



Guide to Online Registration

PURPOSE: This guide details the steps needed to enable student online registration in the student portal. Only matriculated students who are currently enrolled at CCC are eligible to register online!

PROCEDURE:

- A. Review the Registrar’s Calendar to determine when you are able to register (www.clinton.edu/registration).
- B. Pick up a registration worksheet in the Registrar’s Office
- C. Meet with your advisor to plan your courses
- A. Your advisor will sign your registration card. Keep these card on file should you have any problems during the registration process.
- B. Your advisor will also enable your student registration.
- C. Turn in curriculum change forms and graduation worksheet immediately
- D. At the appointed date and time, Go to the Student Portal login page at <https://estudent.clinton.edu/login.asp>
- D. **IMPORTANT:** Update term to the term for which you want to register (i.e. Spring 2013).
- E. Login with user id and password
- F. On left-hand side of homepage, click ‘Registration’
- G. You will see a screen that asks you to review your contact information, make changes as necessary and click ‘Verify and proceed to registration’ when done.
- H. You will be required to agree to the terms and services of registration. Click ‘Agree’ if you agree with the terms presented.
- I. You will now be in the online registration system. The page will look like this:

Test Testy Unofficial Registration
 Current term: FA-12
 Student Portal
 Process Registration or Cancel

Registration for multiple sections of the same courses is not allowed.
 You are allowed to take a maximum of 18 credit hours this term.
 Cancel Process Registration

Show Academic Information

Show Filter

Show Pending Courses

This is your current schedule for the FA-12 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
Current Offering for Term: FA-12								
						1 2 3 4 5 6 7 8 9 10 Next		
Principles of Accounting I [ACC101LEC01C] 1 seats left + Book List						Start-End Dates: 8/27/2012 - 12/14/2012		
<input type="checkbox"/> Credit		Instructor	Credits Campus	Room	Days	Date	Time	
		Zerrahn, Michael P.	4 Main	M-438	MF	Weekly	10:00 AM - 11:50 AM	
Principles of Accounting I [ACC101LEC02C] 4 seats left + Book List						Start-End Dates: 8/28/2012 - 12/13/2012		
<input type="checkbox"/> Credit		Instructor	Credits Campus	Room	Days	Date	Time	
		Cummings, Terri A.	4 Main	M-438	TR	Weekly	12:00 PM - 1:50 PM	
Principles of Accounting I [ACC101LEC40C] 16 seats left + Book List						Start-End Dates: 8/28/2012 - 12/13/2012		
<input type="checkbox"/> Credit		Instructor	Credits Campus	Room	Days	Date	Time	

- J. Review the course information including course #, course instructor, location, time. Click the course name to see the course description and click the 'Book List' to see the required books for the class.
- K. On the left-hand side of the course, notice the following notations:

Introduction To Painting [ART104LEC01C] 6 seats left + Book List						Start-End Dates: 8/27/2012 - 12/12/2012		
PreReq	Instructor	Credits	Campus	Room	Days	Date	Time	
	Burcroff, Ian M.	3	Main	T-318	MW	Weekly	1:15 PM - 3:35 PM	
3-D Design [ART108LEC01C] 6 seats left + Book List						Start-End Dates: 8/28/2012 - 12/13/2012		
<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time	
	Corigliano, Judith A.	3	Main	T-312	TR	Weekly	2:00 PM - 4:20 PM	
Traditional Photography [ART111LEC01C] 12 seats left + Book List						Start-End Dates: 8/28/2012 - 12/13/2012		
Reg	Instructor	Credits	Campus	Room	Days	Date	Time	
	Sells-Doyle, Laura O.	3	Main	T-310	TR	Weekly	9:30 AM - 11:50 AM	
Digital Photography [ART113LEC01C] 4 seats left + Book List						Start-End Dates: 8/28/2012 - 12/13/2012		
FacAppReq	Instructor	Credits	Campus	Room	Days	Date	Time	
	Sells-Doyle, Laura O.	3	Main	T-308	TR	Weekly	3:30 PM - 5:50 PM	
Introduction to Illustration [ART114LEC01C] 11 seats left + Book List						Start-End Dates: 8/27/2012 - 12/12/2012		
<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time	
	Monette, David G.	3	Main	T-312	MW	Weekly	9:00 AM - 11:20 AM	
Drawing 2 [ART262XRP01Q] 0 seats left [Class is full] + Book List						Start-End Dates: 8/27/2012 - 12/14/2012		
DegAudit	Instructor	Credits	Campus	Room	Days	Date	Time	
	Russom, Peter	3	Main	M-PSUC	TR	Weekly	12:30 PM - 2:50 PM	
Human Biology [BIO100LB01C] 10 seats left + Book List						Start-End Dates: 8/27/2012 - 12/14/2012		
<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time	
	Gregory, Michael J.	4	Main	T-223	MWF	Weekly	11:00 AM - 11:50 AM	
	Gregory, Michael J.	4	Main	T-224	R	Weekly	12:00 PM - 1:50 PM	

