## How to Register for Classes



#### Step 1: ٢ Go to the NOCE website at www.noce.edu Class Schedule Directory Click on MyGateway icon in the right hand corner OR go to mg.nocccd.edu Admission & Registration 🔻 Programs <sup>•</sup> For Community Services & Kids College go to NOCE.EDU/GROW Step 2: Log onto myGateway with your MyGateway ID MyGateway ID: (Banner/Student ID) and password @ 01234567 Password: GOT QUESTIONS? ••••• starhelp@noce.edu 714.808.4679 LOGIN Don't know your myGateway ID? Click Forgot username? Don't know your password? Click Forgot password? Step 3: Click on the WebStar link in the right hand corner 🖈 Web Star iTendance 🖂 My Mail My Sites • Step 4: Main Menu Click on the **Register for Classes** link **Register for Classes** Registration Holds. Student Records t Summary and Pay Fees, Request Official/Printed **Financial Aid** eview Financial Aid Requirements & Awards Personal Information hange PIN/S -mail Address(es), Finance Colf-Convice Einanc Employee ne sheets, benefits, leave, job data, paystubs, and W4 data Select Term Step 5:Select appropriate NOCE Continuing Ed Term Click on the term to select. Click Submit Summer Term: June—August Select a Term: Cypress/Fullerton Fall Term : August—December Cypress College/Fullerton College Spring 2020 North Orange Continuing Education (NOCE) Spring Term : January—May NOCE Continuing Ed Spring 2020 Submit

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Step 6: Answer the six (6) Student Term Questions Click Submit at the bottom of the page	<ul> <li>Student Term Questions</li> <li>The following 6 questions help the College and School of Continuing Education to obtain appropriate sta</li> <li>Please Answer the Following Questions:</li> <li>1. Do you currently receive any of the following types of assistance? (check all that apply)</li> <li>CalWORKS</li> <li>SSI - Supplemental Security Income</li> <li>GA - General Assistance</li> <li>Foster Care, Food Stamps, Medical/Medicaid, HUD Section 8 Housing Assistance, or other ecord</li> </ul>
Step 7:         Add the class CRN number/s in the CRNs field/s.         *You may find the CRN at www.noce.edu/schedule as seen in the example below         BEGINNING KEYBOARDING COMP/685         Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding. Textbook Required Dates: Jun 29-Aug 9         CRN       PLACE       Nestro transmission of the previous of the previous of the computer keyboard as well as 10-key keyboarding. Textbook Required Dates: Jun 29-Aug 9         CRN       PLACE       Nestro transmission of the previous of the preview of the	Add Classes Worksheet Class Search CRNs 51041
Step 8: Click <u>Confirm Your Choices</u> and view court at the top of the page as seen below Current Schedule Status Action CRN Subj Crse Sec I RegisteredWeb on May 22, 2019 51041 CCTR 100 0 5	evel Cred Grade Mode Title School of Continuing Education 0.000 Pass/No Pass Business/Computer Skills Lab

#### Step 9:

Click Complete Registration

2) Complete Registration

Received one of these error messages?	What Does it Mean?
Closed—Waitlisted	You can add yourself to the waitlist.
	See page 5 for instructions.
Closed - Full	Course and Waitlist are full. Refer to schedule for other course options.
Cohort Restriction	Online Orientation is Not Complete. See page 2 for instructions
Program Restriction	Call Helpline for Assistance 714-808-4679

# How to Add Yourself to the Waitlist



#### Step 1:

## How to Register for Classes

Follow Steps 1 through 5 on Page 1

#### Step 2:

Select Waitlist from drop down menu under ACTION

Current Schedule	/						
Status	Action	CRN	Subj Cr	se Sec	Level	Cred Grade Mode	Title
Drop On-Line on Mar 05, 2019		71156	OTEC 10	50	School of Continuing Education	0.000 Pass/No Pass	Microsoft Outlook Fundamentals
DropDelete on May 22, 2019		51041	CCTR 10	0 0	School of Continuing Education	0.000 Pass/No Pass	Business/Computer Skills Lab
Closed—Waitlist on May 22, 2019	None	▼ 71220	BMGR 43	0 0	School of Continuing Education	0.000 Pass/No Pass	Marketing Principles
	None				-		
Total Credit Hours: 0.000	Waitlist						
Billing Hours: 0.000							
Ston 3.							

#### Step 3:

Click Confirm Your Choices and view course Status at



the top of the page as seen below



#### Step 4:



Click Complete Registration

Received one of these error messages?	What Does it Mean?
Closed—Waitlisted	You can add yourself to the waitlist. See page 5 for instructions.
Closed - Full	Course and Waitlist are full. Refer to schedule for other course options.
Cohort Restriction	Online Orientation is Not Complete. See page 2 for instructions
Program Restriction	Call Helpline for Assistance 714-808-4679

### End of How to Add Yourself to the Waitlist $\ _{3}$

# How to drop courses



#### Step 1:

Follow Steps 1 through 5 on page 1

\*If you are <u>dropping a course with a fee</u>, please skip to **Step 5** 

#### Step 2:

## Select **Drop On Line** or **Drop-Career Tech SCE** from drop down menu under **ACTION**

Current Schedule											
Status	Action		CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	
Drop On-Line on Mar 05, 2019			71156	OTEC	105	0	School of Continuing Education	0.000	Pass/No Pass	Microsoft Outlook Fundam	nentals
DropDelete on May 22, 2019			51041	CCTR	100	0	School of Continuing Education	0.000	Pass/No Pass	Business/Computer Skills	Lab
RegisteredWeb on May 22, 2019	None	۲	71220	BMGR	430	0	School of Continuing Education	0.000	Pass/No Pass	Marketing Principles	
	None										
Total Credit Hours: 0.000 Billing Hours: 0.000	DropCaree Withdrawal-	er Tech SCE Web	-								

#### Step 3:

#### Click Confirm Your Choices



and view course Status at the top of the page as seen below

Current Schedule						
Status 🖌	Action CR	N Sub	j Crs	e Sec	Level	Cred Grade Mode Title
Drop On-Line on Mar 05, 2019	71:	.56 OTE	C 105	0	Schoo	ol of Continuing Education 0.000 Pass/No Pass Microsoft Outlook Fundamentals
DropDelete on May 22, 2019	510	41 CCT	R 100	0	Schoo	ol of Continuing Education 0.000 Pass/No Pass Business/Computer Skills Lab
DropCareer Tech SCE on May 22, 2019	712	20 BMC	R 430	0	Schoo	ol of Continuing Education 0.000 Pass/No Pass Marketing Principles

#### Step 4:

Click Complete Registration



#### Step 5: Fee-based Courses & Refunds

#### Fee based courses <u>cannot</u> be dropped online, must email **Starhelp@noce.edu**

A Refund Petition must be <u>filed 48 hours before the class starts</u>. Per State Education Code regulations, refund checks must be made payable to the student of record. <u>A \$10 processing</u> <u>fee will be deducted</u> from ALL refunds issued (except classes canceled by the District). Filing a Refund Petition does not guarantee a refund will be issued. No refunds on books.

#### End of how to drop courses 4

## How to register for classes