

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 registration date and time after you submit your application. Continuing students are automatically assigned a registration date and time. An email or 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 Time.

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 assigned date and time.

In order to understand the College of the Canyons registration process, you must know your status as a student. Registration date and time information is sent by email; be sure we have your correct email address. You can make changes to your email address by logging into **My Canyons**. 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.

Registration dates and times are assigned on the following dates each semester:

Summer:	April 1st
Fall:	July 1st
Winter/Spring:	October 1st

Your registration date and time is determined by the following:

- How many units you have completed, including the units for which you are currently enrolled, at College of the Canyons at the time registration dates are assigned on the date specified for any given term. Winter units are not calculated in determining the spring registration dates.
- Your priority level (A, B, C, D, E, F, G, or H) 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 on or after your registration date and time. 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 and 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
Foster Youth	(661) 362-3275
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 99.9 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 or more semesters and will receive a registration date and time 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, 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, have submitted an application for the current term, and 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 a 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. 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 go to

<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

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

Applying for college has never been easier!

It's easy, fast and available 24 - 7.

ONLINE APPLICATION

Follow these simple steps:

- (1) Log on to the College's Website at: www.canyons.edu
- (2) Click on “APPLY NOW!”
- (3) Fill out the application and you're done!

Apply Today!