

## Career and College Promise Self-Registration Notifications & Tips

Instructions: Please review the following information below prior to the beginning of the CCP Self-Registration period...

- CCP Self-Registration for Spring will begin on November 2<sup>nd</sup> at 7:00AM.
- CCP Self-Registration will conclude...
  - Spring Term: December 3<sup>rd</sup> at 11:59PM.

**NOTE:** Students must submit the Course Request Form after the Self-Registration Deadline for each Term.

- The following links provide helpful tips on how to register for courses:
  - [How to Plan and Register for a Course \(Video\) – Click Here](#)
  - [Registration Guide Self-Service Steps](#)
  - [How to view courses as a Prospective Student](#)
  - [How to search and register for courses in Self-Service](#)
- Applications (for new students) and Continuing Student Forms must be approved by the CCP Team in order for students to obtain clearance to register for courses
  - **New Students:** New Student Orientation and the eLearning Intro Assessment must be completed to register for courses
  - 9<sup>th</sup>/10<sup>th</sup> Grade Students approved for the College Transfer Pathway must complete Mandatory CCP Academic Advising before their registration hold can be lifted
- Students will be dropped from registered courses for the following reasons:
  - **Registering for a course (or courses) beyond the maximum allowed credit within a discipline (College Transfer Pathway Only)**
    - Example: John Doe is enrolled in the Associate in Science Pathway. John has completed the maximum credits allowed (6 SHC) in the Humanities/Fine Arts/Communications discipline but has registered for an additional 3 SHC.
  - **Registering for two courses of the same subject within a particular discipline (College Transfer Pathway Only)**
    - Example: Jane Doe is enrolled in the Associate in Science Pathway, but registers for HIS-111 & HIS-112 within the Social/Behavioral Sciences Discipline (student must choose two different subjects).
  - **Registering for a course not within your approved pathway**
    - Example: Jane Doe has been approved for the Associate in Science Pathway (P1042C) but registered for PED-110 (not in the pathway)

## Examples (Self-Service View)

- **Registered for course outside of pathway (who is NOT a pathway completer)**
  - **Student's Pathway – Associate in Science (P1042C)**
  - **Course out of Pathway – HUM-110**
  - **\*Status would say "Registered"**

Take 1 credit from: ACA-122

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 1 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
ⓘ Not Started	<a href="#">ACA-122</a> College Transfer Success			

### Other Courses

Status	Course	Grade	Term	Credits
✓ Noncourse Equivalency	<a href="#">SPA-111</a> Elementary Spanish I			3
✓ Noncourse Equivalency	<a href="#">SPA-181</a> Spanish Lab 1			1
🔄 In-Progress	<a href="#">HUM-110</a> Technology and Society		2020SU	3
🔄 In-Progress	<a href="#">COM-120</a> Intro Interpersonal Com		2020SU	3
🔄 In-Progress	<a href="#">ECO-252</a> Prin of Macroeconomics		2020SU	3
🕒 Planned	<a href="#">COM-231</a> Public Speaking		2020SU	3

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- **Registered for a course (or courses) over the maximum Semester Hour Credits within the discipline(s)**
  - **Student’s Pathway – Associate in Arts (P1012C)**
  - **Pathway Discipline – Social/Behavioral Sciences**
  - **Rule – Take 9 Credits (Min of 2 subjects)**
  - **Course over maximum SHC – ECO-252**
  - **\*Status would say “Registered”**

**C. Social/Behavioral Sciences**

Take 9 credits; from ECO-251 ECO-252 HIS-111 HIS-112 HIS-131 HIS-132 POL-120 PSY-150 SOC-210 Minimum 2 subjects

Complete all of the following items. ✓ **1 of 1 Completed.** [Hide Details](#)

✓ **9 of 9 Credits Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	<a href="#">PSY-150</a> General Psychology	B	2019FA	3
✓ Completed	<a href="#">SOC-210</a> Introduction to Sociology	B	2019FA	3
✓ Completed	<a href="#">HIS-111</a> World Civilizations I	A	2020SU	3
✓ Fulfilled	<a href="#">ECO-251</a> Prin of Microeconomics			
✓ Fulfilled	<a href="#">ECO-252</a> Prin of Macroeconomics			
✓ Fulfilled	<a href="#">HIS-112</a> World Civilizations II			
✓ Fulfilled	<a href="#">HIS-131</a> American History I			
✓ Fulfilled	<a href="#">HIS-132</a> American History II			
✓ Fulfilled	<a href="#">POL-120</a> American Government			

**Other Courses**

Status	Course	Grade	Term	Credits
🔄 In-Progress	<a href="#">GEL-111</a> Geology		2020SU	4
🔄 In-Progress	<a href="#">ECO-252</a> Prin of Macroeconomics		2020SU	3
✓ Registered	<a href="#">MAT-171</a> Precalculus Algebra		2020FA	4
🕒 Planned	<a href="#">MAT-172</a> Precalculus Trigonometry		2021SP	4
🕒 Planned	<a href="#">BIO-112</a> General Biology II		2021SP	4
🕒 Planned	<a href="#">HIS-131</a> American History I		2021SP	3
🕒 Planned	<a href="#">PSY-281</a> Abnormal Psychology		2021SP	3
🕒 Planned	<a href="#">HEA-110</a> Personal Health/Wellness		2021SP	3

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- **Registered for a course (or courses) of the same subject within the discipline(s)**
  - **Student’s Pathway – Associate in Science (P1042C)**
    - **Associate in Arts (P1012C) would allow this restriction since 9 Credits can be taken**
  - **Pathway Discipline – Social/Behavioral Sciences**
  - **Rule – Take 6 Credits (and 2 subjects)**
  - **Issue – ECO-251 & ECO-252; ECO-252 makes the student “out of compliance”**
  - **\*Status would say “Registered”**

**C. Social/Behavioral Sciences**

Take 6 credits and 2 subjects from: ECO-251 ECO-252 HIS-111 HIS-112 HIS-131 HIS-132 POL-120 PSY-150 SOC-210

Complete all of the following items.  0 of 1 Completed. [Hide Details](#)

 3 of 6 Credits Completed. Minimum Subjects Not Met. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	<a href="#">ECO-251</a> Prin of Microeconomics	A	2019SU	3
🔄 In-Progress	<a href="#">ECO-252</a> Prin of Macroeconomics		2020SU	3
🕒 Not Started	<a href="#">HIS-111</a> World Civilizations I			
🕒 Not Started	<a href="#">HIS-112</a> World Civilizations II			
🕒 Not Started	<a href="#">HIS-131</a> American History I			
🕒 Not Started	<a href="#">HIS-132</a> American History II			
🕒 Not Started	<a href="#">POL-120</a> American Government			
🕒 Not Started	<a href="#">PSY-150</a> General Psychology			
🕒 Not Started	<a href="#">SOC-210</a> Introduction to Sociology			