



VRC REGISTRATION GUIDE

Registering for classes in the MyVCCCD
MyVCCCD Registration Planner

A step-by-step guide for Moorpark College veteran and
military-connected students

Moorpark College Veterans Resource Center

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Before You Register

A few VRC-specific steps will help you avoid registration and benefit-certification delays.



- 1

Review your education plan

Meet with a VRC Counselor before registration so your planned courses align with your academic program and VA benefit requirements.
- 2

Check your registration appointment

Confirm your assigned registration date and clear any registration holds before your appointment opens.
- 3

Register for courses on your plan

If you are using VA educational benefits, register for courses that are included on your approved education plan.
- 4

Complete benefit certification after registration

Once you are fully registered, complete the MC GI Authorization Form if it applies to your benefit program.

VRC REMINDER If you need to change your schedule after registration, contact the VRC before adding, dropping, or withdrawing from a class.

1

Log In to MyVCCCD Portal

Begin at the MyVCCCD login page.



What to do

- Go to the MyVCCCD portal.
- Enter your username or email and password.
- Use the account-recovery links if you need help signing in.

MyVCCCD login screen

A screenshot of the MyVCCCD login portal. The page has a light blue and yellow wavy background. At the top left is the MyVCCCD logo, and at the top right are four small circular icons. The main heading is "Log in to MyVCCCD portal". Below it are two input fields: "Username or Email" with a placeholder "Enter your username" and "Password" with a placeholder "Enter your password". Between these fields are two links: "Forgot Password?" and "Forgot Username?". Below the password field is a "Login" button. At the bottom of the login area are two links: "Sign up for an account" and "Help with login". The footer is dark grey and contains the copyright text "Copyright © 2026 Ventura County Community College District. All Rights Reserved." and the Ventura County Community College logo on the right.

Use the left navigation menu or search bar to locate registration tools.



Navigation

- Select Registration & Payments.
- Choose Register / Add / Drop.
- This opens the registration area for your selected term.

Look for this menu option





Check Your Pre-Registration Tasks

Complete required items before trying to add classes.



Before registration

- Open the Pre-Registration Checklist.
- Confirm your Registration Appointment date.
- Check Registration Holds and resolve anything that could block enrollment.

Pre-registration options

1 Before Registration

HELP

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 for the term.

Registration Appointment

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

Registration Holds

Go to Registration Planner

The planner lets you build schedules, register, and drop classes.



Choose your tool

- Select Registration Planner to build and register for a schedule.
- Use Class Schedule to review classes offered for the semester.

Registration Planner and Class Schedule

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.



To add by CRN, click "Current Schedule" at the top of Registration Planner.

Select Your College

When Registration Planner opens, choose the colleges you want included in your search.



College selection

- Select All Colleges if you want to see options across the district.
- Moorpark College will remain included in your search.
- Click Save and Continue.

Registration Planner college selection

[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

[Save and Continue](#)

Confirm Your Term & Registration Status

Before adding courses, verify the term and make sure your registration access is active.



Confirm these items

- Your student ID should appear in the planner.
- Check that the Term is the semester you want to register for.
- If you see the “no Registration Appointment date” message, you may need to reapply to the college.

Registration Planner status screen

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 on 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

Add the courses you wish to take for the upcoming term.

Breaks
+ Add Break

Add times during the day you do not wish to take classes.



Adding by CRN

- If you already know the CRN, select By Section (CRN).
- Enter the CRN and click Add Course.
- The selected class will appear under Courses on the right.

Build Schedule

Shopping Cart (0)

Current Schedule (0)

Payment Options

Help

Sign out

Add Courses for Fall 2026

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

Courses

Choose a Course and click Add Course

Example: adding a course by CRN

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

Courses

i

BUS M30

Introduction to Business

25



Build your schedule

- Return to Build Schedule.
- Scroll to Schedules and click Generate Schedules.
- If multiple schedules appear, click View and compare the options.

Generated schedule options

Build Schedule

Shopping Cart (0)

Current Schedule (0)

Payment Options

Help

Sign out

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!

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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

Select All

BUS M30

Introduction to Business

Sections

Breaks

+ Add Break

Add times during the day you do not wish to take classes.

Schedules

Advanced Options

View Schedules

Generate Schedules

Shuffle

Generated 1 Schedule

Compare

Select at least two schedules to compare side by side

View

1

M30-BUS-0

Send Your Schedule to the Shopping Cart

Selecting a potential schedule does not enroll you yet.



Next step

- Review the schedule you selected.
- Click Send to Shopping Cart.
- Confirm that the course information and dates are correct before moving on.

Potential schedule screen

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

Potential Schedule for Fall 2026

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

ID:

You are viewing a potential schedule only and you must still register.

	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								
Monday	Tuesday	Wednesday	Thursday	Friday				

VRC REMINDER Courses in your Shopping Cart are not yet registered.



Finish registration

- Open the Shopping Cart.
- Click Register to complete enrollment.
- Confirm that your courses show as enrolled on your schedule.

Shopping Cart — click Register to enroll

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

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								

VRC REMINDER After you are fully registered, complete the MC GI Authorization Form if required for your VA benefit program.



You're Registered — What's Next?

VRC-specific reminders for students using educational benefits



Submit the MC GI Authorization Form

Complete this after your education plan is current and you are fully registered, if required for your benefit program.



Report schedule changes

Contact the VRC before adding, dropping, or withdrawing from a course. Changes may affect benefit certification or payments.



Keep your education plan current

Meet with a VRC Counselor each semester to review your academic plan and upcoming registration.

Questions? We're here to help.

Moorpark College Veterans Resource Center • SSA 108
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