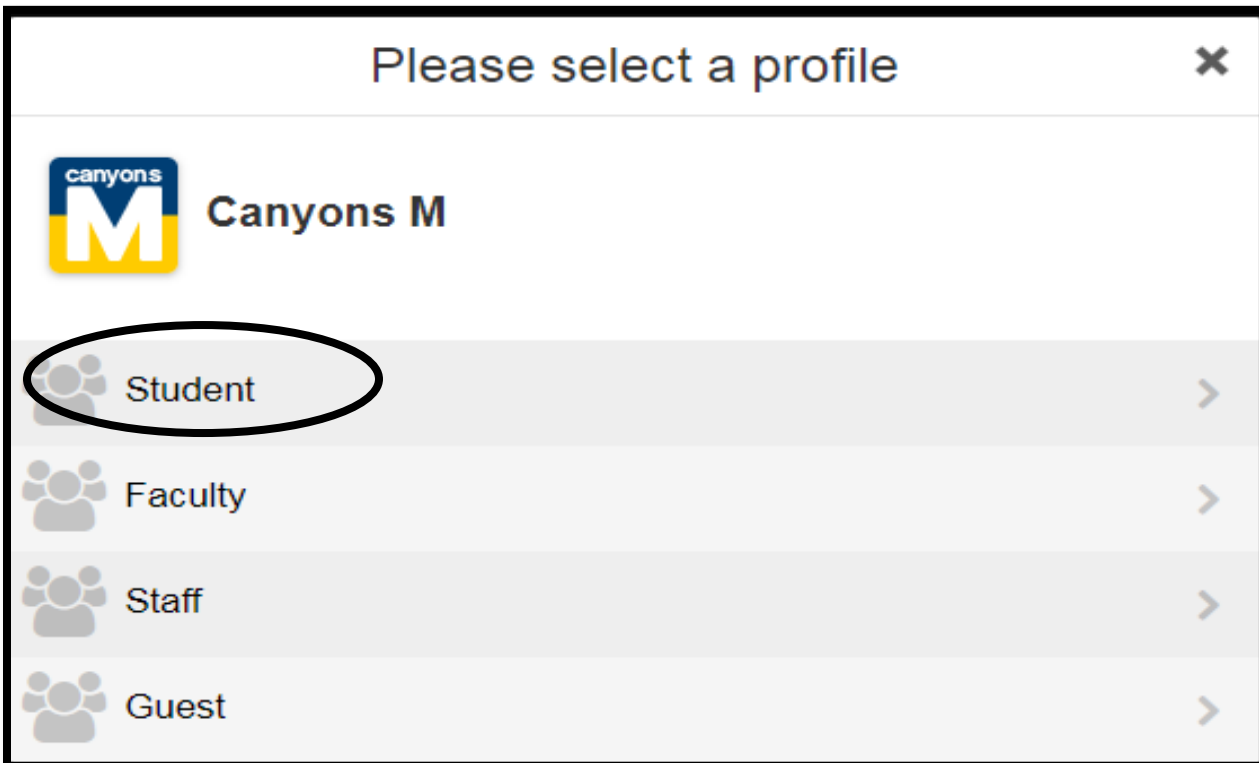


How to Register Classes via My Canyons

1. Visit www.canyons.edu and click “My Canyons.”



2. Click “Student.”



3. Type in your **CanyonsID** “**Username**” and “**Password**” and then click “**Login.**”

NOTE: Username is your COC student email address.

4. Enter the **OTP number** sent to your personal email address and then click “**Login.**”

Log In to CanyonsID

Username
Enter your username

Password
Enter your password

Login

[Forgot Password](#) | [Forgot Username?](#)

ENROLLMENT - ONE TIME PASSCODE

A One Time Passcode (OTP) was delivered to the alternate email address you provided.

to:
exxxxxx@gmail.com

Please enter the OTP. (Note: It may take 1 to 2 minutes for delivery)

Please check your alternate email for the OTP Code. Note that the email may be in your junk/spam folder.

Username
[REDACTED]@my.canyons.edu

Password
.....

Remember this device?

