Orientation Course: Registration

Please note:

New students must complete the online version of this orientation course and the accompanying quizzes.

This is simply a reference tool for students and parents.

Updated: March 2010
**Registration**

This module is about registering for classes and preparing for your first semester. It’s very important that you understand the registration process since you are responsible for all registration activity on your account. You may refer to either one of the two resources listed below during this orientation and again when it’s time to register for your classes.

1. Videos on how to add and drop classes [Registration FAQ and Videos](Registration FAQ and Videos) (also available on the OCC website)
2. Written instructions in the [Orientation Guide](Orientation Guide) (page 8)

**What do I need to know before I register for classes?**

**Student Responsibility**

Students are responsible for all registration activity and must adhere to State mandated deadlines for adding, dropping, fee payment submission, and refund deadlines. Students are responsible for verifying all transactions. Students should ALWAYS print a Student Class Program to verify that their transaction is complete.

**Online Registration by Appointment**

All students are expected to register online via MyOCC. New students are assigned registration appointment date and time once they apply for admission. Continuing students are automatically assigned a registration appointment as long as they maintain continuous enrollment. Registration appointments are assigned a few weeks before registration begins and students are expected to check their MyOCC account to access their appointment date/time.

**Fee Payment**

Registration fees are due at the time of registration. OCC drops students for non-payment of fees. Students should verify that all fees have been paid in full prior to published drop for non-payment dates.

**What is a CRN (Course Requisition Number)?**

**Question:** What is a CRN number?

**Answer:** CRN numbers are unique 5 digit numbers in the schedule of classes that identify each meeting time, meeting location, and instructor, and start/end dates. Use this number to add and drop classes.

Class Schedule Search Results for OCC Spring 2010

**NOTE:** Further details about each course are available by clicking the CRN link.

<table>
<thead>
<tr>
<th>BIOL - Biology</th>
<th>BIOL 1100 - Principles of Biology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>CRN</td>
</tr>
<tr>
<td>CLOSED</td>
<td>02</td>
</tr>
<tr>
<td>CLOSED</td>
<td>02</td>
</tr>
<tr>
<td>CLOSED</td>
<td>72</td>
</tr>
<tr>
<td>OPEN</td>
<td>02</td>
</tr>
</tbody>
</table>
IMPORTANT: When enrolling online, click on the CRN number link for important information about the class before adding or dropping it. When you click on this link a pop up box will appear, which often includes information about meeting times, pre-requisites, special class requirements, course descriptions, and student learning outcomes.

**What happens when I click on a CRN?**

Below is an example of what you see when you click on the CRN number:

**BIOL Biology**

Course Description:
A general study of life processes with emphasis on biological chemistry, cells, molecular biology, heredity, ecology, evolution, and the diversity of life. Suitable as a general education elective for the non-science major. This course may also be offered online. Transfer Credit: CSU; UC.

**Important Section Information**

Course Corequisites: BIOL A100L,

Section Information as of 11-JAN-2010 04:01:51 PM

- Title: BIOL A100 Principles of Biology
- CRN: 30567
- Instructor: Karen Baker
- Lecture and/or Discussion Instructional Method
- Section Corequisites: NONE
- Bldg/Room: SC LCT 102 Science Lecture Hall

Section Information Text

- Students enrolled in a BIOL A100 lecture must also enroll in a BIOL A100 lab.

**Meeting Time**

<table>
<thead>
<tr>
<th>W</th>
<th>04:00pm - 05:25pm SC LCT 102 Science Lecture Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>01/30/10 - 05/33/10</td>
</tr>
</tbody>
</table>

**Seating Availability**

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Taken</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>140</td>
<td>139</td>
<td>1</td>
</tr>
</tbody>
</table>

**Critical Dates for this Course**

<table>
<thead>
<tr>
<th>Term: OCC Spring 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add class: 14-FEB-10</td>
</tr>
<tr>
<td>Last day to drop with a refund: 12-FEB-10</td>
</tr>
<tr>
<td>Last day to drop without a &quot;W&quot;: 27-FEB-10</td>
</tr>
<tr>
<td>Last day to drop with a &quot;W&quot;: 30-APR-10</td>
</tr>
</tbody>
</table>

[Close Window]
What is a Unit/Credit?
A unit is a measure of college credit given to a class, usually based on one unit for each lecture hour per week or for every two to three lab hours per week.

