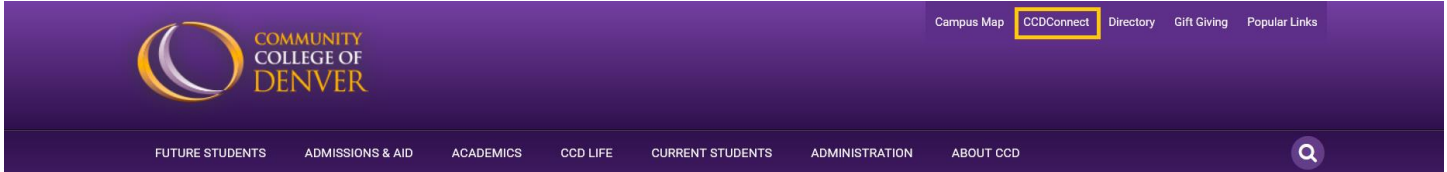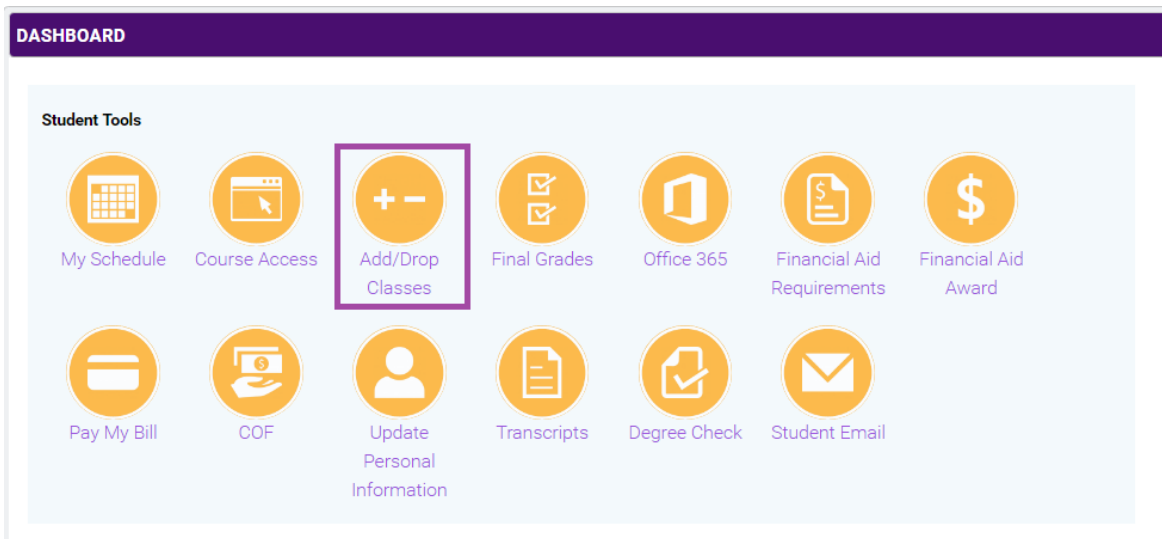# How to Add a Course

1. Login to CCDConnect at www.CCD.edu.

2. Once logged in, select the Add/Drop a Class Dashboard icon.

3. A Banner pop-up window will appear.

4. Select a term year.

Select Term

Select a Term: Fall 2017 (View only) ▼

Submit

5. Read and accept the Student Account Payment Agreement.

Add or Drop Classes

Dear Student:

The following is the Agreement between us (Colorado Community College System) and you, regarding our delivery of educational services for which you agree to pay in the future in accordance with this agreement. The Colorado Community College System includes Arapahoe Community College, Community College of Aurora, Community College of Denver, Colorado Northwestern Community College, Front Range Community College, Lamar Community College, Morgan Community College, Northeastern Junior College, Otero Community College, Pueblo Community College, Pikes Peak Community College, Red Rocks Community College, Trinidad State Junior College, and the System Office hereinafter referred to as 'the College'. By allowing charges to be applied to your student account, you will be bound by this Agreement.

