

# Instructions: How to Register For Your Yavapai College Dual Enrollment Course

Congratulations on qualifying for the Dual Enrollment program! The next step is to register for the class by logging into your YC student account. Please follow the steps below to register:

## Log into the YC website!

- 1) Go to [www.yc.edu](http://www.yc.edu) and click the Login button in the upper right corner.



Login

- 2) Enter your username and password.
  - If you do not remember your username and/or password, click on *I need help with my username or password* to reset your log in information.

LOGIN

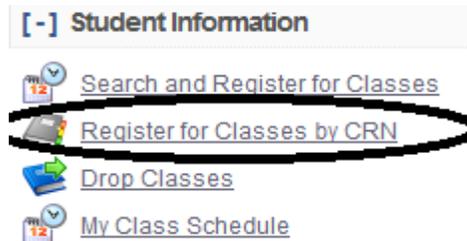
*I need help with my username or password*

Once you are logged into the website your account information can be found at the top of the webpage (as seen below). Now you can register for your class, creating an official college transcript.



Click on **"My Services"** (circled above), and do the following:

- 1) Scroll down to "Student" and click on **"Register for Classes by CRN"**. A new window or tab will open
- 2) If your CRN starts with a **3** or a **9**, select the **"Fall 2014"** term from the drop down box and click **"Submit"**. If your CRN starts with a **1**, select the **"Spring 2015"** term from the drop down box and click **"Submit"**.
- 3) Complete the one question survey if it appears
- 4) Enter the CRN ( CRN = Five digit Course Reference Number) your instructor gave you into one of the boxes at the bottom of this page (example show below) and click on **"Submit Changes"**
- 5) Under your Current Schedule, you will see a **"Web Registered"** with the class you just registered for
- 6) Click on **"My Class Schedule"** to view your class that you have registered into.



## Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>
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Enter CRN here

Submit Changes Class Search Reset

Welcome to Yavapai College! If you have any difficulties with this process, please contact the Answer Center at 776-2149 or 634-6520 or Heather Mulcaire at 928-634-6527 or 928-776-2101 to assist you.