How to Sign Up for COUN 015

Students on Academic Probation (A1) and/or Progress Probation (P1) have a registration hold placed on their record. To release the registration hold, students must register and successfully complete the non-credit NC.COUN-015: Upgrade to Good Academic Standing course. In this 100% online, week-long course, Counselors will work with students to analyze past academic performance and strengthen individual commitment, motivation, and skills set for future academic success.

The registration hold will be removed for students who pass the class with a 70% or higher. While this course is one week in length, students are not required to wait until the end of the course to get the hold removed. Students have the opportunity to complete the course within a day (approximately 8 hours) and get the hold released by the end of the next business day provided that they complete the coursework by the deadline provided for that day. Details can be found within the policies page of the course orientation module.

It is important that students sign up for this course well before their anticipated upcoming registration date in order to have time to register for classes. The NC.COUN 015 courses are primarily offered during winter and summer intersessions, with only limited offerings during the spring and fall semester.

Here is how you can register for Non-Credit Counseling 015:

Step 1:

Login to My Canyons and select My Registration. Then, click the link that says "Plan, Register, Waitlist, and Drop" from the menu that pops up.





Step 2:

In the right search bar, type "Coun 015"

≡	m //	Canyons	Q enosco	〔→ Sign out	? Help						
♠	Academics Student Planning Plan & Schedule										
		For the latest Novel Coronavirus Information, please click <u>here.</u>									
<u></u>		Winter/Spring 2022									
1		Students registering in the Winter 2022 and Spring 2022 Semesters will not be dropped for non-payment. All accounts not paid in full will receive a HOLD on or after Thurs., March 24, 2022. This hold may reveat acress to registration and college services									
<u>_</u>	International students sponsored by the College with an P visa may still be dropped for non-payment. PAYMENTS ARE DUE AT THE TIME OF REGISTRATION.										
		You must pay all fees at the time you register for your classes; students who do not pay will have a hold placed on their record. NOTE:The CCPG Waiver does not cover all fees.									
3	Plar	n your Degree and Schedule your courses	Coun 015		Q						
	(i)	It looks like you don't have any courses planned.		Load Sample Course	e Plan						
	Sch	redule Timeline Advising Petitions & Waivers									
		< > Spring 2022 - +									
	_	After registering for your classes go to Student Finance – Make A Paym	ent. Payments are	due at the time of re	gistration.						
a	_										

Step 3:

Look for NC.COUN-015 Upgrade to Good Acad. Standing (o Credits) and click view available sections.

Scroll down the list of sections for this course, paying careful attention to the dates of each section. Some sections may have already passed.



Step 4:

When you've found a section that fits your schedule, click "Add Section to Schedule" and click "Add Section" again when the box pops up.

=	Waitlisted	Times	Locations	Instructors	
^	8	3/21/2022 - 3/26/2022	Online Lect/Disc - 100% Online	Law, T (Lect/Disc - 100% Online)	
<u></u> €	NC.COUN-015-6178 Upgrade to Good Ad Runs from 5/9/2022	88 🕼 cad. Standing 2 - 5/14/2022		Add Section to Schedule	
.€	Seats	Times	Locations	Instructors	
8	16	5/9/2022 - 5/14/2022	Online Lect/Disc - 100% Online	Ng, J (Lect/Disc - 100% Online)	
۲	NC.COUN-015-6530 Upgrade to Good Ad Runs from 3/7/2022	10 cad. Standing - 3/12/2022		Add Section to Schedule	
	Seats	Times	Locations	Instructors	
	15	3/7/2022 - 3/12/2022	Online Lect/Disc - 100% Online	Harris, A (Lect/Disc - 100% Online)	
Summer 2022					
	NC.COUN-015-6453 Upgrade to Good Ac Runs from 6/20/202	38 cad. Standing 12 - 6/25/2022		Add Section to Schedule	

Step 5:

Click the link in the top left that says "Back to Plan & Schedule" to take you to your Planned Schedule.



Step 6:

Scroll down until you see Coun 015 and click register (or if you would like to join the waitlist, click join waitlist).

≡	Plan your Degree and Schedule your courses					Search for cou	Search for courses			
♠	Schedule Timeline Advising Petitions & Waive	rs								
ŧ	✓ >> Spring 2022 +				Remove Planned Courses Register Now					
\$	Arter registrering for your classes go to Student Hinance - Make A Payment. Payments are due at the time of registration. Image: The Sections Image: Save to iCal Image: Print Planned: 0 Credits Enrolled: 0 Credits Enrolled: 0 Credits Enrolled: 0 Credits Enrolled: 0 Credits									
-	NC.COUN-015-65300: Upgrade to Good Acad. Standing X	S 8am	un Mon	Tue	Wed	Thu	Fri	Sat		
•	✓ Planned	9am								
	Credits: 0 Credits, Pass/Fail only Grading: Pass/Fail Instructor: Harris, A 3/7/2022 to 3/12/2022 Seate Available: 15	10am 11am								
	 Meeting Information 	12pm								
	Register	1pm								
	✓ View other sections	2pm								
		3pm								
		4pm								

Note: Look for the class on your Canvas dashboard close to the first day of class. It will populate on your Canvas dashboard no later than the first day of class. Here you will find instructions for the course.

If you have any questions, please <u>contact the COC Counseling Office</u>.