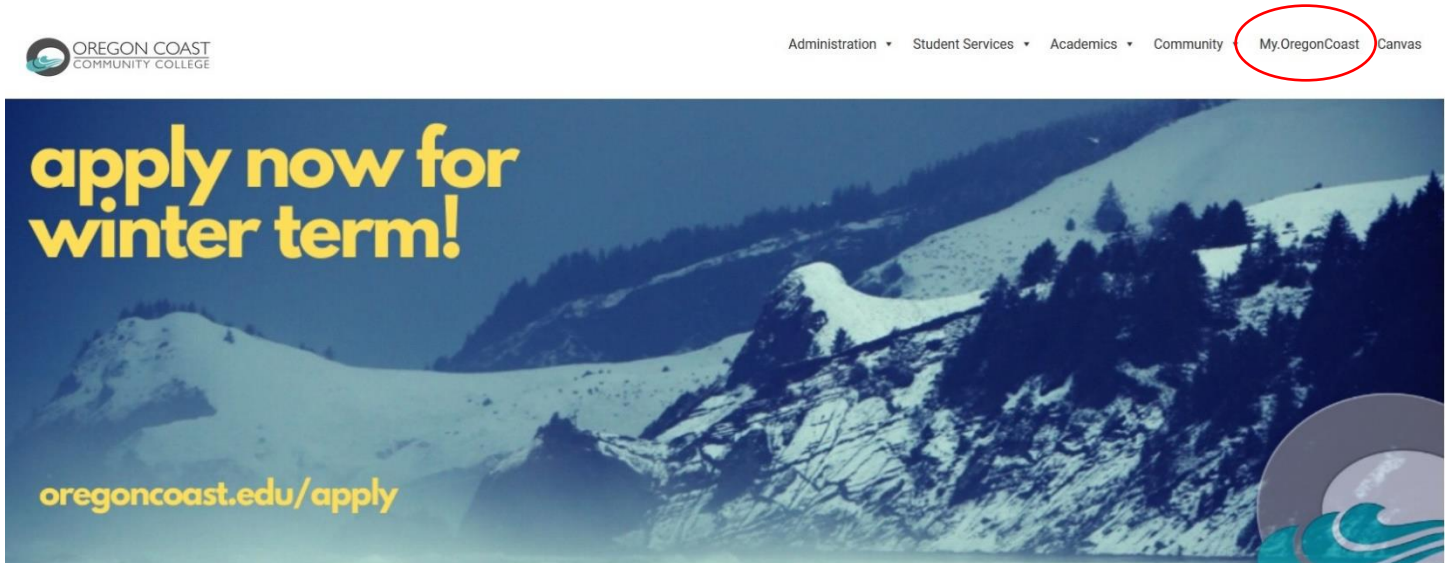


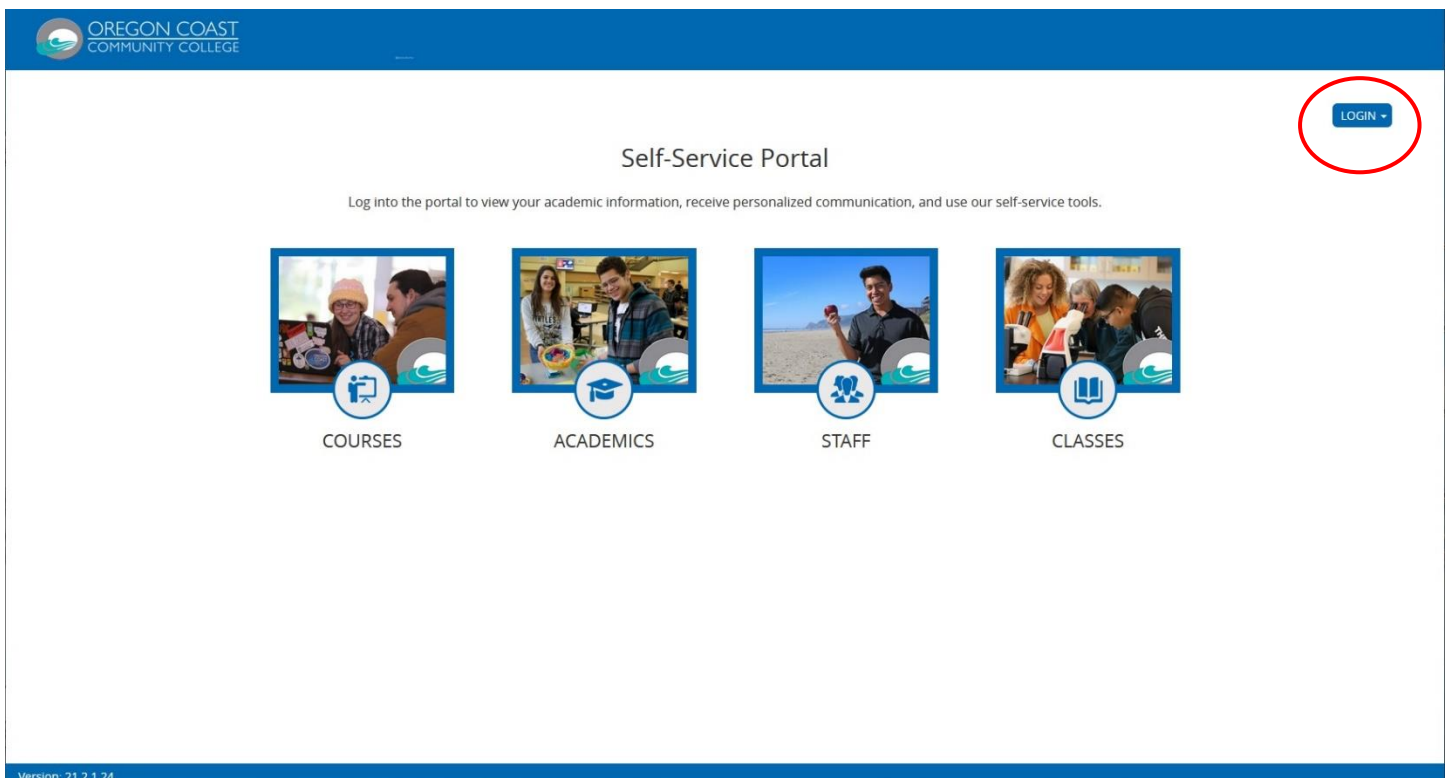
My Oregon Coast Portal

The Oregon Coast Community College portal is where students will register for courses, input drop/withdrawals, check financial aid and upload documents.

