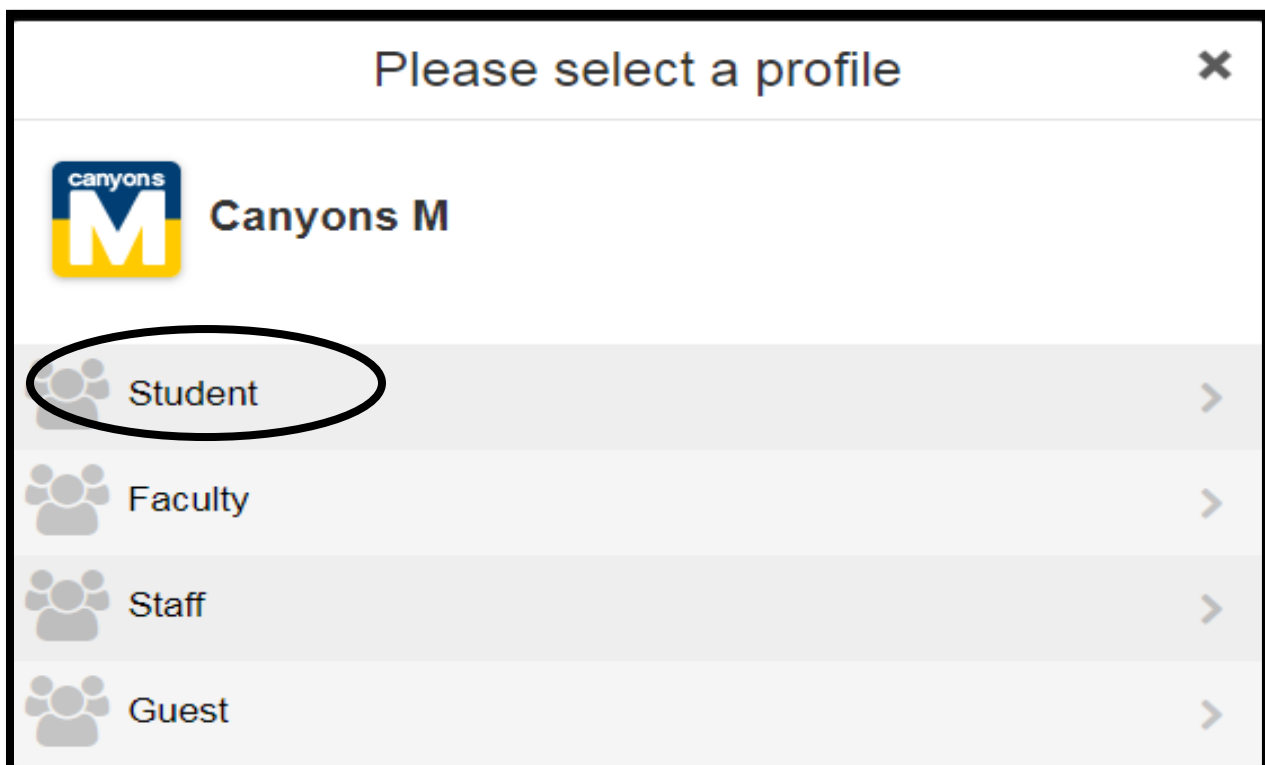


# Cómo inscribirse a clases a través de My Canyons

1. Visite [www.canyons.edu](http://www.canyons.edu) y haga clic en “My Canyons.”



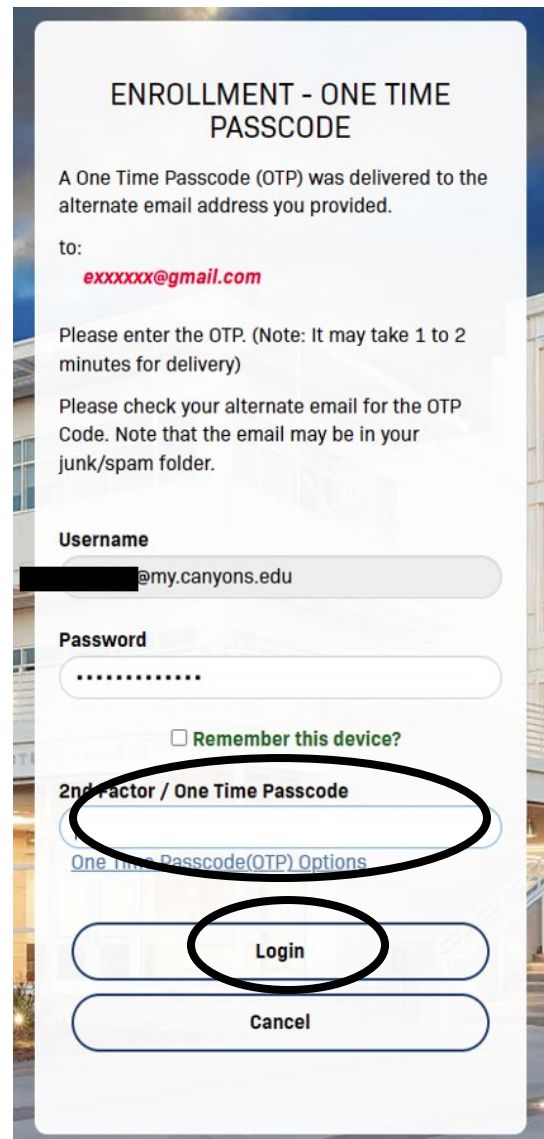
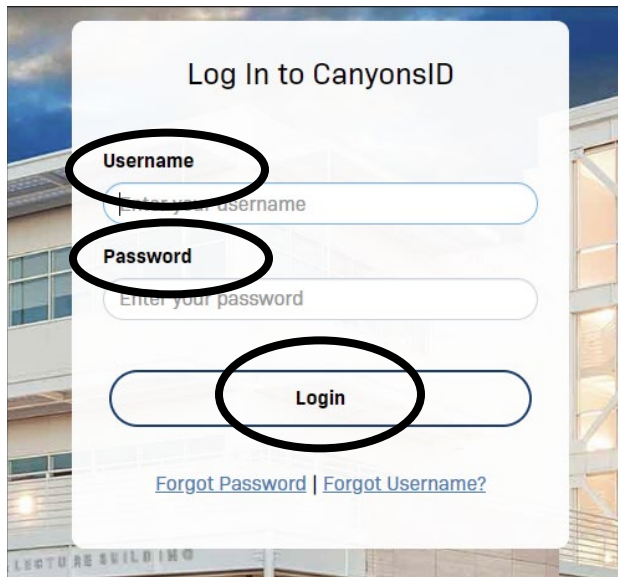
2. Haga clic en “Student.”



