How to Add/Drop Classes

1. Log into myCCC and click on the Registration Link under the QuickLaunch Navigation box in the middle of the page. The program will then have you log into Self Service for Banner.

Both of these systems use the same log-in information. Your ID is your Comet ID, which should begin with your first and last initial. First-time users must create their initial password and security information to activate their myCCC student portal. If you have changed your password from the default and need it to be reset, please contact the CCC ITS Help Desk.

2. Select the Term for which you want to Add/Drop a class and click Submit.

To Drop a Course, or to Add a course if you know the Course CRN:

1. Select **Register/Add/Drop Classes**
2. **To Drop a Class**: All classes that you are currently registered to take will be listed under Current Schedule. From the drop-down menu under Action, select the option **Web Drop/Delete**
3. **To Add a Class**: Enter the CRN in the fields at the bottom of the page
4. Once you have added and dropped the courses you want to change, click **Submit Changes**

To Add a course if you do not know the Course CRN:

1. Select **Look-Up Classes to Add** and select the **Term** for which you want to Add/Drop a class and click **Submit**
2. Choose the **Subject** and click **Course Search**
3. Choose the Class by clicking **View Sections**. If the class you are hoping to add is not listed here, then it is not being offered in the semester you are searching.
4. Find the section of the course that you would like to add and select the checkbox next to it on the far left. If no checkbox appears, then that course is closed or unavailable.
5. Click **Register** to register for the course.
   a. **If you are adding multiple courses at one time**, you may click **Add to Worksheet** instead of Register. From this new page, you can select **Class Search** to continue searching for and adding courses to the worksheet. Once you have added all the courses you want to register for to the worksheet, you can click **Submit Changes** and you will be registered in all the courses listed on the worksheet.

A note about Adding Courses: Once you have registered for a course, you are expected to pay your tuition, or to set up a payment plan for tuition, within 24 hours of registration. Students who have not made their necessary tuition payment may be dropped from their classes, per the drop schedule on the Cashier's website: https://www.coconino.edu/student-accounts. Students who are automatically dropped from a course for non-payment will receive an email notification of the drop.

A note about Dropping Courses: Students receiving Financial Aid should speak to Financial Aid prior to dropping any course. The change in credit hours may affect your Financial Aid disbursal or may cause you to owe money back from already disbursed funds.