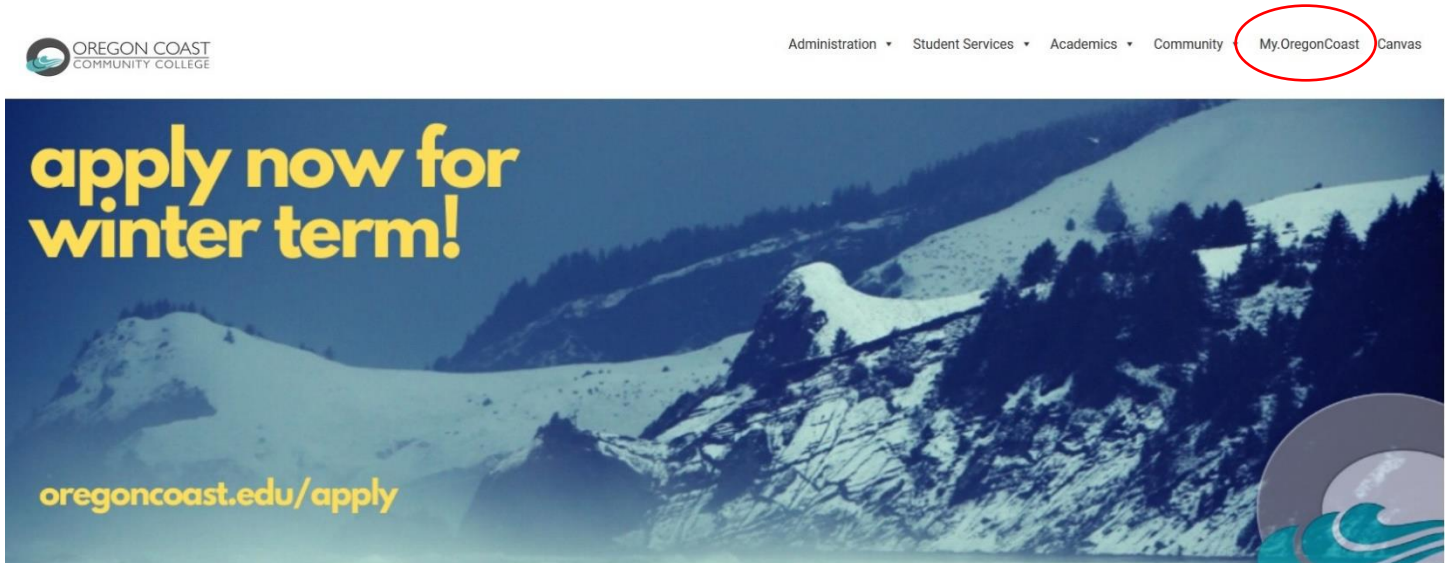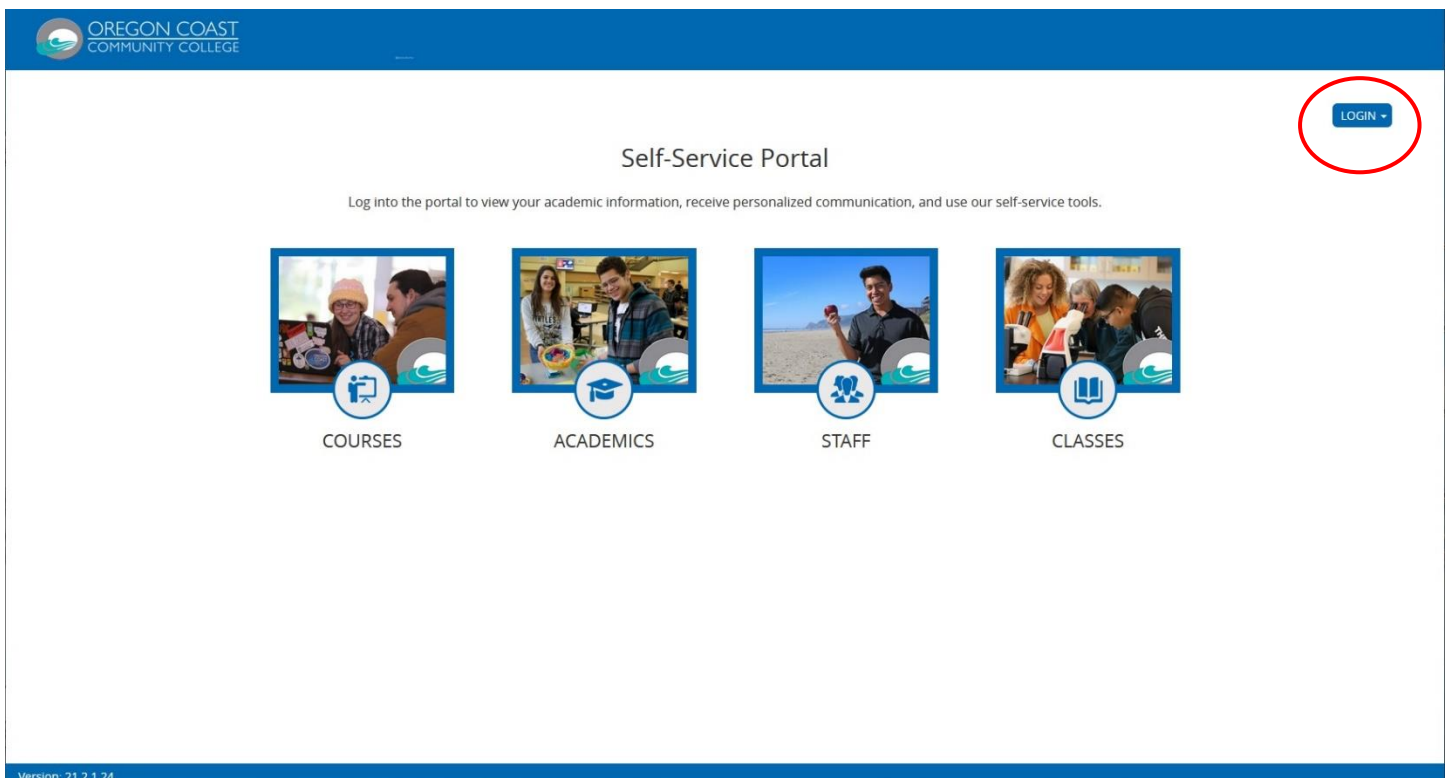# My Oregon Coast Portal