2nd Factor / One Time Passcode

[One Time Passcode\(OTP\) Options](#)

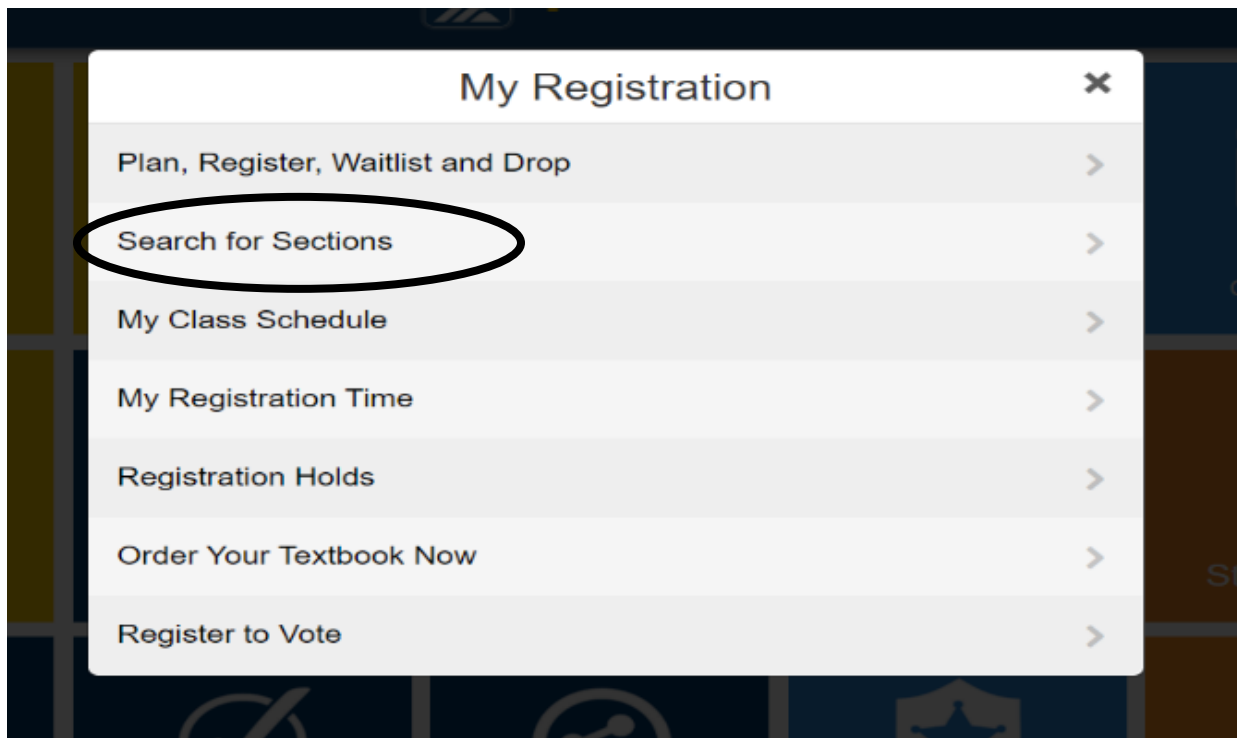
Login

Cancel

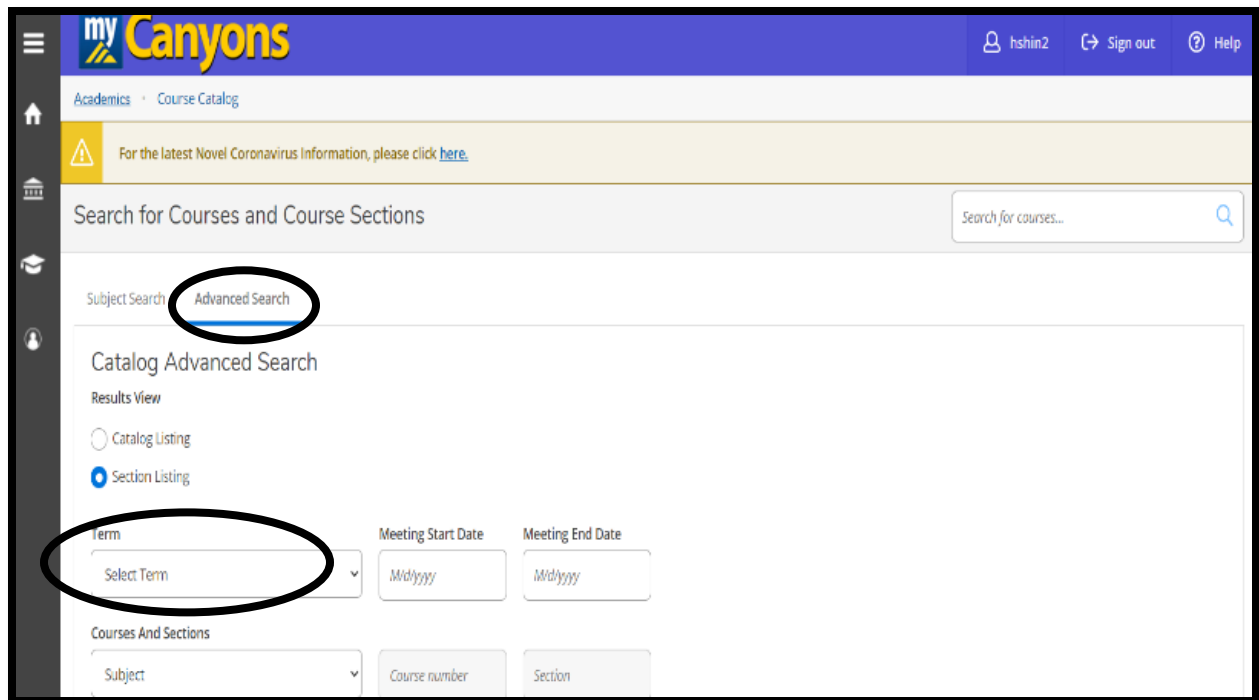
