

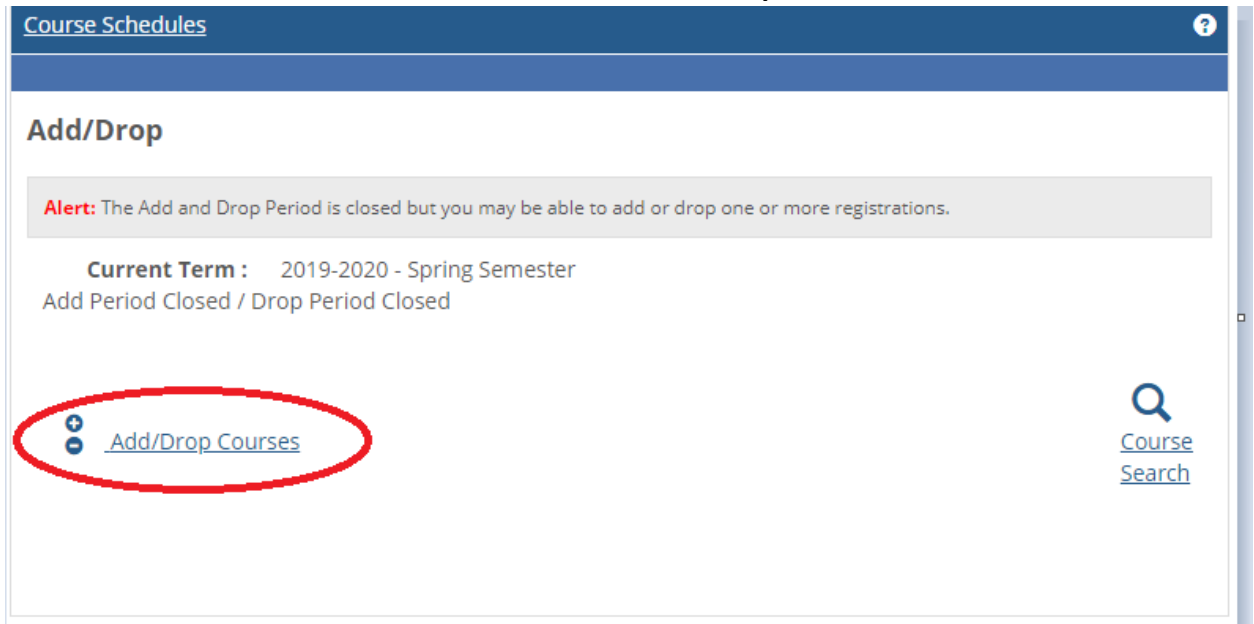
Add/Drop Courses

- 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.



Username Password Login

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



Course Schedules

Add/Drop

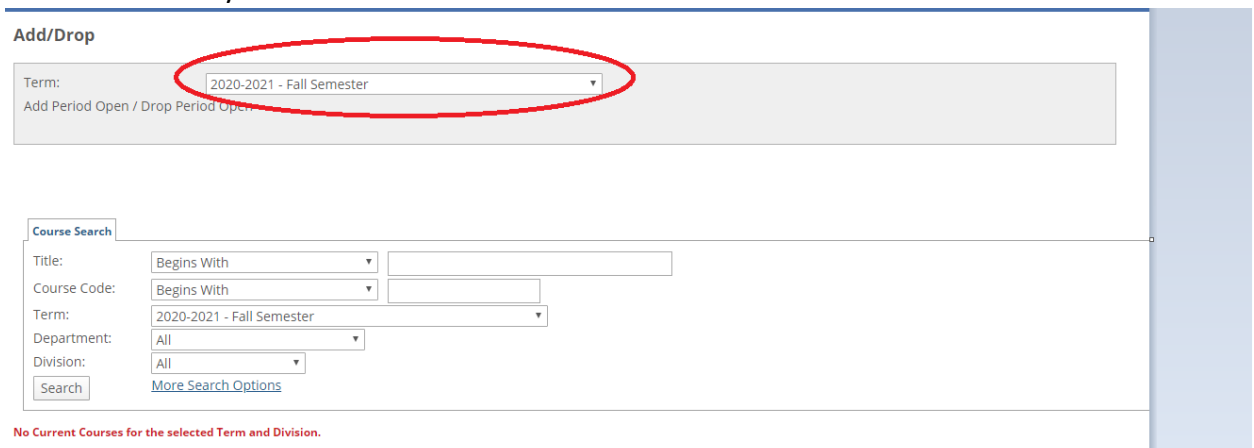
Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term : 2019-2020 - Spring Semester
Add Period Closed / Drop Period Closed

[Add/Drop Courses](#)

Course Search

- 4.) 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.



Add/Drop

Term: 2020-2021 - Fall Semester
Add Period Open / Drop Period Open

Course Search

Title: Begins With []
Course Code: Begins With []
Term: 2020-2021 - Fall Semester
Department: All
Division: All
Search More Search Options

No 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 Open | Status | Schedule | Cred |
|--------------------------|--------------------------|-------------------------------|-----------------|---------|------------|--------|---|------|
| <input type="checkbox"/> | <input type="checkbox"/> | ACCT 110 01 | Financial Acct | | 24/24 | Open | MW 10:00 AM-11:30 AM; Main Campus, Science & Technology Center, Office Tech Lab | 3.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCT 110 43 D | Financial Acct | | 30/30 | Open | On-line class, On-line class | 3.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCT 200 45 H | Quickbooks | | 23/24 | Open | T 6:00 PM-10:00 PM; Main Campus, Science & Technology Center, Office Tech Lab | 3.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCT 215 45 H | Tax Acct | | 23/24 | Open | M 6:00 PM-7:50 PM; Main Campus, Science & Technology Center, Office Tech Lab | 3.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | ANTH 101 43 D | Prin Anthro | | 30/30 | Open | | 3.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.

Messages

ACCT 110 01 - Successfully added with warnings: The course division of CR is not the same as the student's Current Division of CT

Course Search

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule

| Drop | Code | Title | Schedule | Location | Credits | Credit Type | Divis |
|--------------------------|-----------------------------|----------------|---------------------|--|---------|--------------|-------|
| <input type="checkbox"/> | ACCT 110 01 | Financial Acct | MW 10:00 - 11:30 AM | Main Campus Science & Technology Center 4116 | 3.00 | Letter Grade | Cont |

[Drop Course\(s\)](#)

[My Account Info](#)

[Booklist for Course\(s\)](#)

[My Account Info](#)

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

[Welcome to MyCCBC](#)

Course Schedules

[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 |
|---------|-------------|------|--------|---------|
|---------|-------------|------|--------|---------|