



How to Register for Classes - A Quick Guide

1. Log-in to your MyOCC
 2. Select “Registration” and find the “Registration Tools” section.
 - a. Check your registration Status if needed
 - b. Select “Look Up Classes”
 3. Select your registration term (and make sure that you selected the OCC campus option)
 - a. Select a subject
 - b. Find the course that you are interested in and click “View Sections”
 - c. Check the box next to the section you are interested in taking, then click the “Register” button. If interested, you may click on the blue, five-digit CRN number for more course details.
 - d. Click “Finalize Add/Drop”
 - e. If the class is already full, the system will display a “Registration Add Errors” message. Select “waitlist” under the Action column and click “Finalize Add/Drop”
 - i. If you receive any other error messages, please see the document noted in #6 below.
 4. Click the “Pay Now” button when you are ready to pay.
 5. To verify your schedule, go to MyOCC, select “Registration” and find the “Other Student Resources” section.
 - a. Select “Student Class Program (Web Schedule Bill)”
 - b. Select the term
 - a. Review and verify that your classes and payment information is correct. Contact the Enrollment Center at:
arinfo@mail.occ.cccd.edu; (714) 432-5072 if you have any questions about your payment.
 6. If you would like to see a more comprehensive guide on how to register (with images) please go to:
http://www.orangecoastcollege.edu/student_services/counseling/Pages/Document-Library.aspx and select the file titled: How to Register for Classes at Orange Coast College – A Comprehensive Guide.
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