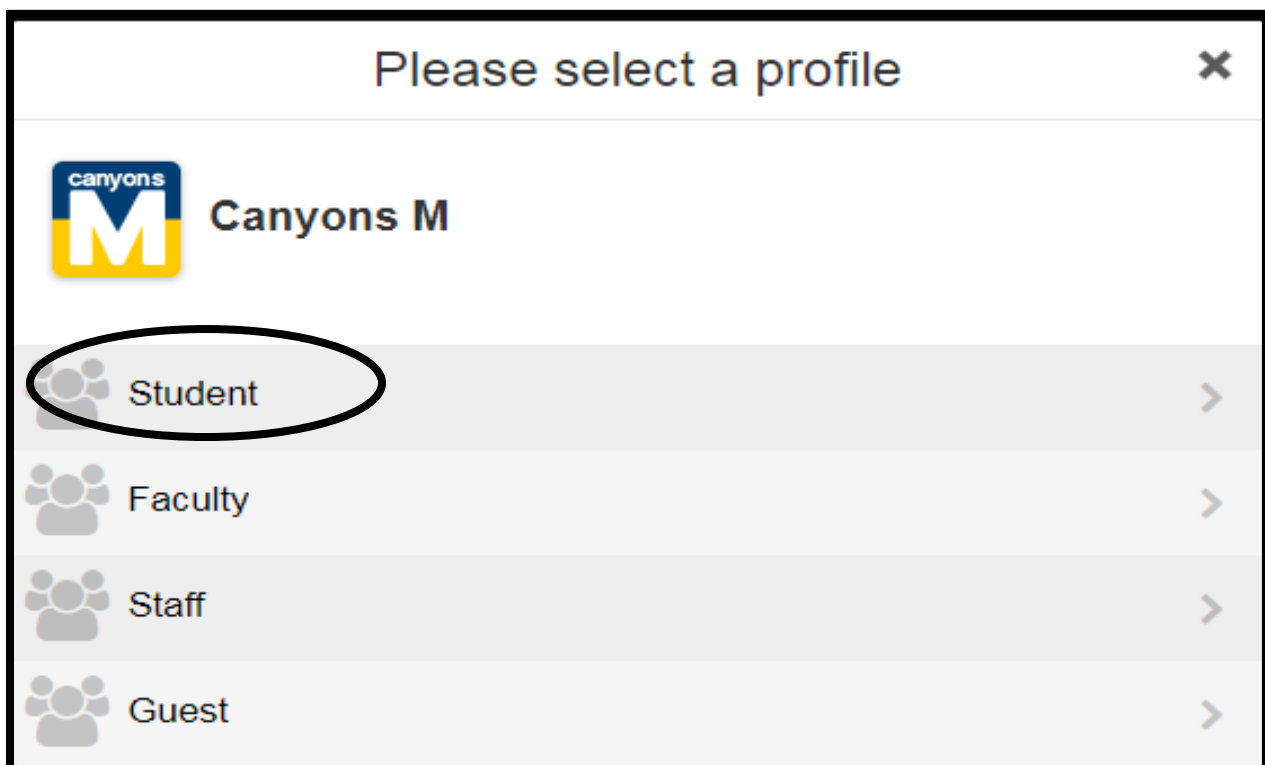


Cómo inscribirse a clases a través de My Canyons

1. Visite www.canyons.edu y haga clic en “My Canyons.”



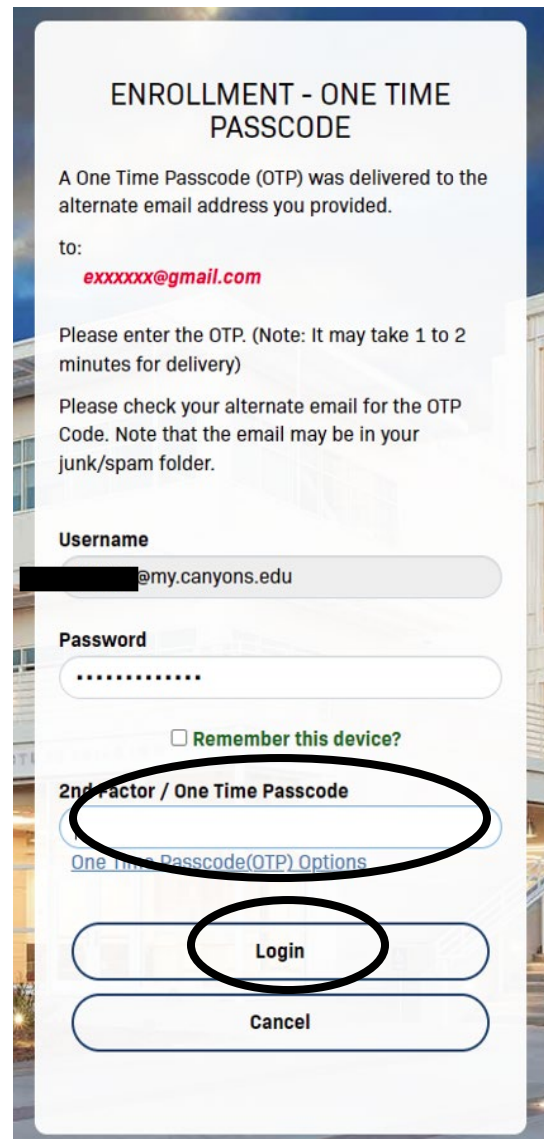
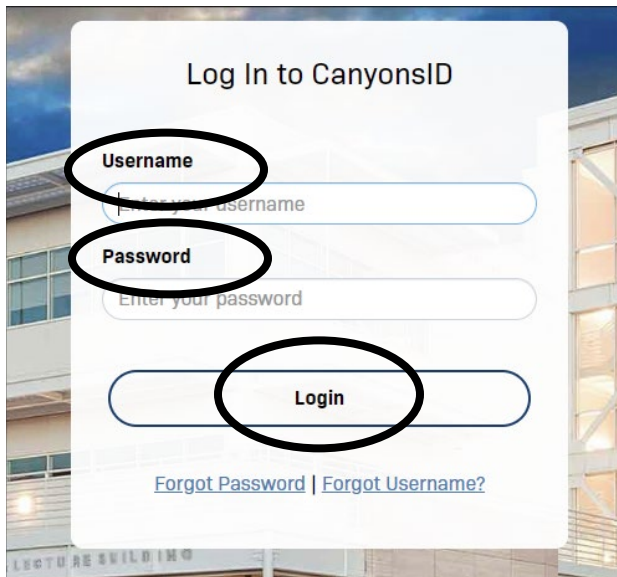
2. Haga clic en “Student.”