3. Ingrese su nombre de usuario y contraseña de **Canyons ID** y luego haga clic en **“Login.”**

**Nota: El nombre de usuario es su dirección de correo electrónico de estudiante de COC.**

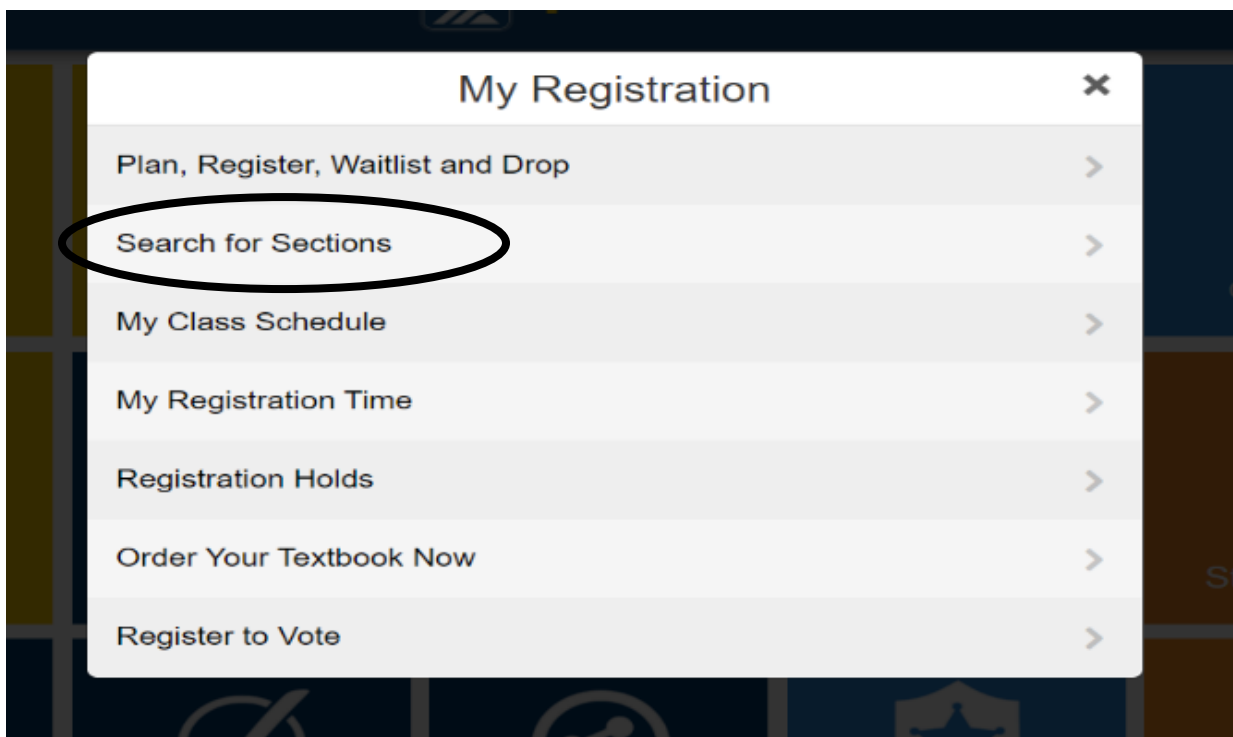
4. Introduzca el **codigo OTP** enviado a su correo electrónico personal y haga clic en **“Login.”**



