How to Register for Classes

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The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit http://www.maricopa.edu/non-discrimination. Select the semester you want to register for, and click "Continue"

ele	ect Term		
Sel	ect a term then sel	ect Continue.	
	Term	Career	Institution
0	Spring 2017	Credit	Estrella Mountain Comm College
0	Summer 2017	Credit	Estrella Mountain Comm College
0	Fall 2017	Credit	Estrella Mountain Comm College

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Use "Search" button to search for classes.

*If you already know the 5-digit class section number enter it in the Enter Class Nbr field, then click the "Enter" button. (Skip step 7 & 8)

Add Classes	
1. Select classes to	add
To select classes for an satisfied with your class	other term, select the term and select Change. When you are selections, proceed to step 2 of 3.
Spring 2017 Credit Estre	lla Mountain Comm College change term
	Open Closed 🛆 Wait List
Add to Col *	Spring 2017 Shopping Cart
Enter Class Nbr	Your enrollment shopping cart is empty.
Search for Classes	
O My Requirements	
O My Planner	
search	



Type in the prefix (Ex. ENG, MAT, ESL) If you do not know the prefix, click the button "Select Subject" to view prefixes.

*If you know the 3 digit class number, type it next to the box "is exactly"

Click the button "Search"

Add Classes	
Enter Search Criteria	
Search for Classes	
Rio Salado College (4176) Fall 2017	
Select at least 2 search criteria. Select Search to view yo	our search results.
✓ Class Search Subject select subject Course Number Show Open Classes Only Open Entry/Exit Classes O	miy
Search by Day, Time, Instructor or Instruction Mode	
Search by General Education Value or Honors	
Search by Keyword or Credits	
Return to Add Classes	CLEAR SEARCH



Review course name, Days & Times, and Meeting Dates to verify it is the correct class you'd like to add. Click on the button "Select"

			NEW SEAL	RCH	MODIFY SEARCH	1			
s secti	on(s) found								
	26 - Reading	g English as a Seco	ond canguage				45		
	26 - Keading	g English as a Seco	ond Language				¥1	,st 🖸 1-2 ,	., O
Class	Section	Days & Times	Ream	Instructor	Heeling Dates	Tupic	Fi Status	view Books	U
Class 18111	Section 2001-LEC 20	Days & Times Movvelir 11:00AM + 11:50AM	Reem Dootilo LearnStudio 111	Instructor Staff	Meeling Dates 01/18/2017 - 05/12/2017	Tupic	Status	View Books View Books	selec
Class 18111	Section 2001-LEC 20	Days & Times Mower 11:00AM • 11:50AM	teem Cotilio Jootilio Jeenstudio 11	Instructor Staff	Heating Dates 01/18/2017 - 05/12/2017	Tupic	Status O	rst 🗖 1-2 o View Books View Books	selec
Class 18111 Class	Section	Days & Times Mowefy 11:00AM - 11:00AM Days & Times	Room	Instructor	Heeling Dates	Tupic Topic	Status Status Status	View Books View Books View Books	selec

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Review the course information one more time. Click "next" to add class to <u>shopping cart</u>* *Adding a class to your shopping cart <u>DOES NOT</u> enroll you in the class

Add to	o Shoppin	g Cart - Enro	llment Pref	erences	
Spring 2(017 Credit	Estrella Mountain Co	omm College		
ESL 02	6 - Reading	ESL II			
Class Pr	eferences				
ESL 026	-0001 L	ecture Open	Wait List	Wait list if	class is full
Session	Dynamic (ated	Permissio	n Nbr	
Career	Credit		Grading	Standard Let	ter Grades
Enrollme	nt Informatio	n	Units	3.00	
•	Prerequisites: placement tes "C" or better ir permission of	Appropriate ESL t score, or grade of n ESL/RDG016, or Instructor.		CAN	SEL NEXT
Section	Component	Days & Times	Room	Instructor	Start/End Date
	Locture	MoWeFr 11:00AM	Ocotillo	Staff	01/18/2017 -

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If you would like to <u>add another class</u> to your shopping cart, click "Search" and repeat steps 6-9.