By scrolling through, reading and clicking the "I Accept" button below, you signify your acceptance of this statement regarding payment of fees.

1. Use of Account - You authorize us to add to your account all tuition, fees, and other charges incurred by you as a result of attending the College.

2. Promise to pay - By registering for classes or authorizing charges to be added to your account, you represent to us that you have the intention and ability to pay and you promise to pay for all charges placed on your account as well as any service charges or collection costs, if any, that may be due. This includes subsequent registrations for this term and any part of term within this term of registration.

3. Student Account and Billing Statement - Student Account activity is available electronically via the student portal. In addition, the College may send electronic billing statement notices to the student's College-issued email address on record. The College may also send paper billing statements to the student's physical address on record with the college of attendance, but is not required to do so. Failure by a student to view their Student Account or receive any billing statement does not constitute valid grounds for waiving late payment penalties or registration, grade, diploma or transcript holds.

6. Enter the five-digit Course Reference Number (CRN) for the class you would like to add and click Submit Changes.

- Multiple CRNs may be entered
- If you do not know the CRN, see Step 9.

7. Verify that you have been registered.

Add Classes Worksheet

CRNs

| 20302 | | | |

[Submit Changes] [Class Search] [Reset]

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Web Registered on Aug 09, 2013	None	20302	ART	110	750

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Aug 09, 2013 01:10 pm

How to Look Up Class or Course Reference Number (CRN)

Add Classes Worksheet

CRNs

8. Click Class Search.

[Submit Changes] [**Class Search**] [Reset]

9. Select Subject and click Course Search.

    -   To select multiple subjects, press and hold the "Ctrl" key.
    -   Select Advanced Search to narrow course results.

Subject:
Advancing Academic Achievement
American Sign Language
Anthropology
Arch Eng/Construction Mgmt
Art
Astronomy
Biology
Business
Business Technology
Chemistry

[**Course Search**] [Advanced Search]

10. Select View Sections

Fall 2013
Art

110	Art Appreciation: AH1	View Sections
111	Art Hist Ancient/ MedievGT-AH1	View Sections
112	Art Hist Renaiss/1900:GT-AH1	View Sections

11. Check the available course and click Register. The "Select" column may contain the following codes:

    -   Blank – You are already enrolled in this section
    -   C – Section closed, no seats available. Select another section, waitlist the section or check back later.

Sections Found
Art

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	20132	ART	110	001	DAC	3.000	Art Appreciation: AH1	TR	09:30 am-10:45 am	25	25	0	99	4	95
C	20133	ART	110	002	DAC	3.000	Art Appreciation: AH1	F	12:30 pm-03:15 pm	25	25	0	99	0	99
C	20134	ART	110	003	DAC	3.000	Art Appreciation: AH1	R	12:30 pm-03:15 pm	20	20	0	99	2	97
C	21269	ART	110	004	DAC	3.000	Art Appreciation: AH1	TR	08:00 am-09:15 am	25	25	0	99	0	99
C	21457	ART	110	006	DAC	3.000	Art Appreciation: AH1	F	12:30 pm-03:15 pm	25	25	0	99	0	99
C	23188	ART	110	007	DAC	3.000	Art Appreciation: AH1	T	12:30 pm-03:15 pm	20	20	0	99	5	94
☑	22607	ART	110	01C	DAC	3.000	Art Appreciation: AH1	MW	11:00 am-12:15 pm	25	23	2	99	1	98
C	20135	ART	110	500	DAC	3.000	Art Appreciation: AH1	S	12:30 pm-03:15 pm	20	20	0	99	0	99
☐	21147	ART	110	71K	DON	3.000	Art Appreciation: AH1		TBA	25	24	1	99	0	99
☐	20302	ART	110	750	DON	3.000	Art Appreciation: AH1		TBA	25	24	1	99	0	99
☐	21704	ART	110	C11	DCN	3.000	Art Appreciation: AH1		TBA	99	10	89	99	0	99
☐	21705	ART	110	C21	DCN	3.000	Art Appreciation: AH1		TBA	99	6	93	99	0	99

[Register] [Add to WorkSheet] [New Search]