How to Make Your Schedule Online

STEP 1: Go to the *My*WCC Portal – **HTTPS://MYWCC.SUNYWCC.EDU** – and, under **"SIGNON"**, put in your **"USER ID"** and **"PASSWORD"**. (If you have not already created your USER ID and PASSWORD previously, that *must* be done first!)
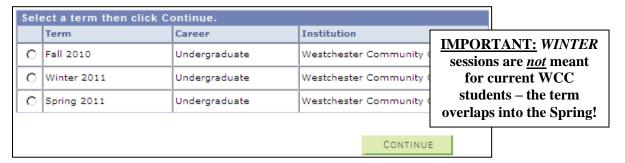
Once you've successfully logged into your Home Page, in the second column under the Student Center box, you will see the following box:

STEP 2: Under the **"ACADEMICS"** portion of your Student Center, click on the **"ENROLLMENT SHOPPING CART"** link.

STEP 3: Select the term you're registering for and press the **"CONTINUE"** button to advance.

IMPORTANT: *WINTER* **sessions are *not* meant for current WCC students – the term overlaps into the Spring!**
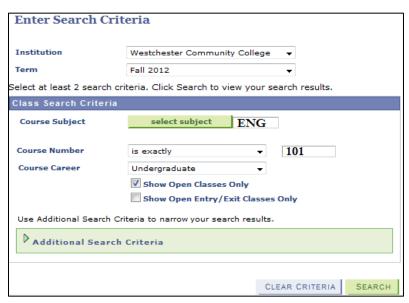
STEP 4: On the **"SELECT CLASSES TO ADD"** page, use the green **"SEARCH"** button to look up courses. This will bring you to the **"ENTER SEARCH CRITERIA"** page.
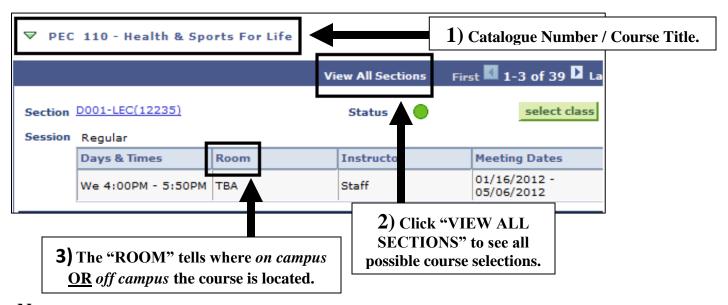
Enter Search Criteria:

STEP 5: In the **"COURSE SUBJECT"** field, click the green **"SELECT SUBJECT"** button for an alphabetical list of courses.

Enter Search Criteria

Institution	Westchester Community College ▾
Term	Fall 2012 ▾

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	select subject	**ENG**
Course Number	is exactly ▾	**101**
Course Career	Undergraduate ▾	
	☑ Show Open Classes Only	
	☐ Show Open Entry/Exit Classes Only	

Use Additional Search Criteria to narrow your search results.

▷ Additional Search Criteria

CLEAR CRITERIA   SEARCH

STEP 6: Once you've selected the desired Course Subject, click the green **"SEARCH"** button to continue.

STEP 7: The **"SEARCH RESULTS"** page will give you all *available* class sections for that department, both on and off campus selections. Make sure to pay attention to the following:

▽ **PEC 110 - Health & Sports For Life**   ◀━━━ **1) Catalogue Number / Course Title.**

	View All Sections	First ◀ 1-3 of 39 ▶ La

Section D001-LEC(12235)   **Status** ●   select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
We 4:00PM - 5:50PM	TBA	Staff	01/16/2012 - 05/06/2012

2) Click "VIEW ALL SECTIONS" to see all possible course selections.

3) The "ROOM" tells where *on campus* **OR** *off campus* the course is located.

Note: *Off Campus* courses will be identifiable under Room and will specifically give the extension center – **Center for the Arts, Cross County Yonkers, Roosevelt, Mt. Vernon Extension, Ossining Extension, Peekskill Extension, Port Chester MS, Lakeland High School, Mahopac HS, Blessed Sacrament HS**. If a Room says **"TBA"** the course will be offered *On Campus*: **"Online Education"** means just that, *Online*.

STEP 8: When you've found the section which best fits your schedule, click the green **"SELECT CLASS"** button to add the class to your Shopping Cart – confirm your selection by pressing the green **"NEXT"** button. You will be directed back to the Select Classes to Add page – *repeat Steps 1-7 to add more classes!*

<table>
<tr><td rowspan="4">

Each class you select appears in the "SHOPPING CART"

NOTE: This is only a holding point – the classes have not yet been officially submitted for registration.

Classes are not lost if you log out of PeopleSoft before submitting the courses – they're saved!

</td></tr>
</table>

d to Cart:

er Class Nbr [ ] enter

d Classes
◉ Class Search
○ My Planner

search

Spring 2012 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
☐	MATH 92-D001 (11754)	MoTuWeTh 8:00AM - 8:50AM	TBA	Staff		🟢
☐	READ 105-D001 (10310)	TuWeFr 9:00AM - 9:50AM	TBA	L. MURPHY	3.00	🟢

for selected: [delete] [validate] [enroll]

STEP 9: Once all your classes have been placed in the Shopping Cart, in order to make sure there are no time conflicts, academic or financial holds, or prerequisite issues, etc., select all the check boxes under **"SELECT"** and click **"VALIDATE"**. **This DOES NOT mean you're enrolled!** Make sure to *read* the **"MESSAGE"** boxes if you see a ❌ in the **"STATUS"** section. You must speak with an Academic Counselor if this occurs. If the ❌ is referring to *a time conflict*, you must adjust this yourself!

STEP 10: To get back to your Shopping Cart from the Validate page click the green **"SHOPPING CART"** button.

STEP 11: If you are ready to enroll, select all the check boxes under **"SELECT"** and click **"ENROLL"**.

NOTE: *If there is a hold on your account you will not be able to proceed past this point. Please ask for help from a designated Assistant/Counselor.*

STEP 12: The final step will be to **"CONFIRM CLASSES"**: Click the green button **"FINISH ENROLLING"**. If the registration was successful the **"VIEW RESULTS"** screen will either display a ✅ confirming the successful addition of any course(s), or an ❌ illustrating the registration was successful.