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
   a.

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

b. For example, if you need an English course, then look under department for English
c. Select “Search Courses”
   i. The list of available courses will appear shortly after
ii. d. Select the 3 dots on the course to add the course to your calendar

![Add to Calendar option]

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
f. After you have the schedule you want, select “Registration Checkout”

i.

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

Registration Checkout

Available to Register

ACS 102.10 - THE COLLEGE EXPERIENCE DER
Tues, Thurs 10:20-11:45 AM
3.00 hrs (3.00 hrs)

Possible financial aid issue

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