1. To access your portal log onto the Oregon Coast Community College website
 - a. Select *MyOregonCoast*.



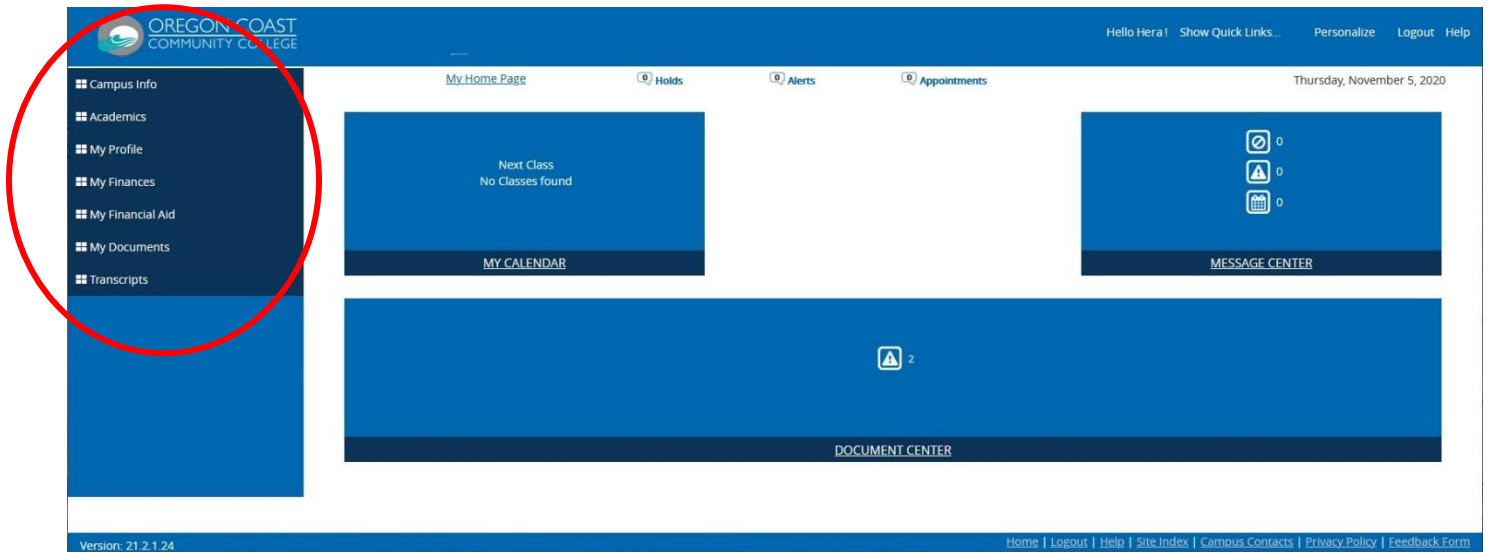
The **CNS Portal** window opens



2. Select the *Login* button and login into your account

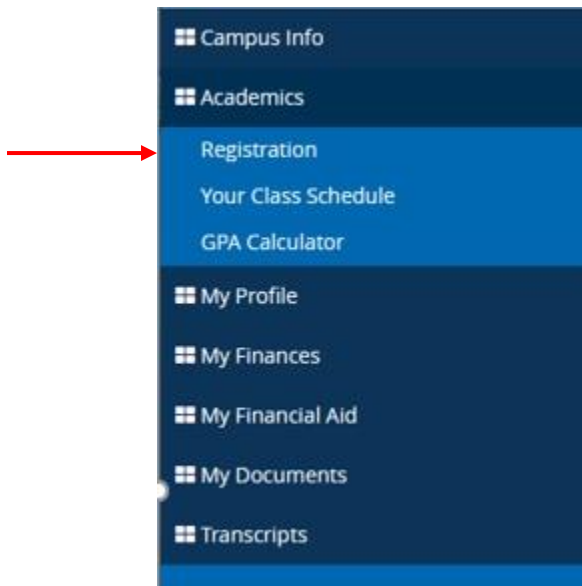
Registering for Classes

The **Student Portal** window opens



1. Select *Academics* to open the menu options

The Academics menu options allow you to register for classes, view your class schedule and calculate your grade point average (GPA).



2. Select *Registration*

The **Online Registration** window opens

This is where you will select the Enrollment Type and the term you wish to register for.

OREGON COAST COMMUNITY COLLEGE

Hello Hera! Hide Quick Link... Logout Help

Faculty Directory Canvas

My Home Page Holds Alerts Appointments Thursday, November 5, 2020

Online Registration

Welcome to Online Registration. Please select the term you wish to register for below. For the best course search results it is suggested to enter the COURSE CODE or COURSE TITLE you want to register for in the Search Box

Refresh Page View Registration Tutorial

Enrollment 9/28/2020 Associate of General Studies Term *Select*

Registered Courses +

Version: 21.2.1.24 Home Logout Help Site Index Campus Contacts Privacy Policy Feedback Form

Using the arrow beside the field (if available) open the enrollment type options. If only one enrollment type exists, the field will already be selected and filled

3. Select your *Enrollment Type*

Enrollment 9/28/2020 Associate of General Studies Term *Select*

9/28/2020 Associate of General Studies

4/4/2022 Early College

4/4/2022 Dual Credit

Early College and Dual credit student must ensure they select the correct PROGRAM TYPE in order to receive either the Early College discount or the non-charge option of Dual Credit.

Using the arrow beside the field open the Term options.

4. Select your *Term*

Enrollment 4/4/2022 Early College Term *Select*

Select

2020-21 Fall Term

2020-21 Winter Term

The enrollment and term selection determine your registration status. You cannot proceed to in the registration until you select a valid enrollment and term.

