How to Make Your Schedule Online

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, you will see the following tile: Click the tile

STEP 2:

Here you click onto the "Manage Classes" Tile
STEP 3:
Select "Class Search And Enroll" from the menu

STEP 4:
Select the term you are registering in to.
STEP 5:

Entering the search Criteria. In the Search Bar, enter your subject of interest

<table>
<thead>
<tr>
<th>Spring 2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>View My Classes</td>
<td></td>
</tr>
<tr>
<td>Shopping Cart</td>
<td></td>
</tr>
<tr>
<td>Class Search and Enroll</td>
<td></td>
</tr>
<tr>
<td>Drop Classes</td>
<td></td>
</tr>
<tr>
<td>Swap Classes</td>
<td></td>
</tr>
<tr>
<td>Browse Course Catalog</td>
<td></td>
</tr>
<tr>
<td>Enrollment Dates</td>
<td></td>
</tr>
<tr>
<td>Make a Payment</td>
<td></td>
</tr>
</tbody>
</table>

STEP 6:

Choose the Course level

**View Search Results**

15 Courses with keyword: English

- **ENG 91**
  - Writing for College 1
  - 1 Class Option Available

- **ENG 92**
  - Writing for College 2
  - 5 Class Options Available

- **ENG 99**
  - Writing Studio
  - 6 Class Options Available

- **ENG 101**
  - Writing and Research
  - 57 Class Options Available
STEP 7:

Choose the best course that best fits your schedule

**ENG 101**

Writing and Research

*Add to favorite courses*

*Course Information*

*Class Selection*

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Textbook Information</th>
<th>Class</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Online Education Regular</td>
<td>Lecture - Sec 1005 Class# 13525</td>
<td>01/21/2020 - 05/11/2020</td>
<td>To be announced</td>
<td>Online</td>
<td>HAYNES, TERRY W</td>
<td>Open Seats 6 of 26</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Sec 1015 Class# 13051</td>
<td>01/21/2020 - 05/11/2020</td>
<td>Wednesday 8:00AM to 9:15AM Friday 8:00AM to 9:15AM</td>
<td>To be announced</td>
<td>Classroom Building 001</td>
<td>Open Seats 11 of 17</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>Lecture - Sec 1016 Class# 13067</td>
<td>01/21/2020 - 05/11/2020</td>
<td>Tuesday Friday 9:30AM to 10:45AM</td>
<td>Library 0010B</td>
<td>CHAMBERLAIN, JUDITH A</td>
<td>Open Seats 7 of 17</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Off Campus courses will be identifiable under Room and will specifically give the extension center -New Rochelle, Mount Vernon, Yonkers, Shrub Oak, Mahopac, Ossining, Port Chester and Peekskill (Center for the Digital Arts) and White Plains (Center for the Arts). If a Room says “TBA” the course will be offered On Campus: “Online Education” means just that, Online.

STEP 8:

Click “Next” to confirm your selection

**Note for the FALL 2020:** Click on lecture to find out Instructional Mode. Most courses will be taught virtually with fewer courses to be taught in-person, on-campus. Regardless of the instructional modality of a course, all courses are taught following the specific learning outcomes and high academic standards that are customary for a WCC education. Check at the end of this tutorial for definitions on each mode.
STEP 9:

“Accept” the grading basis

STEP 10:

Choose to “Enroll” to be enrolled into course or “Add to Shopping Cart” if you wish to add more courses to your schedule. (Adding to your shopping cart is not enrollment and does not guarantee seating. You must complete the enroll process, detailed in this guide.) Click “Next”

STEP 11:

Click “Submit” to confirm after you reviewed your selection. NOTE: If there is a hold on your account, you will not be able to proceed past this point. Please ask for help from a designated Assistant/Counselor.

You are now registered!
How will courses be taught in Fall 2020?

Most courses will be taught virtually with fewer courses to be taught in-person, on-campus.

Regardless of the instructional modality of a course, all courses are taught following the specific learning outcomes and high academic standards that are customary for a WCC education. Please review the definitions below so you understand the instructional method being used for each of your course selections.

**ONLINE (OL) – Asynchronous (Anytime with Deadlines)**

No scheduled meeting times; course learning/interaction takes place online via Blackboard. Activities include online discussion boards, readings and assignment submissions; assessments completed entirely online.

**ONLINE (OS) – Synchronous (Real-Time)**

Instruction takes place in real-time on scheduled days and times via Blackboard and Zoom. Students are expected to participate in class on the scheduled days and times; assignment submissions/assessments are online via Blackboard.

**Online (OC) – Combined (Mix of Asynchronous & Synchronous)**

Combination of synchronous and asynchronous methods (see above definitions) of instruction via Blackboard and Zoom.

Instructor will tell students in advance what days and times they will virtually meet.

**HYBRID (HY) – Synchronous & In-Person**

Combination of online synchronous and in-person instruction modes. Courses will take place online via Blackboard and Zoom in real-time on scheduled days and times; instructor meets with students on campus (in-person) on scheduled days and times.

**ONLINE (OR) – Asynchronous & In-Person Requirement or Proctored Exams**

Course learning/interaction takes place online via Blackboard (see above definition), except for on-campus (in-person) requirement or proctored exams.