COAST COMMUNITY COLLEGE DISTRICT

Waitlist User Guide

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How to Use Waitlist Functionality

Log-in to MyCCC, MyGWC, or MyOCC (mycoast.cccd.edu)

	myOCC my	my Coast Community Coast College Distra
Secure Access Login User Name: Password: Login Cancel Note: Accounts not used after one year (365	WELCOME TO MySITES: MyOCC, MyGWC, MyECC and MyCoast Students, Faculty and Administrative staff of the Coast Community College District will login to this secure site to access the following resources: Email, Registration Services, Online Classes, Transcripts and more.	NEED AN ACCOUNT? To receive an account, you must first apply to your college. APPLY TO OCC APPLY TO GWC APPLY TO CCC FREQUENTLY ASKED QUESTIONS
Construction Cons	COASTLINE COMMUNITY COLLEGE Technical Support	IE& Browser Compatibility Issues? What is my User Name and Password? What do I do if I forgot my password? MySite Password reset and Iogin How did my account get locked (temporal suspended)? What should I do if my account is locked (disabled)? How do I restore my MySite account if it has been deleted? Do I need to Iog off? Why is it asking for my User ID and PIN when I'm already logged in ? Alternate Email for Password Recovery (IEW)
MYSITES SCHEDULED MA MyStes will be unavailab Daity: 4: Sundays SPRING 2011 Friday mornings: 6am-10am on the following dates: Insurance 70 and 71 df	INTENANCE DATES & TIMES le during these times (PST): UBan - Sam 2 am - Sam SUMMER 2011 Friday mornings: Bam-10am on the following dates: keen bort and CPD	What drowsets are comparative with physics : How to Use Wallist 1998-TRAV's How to Use Touchhet Payments How to Set Up Alternate Email Password Recovery (NEW) More FAQ: Off-Campus Access Questions Registration Questions
Jenuary r/h nin2/13f February Hit and 18th March Hit and 18th April Sh and 22hd May 6th and 20th	June and and 1 fth July Bth and 22nd August 5th and 19th	Fee Payment Questions Transcript Questions Granit / Email Questions All FAQ >

Click on the Student tab - If the CRN of the course to waitlist is not known, click on the Look Up Classes link on the Student tab – If the CRN of the course to waitlist is known, go to page 7:



Select a Term from the drop-down menu and click Submit:

Select Term or Date Range

CCC Military/Contract Ed = Coastline Contract Education									
CCC = Coastline Community College									
GWC = Golden West College									
OCC = Orange Coast College									
Search by Term:									
OCC Spring 2010									
K									

Two options are available – Course Search or Advanced Search

Course Search: Select a Subject (required) then click Course Search (instructions on Advanced Search starts on page 4): Personal Information Students Faculty Services Employee WebTailor Administration Finance

Search Go	RETURN TO MENU	SITE MAP	HELP	EXIT
Look Up Classes		Oct 06, 2	OCC Fal 2011 11:	2011 56 am
To select multiple subjects, hold dow	n the 'Ctrl' key and click each subject. At least one subject must be selected.			
Subject: Accounting Airline Travel Careers Allied Health Anthropology Architecture Art Astronomy Aviation Maintenance Tech Aviation Pilot Training Biology Course Search Advanced Se	earch			

[Week at a Glance | Student Detail Schedule | View Holds]

List of Subject options display. Select "View Sections" next to desired option:

Personal I	nformation Student	Faculty Services Empl	loyee WebTailor Administration	Finance	
Search	Go			RETUR	IN TO MENU SITE MAP HELP EXIT
Look l	Jp Classes				OCC Fall 2011
			/	1	Oct 06, 2011 11:56 am
OCC Fall 2	011				
Accounti	ing				
A101	Financial Accountin	g	View Sections		
A102	Managerial Account	ing	View Sections		
A110	Accounting Info Sy	's 1	View Sections		
A111	Federal Income Tax	K	View Sections		
A112	Acct with QuickBoo	ks	View Sections		
A117	Mas 90/Mas 200		View Sections		
A119	Payroll		View Sections		
A210	Cost Accounting		View Sections		

Advanced Search: Click Advanced Search:

Personal Information Student Faculty Services Employee WebTailor Administration Finance				
Search Go	RETURN TO MENU	SITE MAP	HELP	EXIT
Look Up Classes	-	0 Oct 06, 20	0CC Fall 111 11:5	2011 56 am
Subject: Accounting Airline Travel Careers Allied Health Anthropology Architecture Art Asiation Maintenance Tech Aviation Pilot Training Biology				

[Week at a Glance | Student Detail Schedule | View Holds]

Select a Subject (required) and any other options desired, then click on one of the Section Search buttons:

Advanced Search	h	C00263994 Paula S. Fullerton OCC Fall 2011
`		Oct 06, 2011 11:58 am
Section Search Rese	s to search the class schedule. You may choose any combination of fields to narrow your search, but you when your selection is complete. set	must select at least one Subject.
Subject: Accounting Airline Travel Career; Allied Health Anthropology Architecture Art Astronomy Aviation Maintenanc Aviation Pilot Trainin Biology	ars ars ince Tech ing	
Course Number:		
Title:		
Schedule Type:		
Instructional Method:	All Cable, CCC only Lab	
Credit Range:	hours to hours	
Part of Term: Non-date based courses only	Ily Extended Term ■ First Half Term ■	
Instructor:	All Adams, Rebecca Ann Adam, Amina H	
Session:	All All Day Evening	
Attribute Type:	All CSU A1 Oral Communications SCSU A2 Written Communications	
Start Time:	Hour 00 💌 Minute 00 💌 am/pm am 💌	
End Time:	Hour 00 🗙 Minute 00 💙 am/pm am 💌	
Days:	Mon Tue Wed Thur Fri Sat Sun	
Section Search Rese	set	

The Sections Found area of the Look Up Classes page displays.

