

# HOW TO REGISTER & PAY FOR CLASSES

*A Comprehensive Visual Guide*

*Hand-crafted by your*



**STUDENT SUCCESS COACHES**

Moorpark College

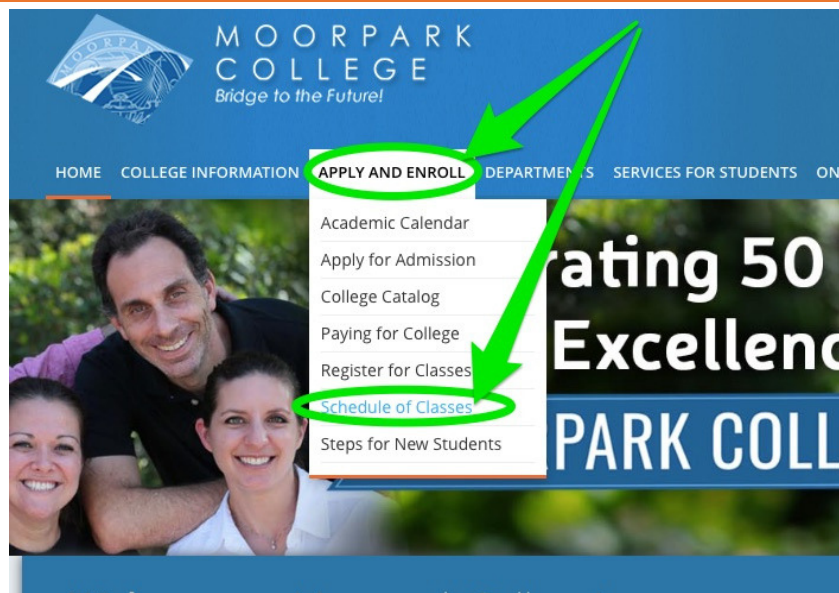
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Last Updated Summer 2018

1

In order to search classes, go to [moorparkcollege.edu](http://moorparkcollege.edu)

- Click on the "Apply & Enroll" tab
- Click on "Schedule of Classes"



2

Select the appropriate semester

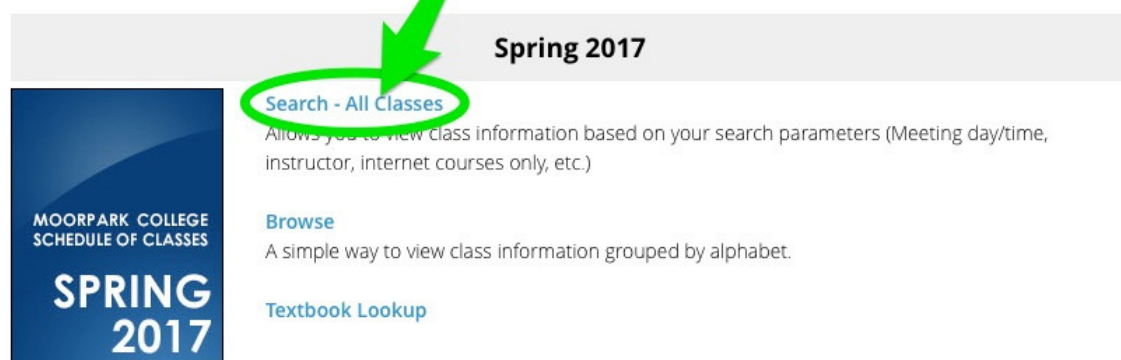
- Search all classes

## Schedule of Classes

**Open to Enrollment:** Each course offered by the Ventura County Community College District and its colleges is open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites to the class or program, unless specifically exempted by statute.

### Notice:

- [Important Registration Priority Changes](#)
- [PREREQUISITES AND CO-REQUISITES NOW ENFORCED.](#)
- For PE classes see KIN (Kinesiology)



# HOW TO REGISTER FOR CLASSES

## *A Comprehensive Visual Guide*



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Select the appropriate Term, Subject, and Location

**Term:** Spring 2017  
Fall 2016  
Summer 2016  
Spring 2016  
Select Term

**Class Schedule Search for: Spring 2017**

Change terms by selecting from the list to the left and clicking the 'Select Term' button.