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
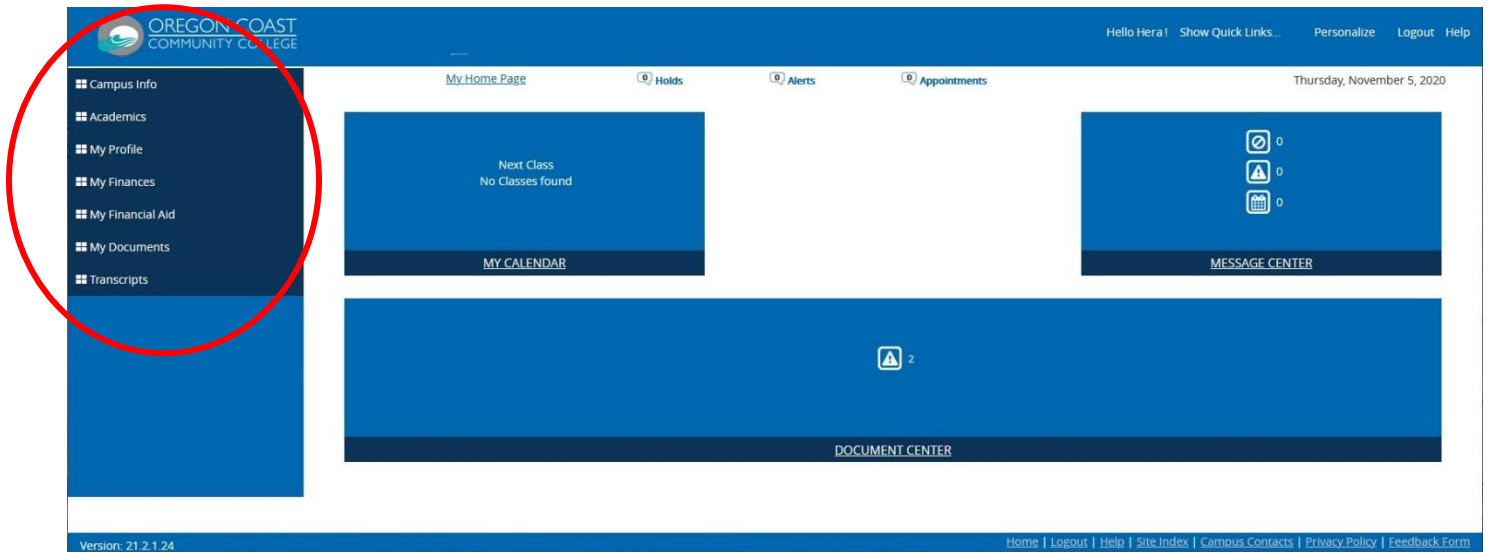   a. Select *MyOregonCoast*.