3. Ingrese su nombre de usuario y contraseña de **Canyons ID** y luego haga clic en **“Login.”**

Nota: El nombre de usuario es su dirección de correo electrónico de estudiante de COC.

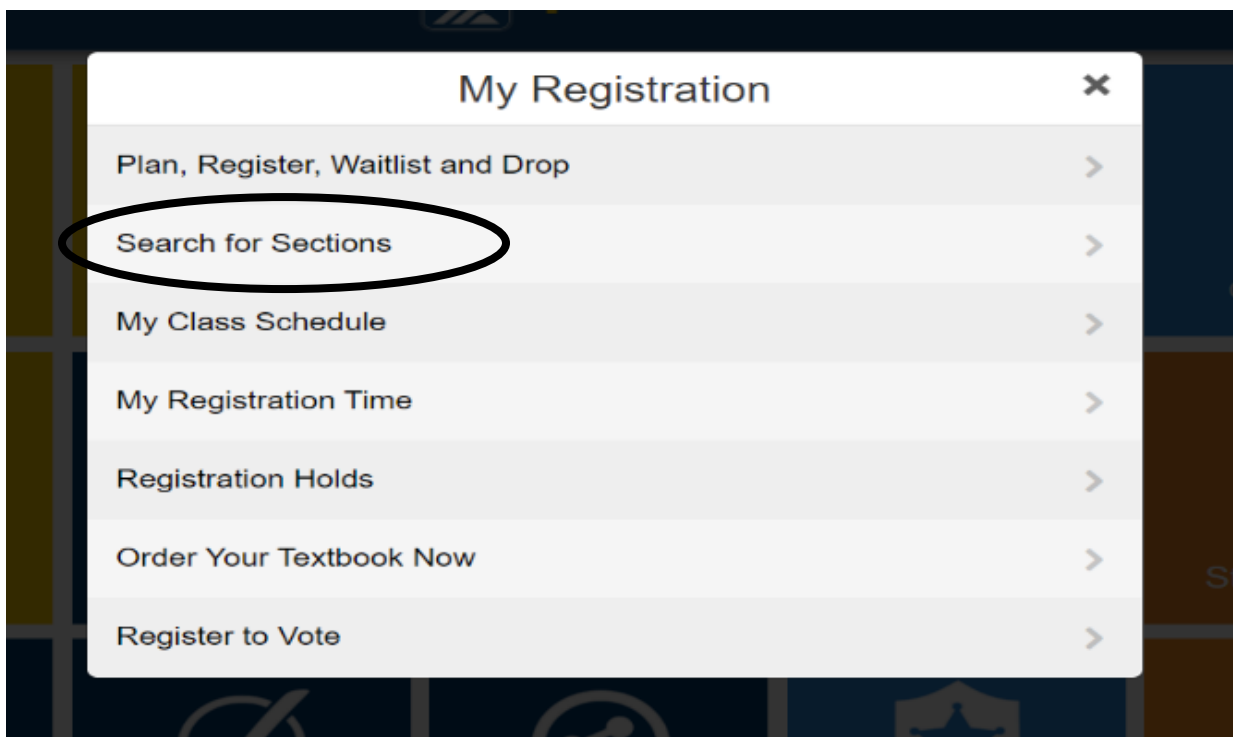
4. Introduzca el **codigo OTP** enviado a su correo electrónico personal y haga clic en **“Login.”**