5. Click the **green** “My Registration” tile at the top left corner.



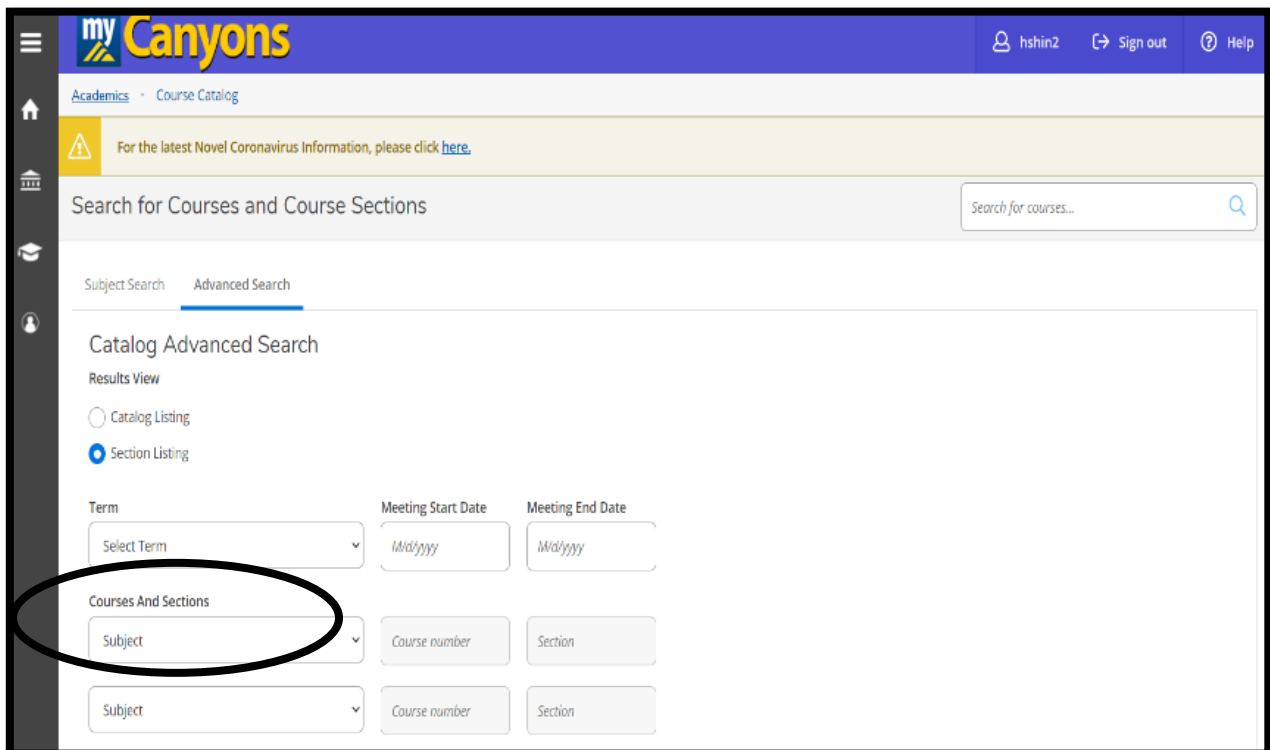
6. Click “Search for Sections.”



