

## HOW TO REGISTER

### REGISTRATION

You will need a registration date and time to be able to register for classes. To obtain a registration date and time as a new student, you will need to complete the online orientation. You will be automatically assigned a registration date at the end of the orientation. If you are a returning student, you will receive a date and time after you complete your application. For continuing students, you are automatically assigned a registration date and time. An email and postcard will be sent to you informing you of that date. If you do not receive the email or postcard, please log in to **My Canyons** and click on **My Registration Date**.

Students register for courses according to a priority system. This priority system has been created to make your registration as easy as possible and to avoid overloading the computer system. You will be able to register on or after your date and time.

In order to understand the College of the Canyons registration process, you must know your status as a student. You may access online registration to obtain your registration date and time. **We are now sending registration date and time information by email. Be sure we have your correct email address. You can make changes to your email address by accessing the online registration system. Please be sure to allow emails from any email ending in @canyons.edu. Please do not block these emails, otherwise you may not receive your registration date.**

**Your registration date and time is determined by the following:**

- How many units you have completed and for units for which you are currently enrolled at College of the Canyons.
- Your priority level (A, B, C, D, E, F, or G) based on your status as a student.

Based on your priority level, you will be assigned a registration date and time. You will be able to register on or after this date and time.

To register for your classes, please log on to **My Canyons**. You will log in during or after your registration date and time. My Canyons is available from 7am to 2am daily. Click on Register/Add a class and follow the prompts. If you need help choosing classes, please see our online tutorials for help. They are located at [www.canyons.edu/office/counseling](http://www.canyons.edu/office/counseling) and [www.canyons.edu/offices/admissions](http://www.canyons.edu/offices/admissions).

**Special Program Registration:** If you are part of one of the following groups, please contact that department for your special registration date and time.

ASG .....	(661) 362-3257
Athletics .....	(661) 362-3200
CalWORKS .....	(661) 362-3015
DSP&S .....	(661) 362-3341
EOPS .....	(661) 362-3279
MESA .....	(661) 362-3448
Veterans .....	(661) 362-3469

### Continuing Students

You were enrolled in classes at College of the Canyons anytime during the past semester.

**Priority A** Continuing Students who have between 45 and 100 units

**Priority B** Continuing Students who have between 30 and 44.9 units

**Priority C** Continuing Students who have between 15 and 29.9 units

**Priority D** Continuing Students who have between 0 and 14.9 units and students who have completed more than 100 units.

### Returning (former) Students

You are returning after an absence of one semester or more and will receive a registration appointment when you submit a new application for admission to the Admissions & Records Office.

**Priority E\*** Returning students who have attended College of the Canyons previously, but not in the last semester.

### New Students (Matriculated)

You have never attended College of the Canyons. However, you have submitted an application for the current term, and have completed Assessment, Orientation and Advisement, also known as "Matriculation."

**Priority F\*** New students who have completed matriculation.

### New Students (Non-Matriculated)

You have never attended College of the Canyons. You have NOT completed Assessment, Orientation, and Advisement, also known as "Matriculation."

**Priority G\*** New students who have not completed matriculation.

### High School Students

High school students planning to enroll in classes must first complete the admissions process. High school students must submit a Special Admission Enrollment form and an Authorization to Consent to Medical Treatment form with all required signatures every semester before registering for classes. The special admission form must be submitted to the Admissions and Records office in Valencia or Canyon Country to receive an appointment registration date and time. Appropriate high school officials must recommend the College of the Canyons degree applicable courses for which students are approved to enroll. High school students may enroll in up to 11.0 units per semester. Please see the College Calendar at the front of this schedule of classes to find the high school registration date. High school students must register online.

High school students in the 11th and 12th grade are eligible to enroll at College of the Canyons for advanced scholastic courses. For more information, please see the information located online at [www.canyons.edu/offices/Admissions/highschoolstudents.asp](http://www.canyons.edu/offices/Admissions/highschoolstudents.asp).

**Priority H\*** 11th and 12th grade high school students.

### CONTINUING EDUCATION

Continuing Education students may register in person at the Continuing Education office located on the Valencia campus in room V-110, fax to 661-287-3425, mail to 26455 Rockwell Canyon Road, Santa Clarita, CA 91355, or by attending the first day of class.

### Classification of Students

<b>Full Time</b>	Enrolled in twelve units or more
<b>3/4 Time</b>	Enrolled in between 9 units and 11.9 units
<b>1/2 Time</b>	Enrolled in between 6 units and 8.9 units
<b>1/4 Time</b>	Enrolled in between 3 units and 5.9 units
<b>Freshman</b>	One who has completed 30 units or less
<b>Sophomore</b>	One who has completed 31 units or more