

# **SLCC COURSE REGISTRATION**

## **GUIDE**

1. GO TO THE WEBSITE [WWW.SLCC.EDU/CONCURRENTENROLLMENT](http://WWW.SLCC.EDU/CONCURRENTENROLLMENT)
2. LOG IN TO YOUR MYSLCC ACCOUNT
3. CLICK ON THE REGISTRATION LINK NEAR THE TOP OF THE PAGE
4. A BLUE BOX SHOULD POP UP- CLICK ON THE BLUE BOX
5. THE SLCC SERVICE BANNER SHOULD NOW APPEAR. USING THE DROP-DOWN MENU ON SELECT A TERM CHOOSE FALL 2020 AND SUBMIT
6. THE STUDENT FINANCIAL RESPONSIBILITY PAGE SHOULD NOW APPEAR. THIS IS AN AGREEMENT BETWEEN THE STUDENT AND SLCC STATING THAT YOU WILL AGREE TO PAY THE \$5 PER CREDIT HOUR. SCROLL TO THE BOTTOM OF THE PAGE AND ENTER YOUR S NUMBER (BE SURE TO INCLUDE THE S) AND THEN CLICK I AGREE.
7. A CONTACT INFORMATION PAGE SHOULD NOW APPEAR- IF YOU HAVE ALREADY FILLED THIS OUT YOU WILL NEED TO REVIEW THE INFORMATION AND BE SURE IT IS CORRECT. IF YOU HAVE NOT ALREADY FILLED OUT THE INFORMATION YOU WILL NEED TO FILL IT OUT AND THEN CLICK SUBMIT.
8. A REGISTRATION PAGE SHOULD NOW APPEAR. NEAR THE TOP LEFT HAND SIDE, YOU SHOULD SEE A LINK TITLES "ADD/DROP CLASSES". CLICK THERE-
9. ON THE NEXT PAGE YOU WILL AGAIN SELECT A TERM- USE THE DROP-DOWN MENU TO CHOOSE FALL 2020 AND SUBMIT

10. ON THE NEXT PAGE IT WILL SAY "REGISTER FOR CLASSES" AT THE TOP. THE SECOND TAB IN SAYS "ENTER CRN" CLICK TO OPEN THIS TAB
11. ON THIS SCREEN ENTER THE CRN CODE GIVEN YOU BY YOUR CLASS INSTRUCTOR. BE SURE TO PUT IN THE CORRECT CODE AS EACH TEACHER AND EACH CLASS PERIOD WILL HAVE THEIR OWN SEPARATE CODES.
12. CLICK ON THE BUTTON THAT SAYS "ADD TO SUMMARY"
13. NOW AT THE BOTTOM RIGHT HAND CORNER OF YOUR SCREEN A SMALLER BOX WILL APPEAR. IN THIS BOX SHOULD BE A DESCRIPTION OF THE CLASS YOU ARE TRYING TO REGISTER INTO. A BLUE BOX AROUND THE WORD "PENDING" WILL APPEAR TO THE SIDE OF THE COURSE DESCRIPTION. TO THE RIGHT OF THAT THERE SHOULD BE A GREEN BOX WITH THE PHRASE "WEB REGISTERED" WILL ALSO APPEAR.
14. AFTER REVIEWING THIS INFORMATION AND BEING SURE IT DISPLAYS THE CORRECT COURSE THEN NOW CLICK SUBMIT AT THE BOTTOM OF THE SCREEN.
15. WAIT A MOMENT FOR THE SYSTEM TO UPDATE.
16. WHEN THE BLUE PENDING BOX DISAPPEARS AND ONLY THE GREEN WEB REGISTERED BOX IS LEFT THEN THE PROCESS IS COMPLETE AND YOU ARE SCHEDULED TO TAKE THE COURSE AND RECEIVING COLLEGE CREDIT THROUGH SLCC.
17. \*IF WHEN YOU CLICK SUBMIT AT THE BOTTOM OF THE PAGE, AN ERROR MESSAGE OCCURS THEN PLEASE CALL THE CONCURRENT ENROLLMENT OFFICE AT 801-957-6344 FOR FURTHER ASSISTANCE IN REGISTERING. \*