Enrolling in Classes Through Self Service

Before you can use Self Service, you must activate your MyWCC account at [http://www.sunywcc.edu/mywcc](http://www.sunywcc.edu/mywcc).

Next, log into MyWCC at [http://www.sunywcc.edu/mywcc](http://www.sunywcc.edu/mywcc)

Click on Student Center at the top of the page, or click on Self Service in the blue menu and then select Student Center.

Click the Enroll link in the Academics region.

**STEP A – Search for a class**

If you know the Class Number for the class you want, type it in the Enter Class Nbr box. Otherwise you may search for a class.

Select the radio button for Class Search.

Click the Search button.
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Enter the **Subject** of the class you want (e.g. CE-ART). Or click the **Select Subject** button to search for a subject under the letter C - all Continuing Education class subjects begin with "CE-".

You can enter a **Course Number** (e.g. 2004) if you know it to narrow your search to a specific course.

Be sure **Course Career** is set to Continuing Education.

Make sure the box for “Show Open Classes Only” is checked.

Click **Search** or use the **Additional Search Criteria** link to narrow your search results even more.

**Examples:**
- “Meeting Start Time” “set to “greater than or equal to” 6:00PM will retrieve only classes that start at or after 6PM.
- “Day of the Week” set to “include only these days” with Mon and Wed checked will retrieve only classes that meet on Monday and Wednesday (or Mon/Wed and another day).
- “Session” set to “Mainstream” will retrieve only classes scheduled in the Mainstream program. Other session options for Continuing Education are "YTH" for programs for children/teens, and "OEE" for online programs that you can begin on demand.
- “Mode of Instruction” set to Online will retrieve only online classes.
- “Location” set to Ossining Extension will retrieve only classes at Ossining. Other locations for CE courses include Center for the Arts, Mount Vernon Extension Center, Peekskill Extension Center, Yonkers Cross County, Mahopac High School, and Port Chester Middle School.

Click **Search** button after you have set all your search criteria.
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Classes that meet your criteria will be displayed.

Note the navigation information at the end of the dark blue banner – only a few of the retrieved classes may be displayed. Use the arrows, first and last links, or the View All Sections link to see additional sections.

To view more information about the class, click on the hyperlink for the class Section.
STEP B – Select a class
Once you find the section you want, click Select Class or continue to view other sections by clicking View Search Results.

Once you click the Select Class button for a section you will see

Click Next.

A message will display to say that the class has been added to your shopping cart.

To remove a class from your Shopping Cart, click the trashcan icon next to it.

To select another class, click Search and repeat Steps A & B above to select additional class(es).
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**STEP C – Enroll in your class(es)**

Once you have selected all your classes, click **Proceed to Step 2 of 3** to process the class(es) in your shopping cart.

Review your selected classes. If you need to make any changes click **Previous** to return to your Shopping Cart.

Once you are happy with your class selections, click **Finish Enrolling**

Alternately, you may click **Cancel** to stop the process without enrolling. Be aware that if you cancel, you are not enrolled in the classes and it is possible that the sections may be filled by the time you return to enroll.

View the status report for your enrollment confirmation or errors.

Green check mark = you have been successfully enrolled in the class.

Red “X” = your request could not be processed successfully.

Read any message(s) in the column labeled “Message”.

If an error occurred and you were unable to enroll in a class, you may need to take an appropriate action.

For example: If you are unable to enroll in a class due to a time conflict with another class, you can select a different class or section of the class that was unsuccessful.

- Click **Add Another Class**
- Use steps A & B above to search for a new section in the Term Schedule
- Delete the initial selected class from your shopping cart before going to step C above.

Once your schedule is satisfactory, click **Make a Payment**.

Important! Payment must be made for all Continuing Education classes at the time of registration or you will be dropped from the class.
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The total of your course and registration fees will be displayed. Enter this amount in the Payment Amount box.

Note that the total must be paid at the time of registration.

Click Next.

Select your method of payment: Credit Card or Electronic Check. This example will show a credit card payment.

Review the amount to be paid and click Continue to Make Payment.
Complete the information about your credit card. You may provide an email address to receive a receipt. Click Continue to complete your payment.

Once you receive a confirmation that your payment has been processed, your enrollment is complete.

Enjoy your class!