- Using **“Advanced Search,”** select the **“Term”** you wish to register for from the drop-down menu. (example: Fall 2022)



- From the **“Courses and Sections”** drop-down menu, search alphabetically for **“Noncredit”** followed by a course subject (example: Noncredit ESL, Noncredit Career Skills).



9. Scroll down to the bottom of this page and click “Search.”

The screenshot shows a search filter interface with the following fields:

- Subject (dropdown)
- Course number (text input)
- Section (text input)
- + Add More... (button)
- Days Of Week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- Location: Select Location (dropdown)
- Academic Level: Select Academic Level (dropdown)
- Time Of Day: Select Time Of Day (dropdown)
- Time Starts by: hh:mm AM/PM (text input)
- Time Ends by: hh:mm AM/PM (text input)
- Course Type: Select Course Type (dropdown)
- Clear (button)
- Search (button, circled)**

10. When the Course Sections list appears, click **Add** for the course you would like to enroll in.

The screenshot shows the 'Search for Courses and Course Sections' page. The 'Filter Results' sidebar is on the left, and the 'Advanced Search Selections: NC.ESL' table is on the right. The table has columns for 'Add To Schedule', 'Term', 'Status', 'Section Name', and 'Title'. Each row has an 'Add' button circled in blue.

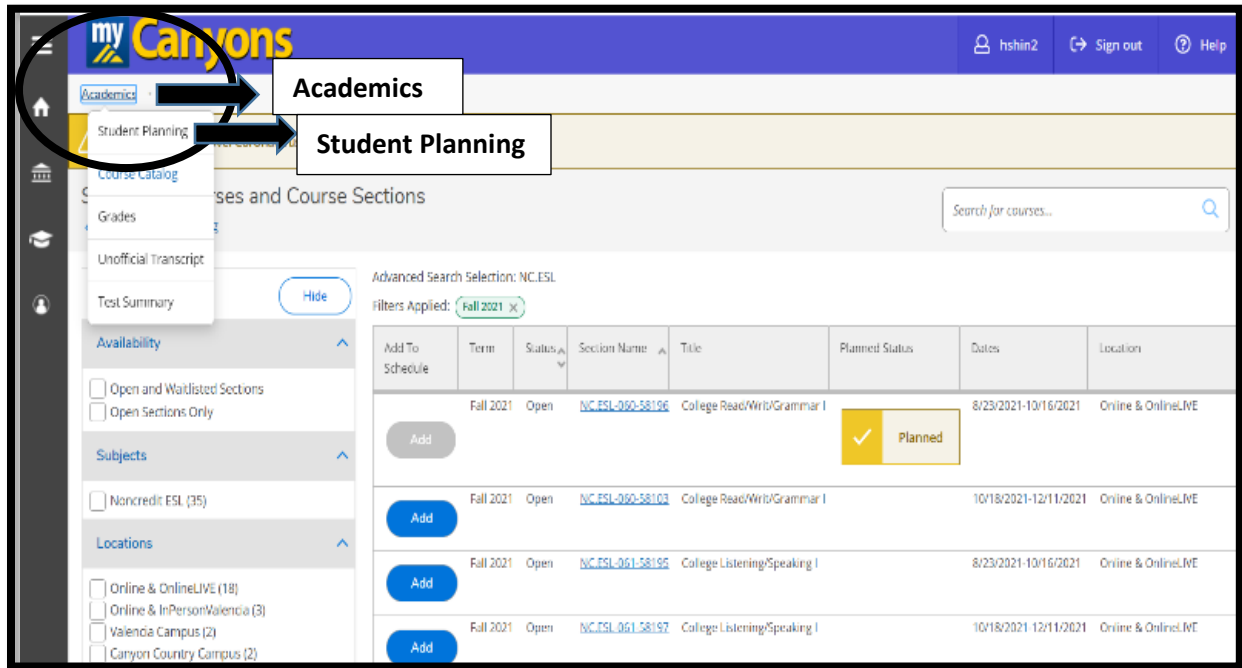
Add To Schedule	Term	Status	Section Name	Title
Add	Fall 2021	Open	NC.ESL-060-58196	College Read
Add	Fall 2021	Open	NC.ESL-060-58197	College Read
Add	Fall 2021	Open	NC.ESL-061-58195	College Lit
Add	Fall 2021	Open	NC.ESL-061-58197	College Lit
Add	Fall 2021	Open	NC.ESL-070-58197	College Read
Add	Fall 2021	Open	NC.ESL-071-58197	College Lit

