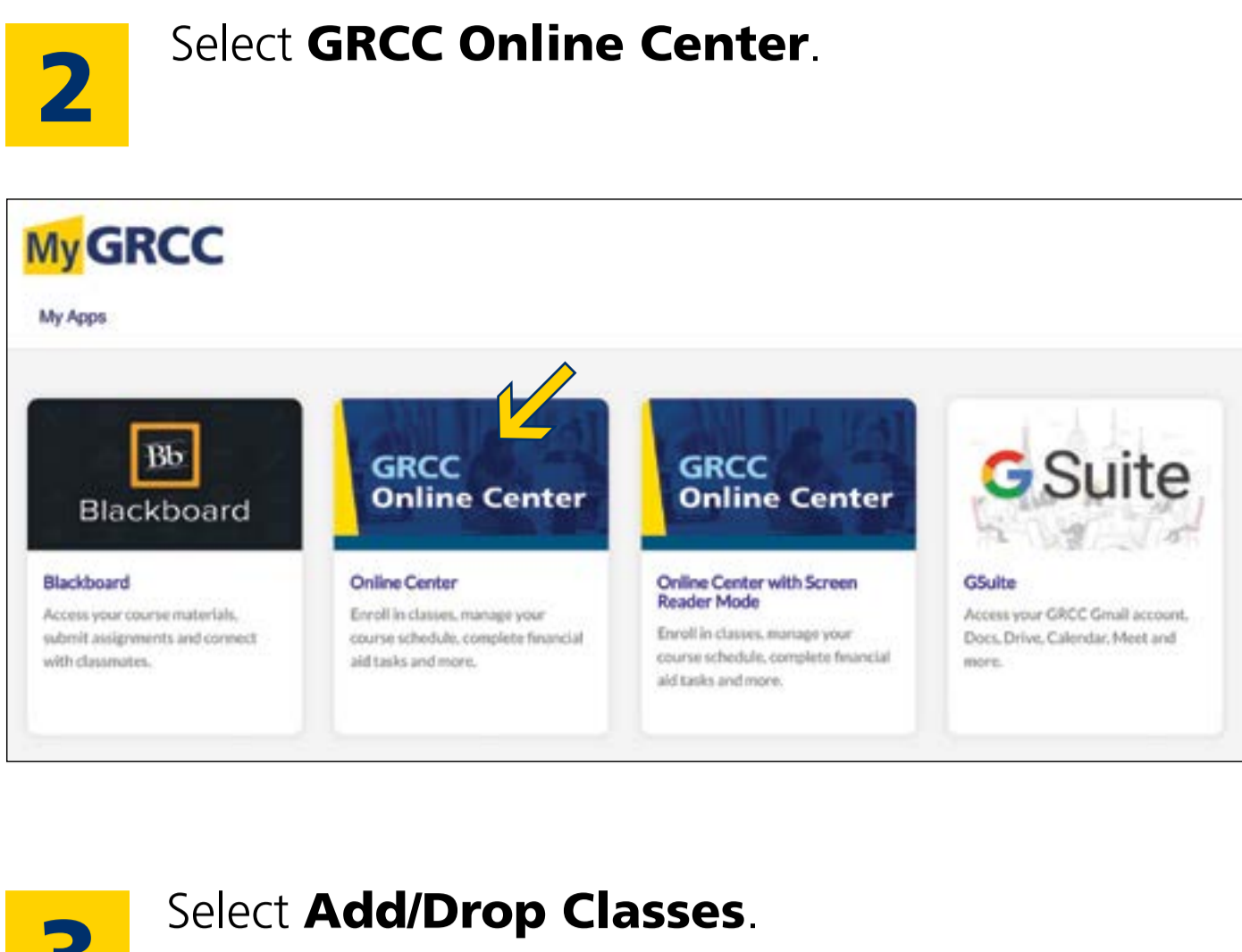
