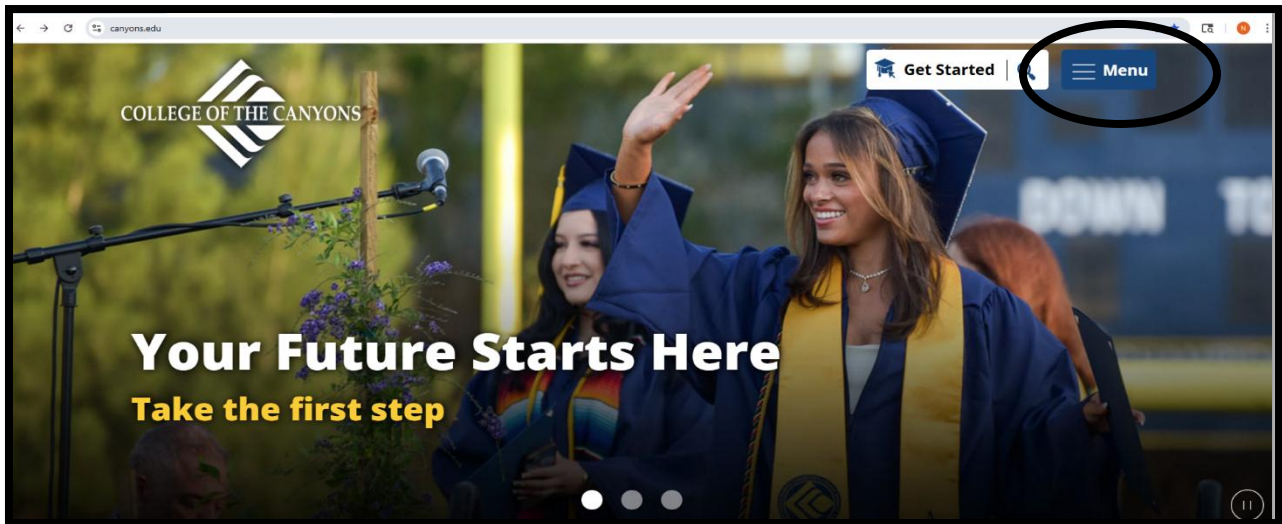
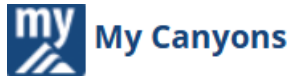
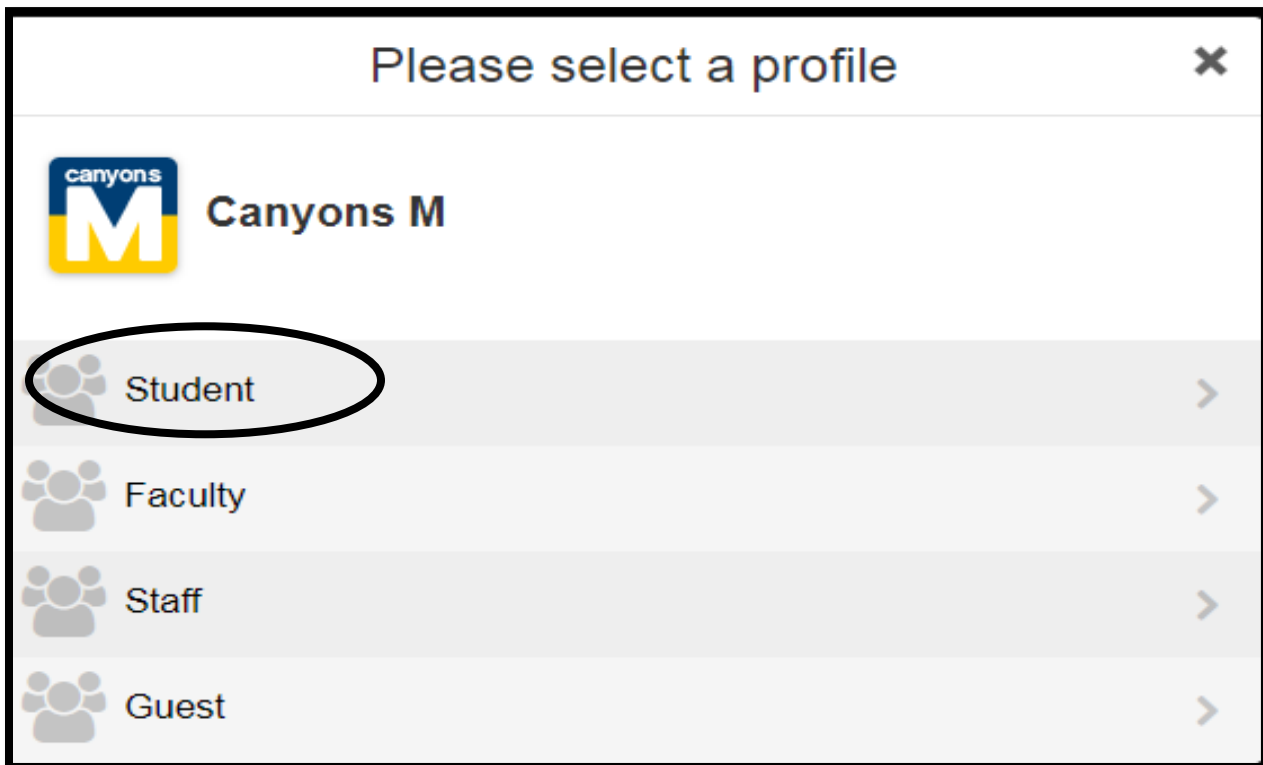


