

New Student Advisement

Educational Choices at College of the Canyons

- **Career Technical Education Certificates**
- **Community College Associate Degree**
- **Preparation for transfer to a 4yr college or university**

Note: Associate Degree and/or Transfer to a university require:

- English
- Math
- Major courses
- General Education (GE) courses
- Electives (Exploratory classes)
- 60 units total

How to Select Your Classes

Step 1: Identify your Educational Goal (Certificate, Associate Degree, Transfer?)

Step 2: Choose your math and English classes based on assessment.

- Prioritize math and English first—Start taking these classes as soon as possible.

Step 3: Choose a course from the General Education handout for your specific educational goal.

- Associate Degree General Education
- CSU GE (for transfer to CSU) or IGETC (for transfer to UC or CSU)

Step 4: Choose a course from your major

- For an Associate Degree, see list of COC Majors and course requirements
- For transfer to a UC or CSU, see www.assist.org
- If you are undecided in your major, choose an elective or introduction course

Step 5: Prepare your schedule

- Identify several choices for General Education, Major Preparation, Pre-Requisites or Elective or Introduction Class
- Recommended Courses to help you Succeed
 - COUNS 010: Career Exploration 1 unit
 - COUNS 110: Career-Life Planning 3 units
 - COUNS 111: Introduction to College 1 unit
 - COUNS 120: University Transfer Planning 1 unit
- Balance difficult and demanding classes with less demanding classes
- Consider your work hours and other time commitments
- A full-time student requires a minimum of 12 units
- Allow enough time for study, work and recreation:
 - 1 hour of class time per week = 2-3 hours of study time outside of class
- Be flexible, choose classes at different times to create multiple options

Sample 1	Units
English 091	3
Math 070	5
GE course	3
Elective	3
Total units	14

Sample 2	Units
English 071	3
Math 025	5
GE course	3
Couns 111	1
Total units	12

Sample 3	Units
English 101	3
Math 140	4
GE course	3
Major course	3
Total Units	13

Step 6: Select your Classes

- Using the web allows you to select classes that still have available seats
- “Advanced Search” feature allows you to search for classes in a specific time slot.

Step 7: Register

- Review classes selected the day before your registration date to make sure they are still available.
- Register online through the COC web pages at www.canyons.edu using the My Canyons button on the bottom left hand side or use the STAR telephone system (661) 255-2867 or (888) 206-STAR
- Web registration is recommended because you can print out your schedule when you are finished to make sure that you have finished the registration process successfully
- Register on your assigned day and time via online registration or STAR telephone
- What if the class I want is closed?
 - You can add your name to the Waitlist for the class if it is closed. The system will allow for 20 names on the waitlist. If you add your name to the waitlist, you must attend the class the first day it meets. If you accepted in the class, the instructor will give you an “Add Code #”. You can use the add code number to register online or on the STAR system.

Step 8: Pay for your Classes

- You must pay within 7 calendar days of your registration or you will automatically be dropped from your classes
- If you need Financial Assistance, visit Financial Aid in Seco Hall room 110.
- Payment Plans can be arranged at the Cashier’s office in the Administration building.

Step 9: Attend Class

- Be sure to attend the first class meeting or you MAY be dropped.
- If you decide not to attend a class, make sure to drop it online or through the STAR telephone system so that you don’t end up with an “F” at the end of the semester. It is the student’s responsibility to officially drop the class. This is NOT the responsibility of the instructor.