



WHAT ARE MY NEXT STEPS FOR HIGH SCHOOL REGISTRATION?

STEP 1: CREATE A MYCANYONS ACCOUNT:

- Go to the College of the Canyons website: www.canyons.edu
- Click on the link to “MyCanyons”
- Click on the bar that says “Student”.
- Enter your information where requested—follow the directions for entering your social security number and date of birth
- Click “Submit” – Your username, password, and COC Student ID# will be confirmed on the screen that follows. Be sure to write down this information for future use.

- Your Student ID # is _____

STEP 2: LIST THE COURSES APPROVED BY YOUR COUNSELOR:

Course Title	Section #	Day/Time	Location

Please note: The classes your counselor approves will be entered by COC by course title so you may register for any section of the course that is open.

STEP 3: REGISTER ONLINE FOR YOUR CLASSES BEGINNING ON:

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- Log onto MyCanyons and go to the Student Menu.
 - Under the Registration heading, click on “Add/Drop Classes.”
 - Click on “Express Registration” (since you know the section #'s).
 - Enter the section number of the class you wish to add; hit “Submit.”
 - At the next screen, select “Register” from the drop-down menu; hit “Submit.”
 - Continue this process for each class you want to add.
 - Confirm your schedule under “My Class Schedule.”

(Continued on reverse)

STEP 4: PAY FOR YOUR CLASSES:

- Go to “Student Account,” found on the Student Menu in MyCanyons.
- Regular fees for High School students are paid by clicking “Make a Payment;” if you need a Parking Permit, click on “Optional Fees,” select a term, and choose the permit desired.
- Click on “Make a Payment” to complete payment. Select payment type, click “OK,” and supply credit card information. Click “Submit.” You will receive an email confirmation of your transaction.
- If you wish to view or print out your bill/schedule, click on “Student Bill/Reg. Statement.”

STEP 5: ATTEND CLASS:

- Check the schedule listed on the front of this form, or check your schedule on MyCanyons for the location of your classes
- For online classes, find the Orientation Letter from the instructor under the “Online Classes Menu” on the COC homepage. Go to www.canyons.edu and click “Online Classes.” Then click “Orientation Letters,” select the term, and locate your instructor. View the instructor’s orientation letter for important information regarding the online delivery method of the class and the textbook list.
- Maps are available online under “Campus Maps”.

PLEASE NOTE: HIGH SCHOOL REGISTRATION IS NOW ONLINE ONLY!