# How to Register Classes via My Canyons

1. Visit [www.canyons.edu](http://www.canyons.edu), click  in the top right corner, then click

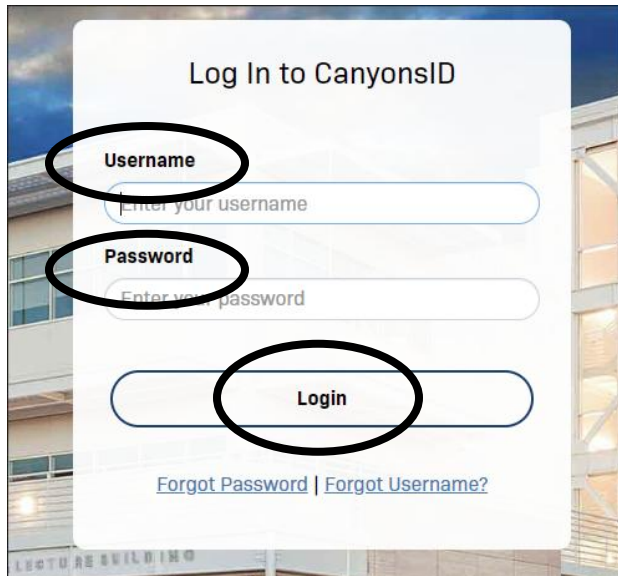


2. Click "Student."



3. Type in your **CanyonsID** “Username” and “Password” and then click “Login.”

**NOTE: Username is your COC student email address.**



Log In to CanyonsID

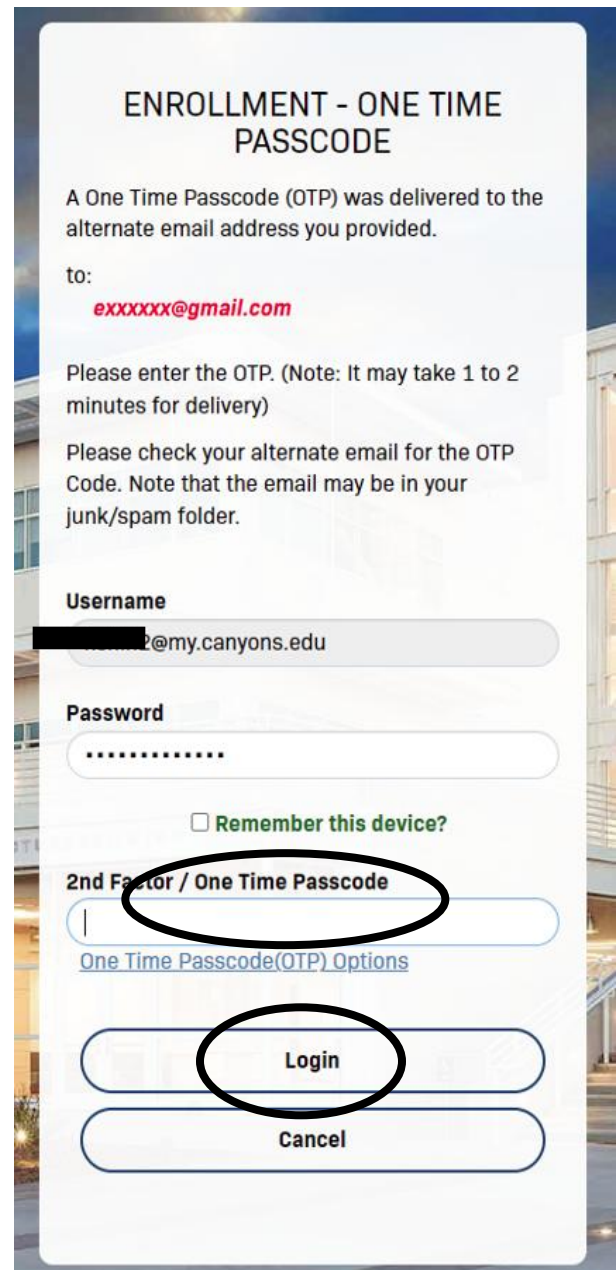
Username  
Enter your username

Password  
Enter your password

Login

[Forgot Password](#) | [Forgot Username?](#)

4. Enter the **OTP number** sent to your personal email address and then click “Login.”



ENROLLMENT - ONE TIME PASSCODE

A One Time Passcode (OTP) was delivered to the alternate email address you provided.

to:  
**exxxxxx@gmail.com**

Please enter the OTP. (Note: It may take 1 to 2 minutes for delivery)

Please check your alternate email for the OTP Code. Note that the email may be in your junk/spam folder.

Username  
[redacted]@my.canyons.edu

Password  
.....

☐ Remember this device?

2nd Factor / One Time Passcode

[One Time Passcode\(OTP\) Options](#)

