# My.OregonCoast Portal: Registering or Unregistering For Classes

The Oregon Coast Community College Student Portal is where students can do many things, such as check their student account balance, pay their bill, go to their Canvas account, and register for courses. This tutorial will help you in registering for courses and unregistering for courses, if needed.

1) To register for courses, you will need to access your student portal. Start by going to the college's website, oregoncoast.edu.

    a. Select *My.OregonCoast* at the top of the homepage.
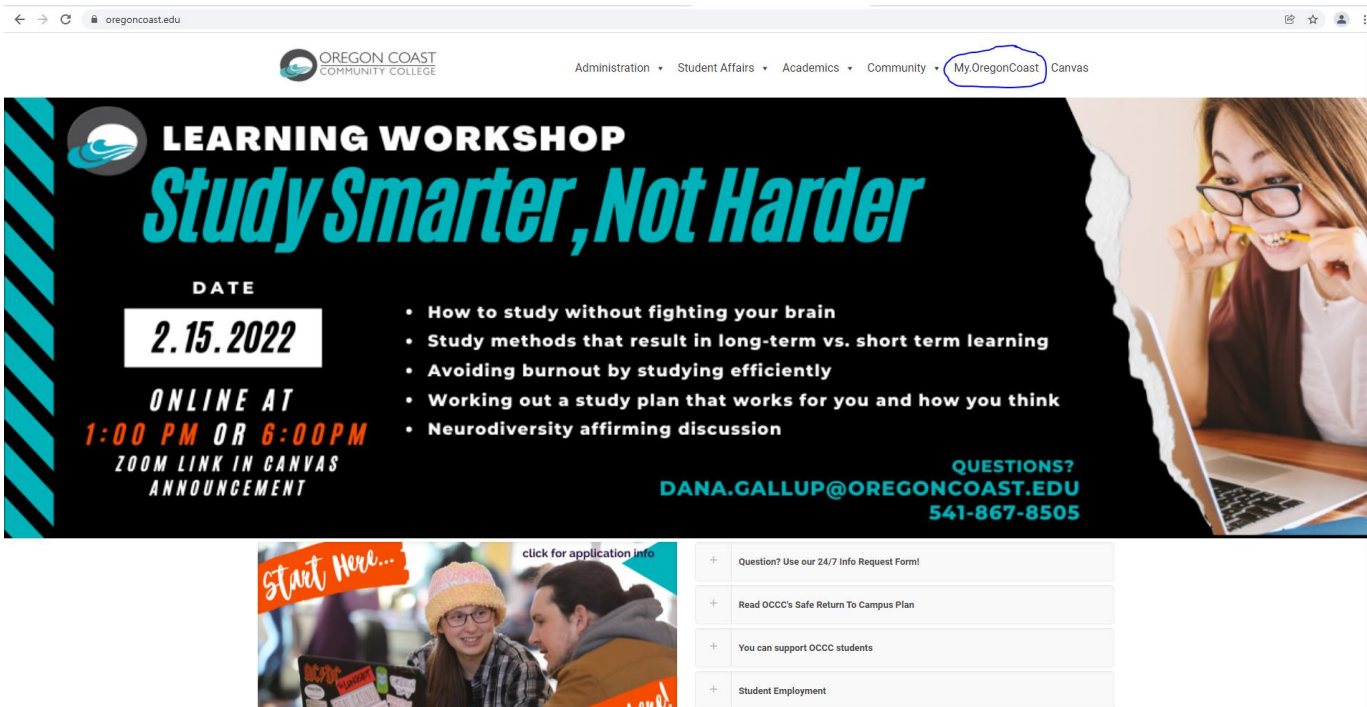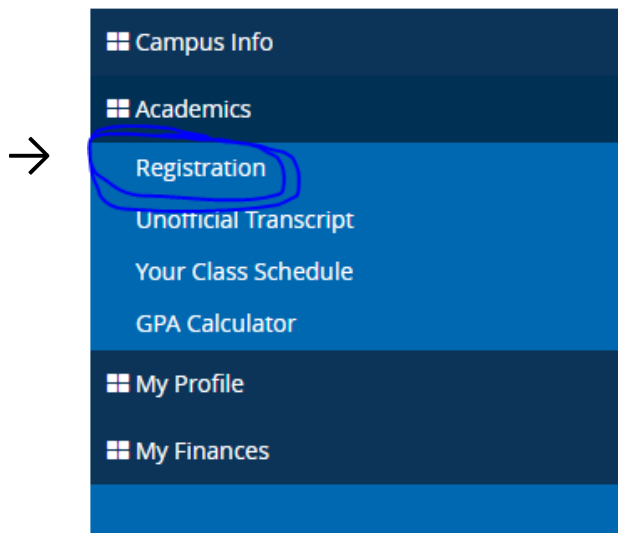