5. Haga clic en el cuadro **verde** “My Registration” en la esquina superior izquierda.



6. Haga clic en “Search for Sections.”



7. Utilizando **“Advanced Search,”** seleccione en el menú desplegable, el semestre al que desea inscribirse (por ejemplo: Otoño de 2022).

myCanyons

Academics · Course Catalog

For the latest Novel Coronavirus Information, please click [here](#).

Search for Courses and Course Sections

Search for courses...

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: **Select Term** Meeting Start Date: / / Meeting End Date: / /

Courses And Sections

Subject Course number Section

8. En el menú desplegable **“Courses and Sections,”** busque alfabéticamente **"Noncredit"** seguido de un tema de curso (por ejemplo: Noncredit ESL, Noncredit Career Skills).

myCanyons

Academics · Course Catalog

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Search for Courses and Course Sections

Search for courses...

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: Select Term Meeting Start Date: / / Meeting End Date: / /

Courses And Sections

Subject Course number Section

Subject Course number Section

9. Desplácese hasta el final de esta página y haga clic en "Search."

The screenshot shows a search filter interface with the following fields: Subject, Course number, and Section. Below these are: + Add More..., Days Of Week (checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday), Location (Select Location dropdown), Academic Level (Select Academic Level dropdown), Time Of Day (Select Time Of Day dropdown), Time Starts by (hh:mm AM/PM), Time Ends by (hh:mm AM/PM), and Course Type (Select Course Type dropdown). At the bottom are Clear and Search buttons, with the Search button circled in black.

