

REGISTRATION GUIDE

Moorpark College Veterans Resource Center

Step-by-step instructions for using the MyVCCCD Registration Planner

Plan • Register • Confirm • Certify

Registration
Guide

Registration Checklist

- ☒ Apply for Classes
- ☒ Review Degree Plan
- ☒ Check Financial Aid
- ☒ Confirm Enrollment

Class Registration

- ☒ Search Classes
- ☒ Add to Cart
- ☒ Enroll
- ☐ View Schedule

Enroll

START

Before You Register

A quick VRC checklist can prevent registration and benefit-certification delays.

1

Complete the VRC intake process

New students must complete the Veteran Student Intake Form and required benefit documentation before using VRC counseling services.

2

Meet with a VRC counselor

Develop or update your comprehensive educational plan so your courses align with your approved degree or certificate goal.

3

Know your registration term

Confirm your registration appointment, clear any holds, and make sure you are registering for the correct semester.

4

Register first — certify benefits last

After you are fully registered, complete the MC GI Authorization Form to request VA enrollment certification.

VRC REMINDER

Contact the VRC before changing your schedule if you are using VA educational benefits.

1

Log in to the MyVCCCD Portal

Use your MyVCCCD username or email and password.

MyVCCCD

Enter your credentials

Log in to MyVCCCD portal

Username or Email
Enter your username

Password
Enter your password

[Forgot Password?](#) | [Forgot Username?](#)

Login

[Sign up for an account](#)
[Help with login](#)

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MyVCCCD login screen

VENTURA COUNTY COMMUNITY COLLEGE

VRC REMINDER

Having trouble signing in? Use the "Forgot Password?" / "Forgot Username?" links shown on the login page.

Open Registration & Payments

From the portal menu, choose the registration area.

1

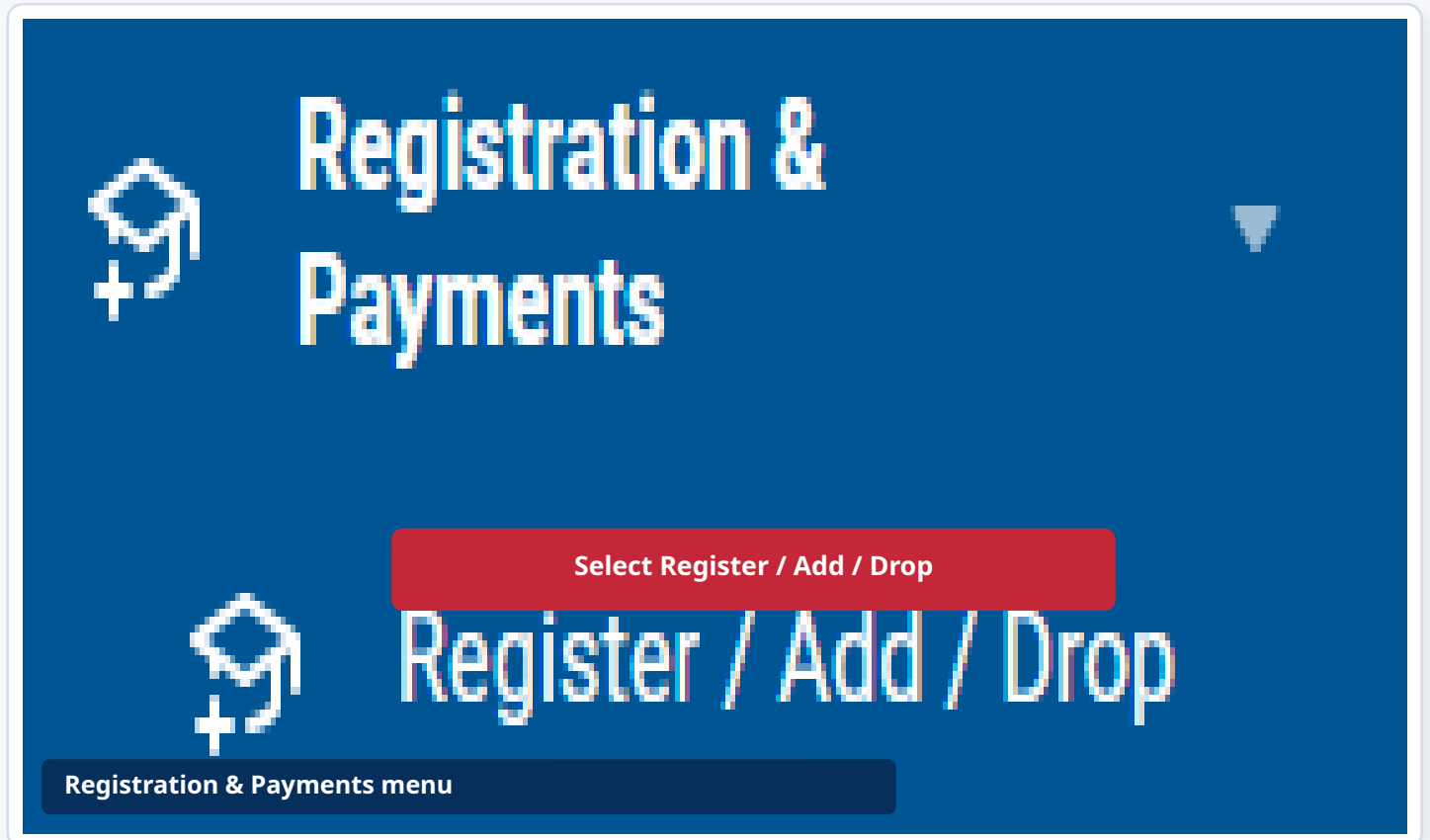
Find “Registration & Payments”