11. When the Section Details window opens, review the course information and click “Add Section.”

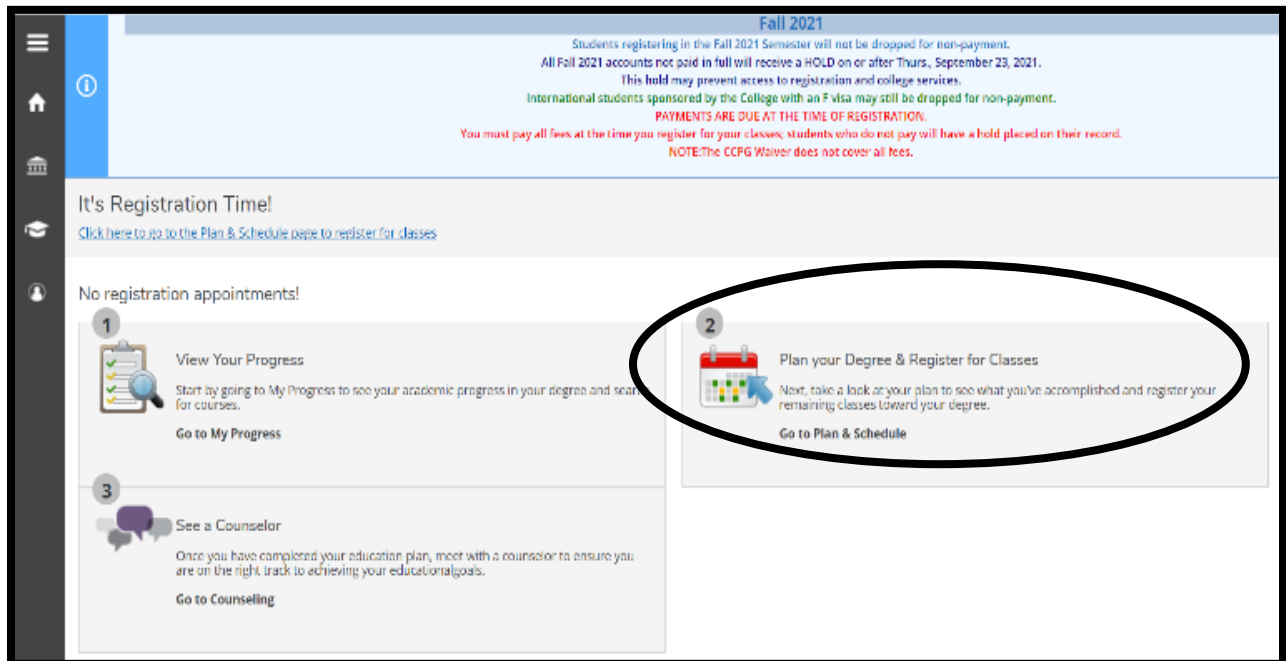
The screenshot shows the 'Section Details' window for 'NC.ESL-060-58196 College Read/Writ/Grammar I Fall 2021'. The information includes:

