

# How to Register for AHC Noncredit Classes Online

## Before you start:

- Did you attend classes at AHC last semester? If not, you may need to go through the admissions process to re-activate your status.
- Have your myHancock student portal credentials ready (password and username).
- Classes at AHC have a 5-digit control registration number, or CRN, for short. Look for the noncredit classes you would like to attend and jot down the CRNs for these classes.

## Steps to Register Online:

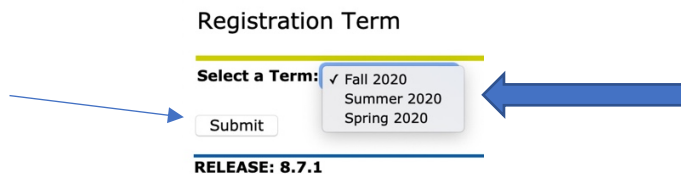
1. Open your internet browser and head over to [www.hancockcollege.edu](http://www.hancockcollege.edu).
2. Click on the blue "myHancock" tab at the top right corner of the page.



3. Login to myHancock with your credentials (your username and password).
4. Once inside your myHancock student portal, scroll down to the "Registration" tab and then click on the link labeled "Register Add/Drop Classes".



5. Select the term you would like to register for (summer, fall, winter, spring) from the dropdown menu and then press the "submit" button.



6. Towards the bottom of the page, you will see the "Add Classes Worksheet" and boxes right under it. In the blank boxes, enter the CRNs for the noncredit classes you would like to register for and then press the "submit changes" button.

7. The information for the noncredit classes you wish to register for should auto-populate right above, under "Current Schedule", with the status reading "*Registered via Web on \*date of registration\**".
8. If everything looks good, and the noncredit classes you want are included, press the "Finalize Registration" button.
9. Go over the "Optional Fees" page and lastly press the "Continue" button. The registration process has now been completed.
10. **Don't forget to pay your fees at the time of registration.** If you do not pay your fees, you will be dropped from your class(es).

You can double check that you completed the registration process successfully by viewing your schedule through the myHancock portal link labeled "Schedule/Fees/Deadline". If your registration was successful, the classes you selected should appear in your current schedule.