How to Register for Classes

1. Select GRCC Online Center.

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

3. How to Register for Classes

4. Select Add/Drop Classes.

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

6. 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.

7. Click on the course you wish to take.

8. 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.

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

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

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

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

13. 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.

14. 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.

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

16. 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.

17. 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.

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

19. 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.

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

21. Need help enrolling? Student Services Main Campus, Raleigh J. Finkelstein Hall, Room 132 (616) 234-3300 or admissions@grcc.edu grcc.edu/EnrollmentCenter

22. 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.

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

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

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