Add/Drop Courses

- 1.) In your internet web browser please go to https://my.ccbc.edu/
- 2.) Once on the site please login with your firstname.lastname and your CCBC password.



3.) Scroll down to Course Schedules and click on the Add/Drop Courses link.

Course Schedules	?
Add/Drop	
Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.	
Current Term : 2019-2020 - Spring Semester Add Period Closed / Drop Period Closed	
Add/Drop Courses	Q <u>Course</u> <u>Search</u>

 On the top of the screen select the term you wish to enroll in. For this example the 2020-2021 – Fall Semester is selected. You may fill out the rest of the search criteria but it is not necessary.

Term: 2020-2021 - Fall Semester Add Period Open / Drop Period Open Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options	Term: 2020-2021 - Fall Semester Add Period Open / Drop Period Open Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options Courset Courses for the selected Term and Division.	dd/Drop		
Add Period Open / Drop Period Open	Add Period Open / Drop Period Open	Term:	2020-2021 - Fall Semester	
Course Search Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Term: 2020-2021 - Fall Semester Department: All All V Search More Search Options	Course Search Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options	Add Period Open	/ Drop Period Opci	
Course Search Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Term: 2020-2021 - Fall Semester Department: All All V Search More Search Options	Course Search Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Olivision: All Search More Search Options			
Course Search Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All All V Division: All Search More Search Options	Courses Search Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options			
Course Search Title: Begins With • Course Code: Begins With • Term: 2020-2021 - Fall Semester • Department: All • Division: All • Search More Search Options	Courses Search			
Title: Begins With Image: Course Code: Course Code: Begins With Image: Course Code: Term: 2020-2021 - Fall Semester Image: Course Code: Department: All Image: Course Code: Division: All Image: Course Code: Search More Search Options	Title: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options	Course Securb		
Itile: Begins With V Course Code: Begins With V Term: 2020-2021 - Fall Semester V Department: All V Division: All V Search More Search Options V	Ittle: Begins With Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options	course search		5
Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options	Course Code: Begins With Term: 2020-2021 - Fall Semester Department: All Division: All Search Wore Search Options	Title:	Begins With 🔹	
Term: 2020-2021 - Fall Semester Department: All Division: All Search More Search Options	Term: 2020-2021 - Fall Semester • Department: All • Division: All • Search More Search Options • Ourrent Courses for the selected Term and Division. •	Course Code:	Begins With	
Department: All Division: All Search More Search Options	Department: All Division: All More Search Options Current Courses for the selected Term and Division.	Term:	2020-2021 - Fall Semester	
Division: All T Search More Search Options	Division: All	Department:	All	
Search More Search Options	Search More Search Options	Division:	All	
	o Current Courses for the selected Term and Division.	Search	More Search Options	
	o Current Courses for the selected Term and Division.			

5.) Select the check box to add courses under the add heading and to review the course description click on the course code link.

	Add	Textbook	Course code	Name	Faculty	Seats Onen	Status	Schedule	Cred
K			ACCT 110 01	Financial Acct	rucuity	24/24	Open	MW 10:00 AM-11:30 AM; Main Campus, Science & Technology Center, Office Tech Lab	3.00
L		Ħ	ACCT 110 43 D	Financial Acct		30/30	Open	On-line class, On-line class	3.00
L		æ	ACCT 110 70	Financial Acct		24/24	Open	W 6:00 PM-9:00 PM; Main Campus, Science & Technology Center, Office Tech Lab	3.00
L		Ð	ACCT 111 01	Managerial Acct		23/24	Open	TR 12:30 PM-2:00 PM; Main Campus, Science & Technology Center, Office Tech Lab	3.00
L		Ħ	<u>ACCT 200 45 H</u>	Quickbooks		23/24	Open	T 6:00 PM-10:00 PM; Main Campus, Science & Technology Center, Office Tech Lab	3.00
L		Ð	ACCT 211 45 H	Inter Acct I		23/24	Open	M 8:00 PM-9:50 PM; Main Campus, Science & Technology Center, Office Tech Lab	3.00
L		Ħ	<u>ACCT 215 45 H</u>	Tax Acct		23/24	Open	M 6:00 PM-7:50 PM; Main Campus, Science & Technology Center, Office Tech Lab	3.00
L		Ð	ANTH 101 43 D	Prin Anthro		30/30	Open		3.00
L		Ħ	AVIC 235 02	ATC Procedures		25/25	Open	MW 8:00 AM-9:15 AM; Aviation Sciences Center, Aviation Sciences Center, Classroom	3.00

6.) Once you have selected your courses select Add Courses.

Add Courses

7.) To drop a course, click the check box by the course(s) that you have selected to drop. Click **Drop courses** to complete the process.

Course Search							
Title:	Begins With	Ŧ					
Course Code:	Begins With						
Term:	2020-2021 - Fa	Ill Semester					
Department:	All	Ŧ					
Division:	Continuing Ed	ucation 🔻					
Division:	Continuing Ed More Search O	ucation v					
Division: Search	Continuing Ed More Search O	ucation ▼ ptions					
Division: Search	Continuing Ed More Search O	ucation • ptions					
Division: Search Your Schedule	Continuing Ed More Search O	ucation V ptions	Schedule	Location	Credits	Credit Type	Divi
Division: Search Your Schedule	Continuing Ed More Search O Code ACCT 110 01	Title Financial Acct	Schedule MW 10:00 - 11:30 AM	Location Main Campus Science & Technology Center 4116	Credits 3.00	Credit Type Letter Grade	Divi Con

8.) To review click **My Account Info** on the bottom of the screen, then click on **My Account Balances**.

Welcome to MyCCBC	<i>k</i> •
Course Schedules	Ø
My Account Balances Course and Fee Statement	

9.) To make a payment online click **Make a Payment**.

Make a Payment				
Account Transactions				
				•
Account	Description	Date	Amount	Message