Look for it in the left navigation menu. You can also use the portal search bar.

2

Select “Register / Add / Drop”

This opens the registration tools used to plan and enroll in classes.



Complete Your Pre-Registration Tasks

Review each item before attempting to enroll.

1 Before Registration

Pre-Registration Checklist

Please review and complete the Pre-Registration Checklist to allow registration for the term.

Pre-Registration Checklist

View the specific registration appointment date that starts your enrollment period.

Registration Appointment

Registration Appointment

Holds can prevent registration. Check to see if you have holds to clear prior to registration.

Registration Holds

Registration Holds

Before Registration

VRC REMINDER

A hold or missing registration appointment can prevent enrollment. Resolve these issues before moving forward.

Open Registration Planner

Use Registration Planner to build, compare, register, and drop courses.

2 Registration

[HELP](#)

Registration Planner allows you to plan courses in advance, compare potential schedules & register/drop. Also available to assist with your planning is the searchable class schedule.



Registration tools

For the 2024-2025 academic year, click "Current Schedule" at the top of Registration Planner.

Registration Planner

Plan courses, compare schedules, and register/drop.

Class Schedule

Browse the classes offered for the semester.

5A

Select Your College(s)

When Registration Planner first opens, choose the college options you want to search.

[Build Schedule](#) [Shopping Cart \(1\)](#) [Current Schedule \(0\)](#) [Payment Options](#) [Help](#) [Sign out](#)



REGISTRATION PLANNER

Ventura County
Community Colleges

Select College

☒ Select All Colleges

☒ Moorpark College

☒ Oxnard College

☒ Ventura College

Choose "Select All Colleges"

✓ Save and Continue

Select College

VRC REMINDER

Selecting all colleges lets you see districtwide options. Your VRC counselor can help confirm whether a course fits your education plan.

5B

Verify Your Term and Registration Status

Before adding classes, confirm the term and make sure your account is ready to register.

Check the semester

Confirm your student ID

Build Schedule Shopping Cart (1) Current Schedule (0) Payment Options Help Sign out

REGISTRATION PLANNER

Ventura County Community Colleges

Course Status	All Classes	Change	Course Duration	All Course Duration Selected	Change
Colleges	All Colleges Selected	Change	Credit/Noncredit	All Credit/Noncredit Selected	Change
Term	Fall 2026		Instruction Modes	All Instruction Modes Selected	Change

ID:

You have no Registration Appointment date. You may need to submit a new application for admission. Apply to: [Moorpark College](#), [Oxnard College](#), or [Ventura College](#).

Welcome! Let's create a schedule!

Step 1. **Add Courses.** Add courses to your Courses list by clicking on the "+Add Course" button below.
Step 2. **Add Breaks.** Add days and times you wish to avoid by clicking the "+Add Break" button below. This will help reduce the number of possible schedules.
Step 3. **Generate Schedules.** Click the green "Generate Schedules" button below when done and ready to view possible schedules.
Step 4. **Select A Schedule.** Click the blue 'view' link to view and select a schedule based of your selected courses.

Tip. If you simply want to register for a class and know the CRN for the course, please go to the "Current Schedule" tab above. For a list of available classes at a glance, you can search our [Schedule of Classes](#)

Courses + Add Course Breaks + Add Break

No appointment?

The on-screen message may direct you to reapply for admission. Follow the link shown or contact Admissions & Records for help.

VRC REMINDER

Do not continue until the correct term is displayed and your registration appointment is active.

Add Courses

Search by subject, instructor, DegreeWorks, General Education, or CRN.

Add Courses for Fall 2026

Build Schedule Shopping Cart (0) Current Schedule (0) Payment Options Help Sign out

By Subject By Section (CRN) By Instructor By DegreeWorks By Gen Ed

By Section Options By Course Options

Subject Select Subject...

Course Select Course...

Back to Generate Schedules Add Course

Course search options

Courses

Choose a Course and click Add Course

Add Courses for Fall 2026

By Subject By Section (CRN) By Instructor By DegreeWorks By Gen Ed

By Section Options By Course Options

Section (CRN) 70693

Back to Generate Schedules Add Course

Add by CRN

Courses

BUS M30 Introduction to Business

Fastest method when you already know the CRN

Choose "By Section (CRN)" → enter the CRN → click "Add Course." The course will appear in your Courses list.

