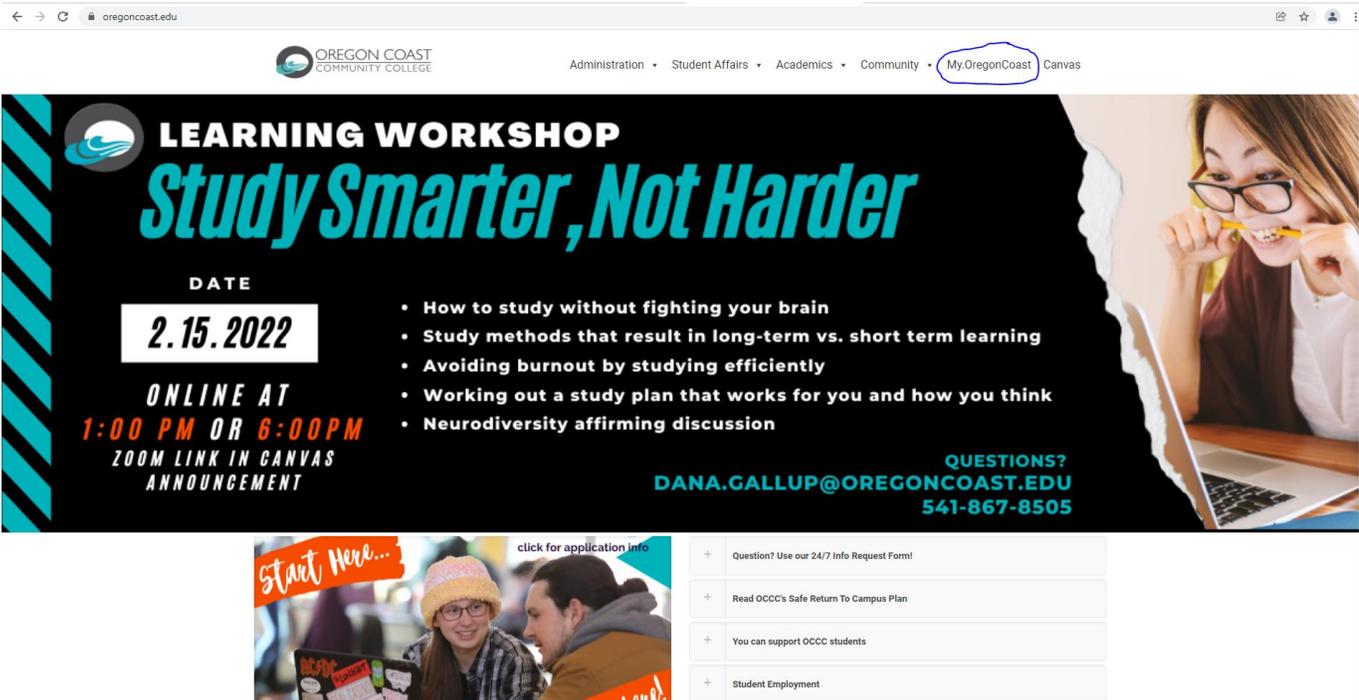


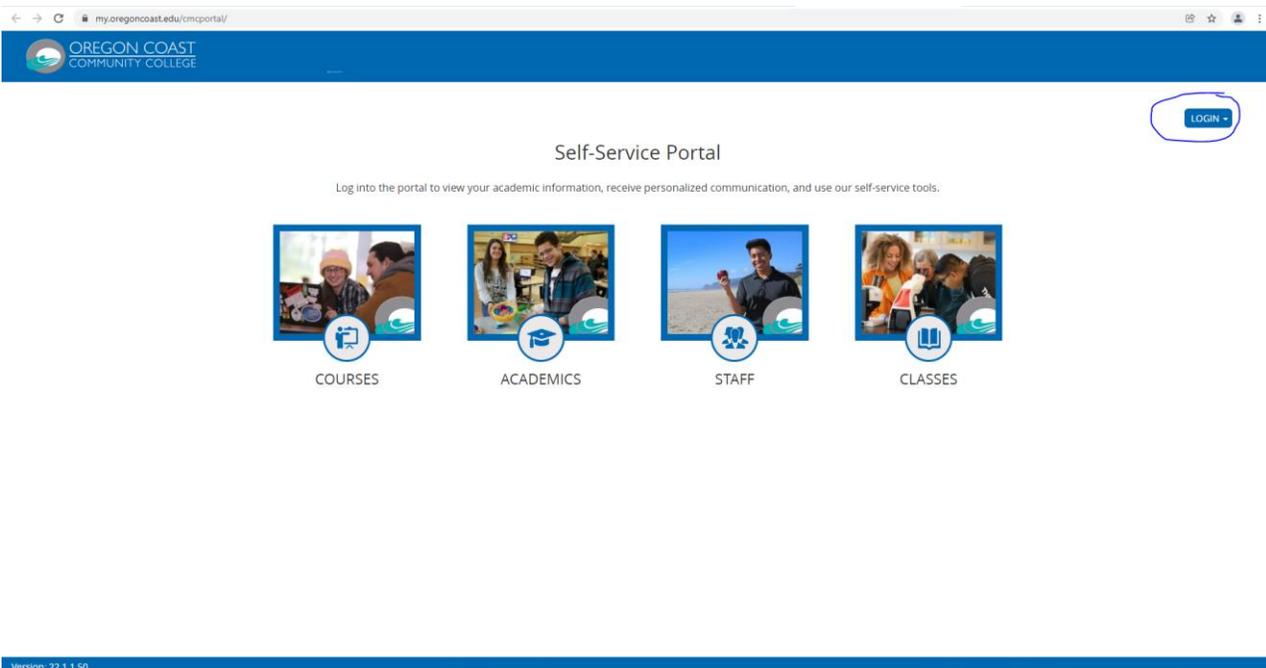
My.OregonCoast Portal: Unregistering For Classes

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.

The screenshot shows the student portal homepage. The top navigation bar includes the college logo, the user name 'Hello Ren!', 'Show Quick Links...', and 'Logout Help'. The main content area is divided into several sections: 'My Home Page' with links to 'Holds', 'Alerts', and 'Appointments'; 'Programs of Study' showing 'You currently have 1 Programs' and 'Associate of General StudiesGPA: 0.00'; 'Financials' showing 'Current Balance : \$0.00' and a link to 'View Account Summary'; 'Advisors' showing 'No advisors assigned.'; 'Holds & Alerts' showing 'You have 0 holds. You have 0 alerts.' and a link to 'View Holds & Alerts'; 'Classes' showing 'No Classes scheduled.'; 'Student Standing' showing 'Associate of General Studies', 'Degree GPA :', 'Enrollment GPA : 0.00', 'Academic Standing : None', and 'Financial Standing : None'; and 'Document Center' showing 'No documents due.'.

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*.

The screenshot shows the 'Academics' dropdown menu. The 'Registration' option is circled in blue, and a blue arrow points to it from the left. Other options in the menu include 'Unofficial Transcript', 'Your Class Schedule', 'GPA Calculator', 'My Profile', and 'My Finances'.

4) The Online Registration page will open.

The screenshot shows the 'Online Registration' page. The left sidebar has 'Registration' selected under the 'Academics' menu. The main content area includes a 'Refresh Page' button, a 'View Registration Tutorial' link, and a form for selecting a program and term. Below the form is a 'Registration Status' section and a 'Registration Assistant' table. The 'Register' button at the bottom right is circled in blue.

| Code | Term Description | Term Period | Registration Period | Last Day to Add | Last Day to Drop | Status |
|-----------|---------------------|---------------------|--|-------------------|-------------------|--------|
| 202122-3P | 2021-22 Winter Term | 1/19/2022-3/26/2022 | 1/19/2022 12:00 AM - 2/7/2022 12:00 AM | 2/4/2022 12:00 AM | 2/7/2022 12:00 AM | Open |

a. Click on the *Register* button.