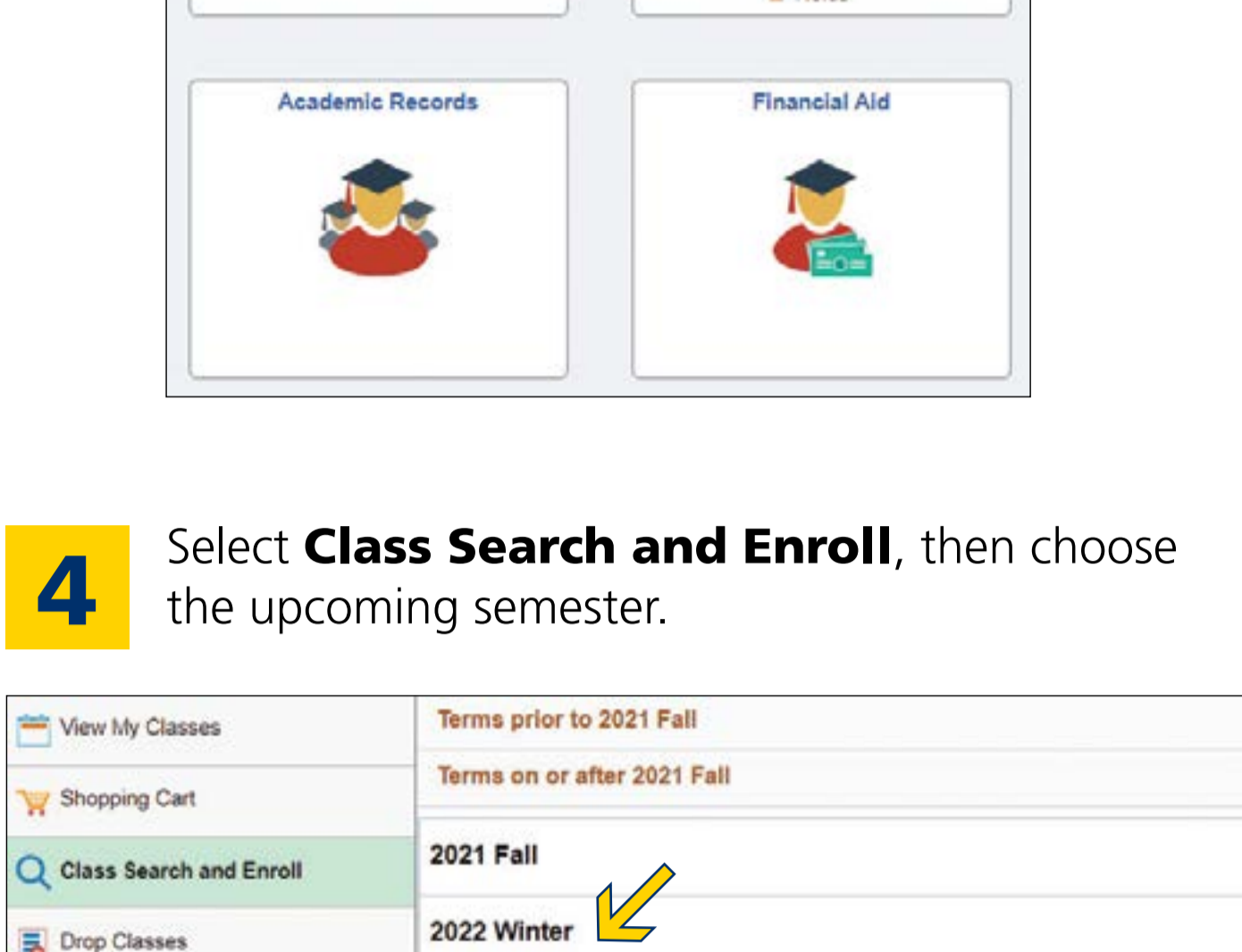