Note: Waitlists become available when class seat counts meet capacity. The "Select" checkbox will remain available for registration until both the class seat counts AND the waitlist seat counts meet capacity (i.e. "Closed - C"). These numbers will fluctuate due to drops, so the same CRN that was closed an hour ago may now have a waitlist seat open, so you may want to check back. The example below is for demonstration purposes only.

Classes with lecture/lab co-requisites will have a waitlist option on the lab section only and NOT on the lecture section. Also, certain impacted program classes may not have a waitlist option at all (example: classes in nursing, allied health, etc.)

Click on the Select checkbox for the specific CRN and then click on the Register button:

Search	ו			Go									RI	ETURN TO MENU	SITE MAP	HELP EX
_00	k Up	o Cla	isse	s											C Oct 06, 20	CC Fall 20 11 11:57 a
Sele	ct the	box in '	front o	f the CRN	(C ider	ntifies a closed (class) a	nd choose Re	egiste	r or	Add	to W	orksheet.			
For	course	require	ments,	, click on t	he CRM	l to list any co-	requisit	e or pre-requ	iisite	infor	matio	n				
Not	e: If th	e CRN (display	s capacity	in two	lines, that CRM	l is cros	slisted.								
Sectio	ns Foi	ind														
Accou	inting	arrea														
Select	CRN	Subj	Crse	Sec Cmp	Cred	Title	Days	Time	Сар	Act	WL Cap	WL Act	Instructor	Date (MM/DD)	Location	Attribu
	20005	ACCT	A101	001 0	4.000	Financial Accounting	MW	08:00 am- 10:35 am	44	44	30	0	Paula S. Fullerton (P), Douglas H. Johnson	08/27- 12/18	BUS ED 10	2
	20006	ACCT	A101	002 0	4.000	Financial Accounting	TR	09:35 am-	45	45	30	0	James M. Sugden (P)	08/27-	BUS ED 10	3
3	24283	ACCT	A101	003 0	4.000	Financial Accounting	MW	09:35 am-	40	38	30	0	Cynthia Jean W. Ely (P), Card	ol 08/27- 12/18	BUS ED 11	0
	20011	ACCT	A101	004 0	4.000	Financial Accounting	TR	11:10 am- 01:45 pm	65	65	30	0	Edward G. Fratantaro (P), Carol E. Barnes	08/27-	BUS ED 10	8
	20012	ACCT	A101	005 O	4.000	Financial Accounting	TR	04:15 pm-	115	115	5 60	0	Mary K. Thayer (P), Sandra Stanich	08/27-	SCIENC HAU	
	20013	ACCT	A101	006 O	4.000	Financial Accounting	MW	06:30 pm-	115	115	5 60	0	Arabian Z. Morgan (P)	08/27-	CHEM 214	
	20015	ACCT	A101	007 0	4.000	Financial Accounting		тва	45	42	30	0	Geoffrey W. Hurst (P), Carol E. Barnes , Carol L. Flowers	08/27- 12/18 12/18	OCCOFF ONLINE ONLINE	
	20389	ACCT	A117	L02 O	2.000	Mas 90/Mas 200	т	06:30 pm- 08:30 pm	40	38	30	0	ТВА	08/27- 12/18	COMP C 101	
								тва					ТВА	08/27- 12/18	OCCOFF ONLINE	
	22945	ACCT	A119	001 O	3.000	Payroll	W	06:45 pm-	40	40	30	0	Cynthia D. Koui (P)	08/27-	MATH W	
	23371	АССТ	A210	001 O	3.000	Cost	W	06:30 pm-	40	40	30	0	James M. Sugden (P)	08/27-	BUS ED	
	23372	ACCT	A218	001 0	3.000	Auditing	М	06:00 pm- 09:10 pm	40	37	30	0	Jeanne M. Neil (P)	08/27- 12/18	BUS ED	
Regis	ter	Ac	dd to \	WorkShee	t	New Search										

RELEASE: 8.5.1

[Week at a Glance | Student Detail Schedule]

Registration Add Errors displays – Select Waitlisted from the Action dropdown menu. Click Finalize Add/Drop:

Registration Add Errors														
Status	Action	CRN S	Subj Crse	Cred	Grade I	Mode	Title							
Closed - 0 Waitlisted	None 🔽	21339 [DANC A101	001	OCC Un	dergraduate	1.000	Standar	d Letter	Moderr	Dance 1			
Add Classes Wor	None Waitlisted													
IMPORTANT: Registra Class Program.	ition Adds and	Drops will	l not be fina	alized (until you	click "Finalize	Add/C	rop". Ver	ify all Ad	ds and (Drops by p	rintin	g a <u>Stu</u>	<u>dent</u>
		Sele	ect Waitliste	ed fror	n the									
CRNs		Action	n drop-dow	n mer	nu and									
		Cilc	ck Finalize	Add/D	rop]		
Finalize Add/Drop Class Search Reset Worksheet														
[View Holds Account Detail for Term]														

The class will now be listed as waitlisted on your Current Schedule:

Current Schedule

Status		Action		CRN	Subj	Crse	Cred	Grade Mode	Title
Waitlisted on Jul 20	, 2010	None	*	21339	DANC	A101	0.000	Standard Letter	Modern Dance 1
Total Credit Hours: Billing Hours:	0.000			,	Clas waitlis	s now ted - i	, 10		
Minimum Hours: Maximum Hours: Date:	0.000 19.000 Jul 20,	2010 11:18 am		_	fees a	sess	ed		

