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:

- My Schedule
- My Academic Advising
- My Account & Financial Aid
- My Grades & Transcript
- Intent to Graduate Application

and then the View All Details link

<table>
<thead>
<tr>
<th>Requirements Summary</th>
<th>Status</th>
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<tbody>
<tr>
<td>First Year Seminar</td>
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</tr>
<tr>
<td>Core Requirements</td>
<td>Not Met</td>
</tr>
<tr>
<td>General Studies A.A.</td>
<td>Not Met</td>
</tr>
<tr>
<td>6 General Electives Req</td>
<td>Not Met</td>
</tr>
<tr>
<td>64 Total Credits/2.00 GPA</td>
<td>Not Met</td>
</tr>
<tr>
<td>Non-Applied Coursework</td>
<td>Not Met</td>
</tr>
</tbody>
</table>

and then My Degree Audit, PDF.

<table>
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<tr>
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<th>Hours</th>
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<td>64 Total Credits/2.00 GPA</td>
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<td>0.00</td>
<td>6.00</td>
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<tr>
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<td>NACW</td>
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<td>0.00</td>
<td>3.00</td>
</tr>
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</table>
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.
Now, using your Audit Sheet, you can register for classes needed to complete your degree.

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.

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.

![Online Registration Tab](image)

Then click on the **Register Online** link.

![Register Online Link](image)

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

![Select Drop Box](image)

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**.*