10. Cuando aparezca la lista de Secciones del Curso, haga clic **Add** en el curso en el que desea inscribirse.

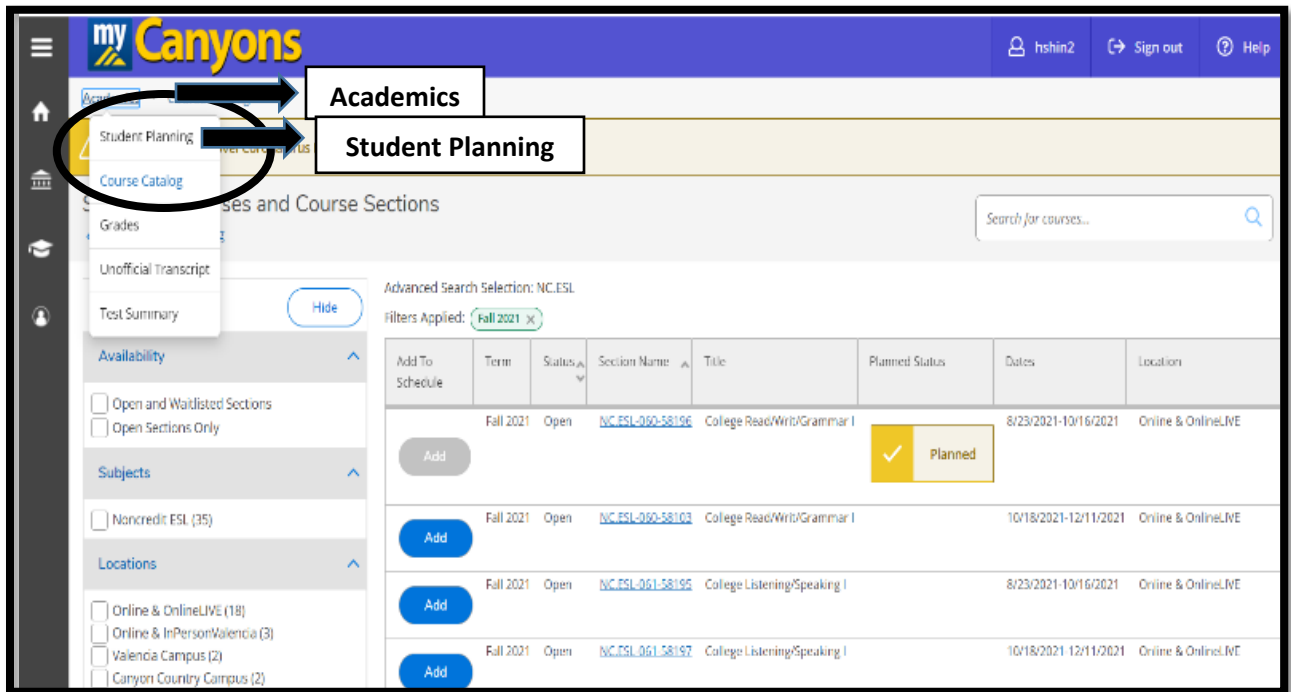
The screenshot shows a search results page for 'NC.ESL' in Fall 2021. It includes a 'Filter Results' sidebar and a table of course sections. Each row in the table has an 'Add' button.

Add To Schedule	Term	Status	Section Name	Title
Add	Fall 2021	Open	NC.ESL-060-58196	College Read
Add	Fall 2021	Open	NC.ESL-060-58193	College Read
Add	Fall 2021	Open	NC.ESL-061-58195	College List
Add	Fall 2021	Open	NC.ESL-061-58197	College List
Add	Fall 2021	Open	NC.ESL-000-59192	College Read
Add	Fall 2021	Open	NC.ESL-001-59193	College List

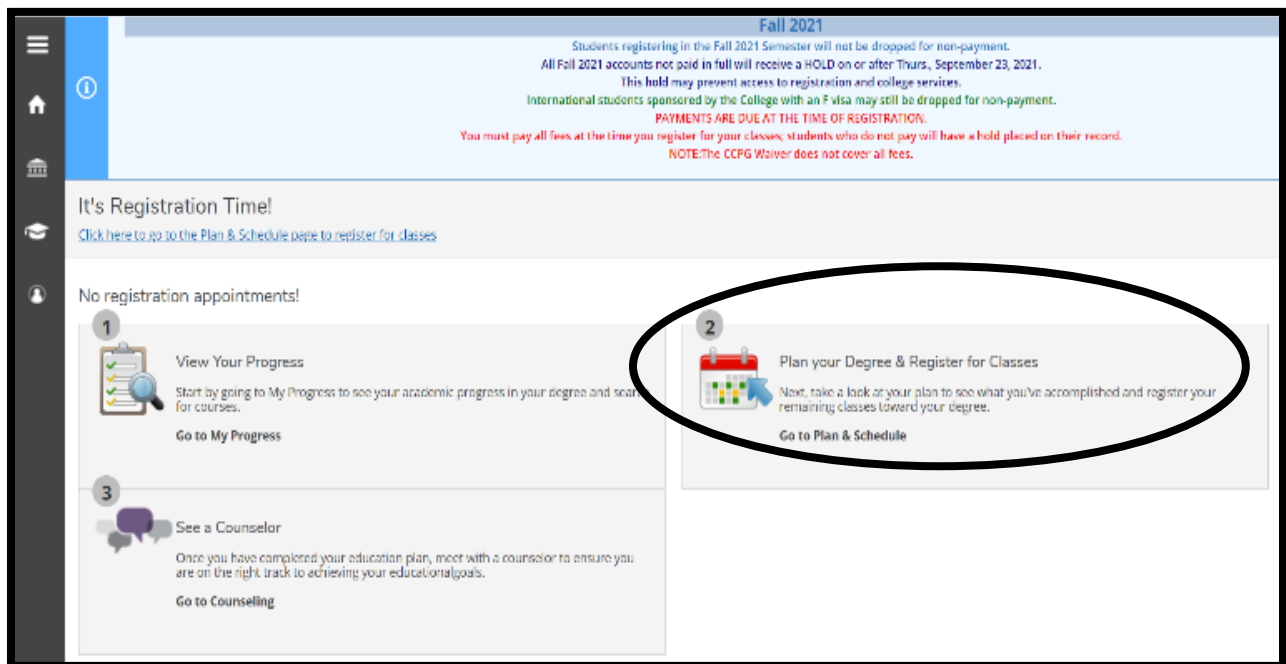
11. Cuando se abra la ventana de detalles de la sección, revise la información del curso y haga clic en "Add Section."