Placement on a waitlist is also viewable on Self-Service via the Student Detail Schedule in the Student Menu – fees for the waitlisted class(es) are not assessed. Select the Add or Drop Classes option in the Registration Tools channel:



Select a Term from the drop-down menu and click Submit:

Registration Term

CCC Military/Contract Ed = Coastline Contract Education
CCC = Coastline Community College
GWC = Golden West College
OCC = Orange Coast College
Select a Term: CCC Fall 2010
Submit
RELEASE: 8.1

On the Add or Drop Classes page – Your current schedule will display - scroll down to the Add Classes Worksheet area of this page to enter the CRN for the class(es) to waitlist. Click Finalize Add/Drop:

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be										
CRNs	Add CRN an Finalize A	nd click on Add/Drop								
45864										
Finalize Ad	ld/Drop	Class Search								

Registration Add Errors displays – Select Waitlisted from the Action dropdown menu. Click Finalize Add/Drop:

ጰ Registration Ad	d Errors												
Status	Action	CRN S	Subj Crse	Cred Grade I	Mode	Title							
Closed - 0 Waitlisted	Waitlisted 🚩	45864 8	BUS G100	001 GWC Ur	ndergradu	ate 3.000	Standard Lett	er Intro	oduction [·]	To Bus	iness		
Add Classes Wor	ksheet	1											
IMPORTANT: Registra	tion Adds and D	rops wil	ll not be fin	alized until you	click "Fina	alize Add/Dr	op". Verify all	Adds ar	nd Drops b	y printi	ng a <u>Studer</u>	nt Clas	<u>Program</u> .
			Selec	Waitlisted fro	m the								
CRNs			a	n drop-down n Id click Finaliz	e								
			-	Add/Drop]]		[
Finalize Add/Dro	p Class	Search	R	set Workshee	t C	Pay No	w						

The class will now be listed as waitlisted on your Current Schedule:

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade Mode	Title
Registered on May 11, 2010	None 🗸	41066	CJ	G070	4.000	Pass/No Pass	Sergeant Supervisory/LE
Waitlisted on Jun 18, 2010	None 🗸	45864	BUS	G100	0.000	Standard Letter	Introduction To Business
Total Credit Hours: 4.000Billing Hours: 4.000Minimum Hours: 0.000Maximum Hours: 9.000Data:Data:Data:Data:	w fe	Class n aitlisted es asse	iow d - no essed				

Placement on a waitlist is also viewable on Self-Service via the Student Detail Schedule in the Student Menu – fees for the waitlisted class(es) are not assessed.

Student Detail Schedule

Introduction To Busi	ness - BUS G100 - 001
Associated Term:	GWC Summer 2010
CRN:	45864
Status:	Waitlisted on Jun 18, 2010
Waitlist Position:	1
Notification Expires:	
Assigned Instructor:	
Grade Mode:	Standard Letter
Credits:	0.000
Level:	GWC Undergraduate
Campus:	Golden West
Scheduled Meeting T	imes
Type Time	Days HRs/Week Where Date Range Schedule Type Instructors
Class 11:00 am - 12:00) pm M 1 TBA Jun 21, 2010 - Aug 01, 2010 Schedule TBA

Web Schedule Bill

Coast Community College District

Coast Community College District Student Schedule/Bill GWC Summer 2010

18-JUN-2010

Schedule for

Crn	Subj	Crse	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
41066	S CJ	G070	Sergeant Supervisory/LE	4.0	01-JUL-10	30-JUN-11	8:00-12:00pm	MTWRF	CR JUS	113
					01-JUL-10	30-JUN-11	1:00- 5:00pm	MTWRF	CR JUS	113
Waitli	isted Co	urses								
45864	4 BUS	G100	Introduction To Business	0.0	21-JUN-10	01-AUG-10	11:00-12:00pn	n M		
Additi	ional Info	ormati	on							
Crn	Subj Cra	se	Instructor	E	mail	Ret Dea	fund Las dline V	t Day to Drop Vithout a W	Last Day to With a) Drop W
41066	CJ					06-A	UG-10	19-OCT-10	01-APR-	11

Account Information

It is the student's responsibility to drop class(es) by	Acc	ount Summary for	A	
who remain enrolled after the refund deadline are	GWC Sumr	mer 2010	Account Balance:	\$601.00
not eligible for a refund and remain financially responsible for payment of fees even if they drop the	Detail Code	Description	Charge Payment	Balance
class or are dropped by their instructor.	2CJ	GWC Materials Criminal Justice	\$52.00	\$0.00
Payment is due immediately upon registration	2ERL	GWC Enrollment Fee	\$104.00	\$0.00
Please refer to the class schedule for payment	2TRN	GWC Transcript Charge	\$3.00	\$3.00
options and financial aid or visit the college website	9MC	CCCD MasterCard Payment	-\$296.00	\$296.00
optione and interior and or not the conege website.		Term Charges	s: \$159.00	
Annual free menu secult in using sources being		Term Credits :PAYMENTS	s: -\$296.00	
Any unpaid lees may result in your courses being		Term Balance	:	\$299.00
dropped or a financial hold placed on your record.			Previous Balance:	\$302.00
Your full payment of fees due secures your seat in			Account Balance:	\$601.00
the class(es). Financial aid students must pay all				
fee balances due at the time of registration in order				
to avoid being dropped.				

Students on the waitlist will be notified when a seat becomes available via their Coast District assigned student email account

(yourID@student.cccd.edu). The e-mail will include the CRN, available timeframe and instructions - similar to the **sample** e-mail below. Students will have a limited amount of time from when the e-mail is sent to register and pay fees. If you do not see this e-mail in your inbox, check your SPAM folder (see page 27 for instructions). You may also want to consider adding Coast Community College District e-mail addresses to your "Safe Senders List" (see page (see page 28 for instructions).