- **Checkbox** – You are eligible to register for this course
- **PreReq** – You cannot register because you are missing a prerequisite
- **DegAudit** – You are not able to register for this course because it is outside your curriculum
- **FacAppReq** – Course requires instructor approval to register
- **Reg** – You are currently registered for this course

If you have been advised to register for a course and get an error, please contact the Registrar's Office.

- L. To find your courses, you can either click the appropriate page number on the right hand side, OR
- M. OPTIONAL: Click the 'Show Filter' button to filter for courses. The filter should show as follows:

Show Academic Information ▼

Hide Filter

Course ID Filter
 Dept: Course #: Type: Section:

Days and Times Filter
 Mon Tue Wed Thu Fri Sat Sun
 Time From: To: Add Remove

Active Filter
 Current Selections

Course Access Campus: Select/Unselect All (Limit results to selected campus)
 Main

Additional Options
 Class Summary Only Completed Courses Display courses per page.

Apply Filter Clear Filter

You can filter for courses by entering dept (i.e. ACC), course # (i.e. 101), section (i.e. 01C) or any combination of the above. You can also limit courses by specific dates and times (*please note: If you are planning to filter by dates and times, you must hit the 'Add' button*). Click 'Apply Filter' to filter the courses. Only those meeting your search parameters will appear.

Hide Pending Courses

Pending Additions to Your Schedule	
Course ID	Registration Type
PSY101LEC03CC	Credit

This is your current schedule for the FA-12 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
Current Offering for Term: FA-12								
1								
		Introduction To Psychology [PSY101LEC01C] 0 seats left [Class is full] + Book List			Start-End Dates: 8/27/2012 - 12/14/2012			
		Instructor	Credits Campus	Room	Days	Date	Time	
		Cone, Jarrod P.	3 Main	M-340	MWF	Weekly	8:00 AM - 8:50 AM	
		Introduction To Psychology [PSY101LEC02C] 1 seats left + Book List			Start-End Dates: 8/27/2012 - 12/14/2012			
<input type="checkbox"/> Credit			Instructor	Credits Campus	Room	Days	Date	Time
		Cone, Jarrod P.	3 Main	M-340	MWF	Weekly	9:00 AM - 9:50 AM	
		Introduction To Psychology [PSY101LEC03C] 1 seats left + Book List			Start-End Dates: 8/27/2012 - 12/14/2012			
<input checked="" type="checkbox"/> Credit			Instructor	Credits Campus	Room	Days	Date	Time
		Cone, Jarrod P.	3 Main	M-330	MWF	Weekly	10:00 AM - 10:50 AM	

- N. To register, check the box next to the course you wish to register for. If there are any time conflicts, you will not be able to register for the course in question
- O. Click the 'Show Pending Courses' Button on the top. You will see that the course is now listed (see above).
- P. **IMPORTANT:** *You are NOT registered yet! You are not registered until you click the 'Process Registration' button at the bottom of the page. The Pending Courses is simply a way to conveniently allow you to select multiple courses at a time.*
- Q. **OPTIONAL:** If you are registering for multiple courses, find the other courses for which you are planning to register and click the associated check box.
- R. Once you have selected all courses, click the 'Process Registration' button at the bottom of the page:

