

Self Service – Tabs & Submenus – Registration Step 1

Welcome Deborah
(dpennison@ohcc.edu)
PowerCAMPUS SELF-SERVICE

Cart Help Log Out Catalog Search

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

Section Search
Academic Plan
View Schedule

Traditional Courses

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
2011/Fall	OK to register.

Click on "Register" tab. Select "Traditional Courses"

Click on the registration period shown as available.

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Self Service – Tabs & Submenus – Registration Step 2

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Traditional Courses Academic Plan What If?

Related Links

Section Search
Academic Plan
View Schedule

Traditional Courses - 2011/Fall

Select Period Review Schedule Finalize Complete

Courses to Add

Your cart is empty. Like online shopping, your cart is empty until you choose a course from the section search and add it to your cart.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

Previous Next

Click on Section Search to begin selecting classes.

Click on "Next" after choosing courses

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Self Service – Tabs & Submenus – Registration Step 3

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Home Register Search

Course Catalog Section Search

Search by **EITHER** Keyword **OR** Course Code, if you know it.

Section Search

Basic Search Advanced Search

Keywords: Math Course Code: MAT100 Registration Type: Traditional Continuing Education Both

Period: 2011 Fall Session: Main

Choose "Main" from the dropdown list

Search Clear

Click "Search"

"Period" defaults to the available registration period

Results Per Page 10

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Self Service – Tabs & Submenus – Registration Step 4

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Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

Options

Open Sections Only

New Search Refine Search

Sort By: Course ID

Results Per Page: 10

Legend: Open Closed

Section Search

You have the option to search for "Open" sections only.

Found 14 results for Keywords = 'Math' and Registration Type = 'Traditional' and Period = '2011 Fall' and Session = 'Main'.

Back to Registration

Scroll down the list of courses, Click the "Add" button to put the class in your cart

NOTE: You can see how many seats are available in the class.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Mathematics in Elementary Schools EDG651N/Lecture/1	8/27/2011 - 12/16/2011	2011 Fall Main	3.00		Tuesday 4:30 PM - 6:59 PM; Our Lady of Holy Cross College, OLHCC_MAIN, Room 26	Doctor Lisa K Sullivan	25 of 25	Add
Curriculum & Instruction Strategies I EDU305/Lecture/1	8/27/2011 - 12/16/2011	2011 Fall Main	4.00	Fees Applicable	Wednesday 12:00 PM - 2:44 PM; Our Lady of Holy Cross College, OLHCC_MAIN, Room 26	Doctor Lisa K Sullivan	10 of 25	Add

The legend is a quick way to tell if a class is full/closed.

Self Service – Tabs & Submenus – Registration Step 5

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Cart Help **Log Out** Catalog Search

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links
Section Search
Academic Plan
View Schedule

After choosing all of your courses, your page will look like this.

Traditional Courses - 2011/Fall

Select Period Review Schedule Finalize Complete

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/> Basic Drawing II - ART102 / Lecture / 1	8/27/2011 - 12/16/2011	Main	3.00	Institutional	Tuesday Thursday, 10:15 AM - 11:29 AM;	Our Lady of Holy Cross College, OLHCC_MAIN, Room ART5	Carol Scott	In Cart	Remove
<input checked="" type="checkbox"/> Math in Elem School - CD6651N / Lecture / 1	8/27/2011 - 12/16/2011	Main	3.00	Institutional	Tuesday, 4:30 PM - 6:59 PM;	Our Lady of Holy Cross College, OLHCC_MAIN, Room 26	Doctor Lisa K Sullivan	In Cart	Remove

Previous **Next**

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Don't forget to Click "Next" to continue the registration process

Self Service – Tabs & Submenus – Registration Step 6

Welcome (rbourg@ohlcc.edu)
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Cart Help **Log Out** Catalog Search

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links
Section Search
Academic Plan
View Schedule

Previously you viewed the courses in your cart and pressed "Next". You will then see this screen with the Status "Registered"

