

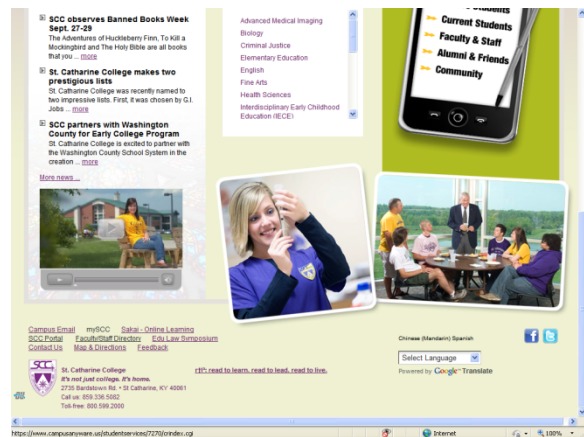
## Student Online Registration Instructions

Currently enrolled St. Catharine College (SCC) students (those who are enrolled at SCC in the Fall 2011 semester) will have two weeks of priority registration, before it opens to new students. The priority registration dates are as follows:

November 14, 2011 - November 27, 2011 (registration will continue for current and new students until January 17, 2012)

Each semester you will be assigned a unique Registration Access Code (**RAC**). Once you have met with your academic advisor and have your schedule set up, they will give you the RAC. Upon receipt of your RAC, you will follow the registration steps as listed below.

**STEP 1:** Access our website at [www.sccky.edu](http://www.sccky.edu), scroll to the bottom of the page and select mySCC.



**STEP 2:** Select Registration from screen shown here.

Please allow each screen plenty of time to process your registration since some screens take time to load.

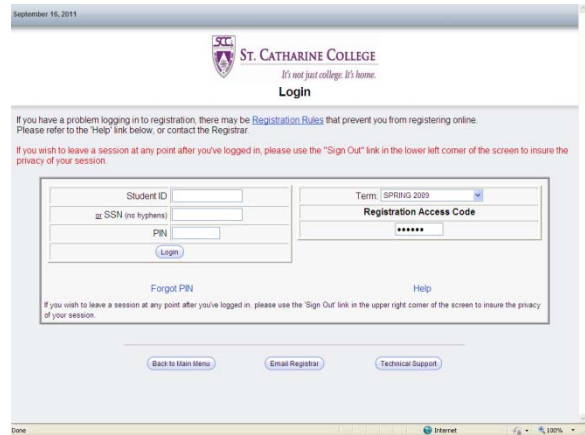


**STEP 3:** The following will appear in a pop-up box:

FINANCIAL OBLIGATION - Request and completion of registration constitutes a contractual financial obligation to pay tuition and fees for which I am liable. I am responsible for reading and understanding the current Drop/Refund policy of the College as it appears in the current Schedule of Classes. Permission to cancel enrollment does not constitute, nor shall it be construed as, a waiver by SCC of my financial obligation. I understand that any financial assistance I received will be applied against by billed charges to reduce my financial obligation.

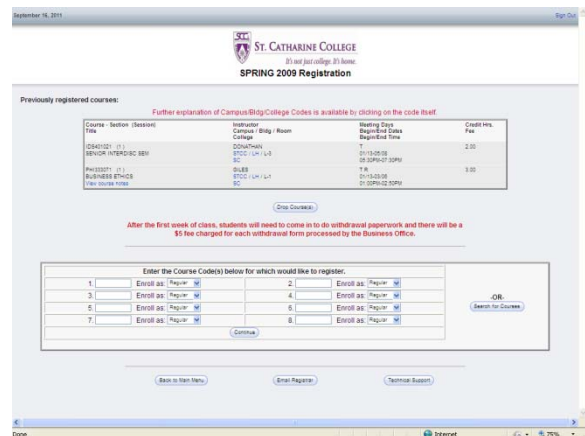
You will have to hit OK to the statement to proceed.

**STEP 4: (LOGIN)** You can either enter your actual student ID number (which will begin with 1111 or 11111) or social security number (SSN) and your PIN (which you should have already obtained from the Registrar's Office). Choose the term in which you are wishing to register (ex: Spring 2012), then click **Login**. You will have to re-enter your PIN and then enter your **RAC** code.