The screenshot shows the 'Section Details' page for 'NC.ESL-060-58196 College Read/Writ/Grammar I Fall 2021'. It lists Instructors (Khoury, M), Meeting Information (M, T, Th 6:00 PM 9:00 PM), Dates (8/23/2021 - 10/16/2021), Seats Available (19 of 35 Total), Credits (0), Grading (Pass/Fail), and Requisites. A blue box contains the text: 'Recommended Preparation: NC.ESL-4A NC.ESL-4B. - Recommended prior to taking this course, but is not required.' At the bottom right is an 'Add Section' button, which is circled in black.

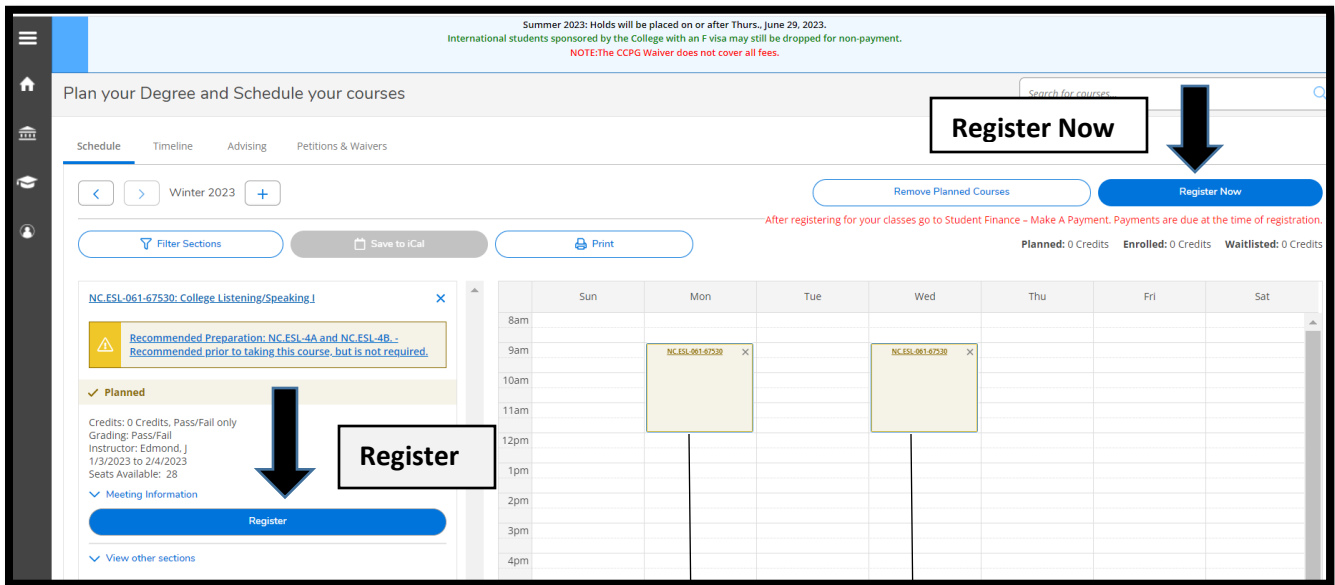
12. Una vez que haya añadido todas las secciones deseadas a su programa, haga clic en “Academics” y seleccione “Student Planning.”



