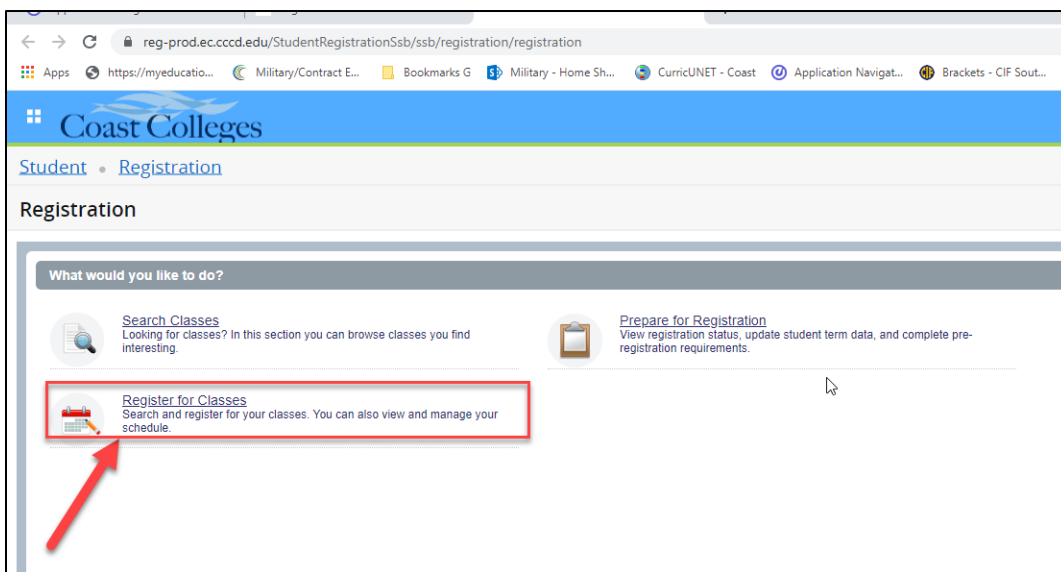


COASTLINE COLLEGE

Adding a Class in MyCCC

1. Log into the [MyCoast Portal](#)
2. Begin on the "Registration" page.
3. Locate the "Registration Tools" Box.
4. Click "Add or Drop Classes."
5. Select "Register for Classes"



NOTE: If there are any surveys that need to be answered it will prompt the student to answer. Select "View Action Items" then the survey name. After surveys are answered, select "Return", then "Cancel" to proceed to the term selection page.

SURVEY EXAMPLE:

Coast Colleges

Angela Christine Goetz

You have active action item(s) available for your review.

[View Action Item\(s\)](#) [Dismiss](#)

Student Registration Checklist

1 of 2

Instructions

End Date: 06/16/2020

VTEA - Additional Student Information Completed

Response saved on: 06/08/2020

Current Response: I completed the "Additional Student Information" form.

Halt Processes:

Prepare for Registration

Register for Classes

This information helps our college obtain enhanced funding.

Student Registration Checklist

Action Item Processing (AIP) is used to inform you about important information that you will need to read, verify and complete. It is **required** that you complete all the action items before you can register for courses.

STEPS:

1. Click on a "Pending" action item.
2. Complete the action item.
3. Once you have completed all required action items, then you can proceed to registration by clicking the "Return" button on the AIP page.

The following action items may need to be completed:

- 1098-T Electronic Consent
- Additional Student Information (VTEA)
- Verify/Update Personal Information
- Cal Grant Award Information Acknowledgement
- Drops Questionnaire (if applicable)

Action Item Processing

You have Action Items pending that halt access to this process.

Continue to resolve your Action Items.

Cancel to return to previous page.

[CANCEL](#) [CONTINUE](#)

1. Select the Term for the appropriate semester and click "Continue."

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Select a term...

Intersession/Spring 2023

Fall 2022

Summer 2022

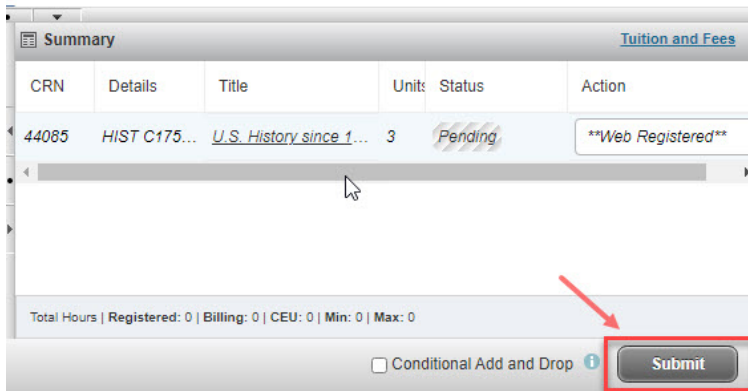
2. To add a course, go to the “Find Classes” section,
 - Select “Coastline Community College”
 - Click the “Advanced Search” link to expand search options
 - Enter “Coastline Online Campus” in the Campus Box
 - Click Search

The screenshot shows the 'Register for Classes' interface. The 'Find Classes' tab is active. Under 'Enter Your Search Criteria', the 'College' dropdown is set to 'Coastline Community College' (labeled #1), and the 'Campus' dropdown is set to 'Coastline Online Campus' (labeled #3). The 'Advanced Search' button is highlighted with a red box and labeled #2. A 'Search' button is also visible (labeled #4). The term is 'Interession/Spring 2023'.