How to Register for Classes

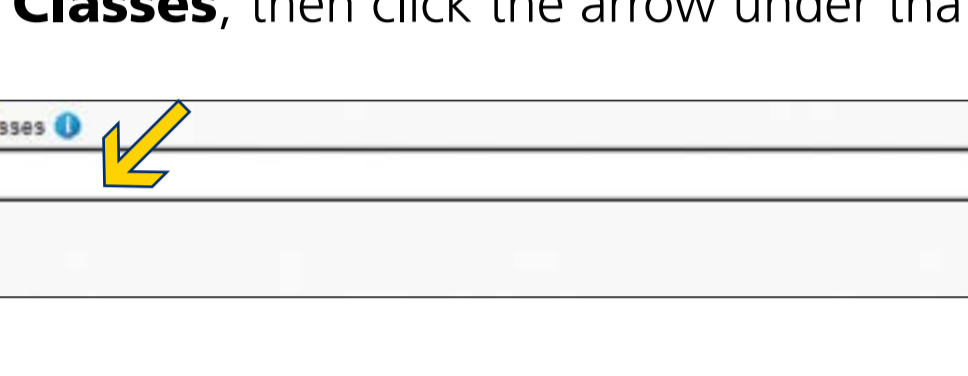
1 Access the MyGRCC portal by clicking the **MyGRCC** logo in the upper right corner of grcc.edu or by visiting signin.grcc.edu.



2 Select **GRCC Online Center**.



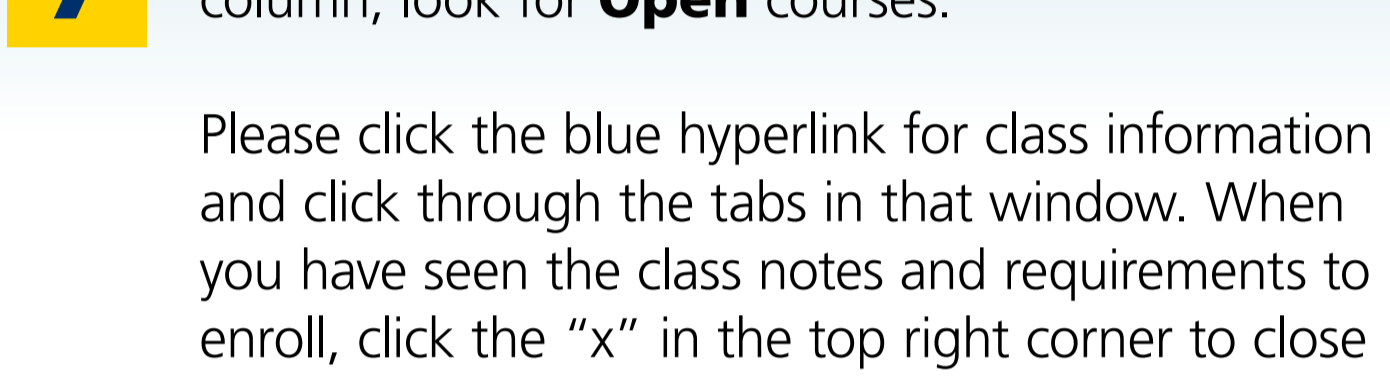
3 Select **Add/Drop Classes**.