*If you already know the 5-digit class section number enter it in the <u>Enter Class Nbr</u> field, click the "Enter" button (go to step 9)





When <u>done adding classes</u> to the shopping cart, Review your classes and click "Proceed To Step 2 of 3"

To select classes for ar satisfied with your clas	nother te s selectio	rm, select the t	erm and select step 2 of 3.	Change. Whe	en you are		
Spring 2017 Credit Estr	ella Mour	atain Comm Coll	ene cha	ago torm			
				ige term			
		•	Open	Closed	🛆 Wait List		
Add to Carts	Spring	2017 Shopping	Cart				
Enter Class Nhr	Delete	Class	Days/Times	Room	Instructor	Units	Stat
enter	Î	ESL 011-0001 (18671)	MoWe 7:15PM - 8:30PM	Ocotillo LearnStudio 113	Staff	3.00	•
Search for Classes	î	ESL 012-0001 (18672)	MoWeFr 9:00AM - 9:50AM	Ocotillo LearnStudio 122	Staff	3.00	•
 My Requirements My Planner 	Î	ESL 026-0001 (18111)	MoWeFr 11:00AM -	Ocotillo LearnStudio	Staff	3.00	
coarch							



2 Confirm your classes, select "Finish Enrolling"

2.	Confirm o	lasses					
Fall	Select Finish E adding these	Enrolling to process y classes, select Cance Estrella Mountain C	your request for th el. omm College	e classes liste	d. To exit wit	hout	
			Open	Clos	ed 🛆 V	Vait Lis	st
	Class	Description	Days/Times	Room	Instructor	Units	Status



Verify you were registered in all of the classes you selected. Green check marks mean you were successfully enrolled.

🖌 🗸	uccess: enrolled	K Error: unable to add	d class
Class	Message		States
107 1981	Success: This class has been ad schedule.	ded to your	

• It is important to review you class schedule and know drop and withdrawal deadlines.

Status	5		Units	Grading		Gr	ade 🖌	Deadlines	
Enrolle	ed .	3.00		Standard Letter Grades				E.	
Class Nbr	Section	Component	Days & T	ïmes	Room	Inst	ructor	Start/End Date	UR
32815	0002	Lecture	MoWeFr 9 9:50AM	:00AM -	Ocotillo LearnStudio 119	Ann I Quind	Marie ones	08/21/2017 - 12/15/2017	8

- Review you textbook information.
- Also review you "Account Inquiry" for tuition deadlines.

Como Registrarse en Clases

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Ingrese a su cuenta usando su MEID y contraseña, Haga clic en el botón "Sign In"

		1
Passw	ord	
8		
	Sign In	
	Enable Accessibility	Node
	Forgot your MEID?	
	Forgot your password	2



Haga clic en "Add a Class"



El distrito de Los Colegios Comunitarios de Maricopa (cuyas siglas en inglés son MCCCD) es una institución EEO/AA y un empleador con igualdad de oportunidades para veteranos protegidos y personas con discapacidades. Todos los solicitantes calificados recibirán consideración para empleo sin considerar raza, color, religión, sexo, orientación sexual, identidad de género, u origen nacional. La falta de destrezas del idioma inglés no es un impedimento para admisión y participación en programas de educación Técnica del distrito.

El distrito de Los Colegios Comunitarios de Maricopa no discriminan con base a raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Si tiene preguntas sobre título IX/504, llama al siguiente número para comunicarse con el coordinador designado: (480) 731-8499. Para obtener información adicional, así como una lista de todos los coordinadores dentro del sistema de Colegios Comunitarios de Maricopa, visite: <u>http://www.maricopa.edu/non-discrimination</u>. Seleccioné el semestre en el cual se quiere registrar, y haga clic en "Continue"

e	ect Term		
le	ect a term then sel	ect Continue.	
	Term	Career	Institution
)	Spring 2017	Credit	Estrella Mountain Comm College
)	Summer 2017	Credit	Estrella Mountain Comm College
)	Fall 2017	Credit	Estrella Mountain Comm College
			CONTINUE

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Use el botón "Search" para buscar clases.