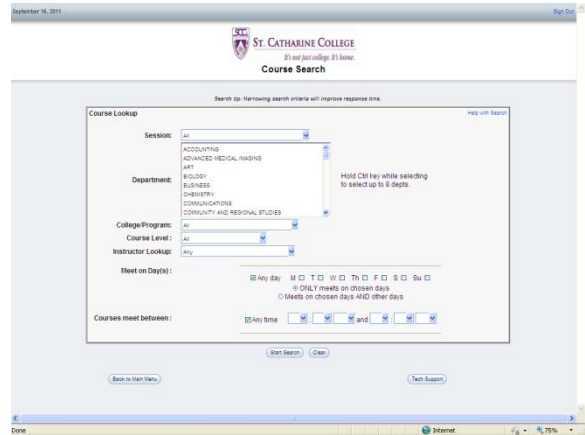
**STEP 5: (SELECTING COURSES)** On the Registration screen, there are two options for registering for courses: **Quick Entry** and **Search for Courses**.

**Quick Entry:** If you know the course numbers you would like to select, complete the fields under # 1, 2, 3, 4, etc (you must enter the full course number like ENG090011). You may enter up to eight courses at a time. Once you have entered all the courses for which the student is registering, hit **Continue**.

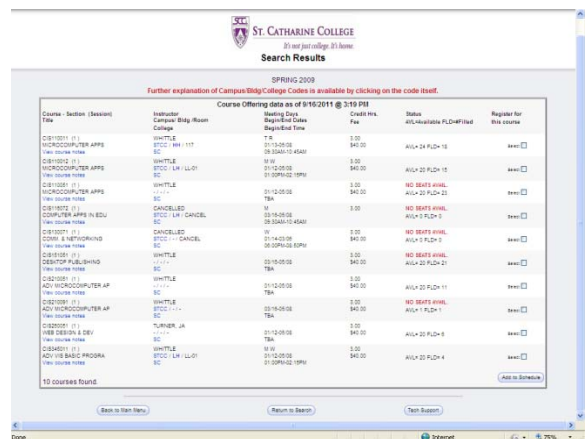


If you do not know the course number information, use the **Search for Courses**.

**Search for Courses/Department:** You can search by any single Department or you can select up to eight Departments to search at one time by holding the Control key down and then selecting each department you would like to search.

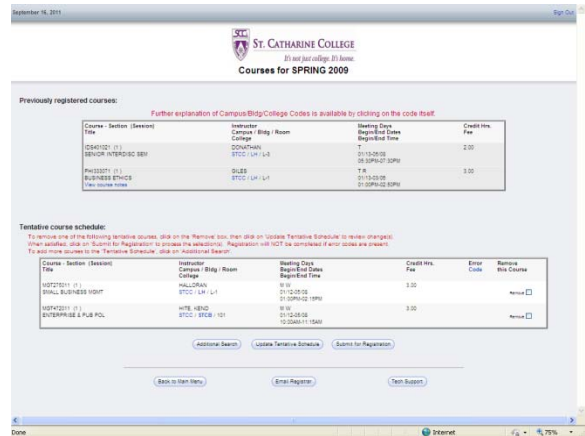


This is what will be displayed once you have selected the department or departments you choose under your search. You will select a course(s) that you wish to register for (a check mark will be placed in the box next to Select).



Once you have selected all the courses you wish to register for, scroll down and click **Add to Schedule**.

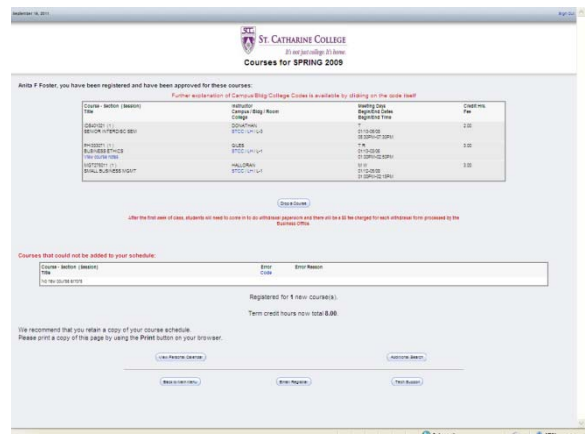
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**STEP 6:** Screen shot A, The courses you have successfully added will appear in the **Tentative Course Schedule** box. You have a chance to review your schedule to see if you need any modifications. You can remove a course or do an additional search. Once you have made any necessary modifications, hit **Update Tentative Schedule**. Once it is as you wish, click **Submit for Registration**.

Screen shot B, will confirm your registration and hours, and it will suggest that you print a copy to retain to show proof of your registration.

B



Always, remember when you are finished to go to the top right of the screen and **Sign Out**.