My.OregonCoast Portal: 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 unregistering for courses.

- 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.

					Hello Ren! Show Quick Links	Logout Help
E Campus Info	<u>My Home Page</u>	• Holds	O Alerts	• Appointments	Wednesday, F	February 2, 2022
Academics My Profile	Programs of Study You currently have <u>1</u> Programs Associate of General StudiesGPA:		Financials Current Balance : <u>\$0</u>	00	Holds & Alerts You have 0 holds. You have 0 alerts.	
🖶 My Finances	0.00		View <u>Account Summ</u>	<u>ary</u>	View <u>Holds & Alerts</u>	
	Student Standing Associate of General Studies Degree GPA : Enrollment GPA : 0.00 Academic Standing : None Financial Standing : None Document Center No documents due.		Advisors No advisors assigned	ł.	Classes No Classes scheduled.	

- 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*.

\rightarrow	Registration
	Your Class Schedule
	GPA Calculator
	➡ My Profile
	■ My Finances

4) The Online Registration page will open.

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Academics	Online Re	gistration							Dens.	Page
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Your Class Schedule GPA Calculator	C Refresh Page						View Reg	sistration Tutorial		
My Profile		Program 4/4/2022 A	ssociate of General Studies	Ierm	2021-22 Wit	iter Term				
My Finances										
	Need registration h	elp? <u>View Registration Tub</u>	orial							
	Registration St	atus								
							Registrati	on Assistant		
	Code	Term Description	Term Period	Registration Period		Last Day to Add	Last Day to Drop	Status		
	202122-3P	2021-22 Winter Term	1/10/2022-3/26/2022	11/16/2021 12:00 AM - 2/7/2022 12:00 AM		2/4/2022 12:00 AM	2/7/2022 12:00 AM	Open		
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								Register		
	Currently Regis	stered Courses (0)						Ŧ		

a. Click on the *Register* button.

1/10/20 Associa	ering f 022-3 ate of	or 202 /26/2 Gene	21-22 Winter 1 022 ral Studies	Term	Registe	r in 3 easy steps.	2 View	Ré	agister	Wednesday, 	February 02, 20	022 3:29:18 PM	Refresh Page Clos	e Window	Ŧ
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Course Se	earch Qu	ick Add													
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1) 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.

Selected Co	ourses											?	
 Please 	click the Register	r / Drop button	to complete the registration process.								<u>Vii</u>	w <u>Register /</u>	Drop
Show ALL	 entries 										Search		
Showing 1 to	4 of 4 entries										Previ	ous 1	Next
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	Þ	<u>CG100</u>	College Survival & Success	Z1	W 6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Registered	NA	~
	B	RD115	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	NA	
	Ð	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										Previ	ous 1	Next
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2) 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.

Showing 1 to 4	of 4 entries	\									Previo	ous 1 1	Next
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(<u>CG100</u>	College Survival & Success	Z1	W 6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Registered	NA	
2	B	RD115	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	NA	
	2	WR115	Introduction to Expository Writing	Z1	TH 1:00PM- 2:50PM	4.0	MAIN	OL	NA	Gaspar, Kahea	Registered	NA	
Show ALL ~	entries										Search		

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

Select 🔺	Action	Code \Rightarrow	Title	Section	Schedule	Cr ÷	Campus 🗍	Building/Room	Location \Rightarrow	Instructor 🗄	Status	Shift 🕴	¢
	в	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Registered	NA	
	•	<u>CG100</u>	College Survival & Success) ^{Z1}	W 6:00PM- 7:50PM	3.0	MAIN	OL	NA	Parks, Carole	Pending Drop	NA	
	B	RDT15	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	NA	
	в	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	f 4 entries										F	Previous 1	Next

4) 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 \Leftrightarrow	Code \Rightarrow	Title 🗍	Section \Rightarrow	Schedule 🗍	Cr ÷	Campus 🔶	Building/Room	Location \Leftrightarrow	Instructor \Leftrightarrow	Status	Shift 🕴	÷
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	B	RD115	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	NA	
	B	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 o	of 4 entries										F	revious 1	Next

5) 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 Cour	ses												? = ^
1 Please clic	k the Register / D	op button to comp	lete the registration pro	cess.								View Register	er / Drop
Show ALL ~	entries										Search		
Showing 1 to 4 o	f 4 entries										F	revious 1	Next
Select 🔺	Action	Code	Title 0	Section ϕ	Schedule ϕ	Cr 0	Campus 🔶	Building/Room	Location ϕ	Instructor	Status 🕴	Shift 🔶	÷
	B	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Registered	NA	~

6) 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".

Registei /10/20 Associa	ring for 2021-22 Winte 22 - 3/26/2022 te of General Studies	er Term	Register 	n 3 easy steps.	Vi	ew l	2 Register	Wednesday, Fe	bruary 02, 2022 3:56:46 PM	Close Windo	<u></u>
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Student Info	rmation										Ŧ
Selected Cou	ırses								Se	lected:0 Registered:4 W	aitlisted : 0 💻
(1) You are a	almost there. Click on Unregister button to co	mplete unregistra	ation. Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift
<u>CG100</u>	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 Course	25										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.

Regis 1/10/ Asso	tering f 2022-3 ciate of	or 2021-22 Winter Terr 9/26/2022 General Studies	n	Register in 3 easy steps.		2 View			Wednesday, Februa	y 02, 2022 4:03:46	PM 💦 <u>Refresh Page</u> <u>Close</u>	<u>Window</u>	
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Sur Your c	ccessfully unreg current Balance ssroom assignn	istered courses - CG100 \$1,660-50 . Click on <u>Pav Now</u> to make the paym nents are subject to change. Please check your s	ent. chedule within	124 hours of your course start dat	e to check for	your room cha	inges.						
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	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift	
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	RD115	College Reading	Z1	3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	2/7/2022 12:00 AM	NA	
	WR115	Introduction to Expository Writing	Z1	1:00PM- 2:50PM	4.0	MAIN	OL	NA	Gaspar, Kahea	Registered	2/7/2022 12:00 AM	NA	

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.

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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.

Show ALL v entries												sarch		
Showing 1 to 3 of 3 entries Previous 1 Next														
Select 🔺	Action \Rightarrow	Code \Rightarrow	Title \Leftrightarrow	Section \Leftrightarrow	Schedule \Rightarrow	Cr 🔶	Campus 🔶	Building/Room	Location \Leftrightarrow	Instructor \Leftrightarrow	Status .	Shift $ ilde{ ext{a}}$	÷	
		ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Goos, Julia	Pending Drop	NA		
	B	<u>RD115</u>	College Reading	Z1	MW 3:00PM- 4:50PM	4.0	MAIN	OL	NA	Harper, Theresa	Registered	NA		
	8	<u>WR115</u>	Introduction to Expository Writing	Z1	TH 1:00PM- 2:50PM	4.0	MAIN	OL	NA	Gaspar, Kahea	Registered	NA		
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