VRC REMINDER

Register only for courses that match your approved educational plan when using VA educational benefits.

Generate and Review Schedules

Build the schedule that works best for you before moving courses to the cart.

1 Return to Build Schedule

2 Scroll to Schedules

3 Click Generate Schedules

4 Select View to compare options

The screenshot shows the 'Build Schedule' web application interface. At the top is a dark green navigation bar with links: 'Build Schedule' (active), 'Shopping Cart (0)', 'Current Schedule (0)', '\$\$ Payment Options', 'Help', and 'Sign out'. Below the navigation bar, there are two yellow alert boxes. The first says: 'You have no Registration Appointment date. You may need to submit a new application for admission. Apply to: Moorpark College, Oxnard College, or Ventura College.' The second says: 'Welcome! Let's create a schedule!' followed by four steps: 1. Add Courses, 2. Add Breaks, 3. Generate Schedules, and 4. Select A Schedule. Below the alerts, there are two main sections: 'Courses' and 'Breaks'. The 'Courses' section has a '+ Add Course' button and a list with 'Select All' and 'BUS M30 Introduction to Business'. The 'Breaks' section has a '+ Add Break' button and a text input field. Below these is the 'Schedules' section, which includes a 'Generate Schedules' button, a 'Shuffle' button, and a 'View Schedules' button. A green box indicates 'Generated 1 Schedule'. At the bottom, there is a 'Compare' button and a message: 'Select at least two schedules to compare side by side'.

VRC REMINDER

Review meeting times, start/end dates, instructional mode, and campus location before choosing a schedule.

Send Your Schedule to the Shopping Cart

A potential schedule is not yet an enrollment.

[Build Schedule](#) [Shopping Cart \(0\)](#) [Current Schedule \(0\)](#) [Payment Options](#) [Help](#) [Sign out](#)

[Send to Shopping Cart](#)

Potential Schedule for Fall 2026

[Back](#) [Print](#) [Email](#) [Send to Shopping Cart](#) [Shuffle](#)

ID:

You are viewing a potential schedule only and you must still register. [X](#)

Status	Section (CRN)	Subject	Course	Seats Open	Instruction Mode	College	Credits	Day(s) & Location(s)	Dates	Free Textbook
   Not Enrolled	70693	BUS	M30	24	Fully Online (no scheduled live sessions)	Moorpark College	3	Moorpark College 1-WEB	10/12/2026 - 12/03/2026	N
Total: 3										

Week 2 (10/19/2026 - 10/26/2026)

Week	1	2	3	4	5	6	7	8
BUS M30								

Potential Schedule

WednesdayThursdayFriday

VRC REMINDER

Sending courses to the shopping cart does NOT register you. Continue to the next step and select "Register."

Register and Confirm Enrollment

Complete the final enrollment action in your shopping cart.

[Build Schedule](#) [Shopping Cart \(1\)](#) [Current Schedule \(0\)](#) [Payment Options](#) [Help](#) [Sign out](#)

Click Register

Shopping Cart for Fall 2026

[Email](#) [Edit Cart](#) [Print](#) [Register](#)

Click Register to complete enrollment.
Confirm registration and fees on the [Schedule/Bill](#), and resolve your account balance with your [Payment Options](#).

	Section (CRN)	Subject	Course	Instructor	Day(s) & Location(s)	Dates
	70693	BUS	M30	Mikolajczak, Melissa	Moorpark College 1-WEB	10/12/2026 - 12/03/2026

Week 2 (10/19/2026 - 10/26/2026)

Week	1	2	3	4	5	6	7	8
BUS M30								

Shopping Cart

VRC REMINDER

After registering, verify that your course status shows you are enrolled — not waitlisted or still in the shopping cart.

NEXT

After You Register

Veteran students using VA educational benefits have one more VRC step.

FINAL VRC STEP

Submit the MC GI Authorization Form after your educational plan is complete and you are fully registered for the semester.

1

Review your final schedule

Make sure the registered classes match your VRC-approved educational plan.

2

Submit MC GI Authorization

This authorizes the VRC to move forward with certifying eligible enrollment to the VA.

3

Report schedule changes

Contact the VRC before adding, dropping, or withdrawing. Changes may affect your certification and benefit payments.

Complete this form LAST — after registration is final.



**Questions?
We're here to
help.**

Registration • Educational Planning •
VA Benefit Certification

Moorpark College Veterans Resource Center

Student Services Annex – 108

7075 Campus Road
Moorpark, CA 93021

(805) 553-4106

mcvetdesk01@vcccd.edu

VRC reminder

If you are using VA educational benefits, contact the VRC before making changes to your registered classes.

Thank you for your service — and welcome to Moorpark College.

Moorpark College VRC Registration Guide