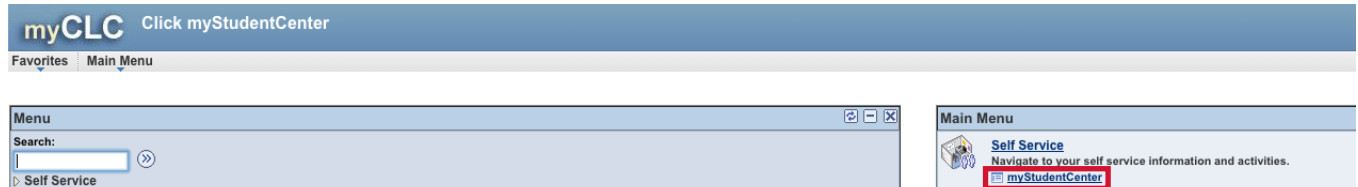


Steps to Adding Classes (Enrolling)

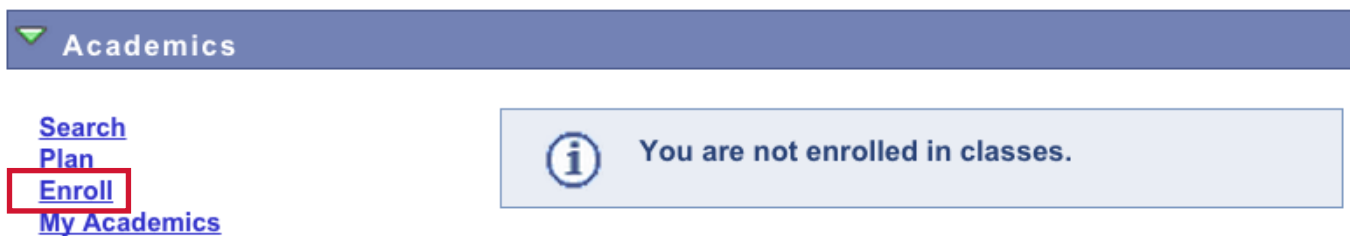
1. Log into **MyCLC** at the bottom of the CLC website. Then click on Student Center on the left hand side.



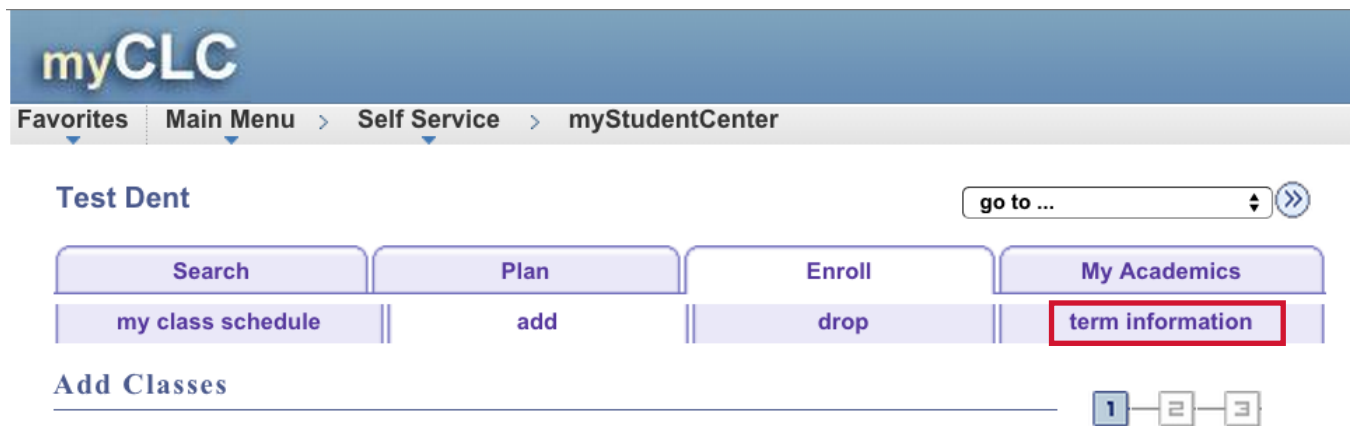
2. Click on **myStudentCenter** under Self-Service.



3. Under **Academics**, click on **Enroll**.

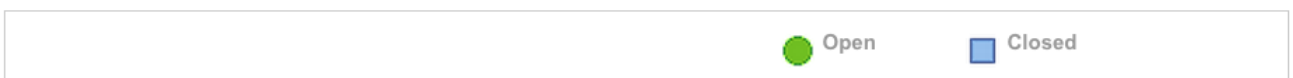


4. If it is not on the term you wish to enroll in, select the **correct term** and click **continue**.



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.



