

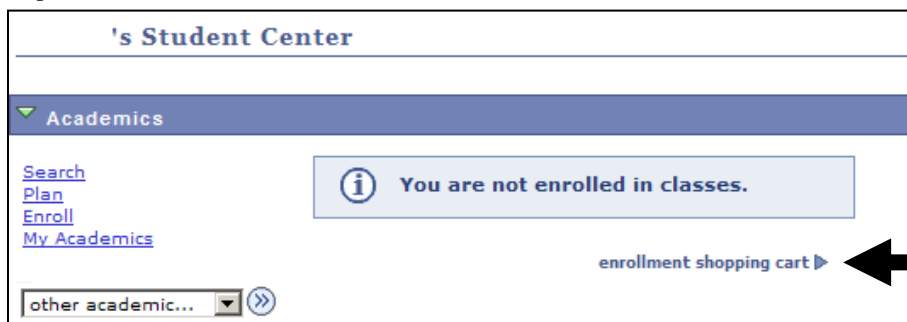
How to Register for a Science with a Lab

***NOTE:** If you are looking to take a Science w/ a Lab, you may be subjected to take specific labs for specific lectures – Anatomy & Physiology 1 and 2, Microbiology, Principles of Inorganic Chemistry, Inorganic Chemistry 1 and 2, and Organic Chemistry 1 and 2.*

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, click on the “STUDENT CENTER” link located near the top of the page, in the middle. Inside your Student Center, click the “ENROLLMENT SHOPPING CART” button to proceed.



STEP 2:

You will have to select the term in which you’re interested to register:

The screenshot shows a form titled 'Select a term then click Continue.' with a table of options:

	Term	Career	Institution
<input type="radio"/>	Fall 2010	Undergraduate	Westchester Community College
<input type="radio"/>	Winter 2011	Undergraduate	Westchester Community College
<input type="radio"/>	Spring 2011	Undergraduate	Westchester Community College

Below the table is a green 'CONTINUE' button.

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

STEP 3:

On the “SELECT CLASSES TO ADD” page, in order to look up desired science lectures, click the green “SEARCH” button. When you’ve found a lecture that fits your schedule, click the green “SELECT CLASS” button – this will automatically lead you to the “SELECT CLASSES TO ADD – RELATED CLASS SECTIONS” page.

***NOTE:** All sciences can be found under *CHEM* for Chemistry, *PHYS* for Physical Science, and *BIOL* for Biology.*

The screenshot shows a table titled 'Select Laboratory section (Required):' with the following columns: Class Nbr, Section, Schedule, Room, Instructor, and Status. The table contains several rows of data, with the 'Status' column showing blue squares (unavailable) and green circles (available). A 'View All Sections' button is highlighted with a black box and a black arrow pointing to it from the left. Below the table are 'CANCEL' and 'NEXT' buttons.

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	81864	DL01	Mo 9:00AM - 10:50AM	Science Building 0121	L. SENFT	<input type="checkbox"/>
<input type="radio"/>	81865	DL02	We 2:00PM - 3:50PM	Science Building 0121	R. APPLEBAUM	<input checked="" type="checkbox"/>
<input type="radio"/>	81866	DL03	Tu 8:00AM - 9:50AM	Science Building 0121	P. ROBINSON	<input checked="" type="checkbox"/>
<input type="radio"/>	81867	DL04	Tu 3:00PM - 4:50PM	Science Building 0121	L. SENFT	<input type="checkbox"/>
<input type="radio"/>			AM -	Science Building 0121	L. SENFT	<input checked="" type="checkbox"/>

Make sure to scan through *all* possible lab selections by clicking “VIEW ALL SECTIONS”.

Pay attention to the “STATUS” of the lecture to ensure that particular section’s available.

IMPORTANT: Certain lecture selections have *specific* labs – you *must* stay within these parameters.

STEP 4: Once you've made your final lecture/lab decision, you'll be directed back to your Shopping Cart.

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COMM 109-D006 (80334)	TuTh 8:00AM - 9:15AM	Academic Arts Bldg 0308	P. LONGOBARDI	3.00	●
<input type="checkbox"/>	ENG 101-D028 (80198)	MoTh 12:30PM - 1:45PM	Academic Arts Bldg 0304	R. FISHMAN	3.00	●
<input type="checkbox"/>	MATH 135-D007 (81707)	MoTuWeTh 10:00AM - 10:50AM	Technology Bldg 124	C. GIANG	4.00	●
<input checked="" type="checkbox"/>	PHYS 143-DL04 (81822)	MoWeTh 2:00PM - 2:50PM	Academic Arts Bldg 0415	L. SENFT	4.00	●
<input type="checkbox"/>	PHYS 143-DL04 (81867)	Tu 3:00PM - 4:50PM	Science Building 0121	L. SENFT		■

for selected:

IMPORTANT:
Because lectures are linked with specific labs (and vice versa), should you change your mind and want a different lecture/lab, you **will not** be allowed to delete one over the other – you'll be forced to delete the lecture which will, in turn, delete the lab.

STEP 5: Once all your classes have been placed in the Shopping Cart, in order to make sure there are no time conflicts, academic or financial holds, or prerequisite issues, etc., select all the check boxes under “SELECT” and click “VALIDATE”. **This DOES NOT mean you're enrolled!** Make sure to read the “MESSAGE” boxes if you see a in the “STATUS” section. You must speak with an Academic Counselor if this occurs. If the is referring to a *time conflict*, you must adjust this yourself!

STEP 6: To get back to your Shopping Cart from the Validate page click the green “SHOPPING CART” button.

STEP 7: If you are ready to enroll, select all the check boxes under “SELECT” and click “ENROLL”.

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.*

STEP 8: The final step will be to “CONFIRM CLASSES”: Click the green button “FINISH ENROLLING”. If the registration was successful the “VIEW RESULTS” screen will either display a confirming the successful addition of any course(s), or an illustrating the registration was successful.