

Step Two of Registration: Registering your Planned Classes

*This step is after you have successfully planned your classes in Self-Service. See “Step One of Registration: Planning your Classes” PDF document if you have not planned your classes.

1. Go to my.clackamas.edu.
2. Log-in using your CCC user log-in name and password.
*If you do not know this, please contact Registration@clackamas.edu or call 503-594-6074.
3. On the left hand side, select “Self Service” and then “Self Service: Student.”

The screenshot shows the myClackamas website interface. At the top left is the Clackamas Community College logo. On the right, there are links for "STUDENTS", "STAFF", and "LOG OUT". The main content area is titled "myClackamas > Students" and includes a "Log in to your student email" prompt and the name "Hello Joann Zhang". A navigation menu on the left has "Self Service" and "Self Service: Student" circled in red. In the center, there is a "moodle login" section with instructions and a "COVID-19 Updates" box. On the right, there is a "myWeek" calendar for May 2020, showing the current date as Tuesday, May 05, 2020.

4. Log-in again using your CCC user log-in name (do not include “@student.clackamas.edu”) and your password.
5. Select “Student Planning.”
6. Select “Go to Plan & Schedule” (typically on the right hand side).
7. Depending on the term you’re hoping to register for, you may need to select the right arrow to toggle over to the appropriate term you are hoping to register for.

The screenshot shows the "Plan your Degree and Schedule your courses" page. At the top, there is a search bar for courses. Below it, there are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, and the term "Spring Term 2020" is selected, with a right arrow button circled in red. Below the term selection, there are buttons for "Filter Sections", "Save to iCal", and "Print". The page shows "Planned: 0 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". A message box on the left says "No Courses Selected For This Term". On the right, there is a grid for scheduling, with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for times (8am, 9am).

8. Once you have found the term you are registering for, scroll down on the far left side to see all your planned classes.
9. If there are no scheduling conflicts, scroll up and select “Register Now” button. You can also register each class individually by scrolling down on the left hand side and selecting “Register” for each class.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Spring Term 2020

Filter Sections Save to iCal Print Planned: 8 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

COMM-111-02: Public Speaking

WRD-098 or placement in WR-121 - Must be completed prior to taking this course.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							

10. **Once you have successfully registered, your classes will turn green.**

*Online classes will not appear on the calendar unless the course requires you to meet at a specific time online. Online classes will be listed at the bottom of the screen under "Sections with no meeting time."

11. If you have registration questions or general questions pertaining to your degree/certificate, please contact the Advising Center at advising@clackamas.edu or call 503-594-3475.