5. Haga clic en el cuadro **verde** “My Registration” en la esquina superior izquierda.



6. Haga clic en “Search for Sections.”



7. Utilizando **“Advanced Search,”** seleccione en el menú desplegable, el semestre al que desea inscribirse (por ejemplo: Otoño de 2022).

The screenshot shows the 'myCanyons' Course Catalog interface. At the top, there is a navigation bar with the 'myCanyons' logo and user information. Below this is a search bar labeled 'Search for Courses and Course Sections'. The 'Subject Search' dropdown menu is set to 'Advanced Search', which is circled. Underneath, the 'Catalog Advanced Search' section has 'Section Listing' selected as the 'Results View'. The 'Term' dropdown menu is also circled. There are input fields for 'Meeting Start Date' and 'Meeting End Date', both showing 'MM/YYYY'. At the bottom, there are more search filters for 'Courses And Sections' and 'Subject'.

8. En el menú desplegable **“Courses and Sections,”** busque alfabéticamente **"Noncredit"** seguido de un tema de curso (por ejemplo: Noncredit ESL, Noncredit Career Skills).

This screenshot is identical to the one above, showing the 'myCanyons' Course Catalog Advanced Search page. In this view, the 'Courses And Sections' dropdown menu is circled. The rest of the page, including the search bar, navigation, and other filters, remains the same.

9. Desplácese hasta el final de esta página y haga clic en "Search."

The screenshot shows a search filter interface with the following fields: Subject, Course number, and Section. Below these are: + Add More..., Days Of Week (checkboxes for 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), Time Ends by (hh:mm AM/PM), and Course Type (Select Course Type dropdown). At the bottom are Clear and Search buttons, with the Search button circled in black.

