Steps to register

1. Access **MyRCC** from RCC website

   a.

2. Log into MyRCC with your RCC username and Password

   a.

3. Go to **Registration**
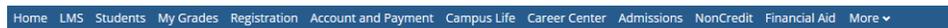
   a.

4. If you have any warnings or holds, they will appear here as well as how to fix them
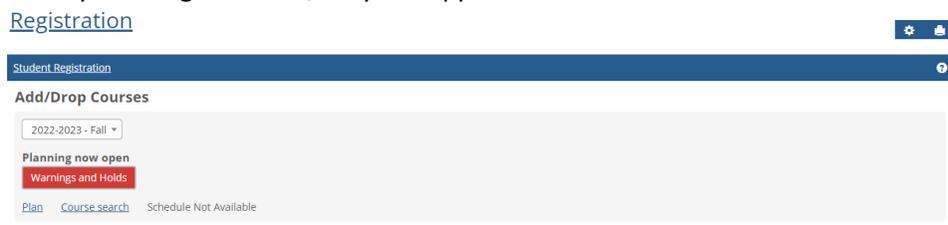
   a.

5. Go to **PLAN**

   a. Here you can see the courses you need to continue making academic progress as well as who your advisor is

   b. Under PLAN you can view your academic plan (the courses you need to complete your degree)

   c. AND you can select the courses you want to register for
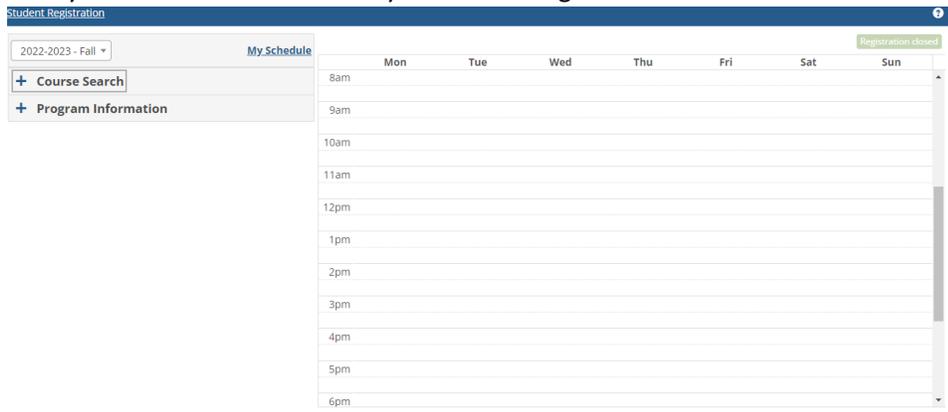
   d.

6. Use the **Course Search** drop down to enter information about the courses to register for them:

2022-2023 - Fall ▾   **My Schedule**

− Course Search

Course Code or Title

[   ]

Instructor

[Search…   ]

Department

[Search…   ]

Location

[Search…   ]

Begins After   Begins Before

[▾]   [▾]

Meeting Type

[   ]

Section Status

[▾]

Meets on Selected Days

M Tu W Th F Sa Su

[Search Courses   ]

a.

b. For example, if you need an English course, then look under department for English

  i.

c. Select **"Search Courses"**

  i. The list of available courses will appear shortly after

ENG.095.AA ...
Tue, Thu 6:00-9:05 PM
Compact Fall; 09/12/22 - 12/17/22
4 seats remaining
Patricia LaFountaine

ENG.101.02 ...
No schedule available
Compact Fall; 09/12/22 - 12/17/22
Full
Jeffrey Breitenfeldt

ENG.101.AA ...
No schedule available
Compact Fall; 09/12/22 - 12/17/22
Full
Rhonda Gray

ENG.101.AB ...
No schedule available
Compact Fall; 09/12/22 - 12/17/22
12 seats remaining
Rhonda Gray

    ii.

d. Select the **3 dots** on the course to add the course to your calendar

ENG.095.AA ...
Tue, Thu 6:00-9:0
Compact Fall; 09/12/2:   ⊕ Add to my calendar
4 seats remaining
Patricia LaFountai   ✉ Contact instructor

                        🔍 View details

ENG.101.02 ...
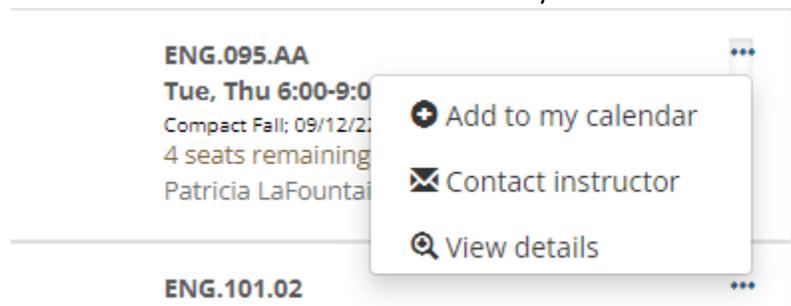
    i.

e. If you select **Add to Calendar**, this will give you an idea of what your course schedule will look like, it is not registering for courses, yet

     i.

f. After you have the schedule you want, select **"Registration Checkout"**

     i.

g. Select the courses you want to register for (these will be the same as you selected in your schedule)

     i.

h. Select **Register**

i. After you select register you are registered for courses. Please be aware that only adding a course to your calendar does not register you for courses