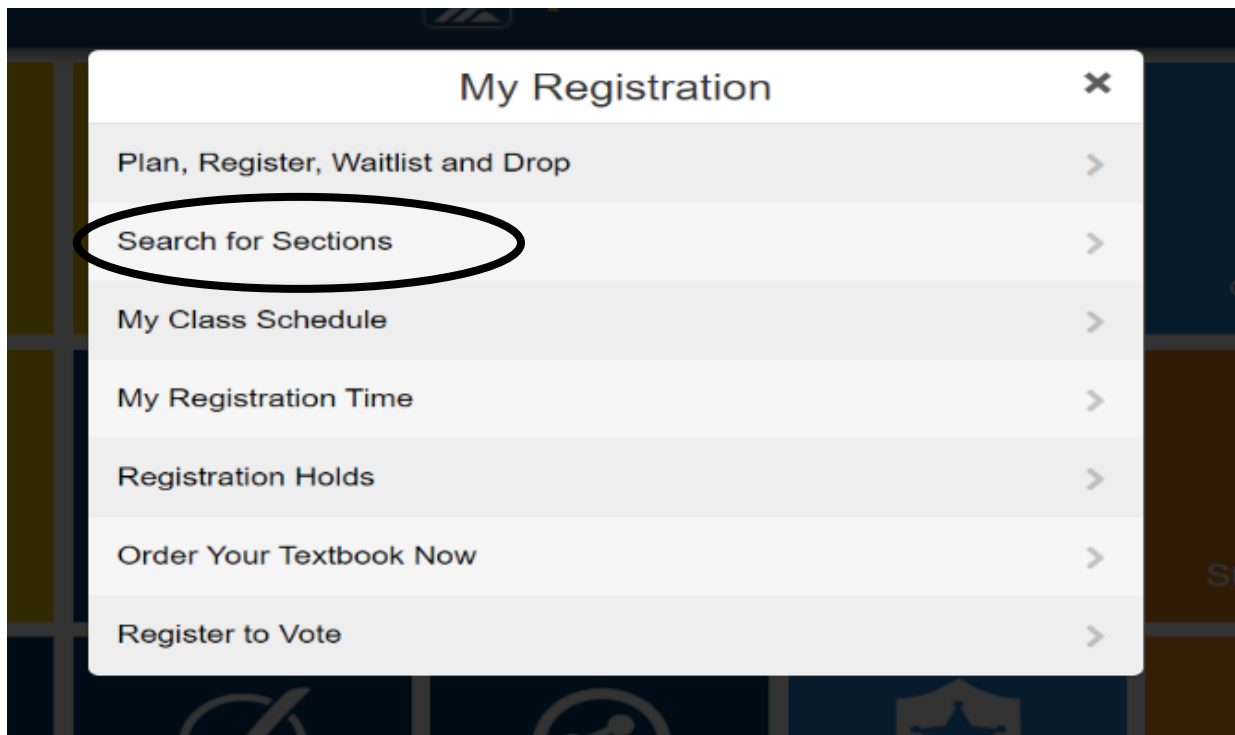
Login

Cancel

5. Click the **green** “My Registration” tile at the top left corner.



6. Click “Search for Sections.”



7. Using “**Advanced Search**,” select the “**Term**” you wish to register for from the drop-down menu. (example: Fall 2022)

The screenshot shows the myCanyons Course Catalog interface. The 'Advanced Search' tab is selected. The 'Term' dropdown menu is circled, showing 'Select Term'. The 'Catalog Advanced Search' section includes 'Results View' with 'Section Listing' selected. The 'Courses And Sections' section has a 'Subject' dropdown menu circled.

8. From the “**Courses and Sections**” drop-down menu, search alphabetically for “**Noncredit**” followed by a course subject (example: Noncredit ESL, Noncredit Career Skills).

The screenshot shows the myCanyons Course Catalog interface. The 'Advanced Search' tab is selected. The 'Courses And Sections' dropdown menu is circled, showing 'Subject'. The 'Catalog Advanced Search' section includes 'Results View' with 'Section Listing' selected. The 'Term' dropdown menu is also visible, showing 'Select Term'.

9. Scroll down to the bottom of this page and click **“Search.”**

This screenshot shows a search form for courses. At the bottom of the form, there are two buttons: "Clear" and "Search". The "Search" button is circled in black, indicating it should be clicked.

10. When the Course Sections list appears, click **Add** for the course you would like to enroll in.