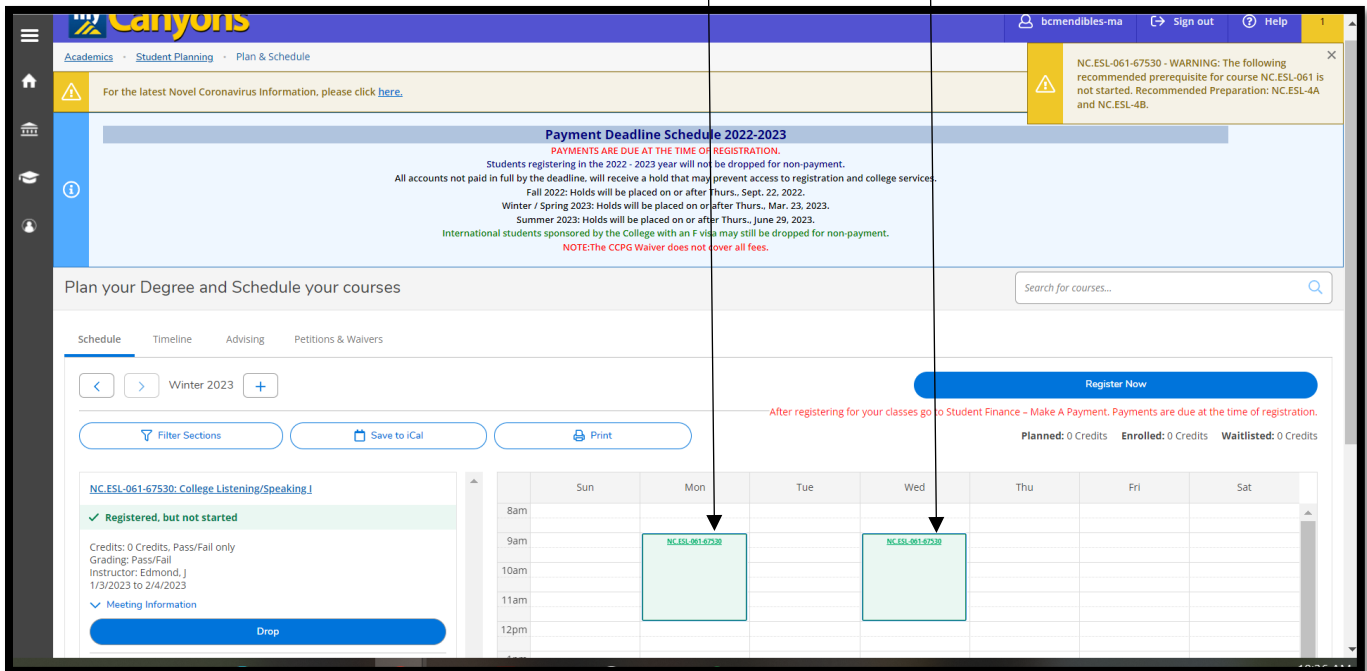
13. Haga clic en “Plan your Degree & Register for Classes” para finalizar el proceso de registro.



14. Haga clic en **"Register"** para añadir una sección a la vez, o haga clic en **"Register Now"** para añadir TODAS las secciones que haya planeado.



NOTA: Las clases pasarán de **color café** a **color verde** para mostrar la inscripción exitosa.



NOTA: Para los estudiantes de retorno en un semestre futuro, asegúrese de utilizar la **flecha hacia adelante ">"** para encontrar el semestre en el que ha planeado un curso. Después haga clic en el botón azul **"Register"** para inscribirse.

The screenshot shows a web interface for planning a degree and scheduling courses. At the top, there are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". Below the tabs, there is a navigation bar with a left arrow, a right arrow (circled in black), and the text "Winter 2022". To the right of the navigation bar are buttons for "Filter Sections", "Save to iCal", and "Print".

The main content area is divided into two sections. On the left, there is a course detail panel for "NC.ESL-061-58901: College Listening/Speaking I". It includes a warning icon and a message: "Recommended Preparation: NC.ESL-4A and NC.ESL-4B.- Recommended prior to taking this course, but is not required." Below this, it says "Planned" and lists course details: "Credits: 0 Credits, Pass/Fail only", "Grading: Pass/Fail", "Instructor: Glapa-Grossklag, A", "1/3/2022 to 2/5/2022", and "Seats Available: 31". Under "Meeting Information", there is a blue "Register" button (circled in black).

On the right, there is a calendar grid with columns for "Sun" and "Mon" and rows for times from 8am to 3pm. A yellow box representing the course is placed in the 9am slot on Monday.