QUINCY COLLEGE
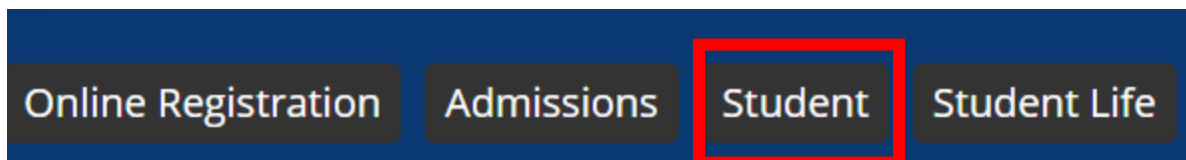
How to Access Portal

To access your portal account, go to the Quincy College homepage, www.quincycollege.edu. On the homepage, scroll down and click on **MyQCPortal** (under the banner). In the spaces provided, enter your Student I.D. # and your Portal password. Click on the **Login** box. (*Your password would have been provided to you in an email from Admissions after you have applied to QC. If you do not know your password, please call the I.T. department at* **(617)984-1698**.)

Accessing Your Advising Worksheet (Audit)

Once you are in your Portal Account, Click on the "**Student**" tab at top of the screen.

On the Student page, you will see links in the left column. Click on **My Academic Advising**:

Student

My Schedule

My Academic Advising

My Account & Financial Aid

My Grades & Transcript

Intent to Graduate Application

and then the **View All Details** link

Requirements Summary	
Name	Status
First Year Seminar	✖ Not Met
Core Requirements	✖ Not Met
General Studies A.A.	✖ Not Met
6 General Electives Req	✖ Not Met
64 Total Credits/2.00 GPA	✖ Not Met
Non-Applied Coursework	✖ Not Met

View All Details

and then **My Degree Audit, PDF**.

First Year Seminar	2019	FYS	0.00	0.00	0.00
Core Requirements	2019	CORE	0.00	0.00	0.00
General Studies A.A.	2019	MAJOR	0.00	0.00	3.00
6 General Electives Req	2019	ELECT	6.00	0.00	0.00
64 Total Credits/2.00 GPA	2019	TOTAL	64.00	0.00	6.00
Non-Applied Coursework	2019	NACW	0.00	0.00	3.00

My Degree Audit PDF

You are now in your Quincy College Advising Worksheet and you can see the following information:

- Your Major and catalog year (the year in which you applied to Quincy College
- Your GPA
- The courses required to complete your degree program
- The courses you have taken and the grades
- Non-Applied Coursework will include courses that you have taken but do not apply to your program. Developmental math and English courses such as Basic Composition and Beginning Algebra are considered non-applied.

Quincy College Advising Worksheet

Student Information (Legal, Home, or Permanent):	Advisor Information:
Name:	**Advisor #1:**
Address:	**Advisor #2:**
	Advisor #3:
	Career Hours Earned: .00
Phone:	**Career GPA:** .00
Mobile:	**Last Term Attended GPA:** .00
Degree Information: (Catalog Year 2019)	**Classification:**
Major 1: General Studies	**Academic Standing:**
	Holds and Warnings:

✖ First Year Seminar (NOT MET) — 0.00 Hours Required

First Year Seminar:...0.00 Hours Earned/0.00 Hours In Progress

First Year Seminar: Students must take First Year Seminar in their first or second semester unless they have completed 12 or more college credits at another institution prior to enrolment at Quincy College. Meet with an Academic Advisor for additional information.

✖ IDS167 First Year Seminar

✖ Core Requirements (NOT MET) — 0.00 Hours Required

Core Requirements:...0.00 Hours Earned/0.00 Hours In Progress

Complete all Core Courses as required for each Associates Degree.

Now, using your Audit Sheet, you can register for classes needed to complete your degree.

First Year Seminar (NOT MET) — 0.00 Hours Required

First Year Seminar:..0.00 Hours Earned/0.00 Hours In Progress

First Year Seminar: Students must take First Year Seminar in their first or second semester unless they have completed 12 or more college credits at another institution prior to enrolment at Quincy College. Meet with an Academic Advisor for additional information.

✖ IDS167 First Year Seminar

Core Requirements (NOT MET) — 0.00 Hours Required

Core Requirements:..0.00 Hours Earned/0.00 Hours In Progress

Complete all Core Courses as required for each Associates Degree.

✖ ENG101 English Composition I

✖ ENG102 English Composition II

✖ Computer Science - 3.00 Hours Required
Computer Science Elective: Complete 3 credits of Computer Science courses. Choose from CSI 101, CSA 213, OR CSA 227.

✖ History/Government - 3.00 Hours Required
Choose to complete 3 credits of either History or Government courses. Choose from GOV201, GOV211, GOV290, HIS101, HIS102, or HIS290.

✖ Mathematics - 3.00 Hours Required
Choose to complete 3 credits of Mathematics courses. Choose from MAT103, MAT107, or MAT113.

✖ Natural Science - 4.00 Hours Required
Choose to complete 4 credits of Natural Science with Lab courses. Choose from BIO106, BIO111, BIO160, CHE103, CHE121, CHE141, ENV101, HSC149, or PHY111.

✖ Soc Science/Psychology - 3.00 Hours Required
Choose to complete 3 credits of either Sociology or Psychology courses. Choose from ECO201, ECO202, PSY101, PSY216, SOC101, SOC102, or SOC155.