Dear Jennifer :

You are on a registration waitlist for 201023, CCC Fall 2010 for Physical Education C101 (CRN 81779)

There is now a space available and you have the opportunity to register for this section

IF YOU WANT TO REGISTER FOR THIS SECTION, YOU MUST DO SO BY: 22-JUL-2010 11:33 AM

TO REGISTER, GO TO mycoast.cccd.edu, navigate to the Add or Drop Classes page and either REGISTER or DROP THE COURSE. You will need to choose an option from the Action drop-down list beside the course and click on FINALIZE ADD/DROP.

If you are waitlisted for a course which requires an accompanying linked course, you must choose an action for BOTH courses BEFORE clicking on FINALIZE ADD/DROP.

Make sure to click on PAY NOW when you're finished as fees are due immediately, otherwise you may be dropped for non-payment.

IF YOU DO NOT WISH TO REGISTER FOR THIS SECTION, go to mycoast.cccd.edu AND DROP IT! The next person on the waitlist will then have a chance to register.

If you do not register by the deadline above, you WILL BE DROPPED FROM THE WAITLIST for this section and we will notify the next person on the waitlist. You WILL NOT receive a notification of this action.

If you encounter technical difficulties and would like to speak with a staff member, call the Admissions & Records Office at 714-241-6176 during the following hours: Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 2:00 pm.

For more information, go to the Class Schedule or CCC's Registration page at <u>www.coastline.edu/departments/admissions/</u>

Thank you, Coastline College Registrar's Office

There will be no action taken and no response made to replies received.

After the e-mail is sent, your Student Detail Schedule will now display your waitlist position as 0 and your expiration date/time :

Student Detail Schedule

Total Credit Hours: 4.000

Introduction To Busi	ness - BUS	5 G100 - 00	01							
Associated Term:	GWC Sum	mer 2010								
CRN:	45864									
Status:	Waitlisted	on Jun 18, 2	2 <mark>010</mark>							
Waitlist Position:	0									
Notification Expires:	Jun 19, 20	10 11:40 an	n							
Assigned Instructor:										
Grade Mode:	Standard L	etter								
Credits:	0.000									
Level:	GWC Unde	rgraduate								
Campus:	Golden We	st								
Scheduled Meeting T	imes									
Type Time	Days	HRs/Week	Where	Date Range			Schedule	Туре	Instruc	tors
Class 11:00 am - 12:00	0 pm M	1	тва	Jun 21, 2010	- Aug 01,	2010	Schedule		тва	

You must either Drop the CRN or Enroll in the CRN:

Drop the CRN by changing the Action drop-down menu to Drop before the notification expires, then click on Finalize Add/Drop. You will be dropped from the waitlist.



Enroll in only the CRN in the notification by changing the Action dropdown menu from Waitlisted to Web Registered before your notification expires (if you are waitlisted for a course which requires a co-requisite (i.e. lecture/lab), you must choose an action for BOTH courses), then click on Finalize Add/Drop. Click on Pay Now and pay any outstanding balance (otherwise you may be dropped for non-payment). Drops for unpaid registration fees will also result in being dropped from all waitlists.

Current Schedule

Status	Action	CRN Subj	Crse Cred Grade Mode	Title
Registered on May 11, 201	None 🗸	41066 CJ	G070 4.000 Pass/No Pass	Sergeant Supervisory/LE
Waitlisted on Jun 18, 2010	None	45864 BUS	G100 0.000 Standard Lette	r Introduction To Business
Total Credit Hours: 4.000 Billing Hours: 4.000 Minimum Hours: 0.000 Maximum Hours: 9.000 Date: Jun 18, 2010 Add Classes Worksheet	None Drop **Web Registered** Re-Add the Course	← /	Notice received - chang Action drop-down to We Registered and click o Finalize Add/Drop - fees be assessed and are du immediately - click on P Now and complete payme process, otherwise your be dropped for non-paym	je jeb n will ie ay ent nay ent.
IMPORTANT. Registration Adds an	d brops will not be indalize		k Pinalize Add/Drop . Venry .	an Adds and Drops by printing
CRNs				
Finalize Add/Drop	ass Search Reset	Worksheet	Pay Now	

Current Schedule

Status		Action	CRN	Subj	Crse	Cred	Grade Mode	Title
Registered on	May 11, 2010	None 🗸	41066	CJ	G070	4.000	Pass/No Pass	Sergeant Supervisory/LE
**Web Registered*	** on Jun 18, 2010	None 🗸	45864	BUS	G100	3.000	Standard Letter	Introduction To Business
Total Credit Hours: Billing Hours: Minimum Hours: Maximum Hours: Date:	7.000 7.000 0.000 9.000 Jun 18, 2010 11:5	4 am	After State	Finali us cha Regi	ze Ado inges f istereo	d/Drop to Web d		

Account Detail for Term

Jun 18, 2010 11:55 am

Review your charges and payments for the term then click on the "pay now" button to submit payment via credit card. To make a payment by check or money order, mail your payment to the Registration Office (address printed in the class schedule) or drop your payment off in the Registration Office. Make sure to write your student ID# on your check or money order. The account balance reflects all charges and credits on student accounts within the Coast Community College District (Coastline, Golden West, and Orange Coast).

PAYMENT POLICY: Payment in full is due immediately upon registration. If payment is not received, students may be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. <u>CCC GWC OCC Coastline Military Attn</u>: Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

To purchase a parking decal, click on "Purchase Parking Decal" on the "Quick Links" box on the home tab.

Credit balances will be automatically refunded by check beginning the third week of the term. Please visit the college website or printed class schedule for specific information regarding the refund policy.

