



RIVERSIDE CITY COLLEGE

REGISTERING FOR CCAP COURSES

STOP!

BEFORE YOU CAN REGISTER:

You MUST make sure that you have:

1. Applied to RCC for Fall 2020
2. Completed and returned the approval form
3. Successfully logged into your MyPortal Account



PERSONAL INFORMATION

Personal Profile

Secure RCCD Notifications

Perkins Survey

Update Program of Study

Student Email Password Reset

Reset my password

Norco Student Voting (May 12-13)

ASRCC Election (May 12-13)

RCCD Student Trustee Election

Step 1:

UPDATE YOUR PERSONAL PROFILE

Each semester you will be asked to update your Personal Information. You will be asked to agree to the code Of conduct, and to update your address, phone number, etc.

REGISTRATION

Search for Classes

Check my Registration Dates/Holds

Register and Drop Classes

My Class Schedule

My Account Summary by Term

Make a Payment

Purchase Student Parking

Order Textbooks

FINANCIAL AID

Step 2:

SELECT REGISTER AND DROP CLASSES

This can be found under the "Registration" Tab

The following courses have changed effective July 1, 2018

| | |
|-----------------------|-----------------------|
| AMY 10 is now BIO 45 | AMY 2A is now BIO 50A |
| AMY 2B is now BIO 50B | BIO 11 is now BIO 60 |
| BIO 12 is now BIO 61 | BIO 34 is now BIO 18 |
| BIO 36 is now BIO 19 | MIC 1 is now BIO 55 |

Please click on one of the links below:

[Search and Register for Classes](#)

Use this option if you would like to look for classes, add selected classes to your "Preferred

[Express Registration](#)

Use this option if you know the exact five digit section numbers of the classes you wish to

[Register from your Preferred Classes List](#)

Use this option to register for classes you've previously placed on your "Preferred Class
able to enroll in a preferred class.)

[Drop Classes](#)

Use this option to access the *Register and Drop Sections* screen. It is from this screen that

[Manage my Waitlist](#)

Use this option to check your waitlist and remove classes from the waitlist. (This is a list
(Manage my Waitlist) or Your RCC Email Account regularly to see if you have been enrolled

OK

Step 3:

SELECT EXPRESS REGISTRATION

You will register through the MyPortal system. Since we already know the section numbers for each class, select "Express Registration"

Express Registration ×

Go back

Lecture/Lab - If you are enrolling in a lecture class that requires a lab, you must...

If you receive an error on the registration results screen, please be aware that...

If you have an authorization/add code from the instructor, enter the Section Number and Term

Every effort has been made to ensure that information contained in the Schedule reserves the right to update/revise information at a later date to correct errors at any time.

* = Required

| Section Number | Select Term* |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Submit

Step 4:

ENTER SECTION # AND TERM

Find the section number of the specific courses you want to take, and input them, along with the term (Fall 2020) into this screen and select submit

*For section numbers, please contact your school counseling team

Go back

To verify and register for class(es), you must use the **Action** option (register, waitlist or remove from list) next to each class, then click

Prerequisites Not Met : If you receive a "Prerequisites Have Not Yet Been Started" message, please review the grid in the help for screen.

Corequisite Lab: If you enroll in a class with a corequisite lab, and wish to change your lab to a different time, please enroll in the n drop your original lab it will automatically be dropped.

IMPORTANT: All new registrations and drops will be finalized when you click submit.

Authorization/Add Codes are required on or after the start date of classes. Please see the instructor to obtain an Authorization/Add

Every effort has been made to ensure that information contained in the Schedule of Classes is accurate; however, the District reserves date to correct errors and/or omissions.

Name Mary Poppins

Preferred Classes List

| Action | Term | Class Name/Deadlines | Location | Meeting Information |
|---------------------------------------|-----------|-------------------------------------|------------------------|--|
| <input type="text" value="Register"/> | Fall 2020 | BIO-18-48857 (48857) Human Genetics | Riverside City College | 08/24/2020-12/16/2020 Web Enhanced Lecture Monday, Wednesday 03:15PM - 04:40PM, TMP, Room ONLN |

Current Registrations

| Drop | Term | Pass/Audit | Class Name/Deadlines | Location | Meeting Information | Faculty | Units | |
|--------------------------|------|------------|--|----------|---------------------|---------|-------|--|
| <input type="checkbox"/> | | | You are not currently registered for any sections. | | | | | |

SUBMIT

Step 5:

UNDER ACTION SELECT REGISTER

Once you have confirmed that this is the correct course, select "Register" and "Submit". This will register you for that class.

Stuff you should know for CCAP

FALL 2020 CLASSES BEGIN AUGUST 24TH.

If you have a
Monday/Wednesday class
you will begin on Monday
August 24th.

If you have
Tuesday/Thursday class
you will begin Tuesday
August 25th.

YOUR CLASSES ARE ONLINE.

Go to our Distance
Education website to learn
more about logging in and
navigating our online
world.

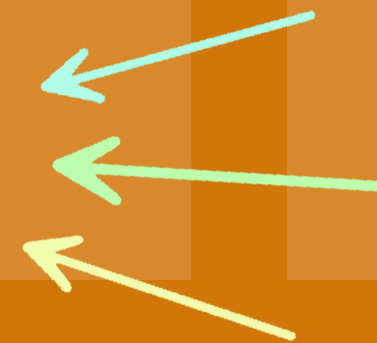
The link for Distance
Education is **HERE**

YOUR TEXTBOOKS ARE COVERED.

Your school district will
send you more information
about how to pick up the
textbooks for the classes.

CHECK YOUR RCCD EMAILS!

Professors and RCC will be
sending important
information through your
RCCD student email. Make
it a priority to check your
RCCD emails regularly.



Need Help?

RCC OUTREACH IS HERE!

For help with the application, logging into MyPortal, or registration please contact

OUTREACH@RCC.EDU

