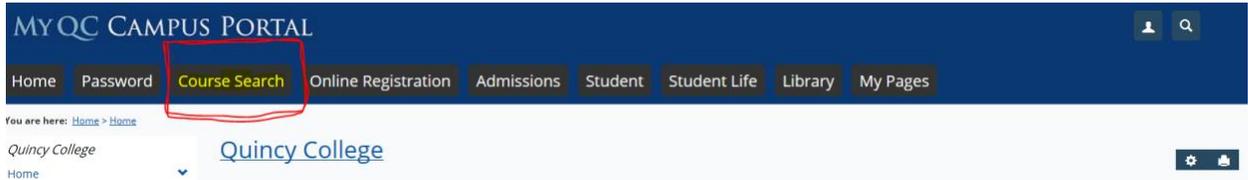


## Registering on the Portal

1. Log into the QC student portal using the log-in provided to you by the admission office via email. You can log into your student portal here: <https://register.quincycollege.edu/ICS/>
2. Choose the “Course Search” option from the tabs at the top of the page:



3. Choose the appropriate term from the “Term” drop down:

### ADD/DROP COURSES

Term:    
Add Period Open / Drop Period Open

4. You can search for courses two ways, by course code or department.
5. If you search by course code you will need to enter the appropriate pre-fix (ENG English, MAT Math, PSY Psychology, etc):

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

6. If you search by department you will need to choose the appropriate drop down (choose the department for the course you are looking, not your major):

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

7. Once you search you will be brought to a page of your options for the course code or department from your query. This is where you will add your course. All the information for each course can be found on registration line:

Add	Textbooks	Course code	Name	Faculty	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>		<a href="#">ENG 090 HY 1</a>	Basic Composition	Cakridas, Cleo	Open	W 9:00 AM-11:30 AM; HYBRID-requires 3 on campus meeting Dates	3.00	9/2/2020	12/19/2020
						TBD			

8. Choose the course you want to add and click the “Add” button, scroll to the bottom of the page and click “Add Course”.
9. Once you click “Add Courses” your page will refresh and IF successful you will receive the following message:

#### Messages

ENG 090 HY 1 - Successfully added to registration record.

10. Repeat the steps above to add additional courses.