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:

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.)
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):

   Add by Course Code | Course Search

   Title: Begins With
   Course Code: Begins With
   Term: Fall 2020
   Department: English
   Division: All
   Search 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 the registration line:

<table>
<thead>
<tr>
<th>Add</th>
<th>Textbooks</th>
<th>Course Code</th>
<th>Name</th>
<th>Faculty</th>
<th>Status</th>
<th>Schedule</th>
<th>Credits</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>ENG 090 HY 1</td>
<td>Basic Composition</td>
<td>Calvirdas, Cleo</td>
<td>Open</td>
<td>W 9:00 AM - 11:30 AM; HYBRID requires 3 on campus meeting dates</td>
<td>3.00</td>
<td>9/2/2020</td>
<td>12/19/2020</td>
</tr>
</tbody>
</table>

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.