[Advanced Search](#) [Class Search Help](#)

**Subject:** <all>  
Automotive Body Repair/Paint  
ACCT Accounting  
ACS Automation & Control Systems

**Location:** Moorpark College  
Ventura College

**Open Classes Only:** Yes: ☐ No: ☒

Search Reset

4

Write down the 5-digit CRN number, and save it for future reference

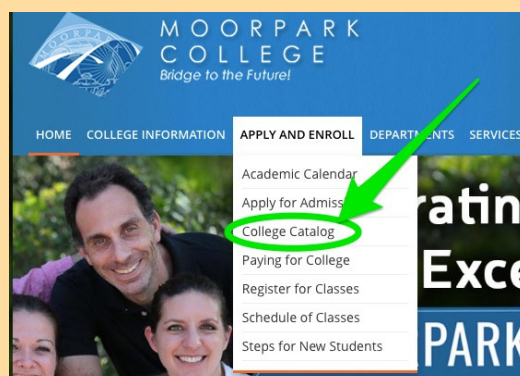
ANAT - Anatomy												
ANAT M01 - Human Anatomy												
Status	CRN	Pre/Coreq	Cred	M	T	W	Th	F	S	Meeting Time	Location	Cap Act Rem Instructor Date Weeks
CLOSED	30269	Pre/Coreq	4.0	M		W				11:00am - 11:50am	Moorpark Life Sci/Math/Comp 220	24 24 0 Miller, Beth 01/09-05/19 18
				M		W				12:00pm - 02:50pm	Health Science Center 201	01/09-05/19
CLOSED	30328	Pre/Coreq	4.0		T		R			06:00pm - 06:50pm	Moorpark Life Sci/Math/Comp 219	24 24 0 Steinitz, Ronnie 01/09-05/19 18
					T		R			07:00pm - 09:50pm	Health Science Center 201	01/09-05/19
CLOSED	32420	Pre/Coreq	4.0	M		W				10:30am - 11:20am	Academic Center 105	24 24 0 Tabbakhian, Melia 01/09-05/19 18
				M		W				12:00pm - 01:50pm	Health Science Center 202	01/09-05/19
Waitlisted	32509	Pre/Coreq	4.0	M		W				10:30am - 11:20am	Academic Center 105	24 24 0 Tabbakhian, Melia 01/09-05/19 18
				M		W				02:00pm - 03:50pm	Health Science Center 202	01/09-05/19
CLOSED	32552	Pre/Coreq	4.0		T		R			08:00am - 10:50am	Health Science Center 202	24 24 0 Shargo, Eric 01/09-05/19 18



## HELPFUL HINT:

Want to know more info about a specific class? Check the course catalogue through the following steps:

1



2

## ANATOMY COURSES

### ANAT M01 - HUMAN ANATOMY

4 UNITS

Prerequisites: None

Recommended Prep: BIOL M01 or BIOL M02A or BIOL M02AH and ENGL M02 and MATH M03

Class Hours: 2 lecture, 6 lab

C-ID: BIOL 110B

Examines the anatomy of human organs and organ systems from a functional perspective that focuses on an understanding of the design of the human body. Teaches, in the laboratory setting, how to distinguish tissue types through histological specimens. Studies the three-dimensional relationship of body structures through required non-human mammalian dissection. Demonstrates, using human cadavers, the gross anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC (ANPH M01 and PHSO M01/M01H maximum credit, one course.)


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In order to register for your classes, go to [my.vcccd.edu](http://my.vcccd.edu)

**Open a new tab and search the following:**

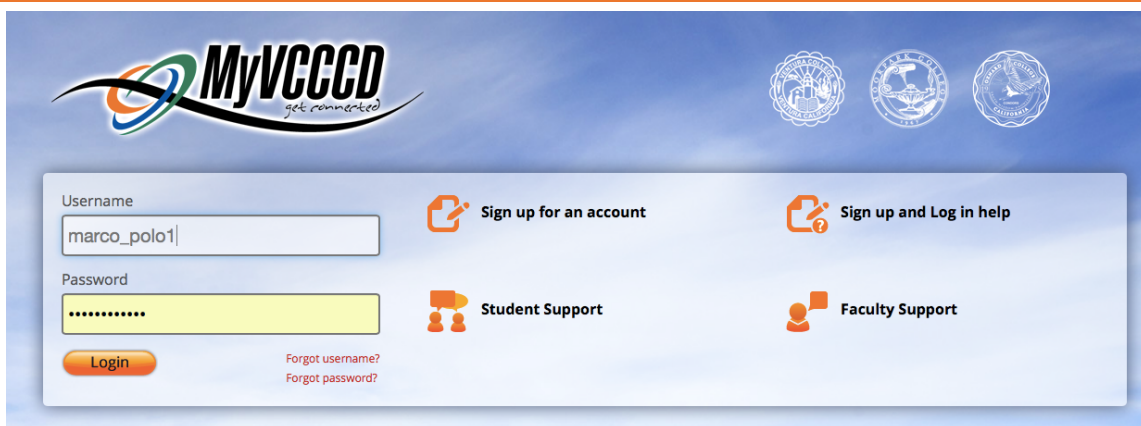
Bookmarks Develop Window Help



 [my.vcccd.edu](http://my.vcccd.edu)