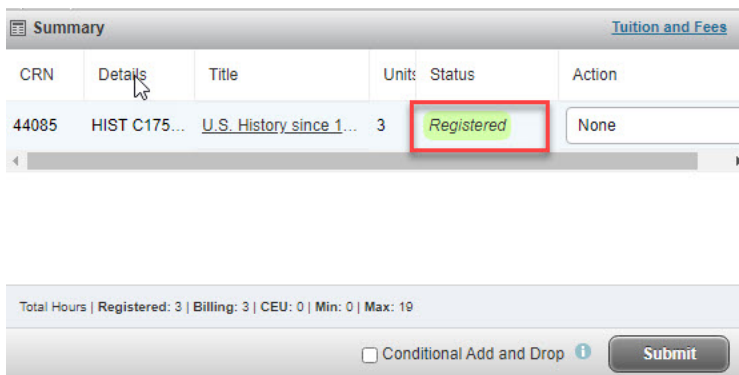
3. Locate the class for which you want to register.
 - Click the “Add” button on the right side.
 - Click the “Submit” button at the bottom of the page to process the registration.

The screenshot shows search results for 15 classes. The search criteria are: College: Coastline Community College, Subject: History, Campus: Coastline Online Campus. The table below lists the results:

Campus	Title	Subject	Course	CRN	Units	Instructor	Meeting Times	Status	Linked Sections	Add
Coast...	U.S. History since...	HIST	C175	44527	3	Garvin, Timothy ...	S M T W T F S - Type: Arranged	43 of 45 se... 30 of 30 wa...		Add
Coast...	U.S. History since...	HIST	C175	44515	3	Johnson, Daniel ...	S M T W T F S - Type: Arranged	45 of 45 se... 30 of 30 wa...		Add
Coast...	U.S. History since...	HIST	C175	44083	3	Menzing, Todd (...)	S M T W T F S - Type: Arranged	44 of 45 se... 30 of 30 wa...		Add
Coast...	U.S. History since...	HIST	C175	44085	3	Johnson, Daniel ...	S M T W T F S - Type: Extra Ses S M T W T F S - Type: Arranged	45 of 45 se... 30 of 30 wa...		Add
Coast...	Western Civilization 2	HIST	C185	44529	3	Garvin, Timothy ...	S M T W T F S - Type: Arranged	44 of 45 se... 30 of 30 wa...		Add

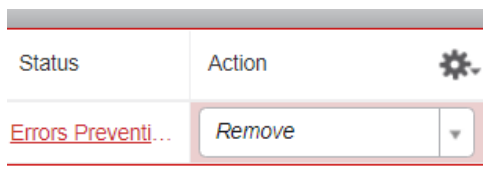


You will see a “Registered” status in the summary to indicate that you successfully registered for the course.



Common Error Messages:


If you receive an “Error” message in the status, please look at the top right of the screen to see the reason for the error.



Hit the Submit button to remove the course from your summary. Noted below are some of the common error messages that are encountered and the way to resolve them.

Attribute Restriction


If you see a “Student Attribute Restriction” message, this indicates that the course for which you are attempting to register is not a course you are authorized to take (ie- BenU student attempting to enroll into a non-BenU course).

 SOC C100 CRN 24391: Student Attribute Restriction

Please review the [BenU General Education Course List](#) to look for a BenU course. If you believe you completed the BHMT Degree Completion Program process, please email corporatereg@coastline.edu to verify whether we received the BHMT Intent to Enroll Form

Pre-requisite Required


If you see a “Prerequisite and Test Score” message, this indicates that you are registering for a course which has a prerequisite you have not met.

 MATH C280 CRN 24560: Prerequisite and Test Score error

If the course in question is MATH C170 or lower, then complete the [Math Self-Guided Placement](#) Form and register for the course after the form is processed.

Co-requisite Required

If you see a co-requisite restriction error, this indicates that you are attempting to register into a course which has a co-requisite which you haven’t enrolled into in the same transaction.

 MATH C115 CRN 24814: Corequisite MATH C091 (CRN 24813) required

If you intend to take a support class with your math course, you will need to register for the support class and the main course at the same time. If you didn’t intend to take the support course, select another section of the course that doesn’t have a co-requisite.