201012 GWC Summer 2010 Term Detail

Item Date Charge Payment Balance Pay Now Detail Code Description

On the Credit Card Payment page, the following will display:



Followed by a pop-up redirect window

🚖 🏟	O Login Page	🙆 👻 🗟 🝸 🖶 Page 👻 🎯	Tools - '
			·
		Please wait while we load your information	

Then single sign-on to our secure credit card processing site (secure.touchnet.com) – click on Make a Payment link:

	Important Information Log Out Logged in as:
My Account Payments	
Account Payment Payment History	
Account Payment Account Payment Current balance includes activity since your last statement, including recent payments an Current Balance: \$216.00 Make a Payment	d new charges.

Select Term(s) to pay by on clicking the box(es) next to the Term description and then click Continue.

NOTE: Payment in full is due immediately upon registration. If you choose to only pay for one term, you will be dropped from the other term, provided the term has not already begun. For additional information, see the specific drop policy for each college at <u>CCC GWC OCC Coastline Military</u>.

	GOLDEN WEST COLLECE	CONST 2	Co	ast Community College District		Important Information Log Out Logged in as:
My Account	Payments					
Account Paymen	t Payment History					
Account P	ayment					
Amou	int	Payment Me	thod	Confirm	nation	Receipt
Select Payr	nent					
• Pay by te	erm:			Payment Date:	9/20/11	
000 🔽	Fall 2011	\$108.00	\$108.00	Memo:		
GWC Continue	Fall 2011	\$108.00	\$108.00			

Select Payment Method (Credit Card) and click on Select:

		St Community College District	Important Information Log Logged in as:
ly Account Payments	story		
Account Payment			
Amount	Payment Method	Confirmation	Receipt
Select Payment Method Payment amount: \$216.0 Payment method: Select Select Previou Credit	Payment Method Payment Method Card		
Credit Card - We accept the fo	BCcard		

ccount Payments			_	
unt Payment Payment History				
ccount Payment				
Amount Pa	ayment Method	Confirmation		Receipt
Select Payment Method				
Payment amount: \$216.00		Account Information *Indicates required fields		
Payment method: Credit Card	~	*Card account number:		
Select		*Name on card:		
Credit Card - We accept the following cr	udit carde	*Card expiration date:	09 🖌 2	012 💌
		*Credit card type:		*
		*Card Verification Value: (View example)		
		Cardholder Billing Inform	ation	
		*Billing address:		
		Billing address line two:		
		*City:		
		*State/Province:	Select S	tate/Province 👻
		*Postal code:		

Enter appropriate information and click on Continue:

Verify information on screen is correct and click Submit Payment:

ccount Payments			
unt Payment Payment	History		
ccount Payment			
Amount	Payment Method	Confirmation	Receipt
Submit Payment			
Please review the transaction	n details, then submit your payment.		
Payment date:	9.	/20/11	
Payment amount:	\$	216.00	
Payment type:	С	redit Card	
Card account number:	x	xxxxxxxxxx5454	
Name on card:			
Card expiration date:	0	9/12	
Credit card type:	N	lasterCard	
Billing address:	1:	370 Adams Ave	
City:	С	osta Mesa	
State/Province:	С	A	
Postal Code:	9.	2708	
E-mail:		.cccd.edu	

Payment processing page displays



Followed by the Payment Receipt page. A confirmation e-mail will be sent to your student e-mail account:

unt Payment Paymen	t History		
			_
ccount Payment			
Thank you for your payme please see the Payment H	ent. We will send you a confirmation listory.	n e-mail with payment details. For a rec	ord of all your payments,
Amount	Payment Method	Confirmation	Receipt
	. aj mont motiro a		
Payment Receipt			
Your payment in the am print this page for your r	ount of \$216.00 was successful. A co records.	onfirmation email was sent to	.cccd.edu. Please
Confirmation number:		2011092000000	
⊃ayment date:		Tuesday, September 20, 2011	
		\$216.00	
Amount paid:		∂210.00	
Amount paid: Transaction type:		Purchase	
Amount paid: Transaction type: Student name:		S2 16:00 Purchase	
Amount paid: Transaction type: Student name: Paid to:		S2 16:00 Purchase Coast Community College District	
Amount paid: Transaction type: Student name: Paid to: Web address:		S2 16:00 Purchase Coast Community College District https://secure.touchnet.com:8443/C2057	'9test_tsa/web/index.jsp
Amount paid: Transaction type: Student name: Paid to: Web address: Account number:		Coast Community College District https://secure.touchnet.com:8443/C2057	'9test_tsa/web/index.jsp
Amount paid: Transaction type: Student name: Paid to: Web address: Account number: Card type:		Coast Community College District https://secure.touchnet.com:8443/C2057 xxxxxxxxxxx5454 MC	'9test_tsa/web/index.jsp
Amount paid: Transaction type: Student name: Paid to: Web address: Account number: Card type: Name on card:		S2 16:00 Purchase Coast Community College District https://secure.touchnet.com:8443/C2057 xxxxxxxxxxxxxxxx5454 MC	'9test_tsa/web/index.jsp
Amount paid: Transaction type: Student name: Paid to: Web address: Account number: Card type: Name on card: Authorization code:		S2 16:00 Purchase Coast Community College District https://secure.touchnet.com:8443/C2057 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	'9test_tsa/web/index.jsp

When finished, click Log-out on the Payment browser window - the following page will display



Once the browser window is closed and the mycoast.cccd.edu session has not expired, the following page will display - make sure to log-out when finished

Back to Student Tab	E-mail Calendar Logout Help
Personal Information Student	
Search Go	SITE MAP HELP
Return from Credit Card Payment	C02179027 Golden West Student Jun 17, 2010 01:36 pm
$igtwode \Delta$ Please do not use the browser's Back button on this page as it may effect the credit card paym	ent.
• When you have completed your credit card payment, you may want to View Your Student Account, or View or Print Your Cla	iss Schedule.
Be sure to close all browser windows when you are done to protect your information.	
[View Student Account View or Print Class Schedule] RELEASE: 8.0	COAST COMPUTING

If you save the TouchNet URL to use later or use the back button while in the TouchNet site, you may see the following log-in page, close the window and log back into mycoast.cccd.edu. Access to the TouchNet site is only via the MySites and cannot be accessed via this log-in page.



