How to Add Classes to Your Shopping Cart

**STEP 1:** Go to the MyWCC Portal – 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.

**IMPORTANT:** WINTER sessions are not meant for current WCC students – the term overlaps into the Spring!
Enter Search Criteria:

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

**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:

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!