The **Registration Status** window opens

The screenshot shows the 'Online Registration' window. On the left is a dark blue sidebar with navigation links: Campus Info, Academics (Registration, Your Class Schedule, GPA Calculator), My Profile, My Finances, My Financial Aid, My Documents, and Transcripts. The main content area has a header with 'My Home Page', 'Holds', 'Alerts', and 'Appointments'. Below this is a 'Refresh Page' button and a 'View Registration Tutorial' link. The 'Enrollment' dropdown is set to '4/4/2022 Early College' and the 'Term' dropdown is set to '2020-21 Winter Term'. The 'Registration Status' section shows a table with one entry. The table has columns: Code, Term Description, Term Period, Registration Period, Last Day to Add, Last Day to Drop, and Status. The entry for '202021-3P' shows a status of 'Open'. Below the table is a 'Register' button and a 'Registered Courses (0)' section.

Thursday, November 5, 2020

[Print Page](#)

Online Registration

Welcome to Online Registration. Please select the term you wish to register for below. For the best course search results it is suggested to enter the COURSE CODE or COURSE TITLE you want to register for in the Search Box

[Refresh Page](#) [View Registration Tutorial](#)

Enrollment 4/4/2022 Early College **Term** 2020-21 Winter Term

Registration Status :

[Registration Assistant](#)

Show ALL entries Search

Showing 1 to 1 of 1 entries Previous 1 Next

| Code | Term Description | Term Period | Registration Period | Last Day to Add | Last Day to Drop | Status |
|-----------|---------------------|--------------------|---|--------------------|--------------------|--------|
| 202021-3P | 2020-21 Winter Term | 1/4/2021-3/19/2021 | 11/2/2020 12:00 AM - 12/4/2020 12:00 AM | 12/4/2020 12:00 AM | 12/4/2020 12:00 AM | Open |

Show ALL entries Search

Showing 1 to 1 of 1 entries Previous 1 Next

[Register](#)

Registered Courses (0)

The window displays the courses in the selected term and enrollment type. It includes the course information:

- Course term code
- Term Description
- Term Period
- Registration Period
- Last Day to Add a course
- Last Day to Drop a course
- Course Status

If the Registration Status/Course Status for your course type is “Open” you can proceed to registration.

5. Select the *Register* button

The **Registration for 2020-xx xxxxxx Term** window opens as a pop-up window.

The page has multiple sections that can be expanded or collapsed using the “+ and -” options on the section bars. There are three steps to registration the “Select, View and Register” where you select the courses you wish to add or drop.

The first section has two tabs, Course Search and Quick Add, the window initially displays the Course Search tab.

Registering for 2020-21 Winter Term
1/4/2021 - 3/19/2021

Register in 3 easy steps: 1. Select, 2. View, 3. Register

Friday, November 13, 2020 10:01:10 AM Refresh Page Close Window

Search Courses & Quick Add

Course Search Quick Add

Display: Required
Meeting Days: MO TU WE TH FR SA SU
Type: *All*
Level: *All*
Course Code:
Class Starts: *Any*
Class Ends: *Any*
Reset Search

Required Courses

Currently no courses are available.

Selected Courses

Please click the Register / Drop button to complete the registration process.
View Register / Drop

Currently no courses are available.

Registration Summary - Classes / Credits (0/0.00)

Course Search Quick Add

Display: Required
Meeting Days: MO TU WE TH FR SA SU
Type: *All*
Level: *All*
Course Code:
Class Starts: *Any*
Class Ends: *Any*
Reset Search

Course Search Quick Add

Enter course code and section to add to Selected Courses.

Course Code:
Section:
Add

Using Course Search tab enables you to specify criteria for a course search.

Course Search [Quick Add](#)

Display: Type: Level: Course Code:

Meeting Days: ☒ MO ☒ TU ☒ WE ☒ TH ☒ FR ☒ SA ☒ SU ☐ Meets ONLY on these days

Class Starts: Class Ends:

[Reset](#) [Search](#)

6. Select the arrow beside the **Display** field and select *Required*

You can continue to narrow the search options that will be displayed or just select “Search” to display all course options.