The waitlist process is now complete for notified students. Students who were on a waitlist, but were not notified prior to the first date of the specific part-of-term are encouraged to attend the first class meeting to request an Add Authorization Code; however, students on the waitlist <u>are not</u> guaranteed an Add Permit or seat in the class.

Waitlisted students who were NOT notified prior to the first date of the specific part-of-term and now have an Add Authorization Code will register in the course as follows:

Select the Add or Drop Classes option in the Registration Tools channel:

Home Faculty Student	Employee		January 17, 2008
Banner Self-Service		Registration Tools	
	Institution: Golden West College		Institution: Golden West College
		Registration Status	
🗀 Banner Self-Service		📄 Look Up Classes	
		Add or Drop Classes	

Select a Term from the drop-down menu and click Submit:

Registration Term

CCC Military/Contract Ed = Coastline Contract Education CCC = Coastline Community College GWC = Golden West College OCC = Orange Coast College Select a Term: OCC Spring/Intersession 2008

Current Schedule will display

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation
of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment will not be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. <u>CCC GWC OCC Coastline Military</u> Attn: Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

Status		Action		CRN	Subi	Crse	Cred	Grade Mode	Title	
Waitlisted on Jun (01, 2010	None	*	45862	ACCT	G130 (0.000	Standard Letter	r Computerized	Accounting
Waitlisted on Jun 0	01, 2010	None	~	45863	BUS	G100 (0.000	Standard Lette	r Introduction ⁻	To Business
Total Credit Hours Billing Hours: Minimum Hours: Maximum Hours: Date:	: 0.000 0.000 0.000 9.000 Jun 16,	2010 10:29 am								
Add Classes Wo	orkshee	ət								
IMPORTANT: Regist	ration Ad	ds and Drops will r	not be f	inalizec	until	you clicl	k "Fina	alize Add/Drop". V	/erify all Adds a	nd Drops by p
CRNs										
					[]			
Finalize Add/Dr	rop	Class Search		Reset	Norks	sheet		Pay Now		

Change Action drop-down option from None to Web Registered and click Finalize Add/Drop (if error encountered – go to page 24 for instructions)

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment will not be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. <u>CCC GWC OCC Coastline Military Attn</u>: Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

Status		Action		CRN	Subj	Crse	Cred	Grade Mode	Title
Waitlisted on Jun 0	1, 2010	**Web	Registered**	45862	ACCT	G130	0.000	Standard Letter	Computerized Accounting
Waitlisted on Jun 0	1, 2010	None		45863	BUS	G100	0.000	Standard Letter	Introduction To Business
Total Credit Hours:	0.000								
Billing Hours:	0.000								
Minimum Hours:	irs: 0.000								
Maximum Hours:	9.000								
Date:	Jun 16,	2010 1	0:29 am						

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a Student Class Program.

CRNs		/					
Finalize Ad	d/Drop	Class Search	Reset Wo	rksheet	Pay Now		

Add Authorization Code Validation page displays – enter Add Authorization code and click Validate

Personal Information Student	
Search Go	BACK TO MENU SITE MAP HELP EXIT
Registration Add Authorization Code	GWC Summer 2010 Jun 16, 2010 10:39 am
The sections listed below with an "Incomplete" status cannot be added without an Add Authorization code provided by Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an "Ad the class.	the instructor. To obtain an Add d Authorization Code" allowing you to add
If you have an Add Authorization code:	
1. Enter the code in the box next to "INCOMPLETE" and press the "Validate" button. 2. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code is not approved p Add or Drop Classes form.	ress the Cancel button to return to the
Contact the instructor to request a valid code.	
Status Registration Add Auth Code CRN Subj Crse Sec Cred Title Reason	
INCOMPLETE Enter ACC and Validate Cancel 45862 ACCT G130 001 Computerized Accounting Authorization Co	Je Required - Section Closed

Add Authorization Code Status page displays – click Submit Changes to complete validation

Personal Information Student	
Search Go	BACK TO MENU SITE MAP HELP EXIT
Registration Add Authorization Code	
	GWC Summer 2010 Jun 16, 2010 10:44 am
The sections listed below with an "Incomplete" status cannot be added without an Add Authorization code provided by the Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an "Add the class.	ne instructor. To obtain an Add Authorization Code" allowing you to add
If you have an Add Authorization code:	
 Enter the code in the box next to "INCOMPLETE" and press the "Validate" button. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code is not approved pre Add or Drop Classes form. 	ess the Cancel button to return to the
Contact the instructor to request a valid code.	
Status Registration Add Auth Code CRN Subj Crse Sec Cred Title Reason	
APPROVED 0445 45862 ACCT G130 001 Computerized Accounting APPROVED-ID Valida	ted
Validate Submit Changes Cancel	

