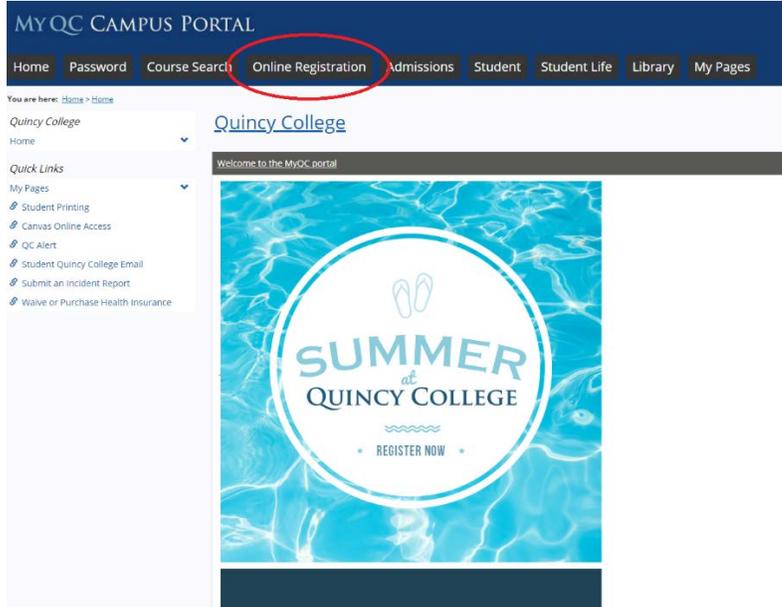


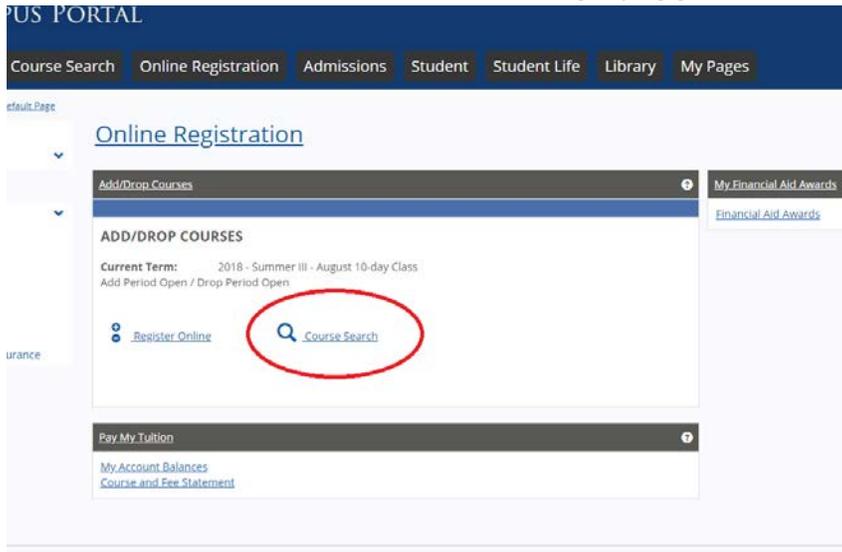
## How to register for classes

### Online registration through the portal

1. Log into your QC Portal with your username/ID number and password.
2. Select the link along the upper boarder that says "Online Registration"



3. Click on the link to "Course Search" with the magnifying glass icon.





- e. To register for a class click the gray box to the left of the course and then at the bottom of the page click “Add Courses”

<input type="checkbox"/>	+	<a href="#">ENG 090 91</a>	Basic Composition	Devlin, Roberta
<input type="checkbox"/>	+	<a href="#">ENG 090 F7 1</a>	Basic Composition	Devlin, Roberta
<input type="checkbox"/>	+	<a href="#">ENG 091 01</a>	English Vocabulary	Tba, Tba
<input type="checkbox"/>	+	<a href="#">ENG 093 01</a>	Grammar	Tba, Tba
<input type="checkbox"/>	+	<a href="#">ENG 094 01</a>	Foundations of Reading	Tba, Tba
<input type="checkbox"/>	+	<a href="#">ENG 094 02</a>	Foundations of Reading	Cakridas, Cleo
<input checked="" type="checkbox"/>	+	<a href="#">ENG 101 01</a>	English Composition I	Rancatore, Laura
<input type="checkbox"/>	+	<a href="#">ENG 101 02</a>	English Composition I	Demartinez, Jean
<input type="checkbox"/>	+	<a href="#">ENG 101 03</a>	English Composition I	Winn, Joseph

Add Courses

6. To search for classes by course code follow the below instructions.
  - a. 1<sup>st</sup> make sure the “Term” is the right term you wish to register for. If the term does not appear the schedule may not have been finalized, or there may be an issue with your portal and you will have to see the IT office.
  - b. Next where it says “Course Code” make sure the drop down is set to “Begins With”
  - c. In the blank next to that line type the department and course number. For example: ENG 221, CSI 101, PSY 111, or ENG 102. (Only enter one course at a time).
  - d. Then click “Search” at the bottom of the page.
  - e. On the next page you will see a list of courses offered in that department and there will also be a “Search Again” button in the top right, you can use this to return to the search options.
  - f. To register for a class click the gray box to the left of the course and then at the bottom of the page click “Add Courses”

**Course Search**

Term:

Department:

Course Number Range:  to

Title:

Course Code:

Division:

Time:  To:

Meets on any day(s)

Meets only on the selected days

7. To search for classes by days or campus follow the below instructions

- a. 1<sup>st</sup> make sure the “Term” is the right term you wish to register for. If the terms does not appear the schedule may not have been finalized, or there may be an issue with your portal and you will have to see the IT office.
- b. Next where it says “Time” there is a list of days with check boxes. You can check the boxes next to the days you want to search for.

Course Code:

Division:

Time:  To:

Meets on any day(s)

Meets only on the selected days

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Friday
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Saturday
<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Thursday	

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours:  to

- c. Another option is selecting the campus where it says “Campus”. You can select from Quincy Campus, Plymouth Campus, Online, or Online Plymouth.
- d. Using these options is a great way to narrow down the class choices. But it may also exclude other options that will work for your schedule as you can only pick one campus at a time. Then click “Search” at the bottom of the page.
- e. On the next page you will see a list of courses offered in that department and there will also be a “Search Again” button in the top right, you can use this to return to the search options.
- f. To register for a class click the gray box to the left of the course and then at the bottom of the page click “Add Courses”

Faculty:

Campus:

Building:

Section Status:

in/Max Hours:  to