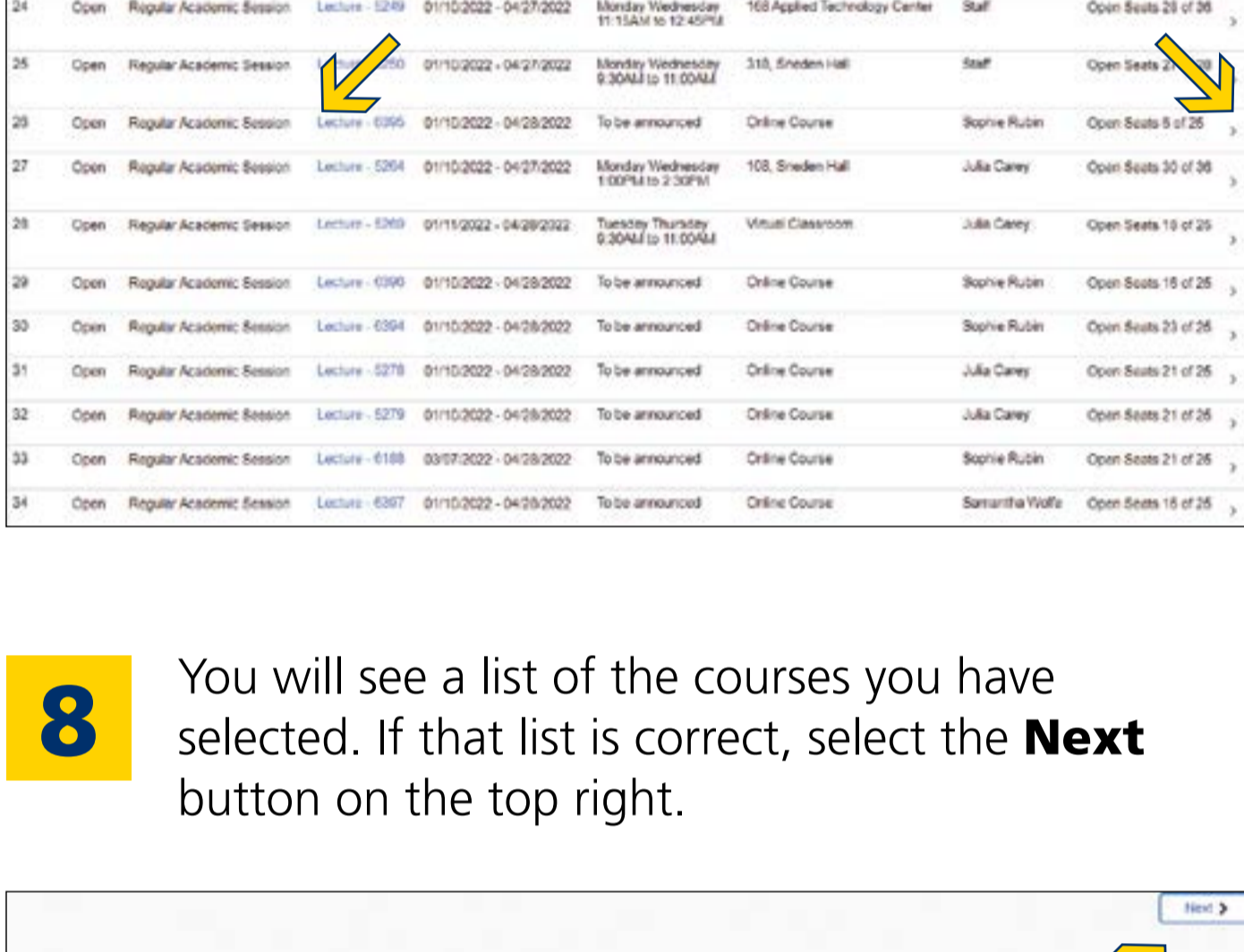
4 Select **Class Search and Enroll**, then choose the upcoming semester.



5 Type the class prefix and course number you wish to look up in the field under **Search For Classes**, then click the arrow under that field.



6 Click on the course you wish to take.



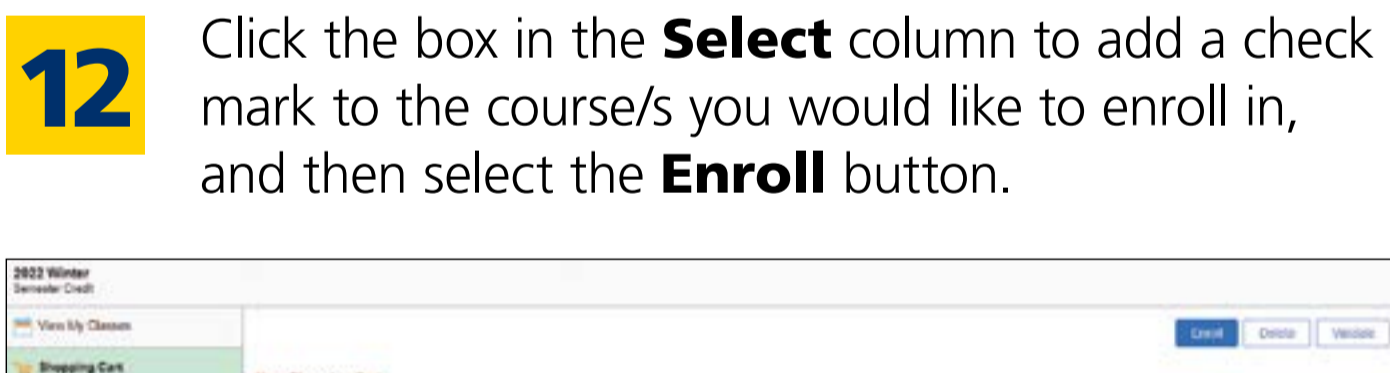
7 A list of courses will appear. Under the **Status** column, look for **Open** courses.