Current Schedule displays - Action option now displays Web Registered

Add or Dro	op Classes							GWC Summer 2010 Jun 17, 2010 08:24 am
ADDING CLAS	SES: Enter the Cours	se Reference Num asses you must c	ber (CRN) in ick on <mark>"Finaliz</mark>	the Add Class e Add/Drop" 1	es worksheet below to Add classes.	. To search for availat	ole classes	click on the Class Search
DROPPING CL the drop.	ASSES: Use the opti	ons available in tl	ne Action pull	-down list nex	kt to the class. Whe	n finished, you must c	lick on "Fin	alize Add/Drop" to complete
IMPORTANT:	Registration Adds and	l Drops will not be	e finalized unt	il you click "F	inalize Add/Drop". V	erify all Adds and Drop	is by printir	ng a <u>Student Class Program</u> .
Registration explanation of	Add Errors If you ge the error.	t a registration e	ror or need h	elp with this j	page, click on the bl	ue "HELP" link next to	the words	SITE MAP for an
PAYMENT PO may be dropp	LICY: Payment in full ed from their classes	is due immediate . See Non-Payme	ly upon regist nt Drop Policy	ration. Click (Below. Stud	on "Pay Now" to pay ents will not be mail	fees by credit card. I ed a bill for their balar	if payment Ice due.	is not received, students
Drops for non- p.m. on the Fr on their accou	payment will not be iday prior to the star ints.	made for registra t of the semester	tion that occ will be respo	urs after 4pm nsible for all r	on the Friday befor egistration fees incu	e the start of the sem irred and students wit	iester. Stud h unpaid fe	dents who register after 4 es will have a hold placed
Non-Paymen Students: The and Deadlines,	t Drop Policy: Choos a above Non-Payment , view the Military Pro	e the link for the Policy does not grams Academic	Campus in wl apply to stud Calendar whic	nich you are e ents registerir ch is a Quick I	enrolled. <u>CCC GWC</u> ng for the Military/Co Link from the Military	OCC Coastline Militar ontract Ed-CCC Terms Student Tab or click	ry Attn: Co . For applic on the Coa	aastline Military Program able TA/Payment Policy astline Military Link above.
Current Sched	ule							
Status		Action	CRN	Subj Crse	Cred Grade Mod	le Title		
Web Registered	d on Jun 17, 2010	None	✓ 45862	2 ACCT G130	3.000 Standard L	etter Computerized A	ccounting	
Total Credit Hours	s: 3.000							
Billing Hours:	3.000							
Minimum Hours:	0.000							
Maximum Hours:	9.000							
Date:	lun 17 2010 08:3	4 am						

Complete transaction by clicking on Pay Now button (go to page 13 for payment details)

A student with an Add Authorization Code **MAY** encounter the following error when attempting to change the Action option from None to Web Registered

			A LA
Back to Student Tab			
Drops for non- p.m. on the Fr on their accou	payment will not be made for iday prior to the start of the nts.	registration that occurs after 4pm on the Frida semester will be responsible for all registration fe	y before the start of the semester. Students who register after 4 res incurred and students with unpaid fees will have a hold placed
Non-Payment Students: The and Deadlines,	t Drop Policy: Choose the lini above Non-Payment Policy d view the Military Programs A	k for the Campus in which you are enrolled. CCC oes not apply to students registering for the Mil cademic Calendar which is a Quick Link from the	SWC OCC Coastline: Military Attn: Coastline Military Program tary/Contract Ed-CCC Terms. For applicable TA/Payment Policy Military Student Tab or click on the Coastline Military Link above.
Current Sched	ule		
Status	Action	CRN Subj Crse Cred Grade Mode	Title
Waitlisted on Jun (01, 2010 None	11108 ART A120 0.000 Standard Lette	er Beginning Drawing
Total Credit Hours	: 0.000		
Billing Hours:	0.000		
Minimum Hours:	0.000		
Maximum Hours:	9.000		
Date:	Jun 17, 2010 08:11 am		
Registration I	Jpdate Errors		
CRN Subj Crse	Sec Status		

If this happens to occur, make a note of the CRN and change the Action option to Drop and click Finalize Add/Drop – the Waitlisted section will no longer display in the Current Schedule – enter CRN previously noted and click on Finalize Add/Drop

AC	Add or Drop Classes	OCC Summer 2010 Jun 17, 2010 08:13 am	
Q	ADDING CLASSES: Enter the Course Reference Number (CRN) in the Add Classes worksheet below. To search for availab button. After you have selected classes you must click on "Finalize Add/Drop" to Add classes.	ble classes click on the Class Search	
	DROPPING CLASSES: Use the options available in the Action pull-down list next to the class. When finished, you must o the drop.	click on "Finalize Add/Drop" to complete	

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a Student Class Program.

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. <u>CCC GWC OCC Coastline Military Attn</u>: Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a Student Class Program.

	Enter CRN and click						
CRNs	Pinalize Add/Drop						
Finali		ss Search	Reset W	orksheet	Pay Now		

Add Authorization Code Validation page displays – enter Add Authorization code and click Validate

Registration Add Authorization Code	C00835639 Stephen P. Fullerton OCC Summer 2010 Jun 17, 2010 08:14 am			
The sections listed below with an "Incomplete" status cannot be added without an Add Authorization code provided by the i Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an "Add Au add the class.	nstructor. To obtain an Add thorization Code" allowing you to			
If you have an Add Authorization code:				
1. Enter the code in the box next to "INCOMPLETE" and press the "Validate" button. 2. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code is not approved press the Cancel button to return to the Add or Drop Classes form.				
Contact the instructor to request a valid code.				
Status Registration Add Auth Code CRN Subj Crse Sec Cred Title Reason				
INCOMPLETE 11108 ART A120 001 Beginning Drawing Authorization Code Required	- Section Classes Started			
Validate Cancel				
RELEASE: C3SC 8.0	Coast Community College Diffect			

Add Authorization Code Status page displays – click Submit Changes to complete validation

