



# ONLINE REGISTRATION



## Step One

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Log in to My CCBC  
(my.ccbc.edu) using your  
username and password

## Step Two

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Click on the “Students” tab.

- Student Registration
- Add/Drop Courses
- Click “Register”

## Step Three

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Click on “Degree Audit  
Summary”

## Step Four

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Click on the semester that  
you would like to view  
*Example: First, Second,  
Third or Fourth  
Semester*

## Step Five

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Right Click to:

- Add a course
- Contact Instructor
- View Details

## Step Six

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Add the course and click  
on “Registration Checkout”  
Check the box “Available to  
Register”  
Click “Register”