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

Search Courses & Quick Add

Course Search | Quick Add

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

All Courses - Includes Required and Elective courses

Show ALL entries | Showing 1 to 182 of 182 entries

| Add | Code | Title | Section | Schedule | Credits | Campus | Building/Room | Location | Instructor | Status | Availability | Shift |
|-----|--------|---|---------|-----------------------|---------|--------|-----------------|-----------|-----------------|-----------|--------------|-------|
| | AOS110 | Aquarium Science Practicum 1 | Z1 | M 4:00PM-4:50PM | 2.00 | MAIN | : CC-245 | NA | Clifford, Kevin | Available | 11 of 24 | NA |
| | AOS173 | Water Chemistry in Aquatic Systems | Z1 | TH 10:00AM-12:20PM | 4.00 | MAIN | NE-CCC : CC-245 | NA | Boles, Larry | Available | 12 of 24 | NA |
| | AOS226 | Biology of Diverse Captive Species | Z1 | M 2:00PM-3:20PM | 2.00 | MAIN | : CC-245 | NA | Erdmann, Trevor | Available | 12 of 24 | NA |
| | AOS232 | Reproduction and Nutrition of Aquatic Animals | Z1 | H 4:00PM to 5:50PM... | 4.00 | MAIN | *various* | *various* | Staff, Staff | Available | 13 of 24 | NA |

Selected Courses

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 Courses

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

Show ALL entries | Showing 1 to 4 of 4 entries

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

Show ALL entries | Showing 1 to 4 of 4 entries

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

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

Show ALL entries

3) 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 |
|-------------------------------------|--------|---------|------------------------------------|---------|-----------------------|-----|--------|---------------|----------|-----------------|--------------|-------|
| <input checked="" type="checkbox"/> | | ART131A | Drawing I | Z1 | No scheduled meetings | 3.0 | MAIN | NA | NA | Goos, Julia | Registered | NA |
| <input checked="" type="checkbox"/> | | CG100 | College Survival & Success | Z1 | W 6:00PM- 7:50PM | 3.0 | MAIN | OL | NA | Parks, Carole | Pending Drop | NA |
| <input checked="" type="checkbox"/> | | RD115 | College Reading | Z1 | MW 3:00PM- 4:50PM | 4.0 | MAIN | OL | NA | Harper, Theresa | Registered | NA |
| <input checked="" type="checkbox"/> | | WR115 | Introduction to Expository Writing | Z1 | TH 1:00PM- 2:50PM | 4.0 | MAIN | OL | NA | Gaspar, Kahea | Registered | NA |

Show ALL entries

Showing 1 to 4 of 4 entries

Search

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

Show ALL entries

Showing 1 to 4 of 4 entries

Search

Previous 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 Courses

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

Show ALL entries

Showing 1 to 4 of 4 entries

Search

Previous 1 Next

| Select | Action | Code | Title | Section | Schedule | Cr | Campus | Building/Room | Location | Instructor | Status | Shift |
|-------------------------------------|--------|---------|-----------|---------|-----------------------|-----|--------|---------------|----------|-------------|------------|-------|
| <input checked="" type="checkbox"/> | | 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”.

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 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.

Register

Print Page

Student Information

Course Schedule

Selected : 0 Registered : 3 Waitlisted : 0

Successfully unregistered courses - CG100
Your current Balance : \$1,660.50 . Click on [Pay Now](#) to make the payment.

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

Export Schedule View Courses

| 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 | Registered | 2/7/2022 12:00 AM | NA |
| 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.

Register

Student Information

Selected Courses

Selected : 0 Registered : 3 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 |
|-------------------------|-----------|---------|-----------------------|---------|--------|---------------|----------|-------------|--------------|-------------------|-------|
| ART131A | Drawing I | Z1 | No scheduled meetings | 3.0 | MAIN | NA | NA | Goos, Julia | Pending Drop | 2/7/2022 12:00 AM | NA |

View Courses

Unregister

- 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 entries

Search

Showing 1 to 3 of 3 entries

Previous 1 Next

| Select | Action | Code | Title | Section | Schedule | Cr | Campus | Building/Room | Location | Instructor | Status | Shift |
|-------------------------------------|---|-------------------------|------------------------------------|---------|-----------------------|-----|--------|---------------|----------|-----------------|--------------|-------|
| <input checked="" type="checkbox"/> |  | ART131A | Drawing I | Z1 | No scheduled meetings | 3.0 | MAIN | NA | NA | Goos, Julia | Pending Drop | NA |
| <input checked="" type="checkbox"/> |  | RD115 | College Reading | Z1 | MW 3:00PM- 4:50PM | 4.0 | MAIN | OL | NA | Harper, Theresa | Registered | NA |
| <input checked="" type="checkbox"/> |  | WR115 | Introduction to Expository Writing | Z1 | TH 1:00PM- 2:50PM | 4.0 | MAIN | OL | NA | Gaspar, Kahea | Registered | NA |

Show ALL entries

Search