    b. The window for the student portal will open
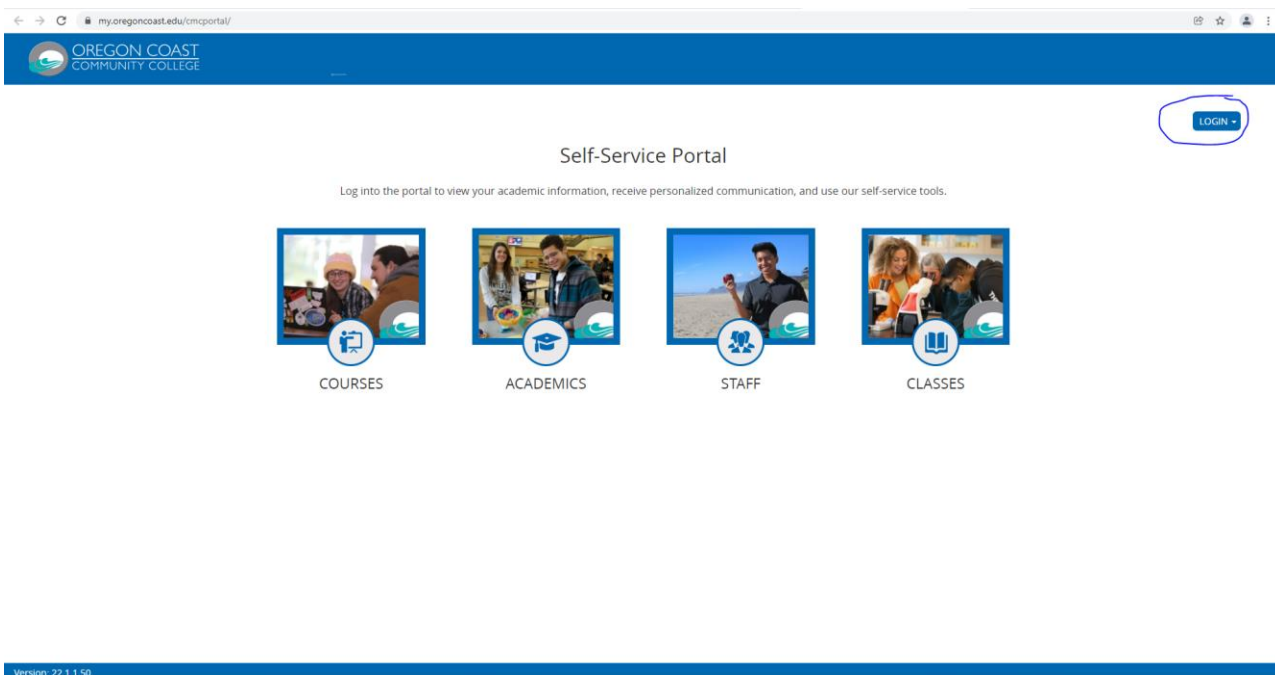
c. Select the LOGIN button in the top right corner and log in to your account using your student email and password.

2) Your individual student portal homepage will open.

3) Select the *Academics* drop down menu on the left side of the screen to open the menu options.

a. You will see many options, but to register for courses you will choose *Registration*.

4) The Online Registration page will open.

a. Click on the *Register* button.
b. This will open up your registration window where you will see a list of all of the courses available.
   i. Please note that just because you can see a course listed does not mean that course is available for you to take. Some courses are only available to students who are in certain limited entry programs, like nursing courses or aquarium science courses. Other courses might have pre-requisites that you have not yet taken. If you have questions about what courses you can or should be registering for, please consult with your Student Success Coach.

5) Now, you can scroll down through the listed courses and find the courses that you want to register for.
   a. You can filter the courses that you are seeing based on the type of course (like a lecture or a lab course), the days that the course meets, the level of the course (like only 100 level courses), what time the course starts or what time it ends, or by the course code (like ART210). You would then click on the *Search* button to filter the courses down to only the type you want to see.

   b. When you find a course that you want to register for, you will click the green plus symbol that is to the left of each course name.

    i.   This will add the course to your list of selected courses.

    ii.   If there is an issue with adding a course, you will see a pop-up detailing what that issue is. The most common issues with adding a course will be that the course has pre-requisites that you haven't yet met or that the class is full and has a waitlist.

    c.   You can add as many courses as you are planning to take to your list of selected courses and they will show up in the *Selected Courses* section as you add them.

Showing 1 to 4 of 4 entries

Previous **1** Next

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Shift
☑	📄	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Selected	NA
☑	📄	CG100	College Survival & Success	Z1	W 6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Selected	NA
☑	📄	RD115	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Selected	NA
☑	📄	WR115	Introduction to Expository Writing	Z1	TH 1:00PM- 2:50PM	4.0	MAIN	OL	NA	Gaspar, Kahea	Selected	NA

Show ALL ⌄ entries   Search [   ]

d. You can also do a *Quick Add* of a course to your *Selected Courses* list if you know the Course Code and the Section. This will save you from having to scroll through a list to find the course you are looking for. You will fill in the Course Code and the Section and then hit the *Add Course* button. You can find the course code and section here, Course Schedule - Oregon Coast Community College.

Search Courses & Quick Add   ? ▬

Course Search | **Quick Add**   ?

