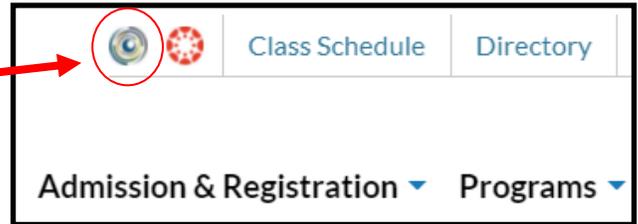


# How to Register for Classes

## Step 1:

Go to the NOCE website at [www.noce.edu](http://www.noce.edu)  
Click on **MyGateway** icon in the right hand corner  
OR go to [mg.nocccd.edu](http://mg.nocccd.edu)



For Community Services & Kids College  
go to [NOCE.EDU/GROW](http://NOCE.EDU/GROW)

## Step 2:

Log onto myGateway with your MyGateway ID  
(Banner/Student ID) and password

### GOT QUESTIONS?



[starhelp@noce.edu](mailto:starhelp@noce.edu)  
714.808.4679

Don't know your myGateway ID? Click

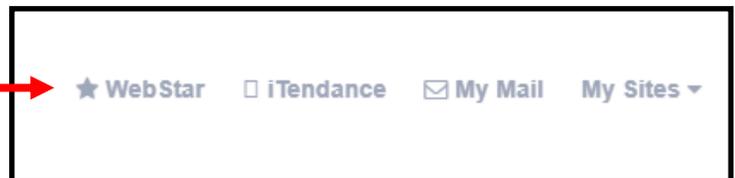
[Forgot username?](#)

Don't know your password? Click

[Forgot password?](#)

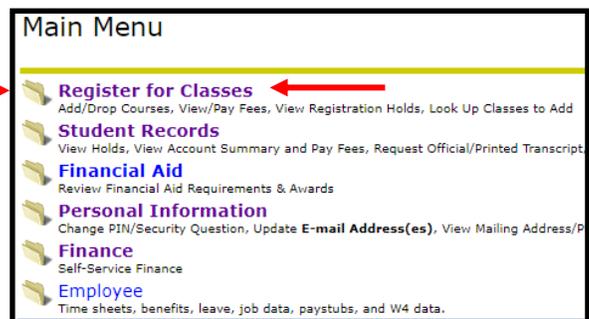
## Step 3:

Click on the **WebStar** link in the right hand corner



## Step 4:

Click on the **Register for Classes** link



## Step 5:

Select appropriate **NOCE Continuing Ed** Term

Click [Submit](#)

Summer Term: June—August  
Fall Term : August—December  
Spring Term : January—May

**Step 6:**

Answer the six (6) Student Term Questions

Click **Submit** at the bottom of the page

**Student Term Questions**

The following 6 questions help the College and School of Continuing Education to obtain appropriate sta

**Please Answer the Following Questions:**

1. Do you currently receive any of the following types of assistance? (check all that apply)

- CalWORKS
- SSI - Supplemental Security Income
- GA - General Assistance
- Foster Care, Food Stamps, Medical/Medicaid, HUD Section 8 Housing Assistance, or other eco

**Step 7:**

Add the class CRN number/s in the CRNs field/s.

\*You may find the CRN at [www.noce.edu/schedule](http://www.noce.edu/schedule) as seen in the example below

CRN	DAYS	PLACE	INSTP
40025	Online	Remote	Prey
40028	Onl	Remote	Casper

**Add Classes Worksheet**

Class Search

**CRNs**

51041

**Step 8:**

Click **Confirm Your Choices** and view course **Status** at the top of the page as seen below

**1** Confirm Your Choices

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered--Web on May 22, 2019		51041	CCTR	100	0	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	<b>Call Helpline for Assistance</b> 714-808-4679

# How to Add Yourself to the Waitlist

## How to Register for Classes

### Step 1:

Follow **Steps 1 through 5** on Page 1

### Step 2:

Select **Waitlist** 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 Fundamentals	
Drop--Delete on May 22, 2019		51041	CCTR	100	0	School of Continuing Education	0.000	Pass/No Pass	Business/Computer Skills Lab	
<b>Closed—Waitlist</b> on May 22, 2019	None None <b>Waitlist</b>	71220	BMGR	430	0	School of Continuing Education	0.000	Pass/No Pass	Marketing Principles	
Total Credit Hours: 0.000										
Billing Hours: 0.000										

### Step 3:

Click **Confirm Your Choices** and view course **Status** at the top of the page as seen below



Current Schedule										
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
<b>Waitlisted</b>	on May 22, 2019	51041	CCTR	100	0	School of Continuing Education	0.000	Pass/No Pass	Business/Computer Skills Lab	

### 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	<b>Call Helpline for Assistance</b> <b>714-808-4679</b>

# How to drop courses

## How to register for classes

### Step 1:

Follow **Steps 1 through 5** on page 1

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

### Step 2:

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

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 Fundamentals	
Drop--Delete on May 22, 2019		51041	CCTR	100	0	School of Continuing Education	0.000	Pass/No Pass	Business/Computer Skills Lab	
Registered--Web on May 22, 2019	None None <b>Drop--Career Tech SCE</b> Withdrawal--Web	71220	BMGR	430	0	School of Continuing Education	0.000	Pass/No Pass	Marketing Principles	

Total Credit Hours: 0.000  
Billing Hours: 0.000

### Step 3:

Click **Confirm Your Choices** and view course **Status** at the top of the page as seen below



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 Fundamentals	
Drop--Delete on May 22, 2019		51041	CCTR	100	0	School of Continuing Education	0.000	Pass/No Pass	Business/Computer Skills Lab	
Drop--Career Tech SCE on May 22, 2019		71220	BMGR	430	0	School of Continuing Education	0.000	Pass/No Pass	Marketing Principles	

### Step 4:

Click **Complete Registration**



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

**Fee based courses cannot be dropped online, must email [Starhelp@noce.edu](mailto:Starhelp@noce.edu)**

A Refund Petition must be filed 48 hours before the class starts. Per State Education Code regulations, refund checks must be made payable to the student of record. A \$10 processing fee will be deducted 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.