## Cómo inscribirse en clases a través de My Canyons

1.Visite <u>www.canyons.edu</u> y haga clic en "My Canyons"



2. Haga clic en "Student"

Please select a profile	×
Canyons M	
Student	>
Faculty	>
Staff	>
Guest	>

3. Escriba 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

Canyo	onsID
Username What's my username? Password	COLLEGE OF THE CANYONS
Login Need help or ha	Forgot Password?
and a second from	A Manual Marine

4. Haga clic en el azulejo verde "My Registration" en la esquina superior izquierda

		👿 I :	Student		
My Registration	Ny Grades	My Financiel Aid	About Canyons	My Messages	Campus Final
Lity Profile	My Academi	C Plan (MAP)	Ask Carryons	Catendars	S My Diffing
<b>?</b> Student Help	Directory	Маря	Parking	<b>Ø</b>	Social Media
Campus Safety	Quick Path	Canvas			

5. Haga clic en "Search for Sections"

My Registration	¢
Plan, Register, Waitlist and Drop	
Search for Sections	
My Class Schedule	
My Registration Time	
Registration Holds	
Order Your Textbook Now	St
Register to Vote	

6. Utilizando "Advanced Search," en el menú desplegable seleccione el semestre al que desea inscribirse (ejemplo: Otoño Fall 2021)

≡	👷 Canyons			A hshin2	C→ Sign out	🕐 Help
٠	Academics Course Catalog					
	For the latest Novel Coronavirus Inform	nation, please click <u>here.</u>				
	Search for Courses and Cours	e Sections		Search for courses		٩
Q	Subject Search Advanced Search					
8	Catalog Advanced Search Results View					
	Catalog Listing					
	Section Listing					
		Meeting Start Date	Meeting End Date			
	Select Term	• Midiyyyy	M/d/yyyy			
	Courses And Sections					
	Subject	✓ Course number	Section			

7. En la misma página, busque alfabéticamente "Noncredit" seguido de un tema de curso (por ejemplo: Noncredit ESL, Noncredit Career Skills) en el menú desplegable "Courses and Sections"

■	👷 Canyons	<b>A</b> hshin2	〔→ Sign out	(?) Help
٠	Academics · Course Catalog			
-	For the latest Novel Coronavirus Information, please click here.			
	Search for Courses and Course Sections	Search for courses		Q
۲	Subject Search Advanced Search			
8	Catalog Advanced Search Results View			
	Catalog Listing			
	Section Listing			
	Term Meeting Start Date Meeting End Date			
	Select Term			
	Courses And Sections			
	Subject  Course number Section			
	Subject   Course number  Section			

8. Baje hasta el final de esta página y haga clic en "Search"

Subject	Course number	Section
+ Add More		
Days Of Week		
Sunday Monday	Tuesday	Wednesday
🗌 Thursday 📄 Friday	Saturday	
Location		
Select Location	~	
Academic Level		
Select Academic Level	∼J	
Time Of Day	Time Starts by	Time Ends by
Select Time Of Day	✓ hlsmm AM/PM	hlumm AM/PM
Course Type		
Select Course Type	~	
Clear Search		

Add en el curso al que

## 9. Cuando aparezca la lista de cursos, seleccione desea inscribirse

_	Academics · Course Catalog											
=	For the latest Novel Coronavirus	Informatio	on, please click <u>he</u>	<u>e.</u>								
<b>€</b>	Search for Courses and Co < Back to Course Catalog	ourse S	Sections						Search	for courses		Q
¢)	Filter Results	Hide	Advanced Search Filters Applied: (	h Selection: Fall 2021 🗙	NC.ESL							
۵	Availability	^	Add To Schedule	Term	Status 🔨	Section Name 🔥	Title	Planned Status	Dates	Location	^ *	Meeting
	Open and Waitlisted Sections Open Sections Only		Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I		8/23/2021-10/16/	/2021 Online & OnlineLIVI		M, T, Th 8/23/20
	Subjects Noncredit ESL (35)	^	Add	Fall 2021	Open	NC.ESL-060-58103	College Read/Writ/Grammar I		10/18/2021-12/11	1/2021 Online & OnlineLIV	:	M, T, Th 10/18/2 ONLN L
	Locations	^	Add	Fall 2021	Open	NC.ESL-061-58195	College Listening/Speaking I		8/23/2021-10/16/	/2021 Online & OnlineLIVI	:	M, T, Th 8/23/20
	Online & OnlineLIVE (18) Online & InPersonValencia (3) Valencia Campus (2)		Add	Fall 2021	Open	NC.ESL-061-58197	College Listening/Speaking I		10/18/2021-12/11	1/2021 Online & OnlineLIVI		M, T, Th 10/18/2 ONLN L
	Canyon Country Campus (2) OnlineLIVE Via ConferZoom (2) Mc Grath Elementary School (2)		Add	Fall 2021	Open	NC.ESL-070-59142	College Read/Writ/Grammar II		8/23/2021-12/11/	2021 OnlineLIVE Via Cont	erZoom	T, Th 9:0 8/23/20 ONLN U
	Newhall Elementary School (2)     Old Orchard Elementary School (2)     Show All ocations		Add	Fall 2021	Open	NC.ESL-071-59143	College Listening/Speaking II		8/23/2021-12/11/	2021 OnlineLIVE Via Conf	erZoom	M, W 94 8/23/20

