Open your web browser

Go to my.vcccd.edu

Enter your username (sent to you in the acceptance email)

Enter your password (you picked this when you activated the portal)

Click the “Login” button

If you cannot remember your username, click on the “Forgot username?” button

If you cannot remember your password, click on the “Forgot password?” button

If you receive an error message saying that you do not have a recovery email set up, contact Admissions & Records at mcadmissions@vcccd.edu
2. Click on the “Register / Pay” Tab  
(Third tab over)

3. Click on the blue “Register” Button
Click on the “Select a Term” Dropdown Menu
Select the appropriate term to register for
Click the “Submit” button
Read the Notification

Click the “Ok” Button
You will need to confirm your contact information and answer some survey questions every semester before you can access the registration page.
Verifying your Information

- Confirm that your name, date of birth, and address are correct
- If not, select the “Change address or phone” button to correct

6a

- All students must click on the “Change or Verify Notification Numbers” button

6b

- Enter your cell phone number in the box
- Or Opt Out by selecting the “To Opt Out” box

6c

- Click the “Save Changes or Verify Number” button
- Then click the “Return to Pre-Registration Check” button

6d

- Answer the survey questions
- Or Opt Out by selecting the “Decline to answer” button

6e

- Click the “Continue to Registration” button

6f
Read the Non-Harassment/Discrimination Policy thoroughly
Screen shot or take note of the contact information provided
Once you have finished reading, click the “Next Page” button
REGISTRATION

Make sure you click both the Submit Changes and the Exit Registration links to ensure your registration into your selected classes or notifies you if there is a problem with your registration.

FEES

Students registering for classes are assessed fees as noted in the Fee Bulletin. Students who fail to pay their fees may be dropped from enrolled and waitlisted courses.

Students dropped from classes for nonpayment of fees lose their deposit.

A payment plan is available that allows students to pay their fees in installments.

PREREQUISITES

Students are allowed to enroll in the next level of a course if they have completed all prerequisites in the District at the time of their registration. Students who do not fulfill the prerequisites will be dropped. Additional information is available online.

DROPPING A CLASS

It is the student's responsibility to drop from class by the deadline. Dropping with a "W" is acceptable, and dropping a class late will result in a "W/D". All deadline dates are listed in the Course Catalog.

STUDENT CODE OF CONDUCT

All students are required to adhere to the "Student Code of Conduct" which is available online.

I have read the information.

Read the registration information thoroughly

Once you have finished reading, click the “Continue to Registration” button
To add a class, enter the Course Reference Number (CRN) in the Add Classes Worksheet box.
- If you want to register in multiple classes, enter 1 CRN per box.
- When you are done, select the “Save Schedule Changes” button.
• Once you have saved Schedule Changes, you will see your registered classes above the Add Classes Worksheet

• To finalize your registration, click the "Pay Fees & Complete Registration button
This page shows what fees are due.

Select the “Click to View and Print Schedule/Bill” button to review the courses you have registered in.
Understanding Your Schedule/Bill

Your Student Schedule/Bill gives you all the information you need to know about your classes.

The Schedule/Bill shows you:

- Classes you are registered in
- The class start date
- The class start time
- The class location
- Your instructor’s name
- Your instructor’s contact info
- Drop deadlines
- Your account balance

Click on the “Print Page” button to print this page for your records.
To finalize your registration, you must pay your account balance

- Click back into the MyVCCCD portal tab
  - Click on the “Register/Pay” tab
  - Click on the “ePayment” icon

Click the “Pay” link under the Your Account box

Or, if you cannot pay your balance in full, click on the “Enroll in Installment Plan” link to sign up for the payment plan

If you prefer to pay in person visit the Student Business Office in the Student Services Center
Prerequisites are additional courses that MUST be completed prior to taking the course you are trying to register in. If you believe you have met the prerequisite requirements, bring unofficial transcripts (showing a grade of C or better in the course that meets the requirement) to the Counseling Office and request they clear you to take the class.

Closed Section messaging appears when all available seats in a class are filled (including the waitlist). If a section is closed, you can pick another open section offered at Ventura, Oxnard, or Moorpark.

Time Conflicts occur two classes have overlapping meeting times. In order to successfully complete registration, your schedule may not have any time conflicts between classes. Classes are available at Ventura, Oxnard, or Moorpark to meet your scheduling needs.
What is Waitlisting?

When all the regular seats in a class are full, a waitlist is developed for students who would want to be registered if a spot opens up. If you are moved into the class, you will be notified by email. If you are not moved into the class automatically, you will need to attend the first day and ask the instructor if they will give you an add code for the class. You will then register in the class using the add code.

If you try to register for a full class that still has space on the waitlist, you will see this message:

You've been approved for waitlisting for the class listed below. To place your name on the waitlist, change the Schedule Changes button. More information about waitlists can be found here.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong></td>
<td>on Nov 07, 2017</td>
<td>None</td>
<td>32005 PSY V01 001 Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 09:30 PM

Add Classes Worksheet

CRNs

Save Schedule Changes
To add yourself to the waitlist, click on the drop down “Action” menu
- Select “Wait List” from the drop down menu
- Click the “Save Schedule Changes” button
Once your spot on the waitlist is finalized, you will see this message:

- Remember to attend the first days of any class you are waitlisted in.
Drop a Class

- Go to your MyVCCCD portal
- Click the “Register/Pay” tab
- Click the blue “Register” button
- Select the appropriate semester from the drop down menu
- Click the “Submit” button
- Under the “Current Schedule” click on the “Action” drop down menu
- Select “Drop Before Class Begins”
- Click the “Save Schedule Changes” button
- Read the dropped classes notification
- Click the “View Drop List” button
- Click the “Print Page” button and save the drop receipt for your records

ATTENTION
You must print your drop list and keep it for your records. You will be required to provide a copy of your drop list to the Admissions and Records Office if you have any questions about this drop transaction.

CAUTION: If the class you just dropped does not appear on your drop list, the class is not dropped; DN0643165

Current Schedule

Student ID: 900000000
Drop Code: DN0643165

These are the courses dropped for Spring 2018
Please print and keep a copy of this page for your records.

<table>
<thead>
<tr>
<th>Course</th>
<th>Drop Date</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>30014</td>
<td>07-NOV-2017 03:12 PM</td>
<td>Drop Before Class Begins</td>
</tr>
<tr>
<td>30037</td>
<td>07-NOV-2017 03:12 PM</td>
<td>Drop Before Class Begins</td>
</tr>
<tr>
<td>31421</td>
<td>07-NOV-2017 03:12 PM</td>
<td>Drop Before Class Begins</td>
</tr>
</tbody>
</table>