6

Enter your VCCCD username & password



**MyVCCCD**  
get connected

Username

Password

[Login](#)

[Sign up for an account](#)

[Sign up and Log in help](#)

[Student Support](#)

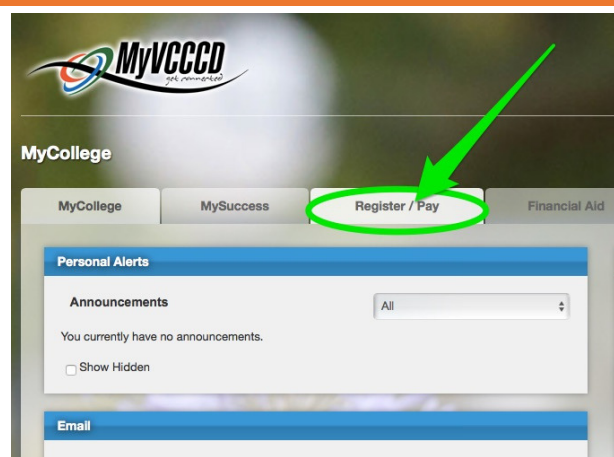
[Faculty Support](#)

[Forgot username?](#)

[Forgot password?](#)

7

Click on the "Register/Pay" tab



**MyCollege**

MyCollege MySuccess **Register / Pay** Financial Aid

**Personal Alerts**

**Announcements** All

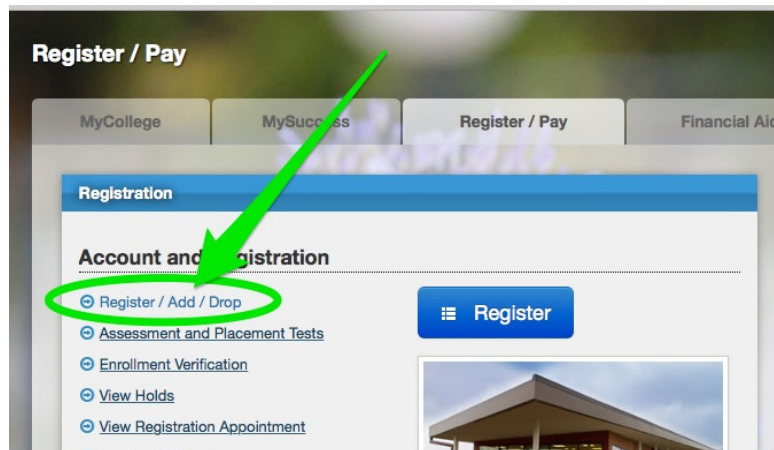
You currently have no announcements.

☐ Show Hidden

**Email**

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Click on "Register/ Add/ Drop"



9

Type your desired CRN numbers from Step 4

- Click on "Save Schedule Changes"

### Add Classes Worksheet

**CRNs**

32615	32186	32299					
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Save Schedule Changes

By clicking this button, you acknowledge that you will be registered in all available classes and responsible for all fees due,

10

Click on "Pay Fees & Complete Registration"

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on Jan 10, 2017	None	3195	ENGL	M01B 0	Undergraduate	4.000	Letter Graded	Lit:Critical Thinking and Comp
**Web Registered** on Jan 10, 2017	None	32299	BIOT	M02B 001	Undergraduate	2.000	Letter Graded	Manufact:Qual Cont/Validator

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.500  
 Date: Jan 10, 2017 06:57 pm

### Add Classes Worksheet

**CRNs**

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Save Schedule Changes

By clicking this button, you acknowledge that you will be registered in all available classes and responsible for all fees due, including:

Course Shopping Cart Purchase Student Photo ID

Pay Fees & Complete Registration

⚠ Registration is not finished until you click this button and pay fees.