Classes range in the number of units/credits with most classes at OCC range between 1-3 units. Some students such as athletes and students on financial aid may need to maintain in order to remain eligible and/or receive benefits.

Keep in mind a typical associates degree requires a minimum of 60 units successfully completed. So, to finish in 2 years you would need to take 15 units per semester, for 4 semesters.

Time Commitment
You need to plan for your study time in addition to your time in class.

Example: If you take 12 units, you will have approximately 15 hours in class and about 24 hours of reading/homework for a total of 39 hours per week. 12 units is nearly the equivalent of a full time job, so if you’re working you may want to take that into consideration before you register for classes. If you take a shortened 8-week class then the expected study hours doubles per week.

What are Course Pre-requisites & Co-requisites?
A “pre-requisite” is a class you are required to complete with a “C” or better, before you register in that specific class.

A “co-requisite” is a class you are required to take during the same semester you are enrolled in another class.

All pre-requisites and co-requisites are designed to ensure you have the skills or information you need to succeed in the class. These requirements are established in such a way that without meeting them, you are not likely to receive a passing grade in the class. A pre-requisite or co-requisite may also be necessary to protect your health and safety and other students in the class.
What do I do with my placement test results?

By now you should have either taken the placement tests or provided proof that you have successfully completed (a “C” or better) a math and/or English class at another accredited college or university. Placement testing consists of a Math, English, and sometimes a Chemistry or an ESL test for non-native English speakers. There are several math tests and you will be placed in the appropriate math, based on the test you took. Your placement indicates where you need to start in the Math, English, Chemistry and/or ESL sequence of classes. So, for example, if you placed into ENGL A099, you must take this class before you can register in ENGL A100 since ENGL A099 is a pre-requisite to ENGL A100.

English Placement Scores

Please write down your English placement level on page 2 of your Orientation Guide.

There are 3 different levels of English you might start with:

- English A098
- English A099
- English A100 (Transfers to UC and CSU)

English A098 and A099 are non-transferable, and English A100 transfers to both UC and CSU systems. Each is the perquisite for the other, so if your eligibility is English A098, you must first take that prior to getting into English A099. If your eligibility is English A099, you will take English A099, and the next semester you’ll take English A100. Each class is one semester.

Register for the English class you placed into.

Selecting your Math Class

Please write down your Math placement level on page 3 of your Orientation Guide.

If you plan to transfer or receive a 2 year AA degree it’s strongly recommend that you take a math class in your first semester especially if you tested into Math A010 or Math A030. If you tested into a higher level math such as Math A160 or Math A170, it is in your best interest to
start taking those your first semester. However, if the class is closed (full) when you try to register, don’t panic. It’s only one semester and you can take math in your second semester.

The chart on page 4 of your Orientation Guide will help you determine which math sequence you should take based on your placement level and your intended major.

[Math Class Chart.pdf](#)

**Register into the math class you tested into.**

### What if a class is closed (full)? What should I do?

1. Continue to check back especially after 4pm on the Drop for Non-Payment deadlines. If students drop themselves, or are dropped for non-payment of fees, the classes will re-open.
2. If you can’t register before the class begins, show up early the first day of class to ask the professor if you can add the class.
3. If there are seats available, the professor may give you an ADD PERMIT with a special code that permits registration after the class begins.
4. If the professor gives you an ADD PERMIT, you MUST log into MYOCC and register for the class by the deadline printed on the ADD PERMIT.