ℹ Enter course code and section to add to Selected Courses.

Course Code *   [ART210   ]

Section   [Z1   ]

[Add Course]

e. Once you have a full list of the courses you want to register for, you need to click on the *Register/Drop* button which is under the *Selected Courses* banner.

Selected Courses   ? ▬

View | Register / Drop

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

Show ALL ⌄ entries   Search [   ]

Showing 1 to 4 of 4 entries   Previous **1** Next

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Shift
☑	📄	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Selected	NA

f. This will open up a Register page which lists all the courses that you've selected for you to review before completing registration.

Registering for 2021-22 Winter Term
1/10/2022 - 3/26/2022
Associate of General Studies

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

Wednesday, February 02, 2022 2:55:43 PM 🔄 Refresh Page Close Window

Register   ?

Student Information   ➕

Selected Courses   Selected : 4 Registered : 0 Waitlisted : 0 ▬

ℹ You are almost there. Click on Register button to complete registration.

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift
ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Selected	2/7/2022 12:00 AM	NA
CG100	College Survival & Success	Z1	6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Selected	2/7/2022 12:00 AM	NA
RD115	College Reading	Z1	3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Selected	2/7/2022 12:00 AM	NA
WR115	Introduction to Expository Writing	Z1	1:00PM- 2:50PM	4.0	MAIN	OL	NA	Gaspar, Kahea	Selected	2/7/2022 12:00 AM	NA

[View Courses]   [Register]

g. If you see all the courses that you wish to register for, you can click on the *Register* button and you will then be registered for those courses.

h. If you do not see all the courses that you wish to register for, you can go back to select different courses or add more courses by clicking on the *Select* button on the top of the screen.

i. This will take you back to the original course selection page where you can repeat these steps as needed to add courses to your *Selected Courses* until you have all the courses you want to register for in your *Selected Courses* list.

Now that you know how to register for courses, you might need to know how to unregister for courses.

1) To start, you will want to repeat steps 1-4 of the registration tutorial to get to the registration window where you would register for courses.

2) Scroll down to your list of *Selected Courses* where you should be able to see a list of the courses that you are registered for.

3) When looking at the courses you are registered for, you will see an *Action* column on the left of the *Course Code* column. In that *Action* column, to the left of each course's Course Code, there is a symbol with a red minus sign. If you want to unregister from a course, you must click on the red minus symbol to the left of the Course Code of that class.

4) Once you click on that red minus symbol, the *Status* column will change for that course to say "Pending Drop".

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Building/Room	Location	Instructor	Status	Shift
☑	📄	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Registered	NA
☑	📄	CG100	College Survival & Success	Z1	W 6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Pending Drop	NA
☑	📄	RD115	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	NA
☑	📄	WR115	Introduction to Expository Writing	Z1	TH 1:00PM- 2:50PM	4.0	MAIN	OL	NA	Gaspar, Kahea	Registered	NA

Show ALL entries

Search

Showing 1 to 4 of 4 entries

Previous 1 Next

5) If you clicked on the red minus symbol accidentally, you can quickly re-register for the course by looking at the *Action* column again and clicking on the green plus symbol next to the course you are "pending drop" in and you will be registered for that course again.

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Building/Room	Location	Instructor	Status	Shift
☑	📄	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Registered	NA
☑	➕	CG100	College Survival & Success	Z1	W 6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Pending Drop	NA
☑	📄	RD115	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	NA
☑	📄	WR115	Introduction to Expository Writing	Z1	TH 1:00PM- 2:50PM	4.0	MAIN	OL	NA	Gaspar, Kahea	Registered	NA

Show ALL entries

Search

Showing 1 to 4 of 4 entries

Previous 1 Next

6) If you do want to unregister from that course (or from multiple courses) you will now need to scroll back up to the *Selected Courses* banner and click on the *Register/Drop* button in the same way you did when you were going to register for courses.

Selected Courses

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

View   Register / Drop

Show ALL entries

Search

Showing 1 to 4 of 4 entries

Previous 1 Next

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Building/Room	Location	Instructor	Status	Shift
☑	📄	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Registered	NA

7) You will be taken back to the Register page where you will see the course(s) that you have selected to unregister from to review. The status will still say "Pending Drop".

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Associate of General Studies

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

Wednesday, February 02, 2022 3:56:46 PM   🔄 Refresh Page   Close Window

Register

Student Information

Selected Courses
Selected : 0   Registered : 4   Waitlisted : 0

ⓘ You are almost there. Click on Unregister button to complete unregistration.

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift
CG100	College Survival & Success	Z1	6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Pending Drop	2/7/2022 12:00 AM	NA

View Courses   Unregister

   a. If you are sure you want to unregister from this course then you can click on the *Unregister* button and you will be unregistered from the course.

b. If you do not want to unregister from this course, then you can click on the *Select* button at the top of the screen to be taken back to the registration window where you started the process.

c. You can scroll back down to your list of courses, the course that you selected as a "Pending Drop" will still have a green plus symbol in the *Action* column. You can click on that symbol and you will be re-registered for that course.