- Instructors:** Khoury, M (peggy.khoury@canyons.edu)
- Meeting Information:** M, T, Th 6:00 PM 9:00 PM; 8/23/2021 - 10/16/2021; Online & OnlineLIVE, OnlineLIVE LIVE (Distance Ed, Internet-Based)
- Dates:** 8/23/2021 - 10/16/2021
- Seats Available:** 19 of 35 Total
- Credits:** 0
- Grading:** Pass/Fail
- Requisites:** Recommended Preparation: NC.ESL-4A NC.ESL-4B. - Recommended prior to taking this course, but is not required.
- Buttons:** Close, **Add Section (button, circled)**

12. Once you have added all the sections to your course plan, click **“Academics”** and then click **“Student Planning.”**



13. Click **“Plan your Degree & Register for Classes”** in order to finalize the registration process.



14. Click **“Register”** to add one section at a time, or click **“Register Now”** to add all the sections you have planned.

Summer 2023: Holds will be placed on or after Thurs., June 29, 2023.
International students sponsored by the College with an F visa may still be dropped for non-payment.
NOTE: The CCPG Waiver does not cover all fees.

Plan your Degree and Schedule your courses

Register Now

Schedule Timeline Advising Petitions & Waivers

Winter 2023

Remove Planned Courses Register Now

After registering for your classes go to Student Finance - Make A Payment. Payments are due at the time of registration.

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

NC.ESL-061-67530: College Listening/Speaking I

Recommended Preparation: NC.ESL-4A and NC.ESL-4B - Recommended prior to taking this course, but is not required.

Planned

Credits: 0 Credits, Pass/Fail only
Grading: Pass/Fail
Instructor: Edmond, J
1/3/2023 to 2/4/2023
Seats Available: 28

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		NC.ESL-061-67530 X		NC.ESL-061-67530 X			
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

NOTE: Classes will turn from **brown color** to **green color** to show successful enrollment.

Academics Student Planning Plan & Schedule

For the latest Novel Coronavirus Information, please click [here](#).

Payment Deadline Schedule 2022-2023

PAYMENTS ARE DUE AT THE TIME OF REGISTRATION.
Students registering in the 2022 - 2023 year will not be dropped for non-payment.
All accounts not paid in full by the deadline, will receive a hold that may prevent access to registration and college services.
Fall 2022: Holds will be placed on or after Thurs., Sept. 22, 2022.
Winter / Spring 2023: Holds will be placed on or after Thurs., Mar. 23, 2023.
Summer 2023: Holds will be placed on or after Thurs., June 29, 2023.
International students sponsored by the College with an F visa may still be dropped for non-payment.
NOTE: The CCPG Waiver does not cover all fees.

NC.ESL-061-67530 - WARNING: The following recommended prerequisite for course NC.ESL-061 is not started. Recommended Preparation: NC.ESL-4A and NC.ESL-4B.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Winter 2023

Register Now

After registering for your classes go to Student Finance - Make A Payment. Payments are due at the time of registration.

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

NC.ESL-061-67530: College Listening/Speaking I

Registered, but not started

Credits: 0 Credits, Pass/Fail only
Grading: Pass/Fail
Instructor: Edmond, J
1/3/2023 to 2/4/2023

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		NC.ESL-061-67530		NC.ESL-061-67530			
10am							
11am							
12pm							

NOTE: For continuing students registering for a future term, make sure to use the **forward arrow “>”** to find the term in which you have planned a course. Then click the blue **“Register”** button to enroll.

The screenshot shows a web interface for planning a degree and scheduling courses. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, the current term is set to 'Winter 2022'. A navigation bar includes a left arrow, a right arrow (circled in black), and plus/minus buttons. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The main content area features a course card for 'NC.ESL-061-58901: College Listening/Speaking I'. The card includes a warning icon and text: 'Recommended Preparation: NC.ESL-4A and NC.ESL-4B. Recommended prior to taking this course, but is not required.' Below this, it is marked as 'Planned' and lists details: 'Credits: 0 Credits, Pass/Fail only', 'Grading: Pass/Fail', 'Instructor: Glapa-Grossklag, A', '1/3/2022 to 2/5/2022', and 'Seats Available: 31'. A 'Meeting Information' section is partially visible. At the bottom of the card is a blue 'Register' button (circled in black). To the right of the course card is a calendar grid with columns for 'Sun' and 'Mon' and rows for times from 8am to 3pm. A yellow course card is visible in the 9am slot on Monday.