Registration Add Authorization Code	C00835639 Stephen P. Fullerton OCC Summer 2010 Jun 17, 2010 08:14 am
The sections listed below with an "Incomplete" status cannot be added without an Add Authorization c Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to add the class.	code provided by the instructor. To obtain an Add Add with an "Add Authorization Code" allowing you to
If you have an Add Authorization code:	
 Enter the code in the box next to "INCOMPLETE" and press the "Validate" button. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code i Add or Drop Classes form. Contact the instructor to request a valid code. 	is not approved press the Cancel button to return to the
Status Registration Add Auth Code CRN Subj Crse Sec Cred Title Reason	
APPROVED 3547 11108 ART A120 001 Beginning Drawing APPROVED Validate Submit Changes Click Submit Changes	-ID Validated
RELEASE: C3SC 8.0	Coast Computer

Current Schedule displays – Action option now displays Web Registered

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an
explanation of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. <u>CCC GWC OCC Coastline Military</u> Attn: Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

Status		Action	CRN Su	bi Crse Cred	Grade Mode	Title		
**Web Registered	** on Jun 17, 2010	None 💙	11108 AR	T A120 3.000) Standard Letter	Beginning Drawing		
Total Credit Hours: Billing Hours: Minimum Hours: Maximum Hours: Date:	3.000 3.000 0.000 9.000 Jun 17. 2010 08:1	4 am						
Add Classes Wo	orksheet							
IMPORTANT: Regist	ration Adds and Drop	os will not be finalized u	ntil you clic	k "Finalize Add	/Drop". Verify all A	dds and Drops by pri	nting a <u>Student Cl</u>	ass Program.
CRNs								
				0				
Finalize Add/Dr	op Class Se	earch Reset Wo	orksheet	Pay	Now			

Complete transaction by clicking on Pay Now button (go to page 13 for detailed payment instructions)

How to display your SPAM folder in your student G-mail account:

Access your @student.cccd.edu e-mail account. Click on the arrow next to "3 more" to display the SPAM folder



To view your SPAM folder permanently, go to 1) "Settings"; 2) "Labels"; 3) Click on "show"

M https://mail.googie.com/a/student.cccd.edu/?AuthEventSource=SSO#settings/labels						
Mail Documents	@student.cccd.edu <u>Settings</u> <u>Help</u> <u>Sign out</u>	:				
Coast	Search Mail Search the Web Create a filter					
Compose mai	General Labels Accounts Filters Forwarding and POP/IMAP Web Clins Priority Inhox					
INDOX (34) Starred 🛣 Important D Sent Mail	System labels Show in label list					
Drafts Follow up	Starred show hide					
Misc	Important show hide					
3 more ▼	Sent Mail show hide					
Contacts	Drafts show hide show if unread					
<u>Tasks</u>	All Mail show hide					
	Spam 3 show hide show if unread					
	Trash show hide					
	Labels Show in label list Actions					
	Create new rabei Follow up show hide show if unread show hide remove edit 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations 0 conversations conversations					

The SPAM folder now displays below the Inbox folder



How to add e-mail addresses to your "Safe Senders List" by creating Filters in your student G-mail account:

Access your @student.cccd.edu e-mail account. Click on the settings link on the top right-hand corner of the G-mail window



Click on 1) Filters; 2) Create a new filter



3) Enter safe sender e-mail address (<u>cccadmissionsoffice@coastline.edu</u>; <u>gwcadmissions@gwc.cccd.edu</u>; or <u>occadmissions@mail.occ.cccd.edu</u>) in the "From" box; 4) Click "Next Step"

Mail Calendar Documents	3 <u>Sites</u>
Gmail [®]	Create a Filter Hide filter options
Choose search crit see which message	teria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to s would have been filtered using these criteria. Messages in Spam and Trash will not be searched.
From:	occadmissions@mail.occ.cccd.edu Has the words:
To:	Doesn't have:
Subject:	3 Has attachment
Show current filters	Cancel Test Search Next Step » 4
Compose mail	Settings
Inbox (2) Starred ☆	<u>General Labels Accounts</u> Filters Forwarding and POP/IMAP Chat Web Clips Labs Priority Inbox Offline Themes
Important <mark>D</mark> Sent Mail Drafts	The following filters are applied to all incoming mail: Create a new filter
Follow up	

5) Check the box next to "Never send it to Spam"; 6) Click "Create Filter"

Mail Calendar Documents	Sites
Gmail"	Create a Filter Hide filter options
Choose action - No When a message at 5 <u>5</u> <u>Show current filters</u> Note: filter will not be ap	w, select the action you'd like to take on messages that match the criteria you specified. rives that matches the search: from:(occadmissions@mail.occ.cccd.edu), do the following: Skip the Inbox (Archive it) Mark as read Star it Apply the label: Choose label V Forward it Vou have no verified forwarding addresses. Manage your forwarding addresses Delete it Never send it to Spam Cancel « Back Create Filter Also apply filter to 0 conversations below. pled to old conversations in Spam or Tresh
Compose mail Inbox (2) Starred 😭 Important D Sent Mail Drafts Follow up Misc Priority	Search results for:from:(occadmissions@mail.occ.cccd.edu) No existing messages match your criteria.

7) Filter is successfully created. If additional filters are needed, click on "Create a new filter" and repeat steps 1 through 6.

Mail Calendar Documents	Sites .cccd.edu Settings Help Sign out
Gmail [®]	Search Mail Search the Web Show search options Create a filter Your filter was created. Learn more
Compose mail	Settings
Inbox (2)	General Labels Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Priority Inbox
Starred 🕱	Offline Themes
Important <mark>⊳</mark> Sent Mail	The following filters are applied to all incoming mail:
Drafts	Matches: from:(occadmissions@mail.occ.cccd.edu) Do this: Naver send it to Snam
Follow up	
Priority	Create a new filter
4 more ▼	