This is your current schedule for the FA-12 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
Current Offering for Term: FA-12								
1								
		History Of Early America [HIS101LEC01C] 1 seats left + Book List			Start-End Dates: 8/27/2012 - 12/14/2012			
<input type="checkbox"/> Credit			Instructor	Credits Campus	Room	Days	Date	Time
		Mandeville, Tom R.	3 Main	M-357	MWF	Weekly	9:00 AM - 9:50 AM	
		History Of Early America [HIS101LEC01H] 10 seats left + Book List			Start-End Dates: 9/6/2012 - 1/18/2013			
<input type="checkbox"/> Credit			Instructor	Credits Campus	Room	Days	Date	Time
		Bowlen, Neil W.	3 Main	PHS-NA	MTWRF	Weekly	2:00 PM - 2:40 PM	
		History Of Early America [HIS101LEC01V] 25 seats left + Book List			Start-End Dates: 10/18/2012 - 12/14/2012			
<input type="checkbox"/> Credit			Instructor	Credits Campus	Room	Days	Date	Time
		Fulton, Steven G.	3 Main	AVCS-NA	MTWRF	Weekly	12:35 PM - 1:15 PM	
		History Of Early America [HIS101LEC02C] 0 seats left [Class is full] + Book List			Start-End Dates: 8/27/2012 - 12/14/2012			
		Instructor	Credits Campus	Room	Days	Date	Time	
		Mandeville, Tom R.	3 Main	M-357	MWF	Weekly	10:00 AM - 10:50 AM	
		History Of Early America [HIS101LEC02H] 20 seats left + Book List			Start-End Dates: 9/6/2012 - 1/18/2013			
<input type="checkbox"/> Credit			Instructor	Credits Campus	Room	Days	Date	Time
		Bowlen, Neil W.	3 Main	PHS-NA	MTWRF	Weekly	9:35 AM - 10:15 AM	
		History Of Early America [HIS101LEC03C] 5 seats left + Book List			Start-End Dates: 8/27/2012 - 12/14/2012			
<input checked="" type="checkbox"/> Credit			Instructor	Credits Campus	Room	Days	Date	Time
		Mandeville, Tom R.	3 Main	M-357	MWF	Weekly	1:15 PM - 2:05 PM	

Cancel **Process Registration**

- S. You will be asked to confirm your registration selections. Click 'Okay'
- T. If your registration went through successfully, you will be presented with the following screen:

Test Testy
 Current term: [FA-12 \(change\)](#)
 Advisor: [Dermody, Sean](#)
 Degree Program: **Accounting**
[Change Password](#) | [Logout](#)

Student Portal

Home
 Calendar
 Document Tracking
 Web Mail (Opens in a new window)

Administrative Services

Course Offering
 Degree Audit Options
 Registration
 My Transcript
 My Schedule
 My Financial Aid
 My Grades

Course Management

My Courses

Unofficial Registration Checkout

[Printer Friendly Version](#)

Current Schedule for the FA-12 term

Course ID	Course Name	Instructor	Days	Time	Date
HIS101LEC03C	History Of Early America	Mandeville, Tom R.	MWF	01:15 PM - 02:05 PM	8/27/2012 - 12/14/2012
PSY101LEC03C	Introduction To Psychology	Cone, Jarrod P.	MWF	10:00 AM - 10:50 AM	8/27/2012 - 12/14/2012

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- U. Review your course selections to ensure that they are correct. If they are, you are done and you have successfully registered. Congratulations!
- V. OPTIONAL – If you would like to change your courses, you may do so at anytime up until the beginning of the semester in the online registration system. **IMPORTANT:** You should consult with your advisor before changing your courses as you may endanger your financial aid eligibility if you drop courses and/or select the wrong courses!

PROCEDURE ENDS

IMPORTANT REMINDERS:

- Only currently enrolled, matriculated students are eligible to register online
- Check the registrar calendar to see when you are eligible to register
- Make an appointment with your advisor
- Complete an advisement worksheet and have your advisor sign it
- Clear all holds prior to registering
- Turn in graduation worksheets and curriculum change forms in advance
- When you login to the student portal, select the term for which you want to register
- Don't use the 'BACK' button on your browser to navigate within the online registration system
- Use the filter or navigation pages to find courses
- Click the checkbox to select the course
- If a checkbox does not appear and you have been advised to take that course, contact the registrar's office
- Click the 'Process Registration' button to actually register for the course
- Review the confirmation page to ensure that the courses you have selected are accurate.

QUESTIONS: Should you have any questions regarding this procedure, please contact the Registrar's Office at (518) 562-4124.