10. Cuando aparezca la lista de Secciones del Curso, haga clic **Add** en el curso en el que desea inscribirse.

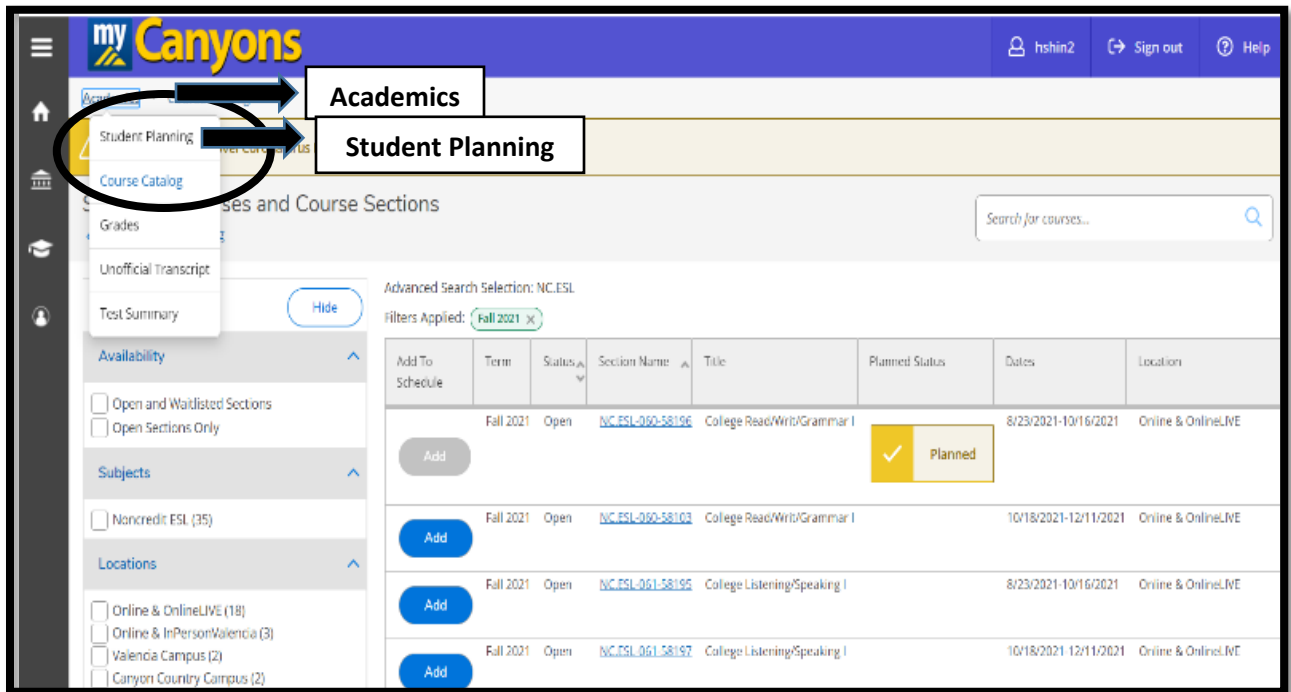
The screenshot shows a search results page for 'NC.ESL' in Fall 2021. It includes a 'Filter Results' sidebar and a table of course sections. Each row in the table has an 'Add' button.

Add To Schedule	Term	Status	Section Name	Title
<b>Add</b>	Fall 2021	Open	NC.ESL-060-58196	College Read
<b>Add</b>	Fall 2021	Open	NC.ESL-060-58193	College Read
<b>Add</b>	Fall 2021	Open	NC.ESL-061-58195	College List
<b>Add</b>	Fall 2021	Open	NC.ESL-061-58197	College List
<b>Add</b>	Fall 2021	Open	NC.ESL-000-59192	College Read
<b>Add</b>	Fall 2021	Open	NC.ESL-001-59193	College List

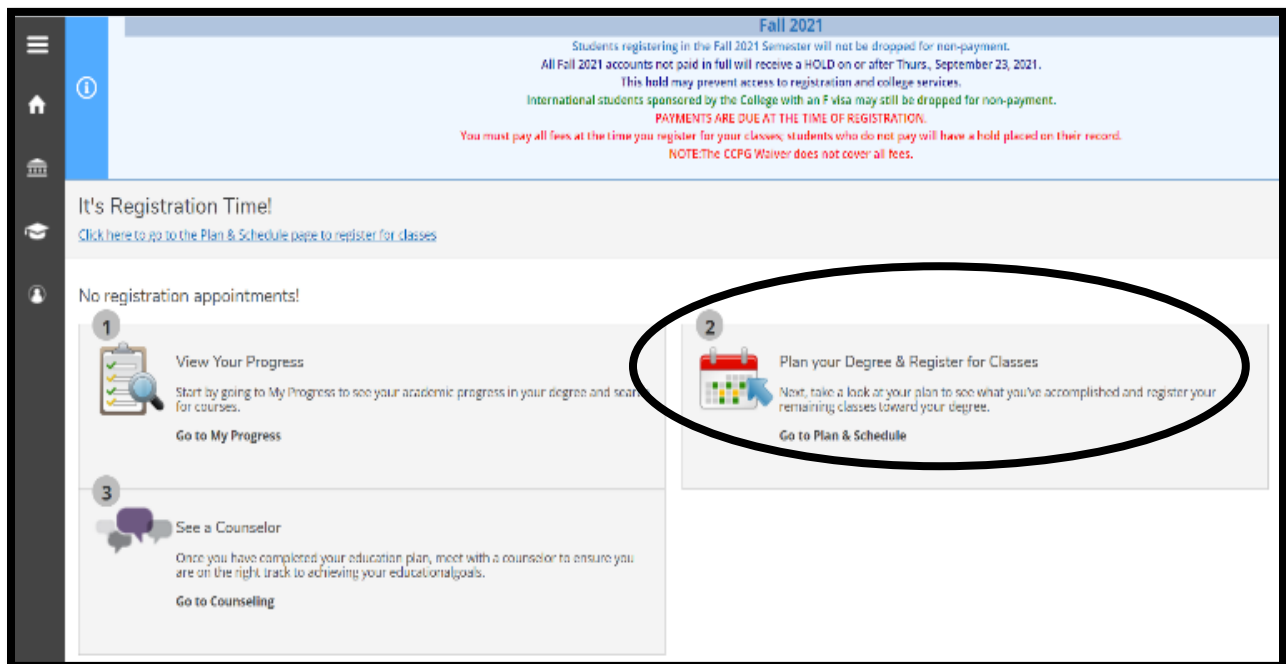
11. Cuando se abra la ventana de detalles de la sección, revise la información del curso y haga clic en "Add Section."