Please click the blue hyperlink for class information and click through the tabs in that window. When you have seen the class notes and requirements to enroll, click the "x" in the top right corner to close that window.

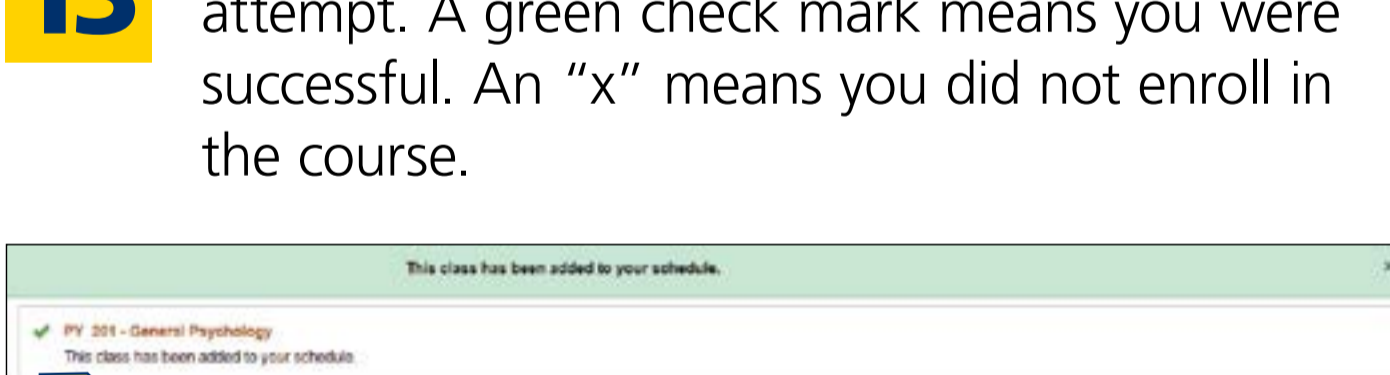
Once you have chosen a course, select the arrow on the far right, in the **Seats** column.

| 24 | Open | Regular Academic Session | Lecture - 6209 | 01/10/2022 - 04/28/2022 | Monday Wednesday 8:15AM to 12:40PM | 168 Applied Technology Center | Staff | Open Seats 23 of 25 |
|----|------|--------------------------|----------------|-------------------------|------------------------------------|-------------------------------|----------------|---------------------|
| 25 | Open | Regular Academic Session | Lecture - 6209 | 01/10/2022 - 04/28/2022 | Monday Wednesday 8:30AM to 11:50AM | 318 Sneden Hall | Staff | Open Seats 19 of 25 |
| 26 | Open | Regular Academic Session | Lecture - 6395 | 01/10/2022 - 04/28/2022 | To be announced | Online Course | Supria Ruten | Open Seats 9 of 25 |
| 27 | Open | Regular Academic Session | Lecture - 6204 | 01/10/2022 - 04/28/2022 | Monday Wednesday 1:00PM to 2:30PM | 108 Sneden Hall | Julia Carey | Open Seats 30 of 36 |
| 28 | Open | Regular Academic Session | Lecture - 6399 | 01/10/2022 - 04/28/2022 | To be announced | Virtual Classroom | Julia Carey | Open Seats 19 of 25 |
| 29 | Open | Regular Academic Session | Lecture - 6396 | 01/10/2022 - 04/28/2022 | To be announced | Online Course | Supria Ruten | Open Seats 15 of 25 |
| 30 | Open | Regular Academic Session | Lecture - 6394 | 01/10/2022 - 04/28/2022 | To be announced | Online Course | Supria Ruten | Open Seats 23 of 26 |
| 31 | Open | Regular Academic Session | Lecture - 6278 | 01/10/2022 - 04/28/2022 | To be announced | Online Course | Julia Carey | Open Seats 21 of 26 |
| 32 | Open | Regular Academic Session | Lecture - 6279 | 01/10/2022 - 04/28/2022 | To be announced | Online Course | Julia Carey | Open Seats 21 of 26 |
| 33 | Open | Regular Academic Session | Lecture - 6188 | 03/07/2022 - 04/28/2022 | To be announced | Online Course | Supria Ruten | Open Seats 21 of 26 |
| 34 | Open | Regular Academic Session | Lecture - 6387 | 01/10/2022 - 04/28/2022 | To be announced | Online Course | Samantha Trull | Open Seats 15 of 25 |

