

How to register for classes with MyCC Student Portal

1. Once logged into MyCC, please complete the both Personal Information Update form and accept the Registration Agreement.

Course Search

Add/Drop

Personal Information Update

Before you register...

[Complete the Personal Information Update form](#)

Registration Agreement

This form is for the registration agreement.

[Complete the Registration Agreement form](#)

[Go to Main screen](#)

2. Once both tasks are completed, the course search box appear:

Add by Course Code | **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2019-2020 - Spring - All Courses

Department: All

Division: All

[More Search Options](#)

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3. The easiest way to search for classes is by course code.

As an example, if you wanted to register for CCP518 Research, Design and Evaluation. Please enter next to Course Code: Begins With, enter CCP(space)518, then click on Search.

The screenshot shows the 'Course Search' form with the following fields:

- Title: Begins With (dropdown)
- Course Code: Begins With (dropdown) with 'CCP 518' entered in the text field.
- Term: 2019-2020 - Spring- All Courses (dropdown)
- Department: All (dropdown)
- Division: All (dropdown)
- Buttons: Search, More Search Options

4. All available sections for this course will show for all locations. Click on the check box of the section you wish to take and click on Add Courses on the bottom of page.

Registration

The screenshot shows the 'Course Registration - Results' page with the following search results table:

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule
<input checked="" type="checkbox"/>		CCP 518 CA01	Research Design and Evaluation	Cherepanov, Elena Ph.D.	10/20	Open	T 5:00 PM-7:45 PM; Charlestown, MA
<input type="checkbox"/>	<input type="checkbox"/>	CCP 518 CH01	Research Design and Evaluation	King, Katherine Dearborn M.A.**	0/20	Full	T 8:00 PM-10:00 PM; Charlestown, MA T 8:00 PM-10:00 PM; Charlestown, MA T 8:00 PM-10:00 PM; Charlestown, MA T 8:00 PM-10:00 PM; Charlestown, MA
<input type="checkbox"/>		CCP 518 LA99	Research Design and Evaluation	Barnes, Reynold L. M.S.	10/20	Open	SU 8:30 AM-5:45 PM; Lawrence, MA, 280 Merrimack Street 5th Fl. Lawrence SU 8:30 AM-5:45 PM; Lawrence, MA, 280 Merrimack Street 5th Fl. Lawrence
<input type="checkbox"/>	<input type="checkbox"/>	CCP 518 PH01	Research Design and Evaluation	Mangual, Maria S. Ed.D.	1/20	Open	S 3:30 PM-5:30 PM; Puerto Rico, Cambridge College Puerto Rico Center U 8:30 AM-4:00 PM; Puerto Rico, Cambridge College Puerto Rico Center U 8:30 AM-4:00 PM; Puerto Rico, Cambridge College Puerto Rico Center U 8:30 AM-4:00 PM; Puerto Rico, Cambridge College Puerto Rico Center
<input type="checkbox"/>	<input type="checkbox"/>	CCP 518 PH02	Research Design and Evaluation	Mangual, Maria S. Ed.D.	17/20	Open	S 11:00 AM-1:00 PM; Puerto Rico, Cambridge College Puerto Rico Center U 8:30 AM-4:00 PM; Puerto Rico, Cambridge College Puerto Rico Center U 8:30 AM-4:00 PM; Puerto Rico, Cambridge College Puerto Rico Center U 8:30 AM-4:00 PM; Puerto Rico, Cambridge College Puerto Rico Center
<input type="checkbox"/>		CCP 518 SP99	Research Design and Evaluation	TBA, TBA	8/20	Open	U 9:00 AM-5:00 PM; Springfield, MA, Tower Square 1500 Main St., Springfield

The 'Add Courses' button at the bottom of the page is circled in orange.

5. Once you have registered for class, a message will appear stating you have successfully added your course.

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- Double check your course schedule on the Registration Tab, click on view details under Course Schedule.

Registration

- Here you will be able to see your full course schedule, location and textbook requirements. By clicking on the plus sign next to the course number, you will see textbook requirements for each class.

2017-2018 - Summer - All Divisions																									
Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room																
	CCP 540 CH01	Personality and Counseling Theory	3.00	Current	LT	Jean-Baptiste Ph.D., Dr. Carline	M 8:00 PM - 10:45 M 8:00 PM - 10:45 M 8:00 PM - 10:45	6/4/2018 - 6/4/2018 6/18/2018 - 6/18/2018 7/2/2018 - 7/2/2018 7/16/2018 - 7/16/2018	CHARL / HOOD /																
<table border="1"> <thead> <tr> <th>Book Title</th> <th>ISBN-13</th> <th>New</th> <th>Used</th> <th>Rental</th> </tr> </thead> <tbody> <tr> <td>Theory and Treatment Planning in Counseling and Psychotherapy</td> <td>978-1-305-08961-7</td> <td>112.85</td> <td>104.95</td> <td>45.14</td> </tr> <tr> <td colspan="5">Author(s):Gehart, Diane Copyright: 2016Publisher: Cengage</td> </tr> </tbody> </table>											Book Title	ISBN-13	New	Used	Rental	Theory and Treatment Planning in Counseling and Psychotherapy	978-1-305-08961-7	112.85	104.95	45.14	Author(s):Gehart, Diane Copyright: 2016Publisher: Cengage				
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Author(s):Gehart, Diane Copyright: 2016Publisher: Cengage																									
	ESP 607 CA01	Psycho-Educational Assessment for Teaching Exceptional Students	3.00	Current	LT	Kelly Ph.D., Dr. Linda	S 9:00 - 6:15	6/16/2018 - 6/30/2018	CHARL / HOOD /																
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How to register video: <https://www.youtube.com/watch?v=2dMVJfVQf-8>

Location Sections numbers:

CA = Charlestown/Boston In-Seat
CH = Charlestown/Boston Hybrid
CF = Southern California In-Seat
DL = Internet/ Distance Learning/ Online
LA = Lawrence In-Seat
LH = Lawrence Hybrid
OL = Fully Online Programs
PR = Puerto Rico In-Seat
PH = Puerto Rico Hybrid
SP = Springfield
SH = Springfield Hybrid

Codes for Days of the week:

M = Monday
T = Tuesday
W = Wednesday
H = Thursday
F = Friday
S = Saturday
U = Sunday
SU = Saturday & Sunday

MyCC: <https://mycc.cambridgecollege.edu/ics>

Questions? Please contact your academic advisor or call the Registrar's office at
Phone: 617-873-0101 or email: registrar@cambridgecollege.edu