

## How to Register for Classes Online Using Your Student Account, MyED



- 1) Go to [www.ccd.edu](http://www.ccd.edu)
  - 2) Go to **Links**
  - 3) Click on **“MyCommunity Education”**
  - 4) Click on **“Current Students”**
  - 5) Enter you Student ID **“S”** number in the User ID field  
-**“S”** must be in upper case when logging in  
Enter your PIN (6 digits)
  - 5) Click on **“Student Menu”**
  - 6) Click on **“Registration Menu”**
  - 7) Click on **“Add/Drop Classes”**
  - 8) Select term you want to register for.
- (If you had difficulty accessing your account, please refer to the step by step guide: **How to Access CDD’s Student Account Online, MyED**)

Once you have accessed you student account and are ready to add a class to the add drop page you can ether open a new [www.ccd.edu](http://www.ccd.edu) page and click on the semester schedule and begin looking for classes to enroll in or if you have a paper copy you can use it. Either way begin looking at classes you need to take. Below explains how to use the schedule as you’re are trying to register for classes at CCD.

The diagram shows a class schedule entry for 'AST 101 Astronomy I: SC1'. The entry is: **AST 101 Astronomy I: SC1** . . . . . **4**  
Prerequisites: ENG 090 or higher OR minimum college level assessment test score, MAT 090 or higher OR minimum college level Math assessment test score.  
**10301** . . . **400** . . **F** . . . . . **6-850pm** . . . . . **SO 215** . . . . . **Faculty**  
Requires 25 additional hours of laboratory/observatory experience.

Numbered callouts point to: 1 (Course Number), 2 (Course Title), 3 (Code for guaranteed general education core transfer courses), 4 (Credit Hours), 5 (Prerequisites), 6 (CRN), 7 (Section number), 8 (Day(s) of the week), 9 (Time), 10 (Building and room), 11 (Course instructor), and 12 (Additional requirements).

- 1 . . . . . Course Number
- 2 . . . . . Course Title
- 3 . . . . . Code for guaranteed general education core transfer courses
- 4 . . . . . Credit Hours: denotes number of credits to be awarded after successful completion of the course
- 5 . . . . . Prerequisites needed to enroll in the class
- 6 . . . . . CRN (Course Reference Number)
- 7 . . . . . Section number example: 65L is the section. A course offering may have several sections. In communicating with the college about a course, please note the section number with the course number. Students may not change sections without going through the add/drop process.
- 8 . . . . . Day(s) of the week class meets
- 9 . . . . . Time class begins and ends
- 10 . . . . . Building abbreviation and room number of class
- 11 . . . . . Course instructor: The term “Faculty” in this column means a faculty member will be assigned.

The following example shows a class you would find in the schedule and explains each item in detail.

When registering online you need to make sure you have completed the prerequisites the class your trying to enroll for the current semester asks you to have completed or have a score in the correct range on the accuplacer test you would have taken before registering in the Testing Center.

When registering online you will need to use the CRN number of class which number 6 in the example on the left. You will need to type the 5 digit number into the registration box on the ADD/DROP page.

**Add or Drop Classes**

Your home institution for the selected term is CCD  
Community College Fall 2007  
Nov 09, 2007 12:26 pm

**College Opportunity Fund**  
 • COF is the state paid portion of your tuition. If you do not authorize COF, you will be required to pay both the student and state portions of your tuition.  
 • Make sure you authorize your College Opportunity Fund before you register by [clicking here](#).

**Add Class**  
 • To add a class, click on the "Class Search" button at the bottom of the page.  
 • To Register, click on the "Submit Changes" at the bottom of the page.

**Drop Class**  
 • Select "Drop Web" in the dropdown box beneath "Action" under "Current Schedule" below, then click "Submit Changes" at the bottom of the page.

[View Detailed Student Schedule](#)      [Colorado Community Colleges Online Help](#)      [Help for Registration Error Messages](#)

**Current Schedule**

Status	Action	School	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Apr 19, 2007	None	CCD	21829	MAT	106	017	Undergraduate	4.000	Standard	Grade	Survey of Algebra
**Web Registered** on Apr 19, 2007	None	CCD	22787	AAA	175	002	Undergraduate	1.000	Satisfactory/Unsatisfactory	Fall 2007	Enhanced Learning
**Web Registered** on Apr 19, 2007	None	CCD	21895	AST	101	72L	Undergraduate	4.000	Standard	Grade	Astronomy I: SC1
**Registered** on Jul 26, 2007	None	CCD	24494	BUS	175	M03	Undergraduate	3.000	Standard	Grade	MGC Inter Institutional Course

Total Credit Hours: 12.000      CCD Credit Hours: 12.000  
 Total Billing Hours: 12.000      CCD Billing Hours: 12.000  
 Maximum Hours: 18.000  
 Date: Nov 09, 2007 12:26 pm

**Add Classes Worksheet**

**School and CRNs**

Community College of Denver		Community College of Denver		Community College of Denver	
Community College of Denver		Community College of Denver		Community College of Denver	
Community College of Denver	22002	Community College of Denver		Community College of Denver	

Submit Changes    Class Search    Reset

Here are the steps to adding a class or classes to your current semester schedule.

1. Choose the classes that fit your schedule from the class schedule.
2. Type the CRN of the class into the registration box in the "Add or Drop Classes" page.
3. Click on "Submit Changes"
4. Review the classes you registered for on this page
5. Click on "View Detailed Student Schedule" and print this page out so you know here your classes are held and your who is your professor.
6. To see your billing statement click on the "Student" tab. Then click on "Registration Menu" and then click on "Billing Statement"

Course #	Course Title	Credit Hours
CRN	Section Days Time	Location Instructor
22002	BIO 112 Gen College Biology II/Lab:SC1 . . . . . MW . . . . . 830-1020am . . . . . SO 219 . . . . . Faculty	5
	Prerequisite: Grade of 'C' or better in BIO 111	
21968	. . . . . W . . . . . 1030am-1220pm . . . . . SO 235 . . . . . Faculty	
	. . . . . 21968 . . . . . WEB . . . . . Hopkins A	
	Online Course Offered Only in Spring. Section 751 begins 8/20/07 through 12/10/07. Last day to drop is 9/6/07 to receive a refund.	

### Registration Errors You Could See

**"PREQ and TEST SCORE-ERROR"**- requires the prerequisite and test score before enrolling in the class. Refer to the schedule for each of the classes prerequisites.

**"TIME CONFLICT"**- the class your registering for is at the same time as another class or over laps. Check your schedule and pick a different class which doesn't conflict.

**"MAJOR RESTRICTION"**- if you register for a class that is set up for specific majors on the CCD campus you may see this error if your current approved major isn't corresponding to the class. Check with your department to change your major or approval into the program.

**"MAXIMUM HOURS EXCEEDED"**- if you register for more that 18 credit hours this error will occur and you will need approval for your advisor or case manager.

**"DEPARTMENT OVERRIDE"**-the class your register for requires department approval with a signed signature on a registration form and bring the form to Admission, Registration and Records Office to complete the override process.