This screenshot shows the "Course Sections" list. On the left, there are filter options for Availability, Subjects, and Locations. On the right, there is a table of course sections. The "Add" button for the first section is circled in black.

Add To Schedule	Term	Status	Section Name	Title
<a href="#">Add</a>	Fall 2021	Open	NC.ESL-060-58196	College Read
<a href="#">Add</a>	Fall 2021	Open	NC.ESL-060-58197	College Read
<a href="#">Add</a>	Fall 2021	Open	NC.ESL-061-58195	College Read
<a href="#">Add</a>	Fall 2021	Open	NC.ESL-061-58197	College Read
<a href="#">Add</a>	Fall 2021	Open	NC.ESL-061-58199	College Read
<a href="#">Add</a>	Fall 2021	Open	NC.ESL-061-58197	College Read
<a href="#">Add</a>	Fall 2021	Open	NC.ESL-061-58197	College Read

11. When the Section Details window opens, review the course information and click **“Add Section.”**

This screenshot shows the "Section Details" window for the course NC.ESL-060-58196 College Read/Writ/Grammar I, Fall 2021. The window displays various details including Instructors, Meeting Information, Dates, Seats Available, Credits, Grading, and Requisites. At the bottom right, the "Add Section" button is circled in black.

**Section Details**

NC.ESL-060-58196 College Read/Writ/Grammar I  
Fall 2021

**Instructors** Khoury, M ([peggy.khoury@canyons.edu](mailto:peggy.khoury@canyons.edu))

**Meeting Information** M, T, Th 6:00 PM 9:00 PM  
8/23/2021 - 10/16/2021  
Online & OnlineLIVE, OnlineLIVE LIVE (Distance Ed, Internet-Based)