The screenshot shows the 'Section Details' page for 'NC.ESL-060-58196 College Read/Writ/Grammar I Fall 2021'. It lists instructors (Khoury, M), meeting information (M, T, Th 6:00 PM 9:00 PM), dates (8/23/2021 - 10/16/2021), seats available (19 of 35 Total), credits (0), grading (Pass/Fail), and requisites. A blue box highlights the requisites information: 'Recommended Preparation: NC.ESL-4A NC.ESL-4B. - Recommended prior to taking this course, but is not required.' At the bottom right, the 'Add Section' button is circled in black.

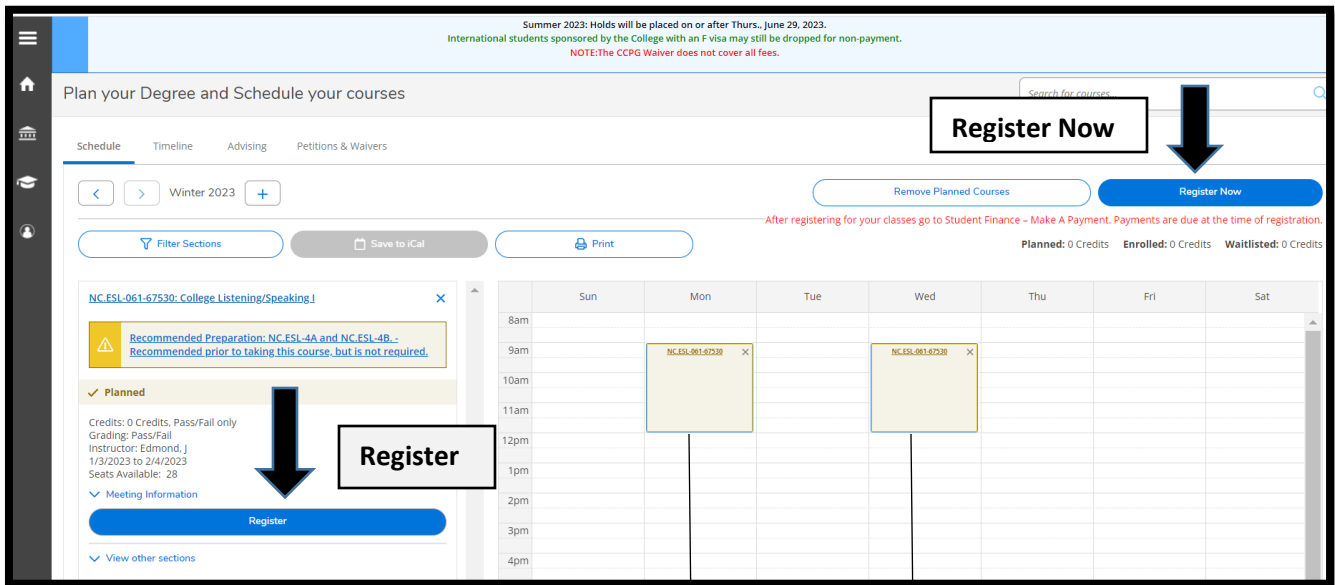
12. Una vez que haya añadido todas las secciones deseadas a su programa, haga clic en “Academics” y seleccione “Student Planning.”



