

How to Register for Classes

This guide will cover the steps to register for classes using Self Service. Please reference the Planning Courses guide if you have not yet already planned your courses.

We recommend meeting with an Academic Advisor prior to planning and registering for courses. Please contact Advising at 503-594-3475 or advising@clackamas.edu for assistance with degree/certificate planning.

Registering for Classes

1. Log into my.clackamas.edu with your CCC username and password
2. From the **Start Here** menu, select **Self Service**
3. Select **Student Planning**
4. Select **Go to Plan & Schedule**

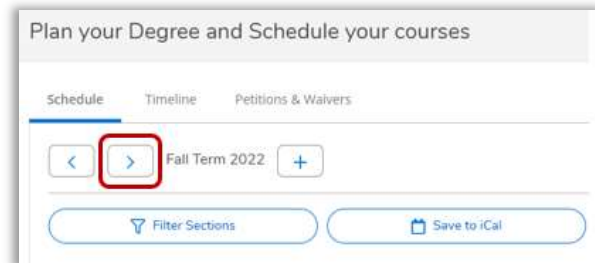
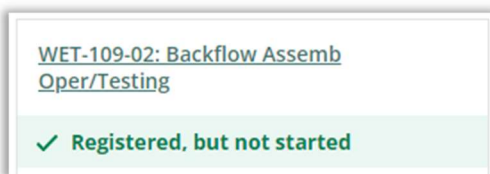
Depending on the term, you may need to click the right arrow to view the appropriate term.

5. Review planned courses paying close attention to the *Meeting Information* which includes important information such as dates, times and class format (In-Person, Online, Remote, Hybrid)
6. Click the **Register** button to complete the process.

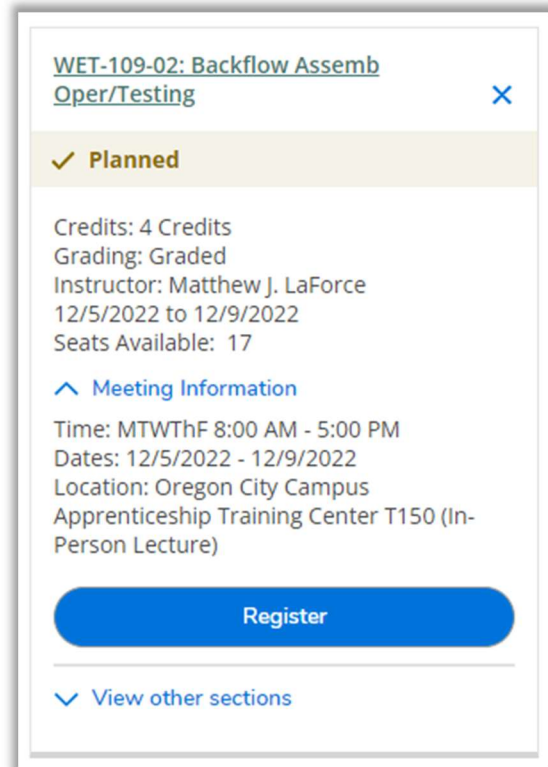
Or

Click the **Register Now** button to register for multiple courses at once.

7. Confirm that all courses shown as Registered, but not started.



Selecting a Term



Note: Courses with a planned Meeting Days/Times will be displayed on the calendar to the right of your courses on this screen.

Courses with no meeting time (Online) will display at the bottom of the calendar as there is not a specific date and time you need to be in attendance.