Traditional Courses - 2011/Fall

Select Period Review Schedule **Finalize** Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Basic Drawing II - ART102 /Lecture /1	8/27/2011 - 12/16/2011	Main	3.00	Institutional	Tuesday Thursday, 10:15 AM - 11:29 AM	Our Lady of Holy Cross College, OLHCC_MAIN, Room ART5	Carol Scott	Registered
General Biology - BIO101 /Lecture /2	8/27/2011 - 12/16/2011	Main	4.00	Institutional	Tuesday Thursday, 6:00 PM - 7:14 PM; Tuesday Thursday, 7:30 PM - 8:44 PM	Our Lady of Holy Cross College, OLHCC_MAIN, Room 4 Our Lady of Holy Cross College, OLHCC_MAIN, Room 4	TBA TBA	Registered
Educational PSY - EDU202 /Lecture /1	8/27/2011 - 12/16/2011	Main	3.00	Institutional	Monday, 4:30 PM - 6:59 PM	Our Lady of Holy Cross College, OLHCC_MAIN, Room 25	Doctor Rebecca Maloney	Registered

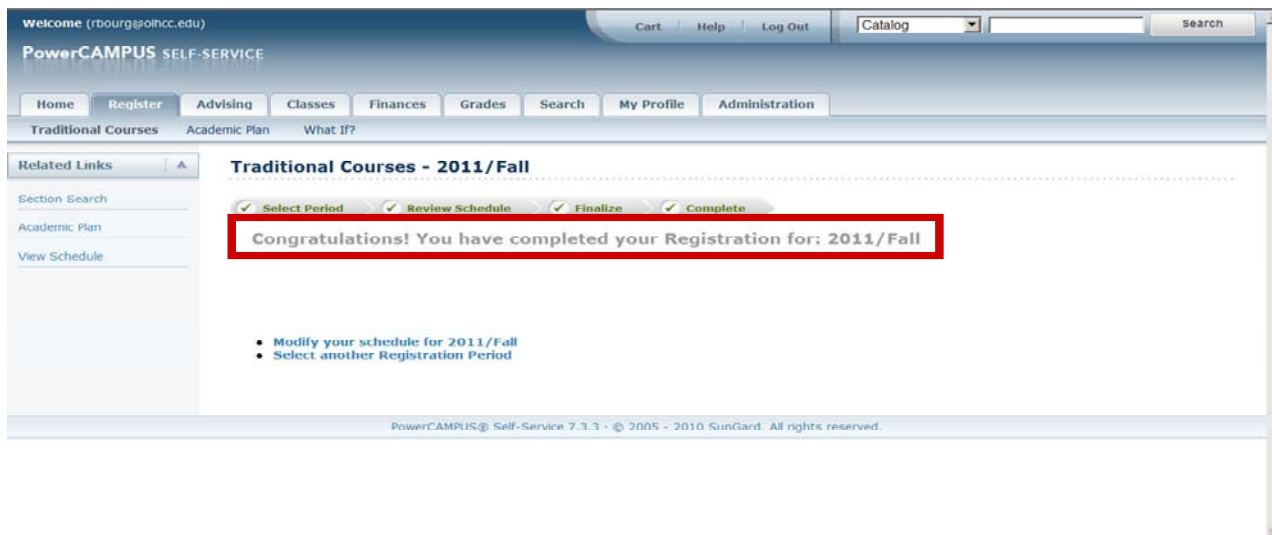
Previous **Next**

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Don't forget to click on "Next"

Self Service – Tabs & Submenus – Registration Step 7

SUCCESS!!!



Log Out – Self Service

When you are finished using Self Service, don't forget to **LOG OUT** using the link at the top of the page (highlighted in yellow on some of the previous slides).



It is good practice to **close the browser**, as suggested above, to prevent someone from accessing your account after you leave the computer. You do **NOT** have to turn off the computer.