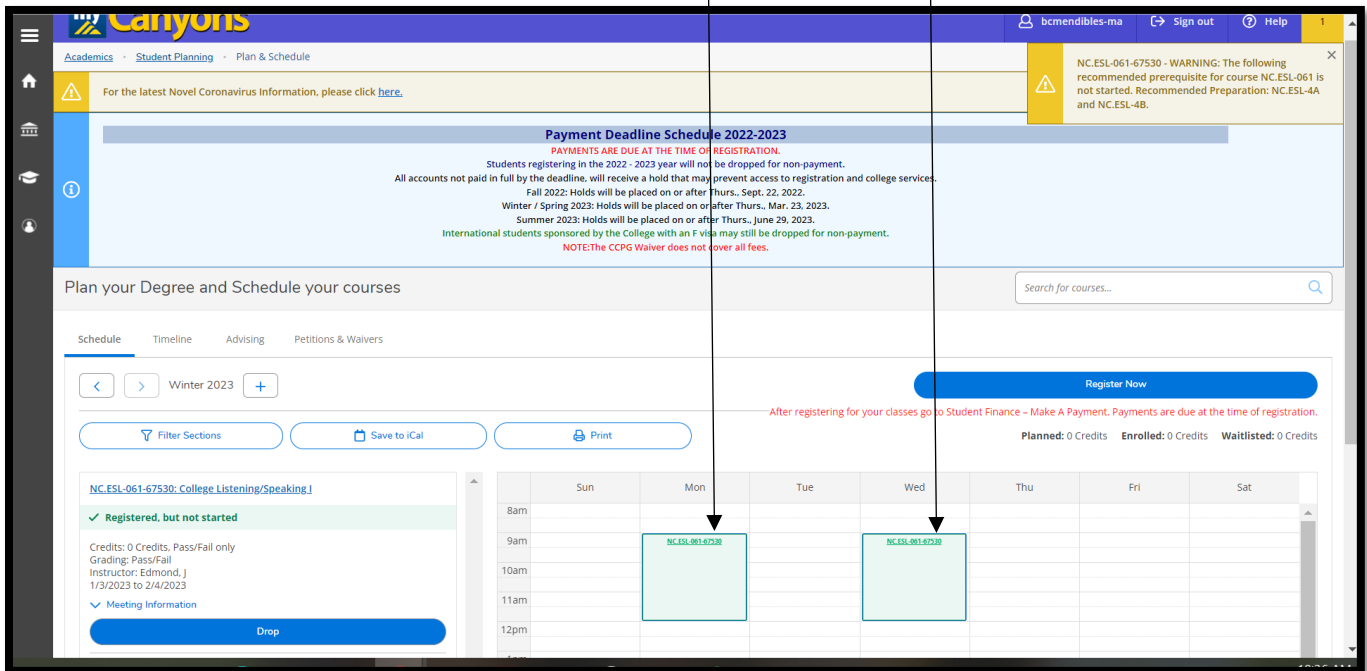
13. Haga clic en “Plan your Degree & Register for Classes” para finalizar el proceso de registro.



14. Haga clic en **"Register"** para añadir una sección a la vez, o haga clic en **"Register Now"** para añadir TODAS las secciones que haya planeado.



NOTA: Las clases pasarán de **color café** a **color verde** para mostrar la inscripción exitosa.



NOTA: Para los estudiantes de retorno en un semestre futuro, asegúrese de utilizar la **flecha hacia adelante ">"** para encontrar el semestre en el que ha planeado un curso. Después haga clic en el botón azul **"Register"** para inscribirse.

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, there is a navigation bar with a left arrow, a right arrow (circled in black), and the text "Winter 2022", followed by minus and plus buttons. Below this are three buttons: "Filter Sections", "Save to iCal", and "Print".

The main content area displays a course card for "NC.ESL-061-58901: College Listening/Speaking I". The card includes a warning icon and a message: "Recommended Preparation: NC.ESL-4A and NC.ESL-4B.- Recommended prior to taking this course, but is not required." Below this, it says "Planned" with a checkmark. Course details include: "Credits: 0 Credits, Pass/Fail only", "Grading: Pass/Fail", "Instructor: Glapa-Grossklag, A", "1/3/2022 to 2/5/2022", and "Seats Available: 31". Under "Meeting Information", there 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 box representing the course is placed in the 9am slot on Monday.

	Sun	Mon
8am		
9am		NC.ESL-061-58901
10am		
11am		
12pm		
1pm		
2pm		
3pm		