The **CNS Portal** window opens

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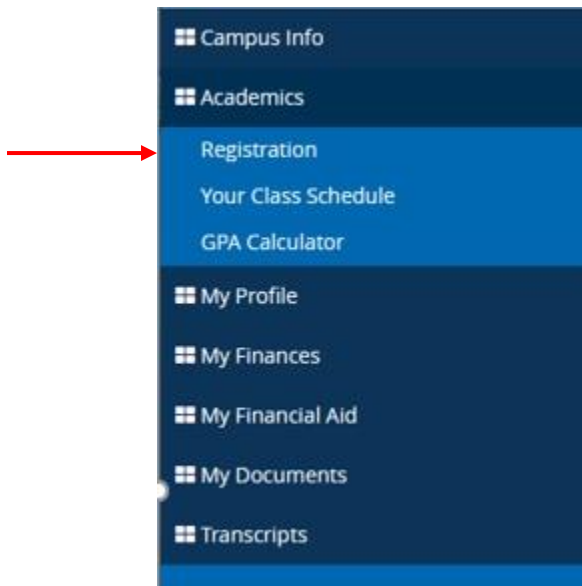
Registering for Classes

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.

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*

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*

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 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 collasped 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.

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

7. Select the *Search* button

The 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 dispay.

When selecting courses notice the difference in the Schedule options. Some courses contain "No scheduled meetings" while other optens 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.

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

10. Select the *Register/Drop* button

All your selected courses are displayed.

11. Select the *Register/Drop1* button

Your selected courses are displayed in the Course Schedule section.

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 Cource 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 [   ]
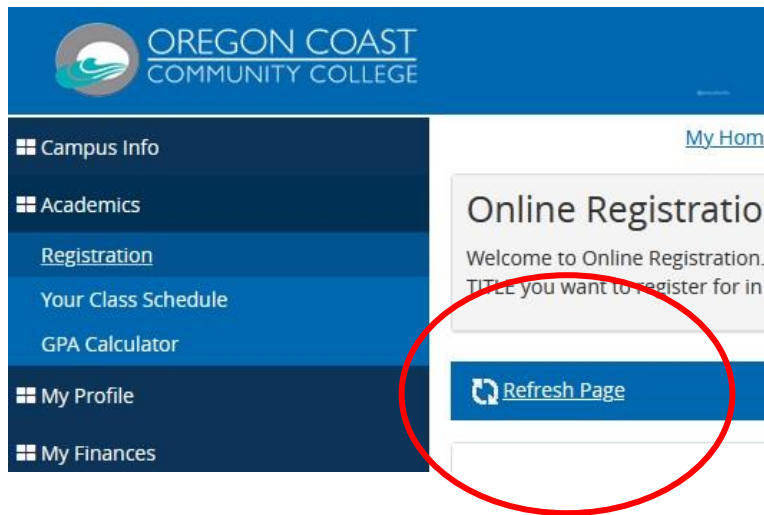
Add
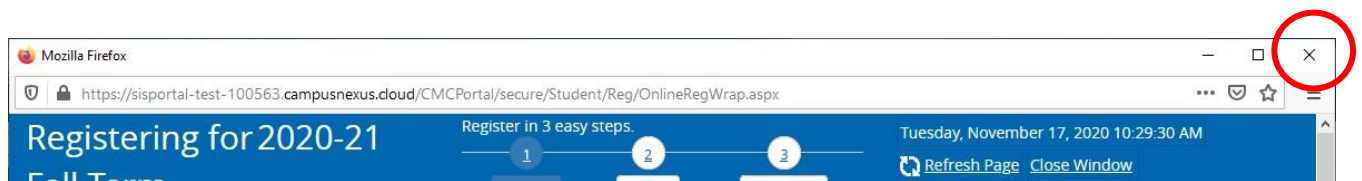
Course Code [ART131A]

Section [Z1]

Add

a. Enter the class *Course Code* and *Section*

b. Select the *Add* button

c. 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.