*Si ya sabe los 5 dígitos de la sección, tecle lo en la caja <u>Enter Class</u> <u>Nbr</u>, luego haga clic en el botón "Enter" (Saltar pasos 7 & 8)

Add Classes	
1. Select classes to	add
To select classes for an satisfied with your class	other term, select the term and select Change. When you are selections, proceed to step 2 of 3.
Spring 2017 Credit Estre	lla Mountain Comm College change term
	Open Closed 🛆 Wait List
Add to Cont bbA	Spring 2017 Shopping Cart
enter Class Nbr	Your enrollment shopping cart is empty.
Find Classes	
My Requirements	
O My Planner	
search	

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Tecle el prefijo (Ej. ESL, MAT, ENG) Si no sabe el prefijo, haga clic en el botón "Select Subject" para ver lista de prefijos.

*Si sabe los 3 dígitos del número de clase, tecle lo junto a la caja "is exactly"

Haga clic en el botón "Search"

Add Classes	
Enter Search Criteria	
Search for Classes	
Rio Salado College (4176) Fall 2017	
Select at least 2 search criteria. Select Search to view yo	our search results.
 ✓ Class Search Subject Course Number is exactly ✓ Show Open Classes Only □ Open Entry/Exit Classes 0 	*
Search by Day, Time, Instructor or Instruction Mode	
Search by General Education Value or Honors	
Search by Keyword or Credits	
Return to Add Classes	CLEAR

8

Revise el nombre del curso, Dias & Horas, y Fechas de reunión para verificar que es la clase que quiere registrar. Haga clic en el botón "Select"

			NEW SEAR	СН	MODIFY SEARCH	1			
s sectio	on(s) found								
				-					
	PS - Reading	English as a Seco	and I annuane II						
ESL 02	26 - Reading	a English as s Secc	ond Language II				*1		
ESL 02	26 - Reading	g English as s Secc	ond Language II	_			FI	nt 🛛 1-1 ,	., U
Class	26 Reading	Days & Times	teem	Instructor	Heeling Dates	Tupic	51 Status	View Books	# 2 U
Class 18111	Section 0001-L6C 00	Days & Times Mowrefr 11:00AM + 11:50AM	Room Deotilo JearnStudio 118	Instructor Staff	Meeting Dates 01/18/2017 - 05/12/2017	Topis	Status	View Books View Booka	select
Class 18111	Section 0001-LEC 20	Days & Times Moviefr 11:00AM • 11:50AM	Ream Cootilo sernStudio 118	Instructor Staff	Meeting Dates 01/18/2017 - 05/12/2017	Tupis	Status	rst II 1-2 o View Books View Books View	select
Class 18111 Class	Section Section Section	Days & Times Days & Times Mower: 11:00AM - 11:50AM Days & Times	Room	Instructor Staff	Heeling Dates 01/18/2017 - 05/12/2017 Heeting Dates	Tupic Topic	Status Status Status	View Books <u>View</u> Books	selec

9

Revise la información del curso una vez mas. Haga clic "next" para agregar el curso a la <u>carreta*</u> *Agregar una clase a su carreta <u>NO</u> la/o registra en la clase

Searc	h for Clas	ses					
Add to	o Shoppin	g Cart - Enro	llme	ent Pref	eren	ices	
Spring 20)17 Credit E	Estrella Mountain Co	omm (College			
ESL 02	6 - Reading	ESL II					
Class Pr	eferences						
ESL 026	-0001 L	ecture Open		Wait List		Wait list if	class is full
Session	Dynamic F)ated		Permissio	n Nbr		
Career	Credit			Grading		Standard Lett	er Grades
Enrollme	nt Informatio	n		Units		3.00	
•	Prerequisites: placement tes "C" or better ir permission of	Appropriate ESL score, or grade of ESL/RDG016, or Instructor.				CANC	EL NEXT
Section	Component	Days & Times	1	Room	1	instructor	Start/End Date
0001	Lecture	MoWeFr 11:00AM - 11:50AM	Ocoti Learr 118	llo nStudio	Staff		01/18/2017 - 05/12/2017

Si le gustaría <u>agregar otra clase</u> a su carreta, haga clic "Search" y repita pasos 6-9.