- a. If you do not see your course displayed under the Required option choose *Elective*

Display

7. Select the *Search* button

| Elective Courses | | | | | | | | | | | | |
|-------------------------------|-------------------------|---|---------|-----------------------|---------|--------|---------------|----------|------------------------|-----------|--------------|-------|
| Showing 1 to 10 of 86 entries | | | | | | | | | | | | |
| Previous 1 2 3 4 5 ... 9 Next | | | | | | | | | | | | |
| Add | Code | Title | Section | Schedule | Credits | Campus | Building/Room | Location | Instructor | Status | Availability | Shift |
| | AQS215 | Biology of Captive Fishes | Z1 | *Various* | 4.00 | MAIN | NA | NA | Boles, Larry | Available | 22 of 25 | NA |
| | AQS240 | Life Support Systems Design & Operation | Z1 | *Various* | 4.00 | MAIN | NA | NA | Erdmann, Trevor | Available | 22 of 25 | NA |
| | AQS245 | Research Husbandry | Z1 | W 1:00PM-2:50PM | 2.00 | MAIN | OL:OL | NA | Miller-Morgan, Timothy | Available | 22 of 25 | NA |
| | AQS295 | Aquarium Science Internship | Z1 | No scheduled meetings | 12.00 | MAIN | NA | NA | Clifford, Kevin | Available | 25 of 25 | NA |
| | ART102 | Understanding the Visual Arts | Z1 | T 9:30AM-10:20AM | 4.00 | MAIN | NA | NA | Otsuki, Sachiko | Available | 22 of 25 | NA |
| | ART131A | Drawing I | Z1 | No scheduled meetings | 3.00 | MAIN | NA | NA | Goos, Julia | Available | 15 of 25 | NA |
| No scheduled meetings | | | | | | | | | | | | |

The available courses are displayed in the Courses section of the window. It includes the course information. If more than one section of a course is offered all sections will display.

| | | | | | | | | | | | | |
|--|-----------------------|---------------------|----|-----------------------|------|------|----|----|--------------------|-----------|----------|----|
| | WR121 | English Composition | Z1 | No scheduled meetings | 4.00 | MAIN | NA | NA | Misiti, Patrick | Available | 22 of 25 | NA |
| | WR121 | English Composition | Z2 | MW 1:00PM-2:50PM | 4.00 | MAIN | NA | NA | Lask, Paul | Available | 24 of 25 | NA |
| | WR122 | English Composition | Z2 | No scheduled meetings | 4.00 | MAIN | NA | NA | Pavlish, Catherine | Available | 18 of 25 | NA |

When selecting courses notice the difference in the Schedule options. Some courses contain “No scheduled meetings” while other options have specific days and times you must be present.

8. To add a course select the  beside the correct course option.

The course is added to the Selected Courses section.

Selected Courses

?

—

Please click the Register / Drop button to complete the registration process.

Show

ALL

entries

View


Register / Drop

Showing 1 to 1 of 1 entries

Previous

1

Next

| Select | Action | Code | Title | Section | Schedule | Credits | Campus | Building/Room | Location | Status | Shift |
|-------------------------------------|---|-----------------------|---------------------|---------|-----------------------|---------|--------|---------------|----------|----------|-------|
| <input checked="" type="checkbox"/> |  | WR122 | English Composition | Z2 | No scheduled meetings | 4.0 | MAIN | NA | NA | Selected | NA |

Show

ALL

entries

Search

9. Continue adding courses until you have selected all for the term

10. Select the *Register/Drop* button

All your selected courses are displayed.

Selected Courses

—

| Code | Title | Section | Schedule | Credits | Campus | Building/Room | Instructor | Status | Last Day to Drop | Term Period | Shift |
|-------------------------|----------------------------|---------|-----------------------|---------|--------|---------------|--------------------|----------|---------------------|----------------------|-------|
| ART131A | Drawing I | Z1 | No scheduled meetings | 3.0 | MAIN | NA | Goos, Julia | Selected | 12/11/2020 12:00 AM | 9/28/2020-12/12/2020 | NA |
| WR122 | English Composition | Z2 | No scheduled meetings | 4.0 | MAIN | NA | Pavlish, Catherine | Selected | 12/11/2020 12:00 AM | 9/28/2020-12/12/2020 | NA |
| CG100 | College Survival & Success | Z1 | No scheduled meetings | 3.0 | MAIN | NA | Puttman, Kimberly | Selected | 12/11/2020 12:00 AM | 9/28/2020-12/12/2020 | NA |

Return to View Courses

Register / Drop1

11. Select the *Register/Drop1* button


Your selected courses are displayed in the Course Schedule section.