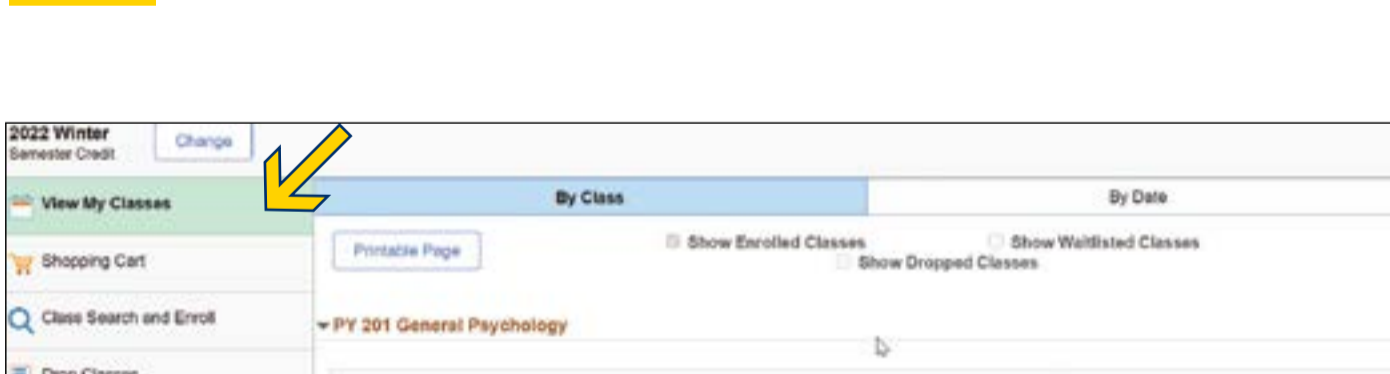
8 You will see a list of the courses you have selected. If that list is correct, select the **Next** button on the top right.



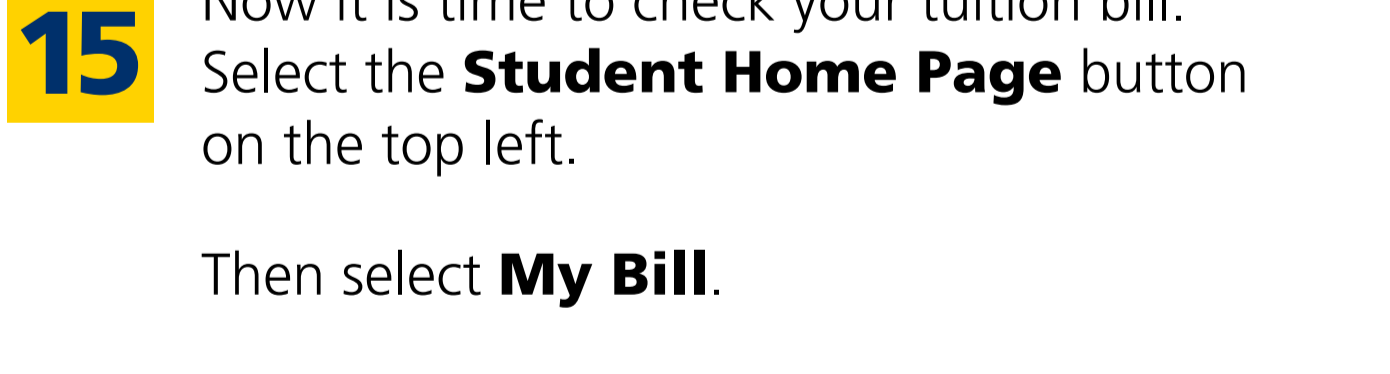
9 Confirm your selection by clicking the **Accept** button on the top right.