5. In the “Add to Cart” area enter the four digit class number and click enter- or click the search button to look for more classes. The four-digit class number is the second line of the “class” column (the number in parentheses). The class is now added to your Shopping Cart.

● Open ■ Closed

Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

My Planner

search

Fall 2014 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	PDS 122-110 (3005)	Tu 1:00PM - 2:50PM	S209 - Lakeshore Campus	A. Mata Lozano	1.00	●

6. To finish enrolling click on Proceed to Step 2 of 3



7. Review the information displayed. If you wish to make changes in your class selections, click Previous, if correct, click Finish Enrolling.

Add Classes



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

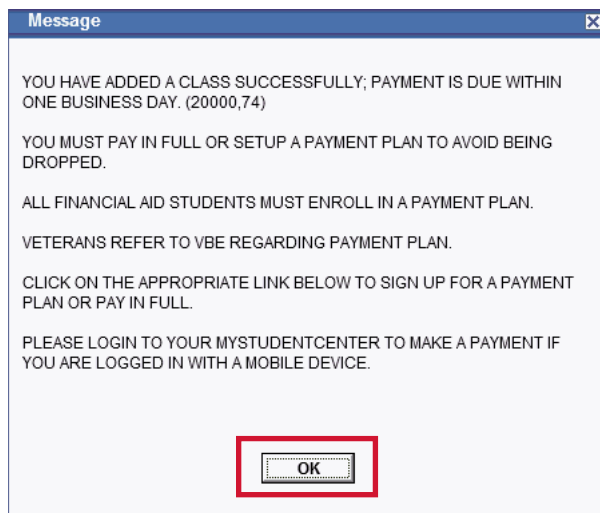
Fall 2014 | Academic | College of Lake County

● Open ■ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
PDS 122-110 (3005)	Career Exploration (Lecture)	Tu 1:00PM - 2:50PM	S209 - Lakeshore Campus	A. Mata Lozano	1.00	●



8. A pop up box notifying you about payment due dates and payment plans will appear, click OK.



View Results

9. If you see the **green check mark** in the “Status” column, you are now enrolled.

The screenshot shows the myCLC website interface. At the top, there is a navigation bar with 'myCLC' logo and a breadcrumb trail: 'Favorites > Main Menu > Self Service > myStudentCenter'. Below this, there is a 'Test Dent' section with a 'go to ...' dropdown menu and four buttons: 'Search', 'Plan', 'Enroll', and 'My Academics'. Underneath these buttons are links: 'my class schedule', 'add', 'drop', and 'term information'. A section titled 'Add Classes' has a pagination control showing '1', '2', and '3'. The main content area is titled '3. View results' and contains the text: 'View the following status report for enrollment confirmations and errors:'. Below this, it says 'Fall 2014 | Academic | College of Lake County'. A summary bar shows a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table below this shows the enrollment details for class 'PDS 122' with a 'Success: This class has been added to your schedule.' message and a green checkmark in the 'Status' column. At the bottom of the table are four buttons: 'ADD ANOTHER CLASS', 'MY CLASS SCHEDULE', 'PAY IN FULL', and 'PAYMENT PLAN'. A red text message states: 'As a Non-Financial Aid Student, your Term Balance Due is lower than the minimum amount (\$100) allowed by the Installment Payment Plan.' At the very bottom, there is another 'go to ...' dropdown menu.

Class	Message	Status
PDS 122	Success: This class has been added to your schedule.	✓

10. Proceed to “Add Another Class” if you wish to continue enrolling. If you have completed your course selection, you may go to “My Class Schedule” or proceed to pay. To pay return to the main myStudentCenter page by clicking on the link at the top of the page.

myCLC

Favorites Main Menu > Self Service > **myStudentCenter**

Test Dent go to ... >>

Search	Plan	Enroll	My Academics
my class schedule	add	drop	term information

My Class Schedule

Select Display Option List View Weekly Calendar View

Fall 2014 | Academic | College of Lake County

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes filter

PDS 122 - Career Exploration

Status	Units	Grading	Grade	Deadlines		
Enrolled	1.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3005	110	Lecture	Tu 1:00PM - 2:50PM	S209 - Lakeshore Campus	Alaide Mata Lozano	10/28/2014 - 12/16/2014

11. Under Finances- click on **View, Pay or Setup Installment Payment Plan** and follow the steps.

Finances

Financial Aid
[View Financial Aid](#)
[Veteran's Benefits Enrollment](#)

other financial... >>

Account Summary

You owe 86.50.

- Due Now 0.00
- Future Due 86.50

Currency used is US Dollar.

[View, Pay or Setup Installment Payment Plan](#)

[Pay Options & Responsibilities](#)