Course Schedule

—

Close Window

Return to View Courses



Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

| Code | Title | Section | Schedule | Credits | Campus | Building/Room | Instructor | Status | Last Day to Drop | Term Period | Shift |
|-------------------------|----------------------------|---------|-----------------------|---------|--------|---------------|--------------------|------------|---------------------|----------------------|-------|
| ART131A | Drawing I | Z1 | No scheduled meetings | 3.0 | MAIN | NA | Goos, Julia | Registered | 12/11/2020 12:00 AM | 9/28/2020-12/12/2020 | NA |
| WR122 | English Composition | Z2 | No scheduled meetings | 4.0 | MAIN | NA | Pavlish, Catherine | Registered | 12/11/2020 12:00 AM | 9/28/2020-12/12/2020 | NA |
| CG100 | College Survival & Success | Z1 | No scheduled meetings | 3.0 | MAIN | NA | Puttman, Kimberly | Registered | 12/11/2020 12:00 AM | 9/28/2020-12/12/2020 | NA |

12. Select the *Close Window* button

The Registration Summary – Classes / Credits section shows the number of classes and credits based on your selectins.

| Registration Summary - Classes / Credits (2/6.00) | | | | | |
|---|----------|----------|------------|---------|----------|
| | Selected | Reserved | Registered | Audited | Waitlist |
| Classes | 3 | 0 | 3 | 0 | 0 |
| Credits | 10.00 | 0.00 | 10.00 | 0.00 | |

The Quick Add tab enables you to specify a Course Code and Section to add a course directly to the Selected Course section. If you use the Quick Add tab you must know the Course Code and Section identifiers of the course you wish to register for.

[Course Search](#) **Quick Add**

Enter course code and section to add to Selected Courses.

Course Code

Section

Add

Course Code

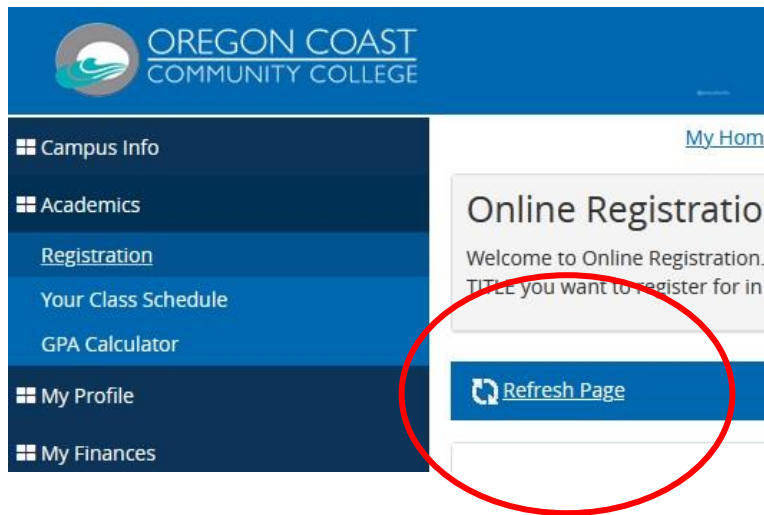
Section

Add

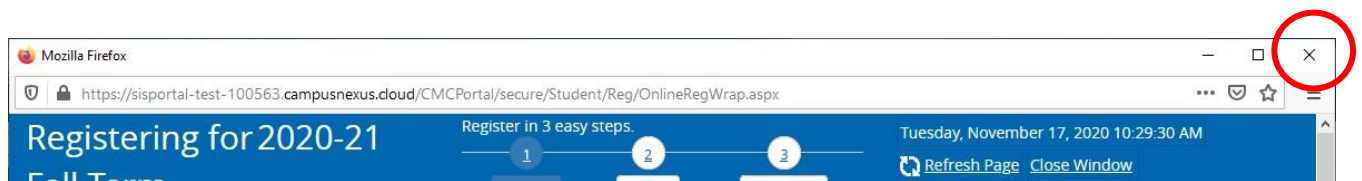
- Enter the class *Course Code* and *Section*
- Select the *Add* button
- Continue from Step #10 above and the process is the same

You may need to refresh the page for your changes to display.

13. Select the *Refresh Page* option



14. Select the X button on the Microsoft pop-up window.



The window closes and returns you to to portal.