10 Click **Submit** on the top right to add the course to your shopping cart.



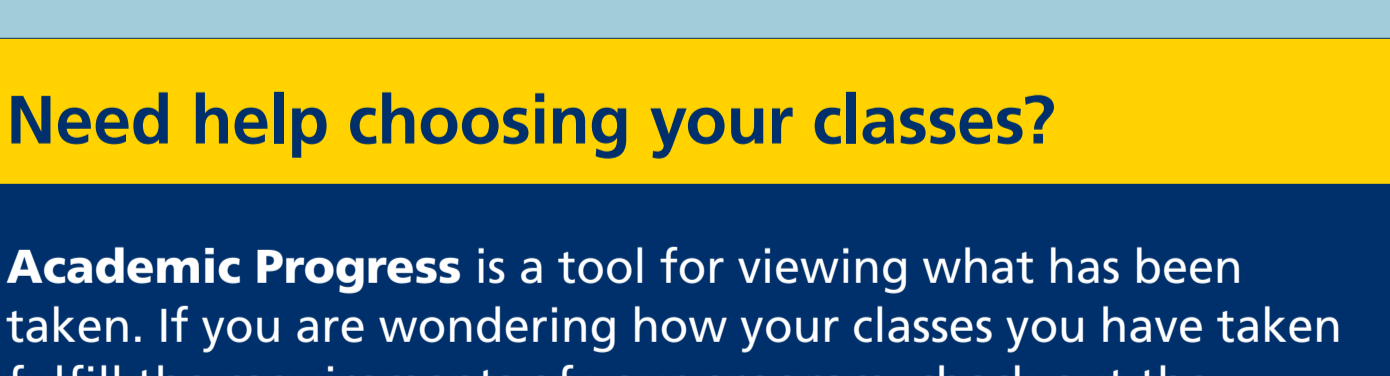
11 You will see a check mark that notifies you that the course has been added to the shopping cart. Now, in the menu on the left, click your **Shopping Cart** to finish your enrollment.



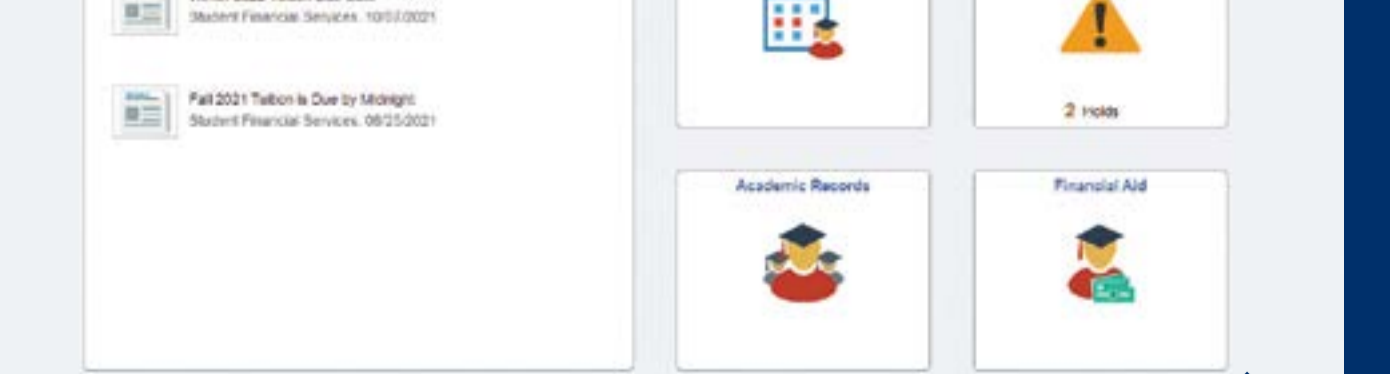
12 Click the box in the **Select** column to add a check mark to the course/s you would like to enroll in, and then select the **Enroll** button.