**Dates** 8/23/2021 - 10/16/2021

**Seats Available** 19 of 35 Total

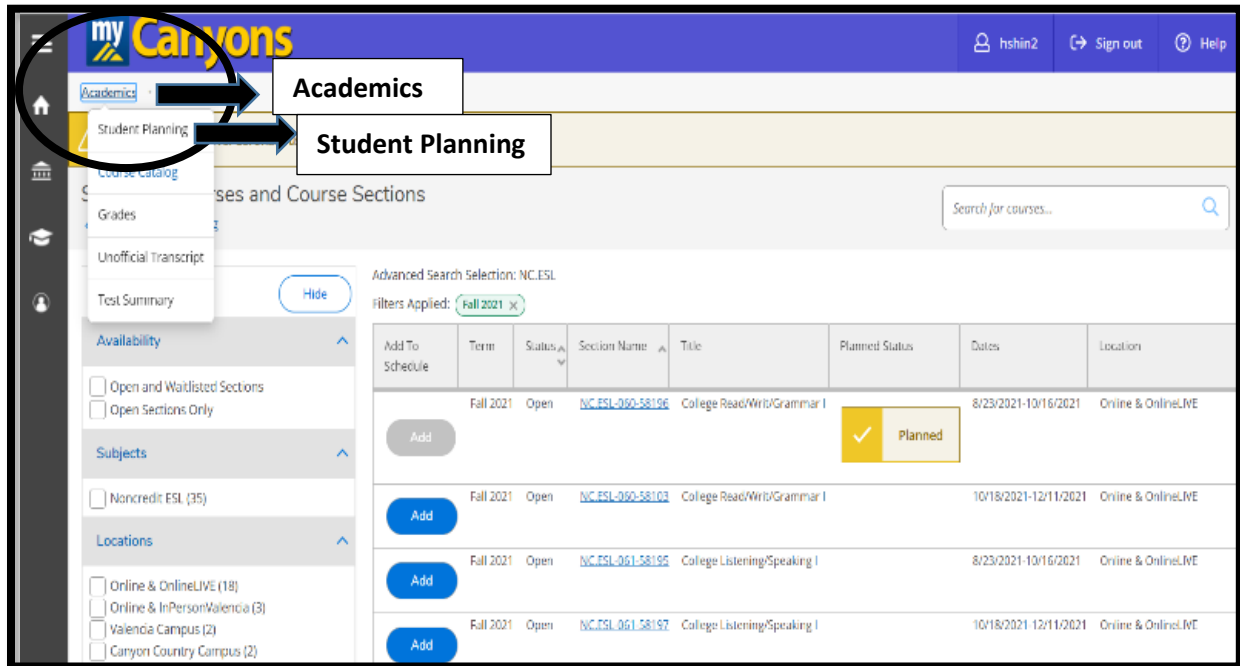
**Credits** 0

**Grading** Pass/Fail

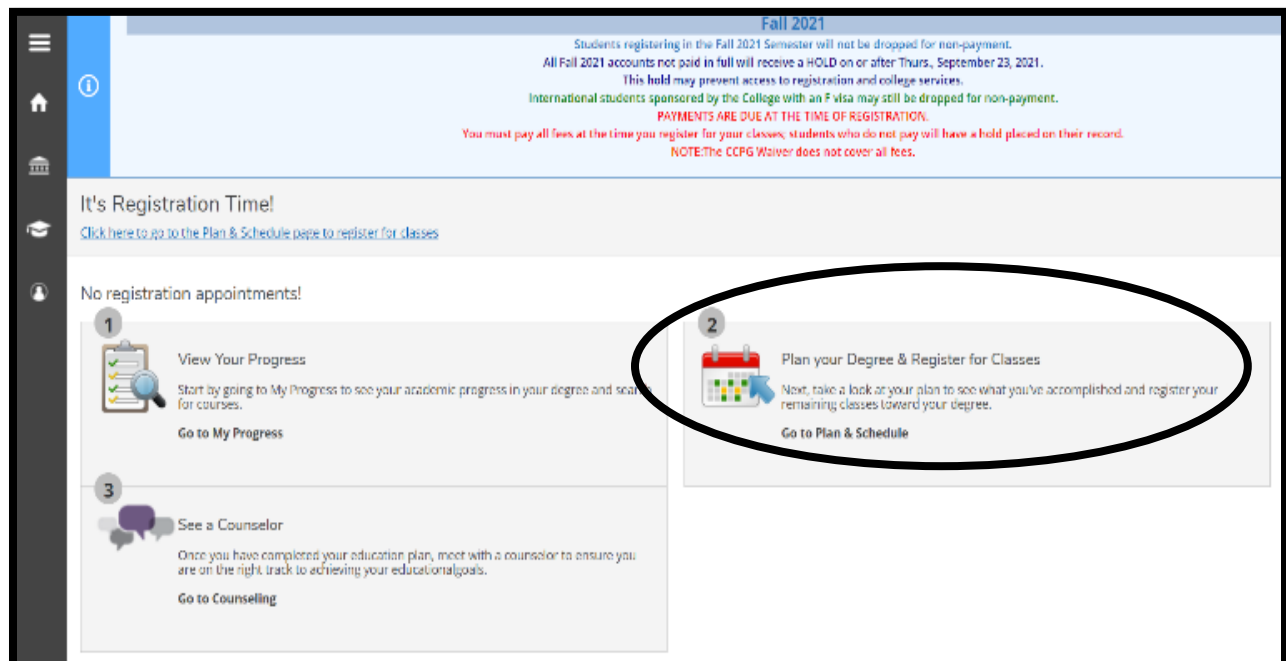
**Requisites** [Recommended Preparation: NC.ESL-4A NC.ESL-4B. - Recommended prior to taking this course, but is not required.](#)