Professors are **NOT** required to add any students to their class, but many will. You must ask them and you must meet the class prerequisites.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Keep checking back online for openings.</td>
</tr>
<tr>
<td>2</td>
<td>Go to the first class meeting and ask the professor for an ADD PERMIT.</td>
</tr>
<tr>
<td>3</td>
<td>Register online following the instructions on the ADD PERMIT.</td>
</tr>
</tbody>
</table>

### What are State Mandated Deadlines?

Based on the Title 5 Education Code, OCC is required to adhere to several State mandated deadlines. There are several of these deadlines associated with each class, which are based on the meeting pattern. Deadlines for each class are printed on your Student Class Program.

There are **NO EXCEPTIONS** for these deadlines so make sure to drop prior to the deadline if you don’t plan to continue with the class.
Refund deadline—the last day to drop a class and receive a refund and/or not be responsible for the associated fees for that class.

No “W” deadline—the last day to drop to avoid having a “W” (withdrawal) posted to your official academic record (transcript).

Pass/no pass option deadline—the last day to submit your request to take a class as “pass/no-pass” instead of a letter grade. Only some classes have this option. Check the class schedule for information about the pass/no-pass option.

Final drop deadline—the very last day you can drop the class. Once this date has passed, you will receive a grade in the class regardless of whether you complete it or not.

**IMPORTANT:** You are responsible for dropping classes and verifying all transactions by the State Mandated deadlines. If you stop attending a class, make sure to drop it so you don’t receive an “F” grade on your official academic record (transcript). Once you drop your class, print your Student Class Program as proof that your transaction went through.

Do I have to pay my fees when I register?
Registration fees are due at the time of registration and should be submitted immediately after registering for classes. Failure to pay may result in your classes being dropped and released to other students. Click this link for [drop for non-payment deadlines](#). However, once the semester begins, you are responsible for all fees if you do not drop before the State mandated refund deadline for each class.

NOTE: Students receiving financial aid including the Board of Governors Fee Waiver (BOGFW) are responsible for paying all fees due on their account prior to the drop for non-payment deadlines or they will be dropped.

There are [payment plans](#) available for those who need extra time to pay their fees. Visit the OCC website for more information about payment plans.

Am I responsible for dropping a class?
All students are responsible for dropping classes they don’t intend to take. It is not the professor’s responsibility to drop you. Although you may be dropped for not attending class and/or not paying fees, there is no guarantee that you will be dropped. Make sure you drop any classes that you do not plan to attend and/or pay all fees dues in order to avoid having a hold placed on your account and/or an “F” on your academic record.

If you have any questions about your fee balance, please contact (714) 432-5072. Please verify all drops by printing your Student Class Program. This is the best way to make sure your drop was successful and you are no longer in the class.
Printing a Student Class Program
Your Student Class Program, also called your web schedule bill, is the document that has your schedule, your fee balance, and important deadlines. Make sure to print a new one via MyOCC every time you make a change to your registration. Your Student Class Program is the only way to verify and prove that you completed your transaction. You will find this feature in MyOCC.

How Do I Register for Classes? (Preparation)

Step by step instructions:

Follow these steps to ensure a successful registration. There are tutorials and detailed explanations for several of these steps below.

1. Log in to MyOCC.
   a. View the Video Tutorial (Step 1: Login)

2. Check your registration appointment time and date.
   a. View the Video Tutorial (Step 2: Registration Appointment Time)

3. Review the class schedule and write down your first, second, and third class choices in your Orientation Guide on page 7. You’ll use this when it’s time to register for classes.