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

ormation, p	lease click <u>here.</u>		
rse Sec	Section Detail	S	
	NC.ESL-060-58196 Fall 2021	College Read/Writ/Grammar I	_
A	d Instructors	Khoury, M (peggy.khoury@canyons.edu)	
Fi	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)	d Dates
	Dates	8/23/2021 - 10/16/2021	8/23/2
~	Seats Available	19 of 35 Total	
	Credits	0	10/18
	Grading	Pass/Fail	
^	Requisites	Recommended Preparation: NC.ESL-4A NC.ESL-4B Recommended prior to taking this course, but is	8/23/2
		not required.	10/18
		Close Add Section	8/23/2

 Una vez que haya añadido todas las secciones deseadas a su programa, vaya a "Student Planning" seleccionándolo en el menú desplegable de "Academics" en la esquina superior izquierda

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	Academics Course Catalog											
	Student Planning well pronavirus Information, please click <u>here</u> .											
<u></u> <u> </u>	Concessions											
	Grades	Course Se	cuons					l	Search for courses		٩	
) e	Unofficial Transcript		Advanced Foord	Foloction	MC DOI							
۲	Test Summary	Hide	Filters Applied: (	Fall 2021 X								
	Availability	^	Add To Schadula	Term	Status,∧ ∀	Section Name 🔥	Title	Planned Status	Dates	Location		
	Open and Waitlisted Sections Open Sections Only		Juleoue	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I		8/23/2021-10/16/202	Online & On	lineLIVE	
	Subjects	^	Add					Planned				
	Noncredit ESL (35)		Add	Fall 2021	Open	NC.ESL-060-58103	College Read/Writ/Grammar I		10/18/2021-12/11/20	21 Online & Onl	lineLIVE	
	Locations	^										
	Online & OnlineLIVE (18)		Add	Fail 2021	Open	NCR51-061-58195	College Listening/Speaking I		8/25/2021-10/16/202	Online & On	IneLIVE	
	Valencia Campus (2)		Add	Fall 2021	Open	NC.ESI. 061-58197	College Listening/Speaking 1		10/18/2021-12/11/20	21 Online & On	lindLIVE	

12. Haga Clic en "**Plan your Degree & Register for Classes**" para finalizar el proceso de registro

_				F	all 2021									
			Students registerin	ng in the Fall 2021 Se tracid is full will see	emester will not be dropped for non-payment.									
	a		This hold may prevent access to registration and college services.											
<b>f</b>			International students sponsored by the College with an F 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 Wa	iver does not cover all fees.									
	lt's	Regist	ration Time!											
Ģ	Click	here to go t	to the Plan & Schedule page to register for classes											
۲	Nor	egistrati	ion appointments!											
-	1	Ĩ		2										
		-												
			View Your Progress		Plan your Degree & Register for Classes									
	3	4	Start by going to My Progress to see your academic progress in your degree and sea h for courses.		Next, take a look at your plan to see what you've accomplished and regitter your remaining classes toward your degree.									
			Go to My Programs		Co to Plan & Schedule									
			do to my ridgiess		do to Hall & Schedule									
	3	_												
			See a Counselor											
		7	Once you have completed your education plan, meet with a counselor to ensure you											
			are on the right track to achieving your educationalgoals.											
			Go to Counseling											

13. Haga clic en "**Register**" para añadir una sección a la vez o haga clic en "**Register Now**" para añadir **TODAS** las secciones que ha planificado. Las clases cambiarán de color café a color verde para mostrar éxito en la inscripción.

Fall 2021     -       Filter Sections     Save to ICal	H     Remove Planned Courses     Register Now     After registering for your classes go to My Canyons - My Billing, Payments are due at the time of register     Save to ICal     Pinnt     Planned: 0 Credits     Enrolled: 0 Credits     Waitlisted: 0 Cr						
NC.ESL-060-58196: College Read/Writ/Grammar.J	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Recommended Preparation: NC.ESL-4A NC.ESL- 4B Recommended prior to taking this course, but is not required.	9am 10am	NC.051-061-50195 X	<u>NCESI-061-58195</u> X		<u>NC.E51-861-58195</u> ×		
You must also take NC.ESL-061-58197	11am	-					
✓ Planned	12pm	V. Jon ara -					
Credits: 0 Credits, Pass/Fail only Grading: Pass/Fail Instructor: Khoury, M 8/23/2021 to 10/16/2021 Seats Available: 19	1pm 2pm 3pm						
V Meeting Information	dem						
Register	Spm						
View other sections	6pm	NC.ESL 060 58195 X	NC.ESL 060 58136 X		NC.551.060.58195 X		
	7pm						