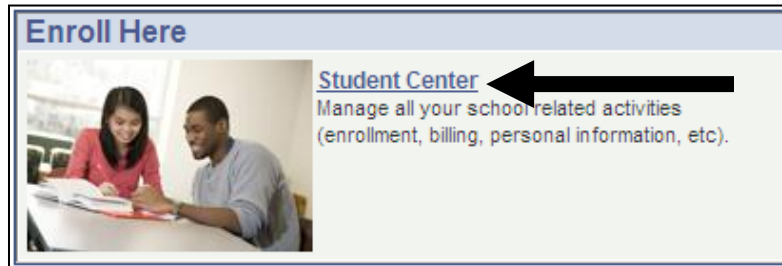


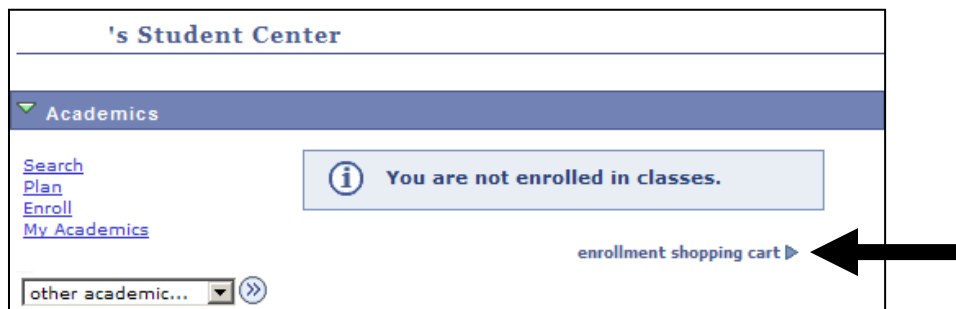
How to Add Classes to Your Shopping Cart

STEP 1: Go to the *MyWCC* Portal – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that *must* be done first!)

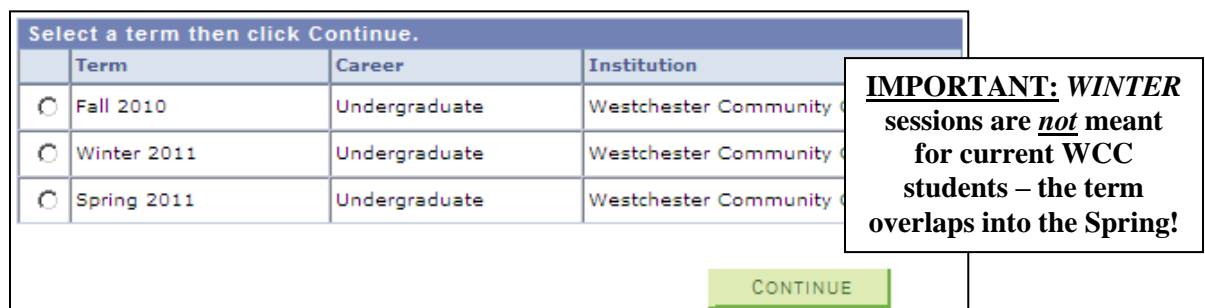
Once you’ve successfully logged into your Home Page, in the second column under the Student Center box, you will see the following box:



STEP 2: Under the “ACADEMICS” portion of your Student Center, click on the “ENROLLMENT SHOPPING CART” link.



STEP 3: Select the term you’re registering for and press the “CONTINUE” button to advance.



STEP 4: On the “SELECT CLASSES TO ADD” page, use the green “SEARCH” button to look up courses. This will bring you to the “ENTER SEARCH CRITERIA” page.



Enter Search Criteria:

STEP 5: In the “COURSE SUBJECT” field, click the green “SELECT SUBJECT” button for an alphabetical list of courses.

Enter Search Criteria

Institution: Westchester Community College
Term: Fall 2012

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: [select subject](#) ENG

Course Number: is exactly 101

Course Career: Undergraduate

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

[CLEAR CRITERIA](#) [SEARCH](#)

STEP 6: Once you’ve selected the desired Course Subject, click the green “SEARCH” button to continue.

STEP 7: The “SEARCH RESULTS” page will give you all *available* class sections for that department, both on and off campus selections. Make sure to pay attention to the following:

▼ PEC 110 - Health & Sports For Life

[View All Sections](#) First 1-3 of 39 La

Section [D001-LEC\(12235\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
We 4:00PM - 5:50PM	TBA	Staff	01/16/2012 - 05/06/2012

1) Catalogue Number / Course Title.

2) Click “VIEW ALL SECTIONS” to see all possible course selections.

3) The “ROOM” tells where *on campus* OR *off campus* the course is located.

Note: *Off Campus* courses will be identifiable under Room and will specifically give the extension center – **Center for the Arts, Cross County Yonkers, Roosevelt, Mt. Vernon Extension, Ossining Extension, Peekskill Extension, Port Chester MS, Lakeland High School, Mahopac HS, Blessed Sacrament HS**. If a Room says “TBA” the course will be offered *On Campus*: “**Online Education**” means just that, *Online*.

STEP 8: When you’ve found the section which best fits your schedule, click the green “SELECT CLASS” button to add the class to your Shopping Cart – confirm your selection by pressing the green “NEXT” button. You will be directed back to the Select Classes to Add page – **repeat Steps 1-7 to add more classes!**