   NOTE: Classes fill quickly and your first choice may not be available by the time you register so make sure to write down alternatives in case you can’t get the classes you want in your first semester. Your registration appointment will get earlier each semester as you make progress as a continuing student. So, don’t worry if you can’t get all the classes that you want in your first semester.
How Do I Register for Classes? (Online Registration)

4. Log back in to MyOCC on your appointment time and date and follow the instructions to register online via MyOCC. Before it you cannot register.
   a. View the Video Tutorial (Step 4: Register for a Course)
   b. Click on the Student tab
   c. Click on "Add or Drop Classes"
   d. Select a term (ex: OCC Spring 2010) then "Submit."
   e. Enter Class Reference Numbers (CRNs) from your Orientation Guide (page 7) then Submit Changes. If you find that your desired class is closed (full), you can click on "Class Search" to search the online class schedule.
   f. Enter your search criteria then select "Class Search".
   g. Click in the checkbox next to the class you want to register in then click "Register" to submit the class for registration. You may also click on "Add to Worksheet" to add it to the worksheet and continue searching for classes.
   h. You must pay and finalize your selections…continue to the next page for the next part of the instructions!

How Do I Register for Classes? (Fee Payment)

5. Pay all related fees at the time of registration.

   NOTE: OCC drops students at various dates throughout the registration period who don’t have a zero balance on their account. So, it’s really important to VERIFY that you have a zero balance prior to the drop for non-payment dates (check the OCC website or class schedule for these dates.) If you are dropped for non-payment of fees, you will lose your seat in the class and other students will be permitted to take your seat.

   NOTE: Students on financial aid will be dropped if their account balance is NOT zero so make sure to verify your account balance before the drop for non-payment deadlines!

6. Print your Student Class Program.

   NOTE: The Student Class Program includes the class you’ve registered for, the instructor’s name and email address, the meeting pattern for each class, the location where the class meets, important class deadlines, and your account balance. You should print the Student Class Program anytime you make changes to your registration. This is the best way to ensure that you added or dropped successfully and that your account balance is zero!
7. A couple days before the semester begins, check to see if the college has possibly cancelled or changed any of your courses by reprinting your Student Class Program. On occasion it’s necessary for the college to relocate or cancel a scheduled class. If there are any changes to your class schedule, they will appear on your Student Class Program.

**Before the start of the semester:**
You can buy your books in the OCC Bookstore either **in person** or **online**. Make sure to print your Student Class Program and take it with you when you go to the bookstore so that you’ll know which books and supplies to purchase. It’s best to purchase your books well before the start of the term to ensure the best availability. Click [here](#) for Bookstore hours and information.

**What if I can’t attend the first class meeting?**
Professors can drop you for lack of attendance or for simply missing the first class session. If you miss the first class meeting, the professor will most likely give your seat away to another student. If this happens, you should drop yourself from the class immediately to ensure that you are not responsible for the fees and will not receive a grade for the class.

If you are ill or have an emergency the first day of class you can email or call the professor to let them know however, there is no guarantee that he/she will hold your seat for you so do everything you can to make it to class **on time** the first day.

**What about parking?**
Parking on campus requires a valid parking permit. If you plan to park on campus, you should purchase a parking permit online. If you don’t have a valid parking permit on your vehicle, you will most likely receive a ticket. OCC does not ticket during the first two weeks of the fall and spring semesters so that students have time to obtain a parking permit. You can purchase your parking permit by clicking on the “Purchase a Parking Decal” link in your MyOCC page. The decal will be mailed to you.

**Campus Safety & Parking**

- **NOTE:** Arrive at least a half an hour before your class starts on the first day since it may take you a while to find parking during the first week of the semester.

**How can I stay informed?**
All students are issued a student email account. This is the email address that your professors will use to communicate with you. Students are responsible for checking their MyOCC and student email account on a regular basis as these are the college’s official means of communication with you.

- Targeted announcements will appear on the home tab of MyOCC (upper left hand corner), which may include important information about registration appointments, deadlines, and holds placed on your records.
How do I know what grades I received?
After you have completed your semester, check your grades via MyOCC. You are responsible for verifying your grades. If you think there’s an error with your grade, you should contact the professor immediately. Once a year has passed, all grades are final.

Here is a video on checking semester grades:

Grades Video

End of Document