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To pay for classes and complete registration, scroll down and click on the "ePayment" icon

### Fee Payment Options:

Pay your fees online with [VCCCD ePayment!](#) Pay by:

- Credit card (Visa, Mastercard, Discover and Amex accepted)
- Electronic Check
- VCCCD Debit Card/OneAccount (financial aid students only)
- Payment Plan



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Click on "Pay" or "Enroll in Spring 2017 Payment Plan"

- Please note that the Payment Plan requires a \$15 deposit

Your Account	
Current Balance	\$307.00 <a href="#">Pay</a>
<small>NOTE: Payments received after 10pm will be recorded the next day. Please pay before 10pm to ensure your registration is complete.</small>	
<small>The last payment received was for \$28.00 on 6/27/2016.</small>	

Your Recent Payments		
06/27/2016	\$28.00	<a href="#">View</a>
01/29/2016	\$138.00	<a href="#">View</a>
08/07/2015		<a href="#">View</a>

Authorized Payers	
<a href="#">Add New</a>	
You currently have the following Authorized Payers set up.	
Ioana Caranica	<a href="#">Edit</a> <a href="#">Delete</a>

Installment Payment Plans
<a href="#">Enroll in Spring 2017 Payment Plan</a>

Saved Accounts	<a href="#">Add New</a>
<small>The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit.</small>	
Constantin	<a href="#">Edit</a> <a href="#">Delete</a>
Stephanie DISCOVER	<a href="#">Edit</a> <a href="#">Delete</a>

**Pay in full**

**Payment plan**

**- or -**

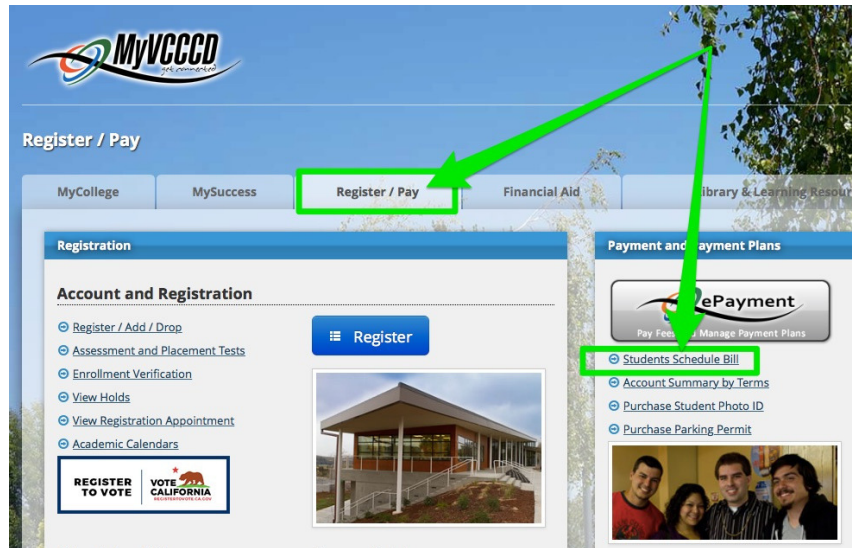


### HELPFUL HINT:

If you are waiting on Financial Aid to go through but don't want to get dropped for non-payment, we recommend enrolling in the payment plan. That way, you don't risk getting dropped for non-payment & you buy yourself some time until your financial aid goes through.

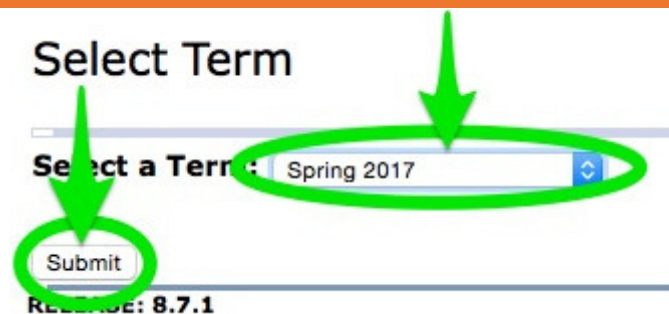
13

In order to check if you successfully paid and registered, click on "Student Schedule Bill"



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Select the appropriate Term



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If your balance is "\$0.00," this means that you have successfully paid and registered for your classes

Term Balance:	\$0.00
Previous Balance:	\$0.00
Account Balance:	\$0.00

*This visual guide is complete.*

## NEED FURTHER ASSISTANCE?

For more in-depth assistance, please contact:

**Student Success Center:**

(805) 553-4799

Located in the Student Services Annex