13 Please check the status of your enrollment attempt. A green check mark means you were successful. An "x" means you did not enroll in the course.



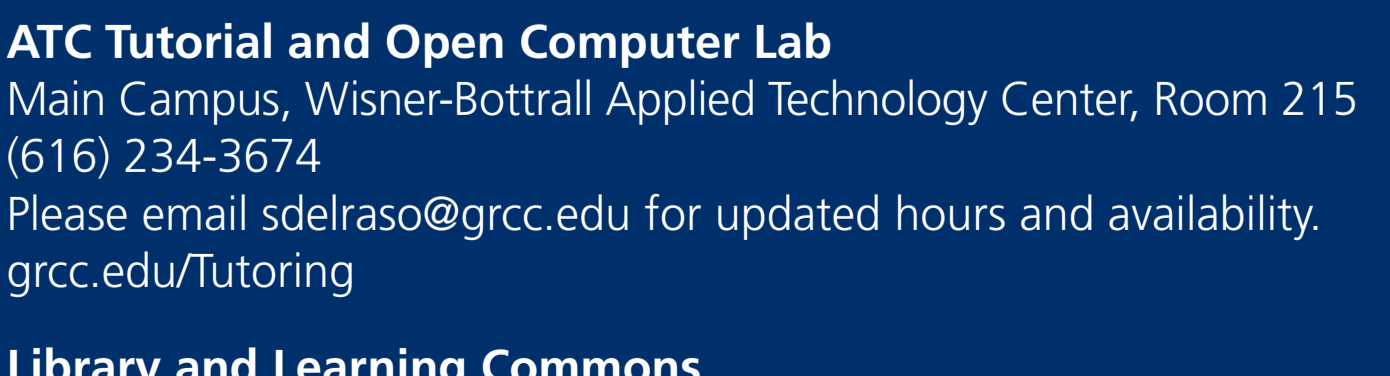
14 You can view your class schedule for your semester here.



15 Now it is time to check your tuition bill. Select the **Student Home Page** button on the top left.

Then select **My Bill**.

On the next screen use the drop-down arrow to choose the semester you wish to see your bill for, and select the **Go** button.



Need help choosing your classes?

Academic Progress is a tool for viewing what has been taken. If you are wondering how your classes you have taken fulfill the requirements of your program, check out the **academic progress** tile.

If you need further assistance, visit grcc.edu/Advising.



Need help enrolling?

Student Services

Main Campus, Raleigh J. Finkelstein Hall, Room 132
(616) 234-3300 or admissions@grcc.edu
grcc.edu/EnrollmentCenter

ATC Tutorial and Open Computer Lab

Main Campus, Wisner-Bottrall Applied Technology Center, Room 215
(616) 234-3674
Please email sdelraso@grcc.edu for updated hours and availability.
grcc.edu/Tutoring

Library and Learning Commons

Main Campus, Learning Center, First and Second Floors
(616) 234-3872 or library@grcc.edu
grcc.edu/Library

Sneden Open Computer Lab

DeVos Campus, Sneden Hall, Room 215
(616) 234-2145
grcc.edu/SnedenLab

IT Digital Cafe

Main Campus, Raleigh J. Finkelstein Hall, G2 Room 004
(616) 234-4357 or itsupport@grcc.edu
SupportDesk.grcc.edu

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