[Close](#) [Add Section](#)

12. Once you have added all the sections to your course plan, click **“Academics”** and then click **“Student Planning.”**



13. Click **“Plan your Degree & Register for Classes”** in order to finalize the registration process.



14. Click **“Register”** to add one section at a time, or click **“Register Now”** to add all the sections you have planned.

Summer 2023: Holds will be placed on or after Thurs., June 29, 2023.  
International students sponsored by the College with an F visa may still be dropped for non-payment.  
NOTE: The CCPG Waiver does not cover all fees.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Winter 2023

Remove Planned Courses Register Now

After registering for your classes go to Student Finance - Make A Payment. Payments are due at the time of registration.

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

NC.ESL-061-67530: College Listening/Speaking I

Recommended Preparation: NC.ESL-4A and NC.ESL-4B - Recommended prior to taking this course, but is not required.

Planned

Credits: 0 Credits, Pass/Fail only  
Grading: Pass/Fail only  
Instructor: Edmond, J  
1/3/2023 to 2/4/2023  
Seats Available: 28

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		NC.ESL-061-67530		NC.ESL-061-67530			
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

**NOTE:** Classes will turn from **brown color** to **green color** to show successful enrollment.

Academics Student Planning Plan & Schedule

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

Payment Deadline Schedule 2022-2023

PAYMENTS ARE DUE AT THE TIME OF REGISTRATION.  
Students registering in the 2022 - 2023 year will not be dropped for non-payment.  
All accounts not paid in full by the deadline, will receive a hold that may prevent access to registration and college services.  
Fall 2022: Holds will be placed on or after Thurs., Sept. 22, 2022.  
Winter / Spring 2023: Holds will be placed on or after Thurs., Mar. 23, 2023.  
Summer 2023: Holds will be placed on or after Thurs., June 29, 2023.  
International students sponsored by the College with an F visa may still be dropped for non-payment.  
NOTE: The CCPG Waiver does not cover all fees.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Winter 2023

Filter Sections Save to iCal Print

Search for courses...

Register Now

After registering for your classes go to Student Finance - Make A Payment. Payments are due at the time of registration.

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

NC.ESL-061-67530: College Listening/Speaking I

Registered, but not started

Credits: 0 Credits, Pass/Fail only  
Grading: Pass/Fail only  
Instructor: Edmond, J  
1/3/2023 to 2/4/2023

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		NC.ESL-061-67530		NC.ESL-061-67530			
10am							
11am							
12pm							

**NOTE:** For continuing students registering for a future term, make sure to use the **forward arrow ">"** to find the term in which you have planned a course. Then click the blue **"Register"** button to enroll.


Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Winter 2022 - +

Filter Sections Save to iCal Print

[NC.ESL-061-58901: College Listening/Speaking I](#) X

 [Recommended Preparation: NC.ESL-4A and NC.ESL-4B.- Recommended prior to taking this course, but is not required.](#)

✓ **Planned**

Credits: 0 Credits, Pass/Fail only  
Grading: Pass/Fail  
Instructor: Glapa-Grossklag, A  
1/3/2022 to 2/5/2022  
Seats Available: 31

Meeting Information

**Register**

	Sun	Mon
8am		
9am		<a href="#">NC.ESL-061-58901</a> X
10am		
11am		
12pm		
1pm		
2pm		
3pm		