* Si ya sabe los 5 dígitos de la sección, tecle lo en la caja <u>Enter</u> <u>Class Nbr</u>, luego haga clic en el botón "Enter" (vaya la paso 9)

Add Classes					- 1			
1. Select classes to	add							
To select classes for and satisfied with your class	other ter selectio	m, select the te ns, proceed to	erm and select (step 2 of 3.	Change.	When	you are		
V ENG 102 has been	added (to your Shopp	ing Cart.					
Fall 2017 Credit Rio Sal	ado Coll	ege	ch	ange te	rm			
			Open	Close	d	▲ Wait List		
Add to Cart: *	Fall 20	17 Shopping C	art					
Fitter Class Nbr	Delete	<u>Class</u>	Days/Times	Room		Instructor	<u>Units</u>	<u>Status</u>
Find Classes	Î	ENG 102-0003 (12358)		Print Ba	ased	Staff	3.00	•
• Search for Classes								
O My Requirements								
O My Planner								
search								
					PRO	CEED TO ST	TEP 2 C	DF 3

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Cuando termine de agregar clases a su carreta, Revise sus clases y haga clic "Proceed To Step 2 of 3"

1. Select classes to	add					_	
To select classes for an satisfied with your class	other te s selectio	rm, select the to	erm and select step 2 of 3.	Change. Whe	en you are		
Spring 2017 Credit Estre	ella Mour	ntain Comm Coll	ege cha	nge term			
		•	Open	Closed	🛆 Wait List		
Add to Cart:	Spring	2017 Shopping	Cart				
Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Stati
enter	Î	ESL 011-0001 (18671)	MoWe 7:15PM - 8:30PM	Ocotillo LearnStudio 113	Staff	3.00	•
Search for Classes	Î	ESL 012-0001 (18672)	MoWeFr 9:00AM - 9:50AM	Ocotillo LearnStudio 122	Staff	3.00	•
 My Requirements My Planner 	Î	ESL 026-0001 (18111)	MoWeFr 11:00AM - 11:50AM	Ocotillo LearnStudio 118	Staff	3.00	•

12 Confirme sus clases, haga clic el botón "Finish Enrolling"

2. Confirm c	lasses					
Select Finish E	nrolling to process y	our request for th	e classes listed	d. To exit wit	hout	
adding these o	classes, select Cance	el.				
Fall 2016 Credit	Estrella Mountain Co	omm College				
		Open	Clos	ed Av	Vəit Lie	+
		Open	Clos	ed 🛆 V	Vait Lis	t
Class	Description	Open	Clos	ed 🛆 V	Vait Lis Units	t
Class ACC 121-0001 (21002)	Description Income Tax Preparation (Lec & Lab)	Open Days/Times TuTh 2:30PM - 5:10PM	Clos Room Ocotillo LearnStudio 111	ed V Instructor K. Song	Vait Lis Units 3.00	statu

Verifique que fue registrada/o en todas las clases que selecciono. Una marca de verificación verde significa que fue registrada/o exitosamente.

✓ s	uccess: enrolled	X Error: unable to add	d class
Class	Message		Stature
107 1001	Success: This class has been ad schedule.	ded to your	

• Es importante revisar su horario y saber las fechas de plazo para dar de baja o retirarse del curso.

Status	5		Units	Grading		Grade	Deadlines	
Enrolle	ed .	3.0	0	Standard Letter Grades	I		Ē	ノ
Class	Section	Component	Days &	Times	Room	Instructor	Start/End Date	URL

- Revise la informacion de los libros.
- Tambien revise "Account Inquiry" para costo de matriculación y la fecha de plazo.