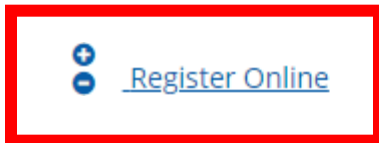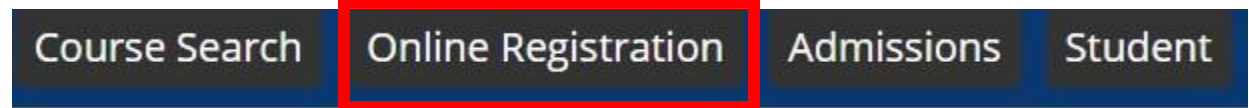A *red x* next to a course will indicate a course required but not taken.

An *orange circle* next to a course will indicate a course in progress (you are currently enrolled in the course)

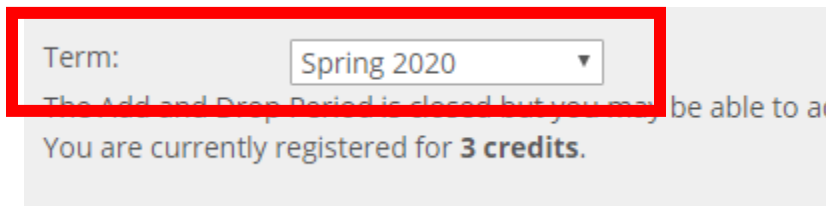A *green check mark* next to a course indicates a completed course.

You can register for any course needed for your program as long as the course does not have a prerequisite. Ex: English Composition II has a **prerequisite** of English Composition I. You must take English Composition I before taking English Composition II.
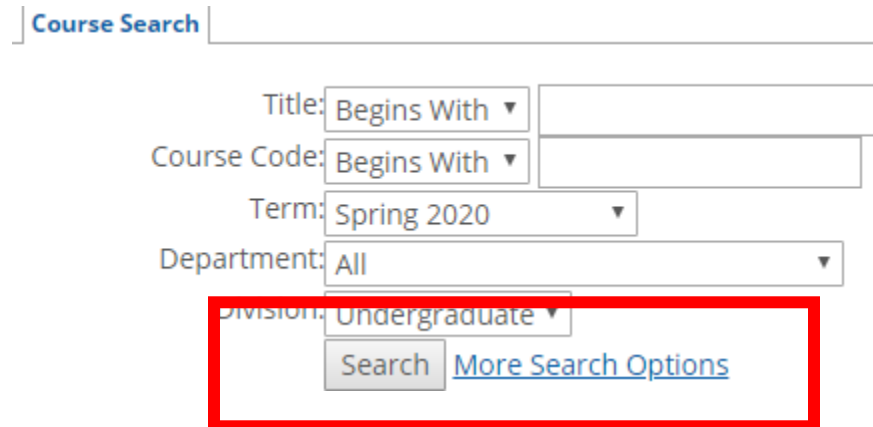
How to Register for Classes

To Register for classes, click the **Online Registration** tab at top of screen. Then click on **register online** link.

Choose the semester you want to register for in the drop down menu.

Click on the **Search** box.

You will now see all of the courses being offered in alphabetical order.

At the bottom of the page, you will be able to search for a class by clicking on the letter links. Ex: If you are looking for Psychology courses you can choose the appropriate link.

EN - EN | EN - EN | EN - EX | EX - G
- ML | ML - PH | PH | PS | PS - PT

Once you have found the course you want to register for, put a check in the box to the left of the course.

At the bottom of the page, click the **Add Course** box.


Congratulations! You have just registered for a class!

If you have any questions or concerns, please see an Advisor or feel free to contact the Advising office at **(617) 984-1670**.
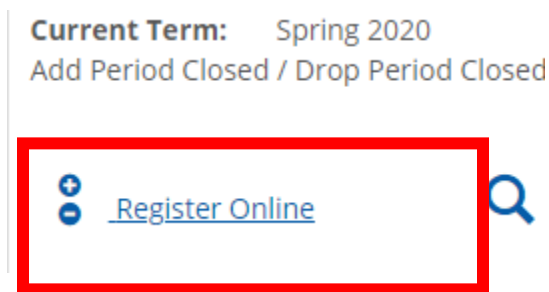
If you need to drop a course after you have registered, you may do so on your own up until the course begins. Once the course begins, you would use an Add/Drop form, which you can get either in the Advising Office or Registration Office.
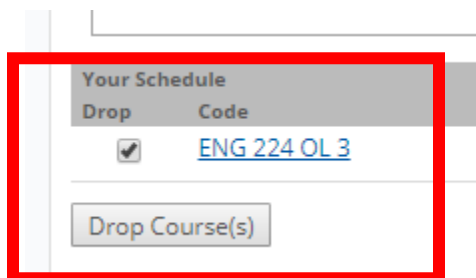
Dropping a Course Online:

In your Portal account, click on the **Online Registration** tab.
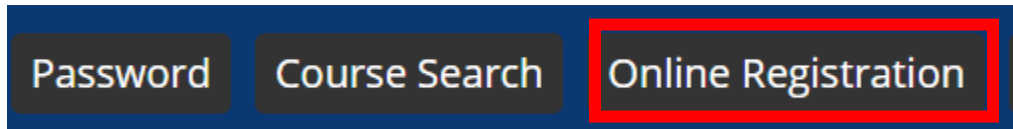
Then click on the **Register Online** link.

Put a check in the box next to the course you wish to drop.

Then click the **Drop Course** box.

You have now successfully dropped a course.

*If you have any questions or concerns, please call or come to the Advising Office for assistance **(617)984-1670.**