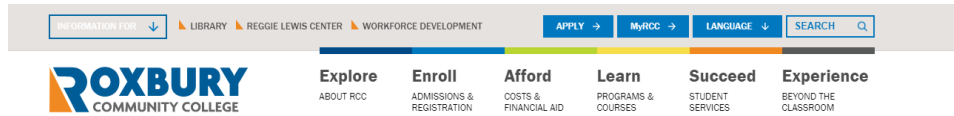


## Steps to register

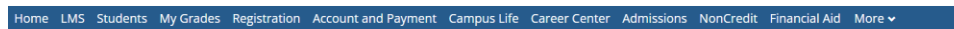
1. Access [MyRCC](#) from RCC website



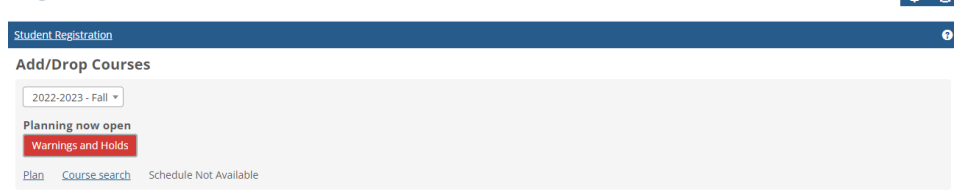
- a.
2. Log into MyRCC with your RCC username and Password

The screenshot shows the login form for MyRCC. It features two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Login' button. A magnifying glass icon is located to the right of the 'Login' button.

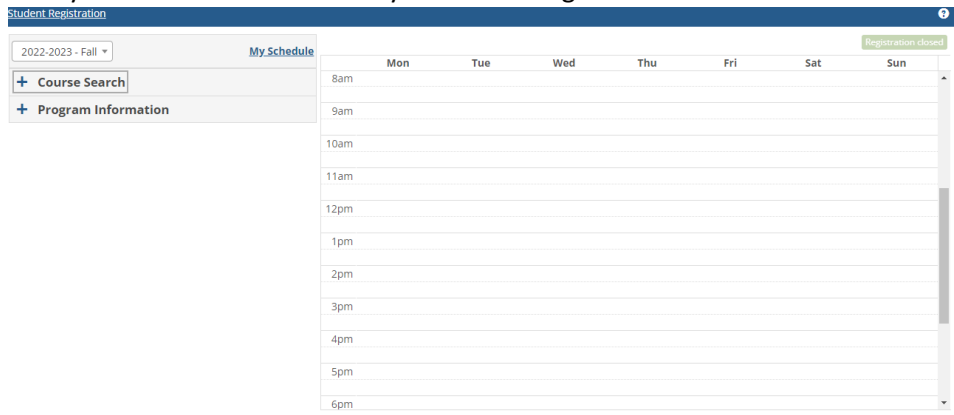
- a.
3. Go to [Registration](#)



- a.
4. If you have any warnings or holds, they will appear here as well as how to fix them  
[Registration](#)



- 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

Department

Location

Begins After  ▾ Begins Before  ▾

Meeting Type

Section Status  
 ▾

Meets on Selected Days  
M Tu W Th F Sa Su

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

2022-2023 - Fall ▾ [My Schedule](#)

**— Course Search**

Course Code or Title

Instructor

Department

Location

Begins After  ▾ Begins Before  ▾

Meeting Type




Section Status  
 ▾

- i.
- c. Select **“Search Courses”**
  - i. The list of available courses will appear shortly after

<p><b>ENG.095.AA</b> <span style="float: right;">...</span></p> <p><b>Tue, Thu 6:00-9:05 PM</b></p> <p>Compact Fall; 09/12/22 - 12/17/22</p> <p>4 seats remaining</p> <p>Patricia LaFontaine</p>
<p><b>ENG.101.02</b> <span style="float: right;">...</span></p> <p><b>No schedule available</b></p> <p>Compact Fall; 09/12/22 - 12/17/22</p> <p>Full</p> <p>Jeffrey Breitenfeldt</p>
<p><b>ENG.101.AA</b> <span style="float: right;">...</span></p> <p><b>No schedule available</b></p> <p>Compact Fall; 09/12/22 - 12/17/22</p> <p>Full</p> <p>Rhonda Gray</p>
<p><b>ENG.101.AB</b> <span style="float: right;">...</span></p> <p><b>No schedule available</b></p> <p>Compact Fall; 09/12/22 - 12/17/22</p> <p>12 seats remaining</p> <p>Rhonda Gray</p>

ii.

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

<p><b>ENG.095.AA</b> <span style="float: right;">...</span></p> <p><b>Tue, Thu 6:00-9:05 PM</b></p> <p>Compact Fall; 09/12/22 - 12/17/22</p> <p>4 seats remaining</p> <p>Patricia LaFontaine</p>	<ul style="list-style-type: none"> <li> Add to my calendar</li> <li> Contact instructor</li> <li> View details</li> </ul>
<p><b>ENG.101.02</b> <span style="float: right;">...</span></p>	

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