

# Summer & FALL 2024 REGISTRATION PREPARATION CHECKLIST: Your Game Plan for Success! Plan EARLY: Save time and money!

Student Name/ID Number:		Number:						
	you identify class	ses that you still ne	ed to complete as pa	rt of your major				
_			dy/major is:					
	Check the COURSE OFFERINGS & SCHEDULE available on The Q for the upcoming semester*. Using your DEGREE AUDIT, identify classes being offered needed for your program and list them below:							
	You must be sure that you meet the <b>pre-requisites</b> for your selected classes. Not sure if you do? Your advisor can help!							
	<b>Course Prefix</b>	Course Number	Section Number*	Day(s)	Time(s) & Modality**			
	(Example) <b>ENG</b>	102	03	MW	8:00AM – 9:15AM			
	(Example) <b>MAT</b>	100	B5	No set days	No set time; ONLINE			
	Click here for the	ELECTIVES Handout.	*The SECTION NUMBER	R identifies the clas	ss day/time/instructor/location.			
] c	Check The Q, your student portal, for your ASSIGNED ADVISOR'S name and contact information.							
		My Assigned Advis	or is:					
<b>-</b>			451//6/14 6 5 5 5					
Co	Connect with your Advisor NOW for your <u>ADVISING &amp; REGISTRATION PREPARATION</u> session.							
	If you are assigned to the <b>ADVISING CENTER, ADVISING CENTER-HEALTH, or ESL ADVISOR</b> we have number of Academic Advisors on staff to assist you.							
	If you have a specific <b>ASSIGNED ADVISOR</b> listed on <b>The Q</b> , and they haven't already provided you with instructions on how to connect with them, email them.							
	If you are cleared to SELF-REGISTER follow the <u>SELF-REGISTRATION instructions</u> on <b>The Q.</b>							
ַ וַ	MARK YOUR CALENDAR and register for Summer and/or Fall 2024 classes EARLY!  Registration for returning/active students begins Monday, March 25th!							

Need help with any of these steps? Check out these <u>ADVISING RESOURCES</u> or email <u>advising@qcc.mass.edu</u>

Trouble logging into The Q? Contact our IT Services Help Desk at 508-854-4427 or <u>help@qcc.mass.edu</u>

\* A HOLD on your account may prevent you from being able to register. <u>Contact the BUSINESS OFFICE</u> to address it.

# **Electives Guide**

#### **Behavioral Science**

- Anthropology (ANT)
- Psychology (PSY)
- Sociology (SOC)

## Humanities

- American Sign Language (ASL)
- Art (ART)
- Communication (COM)
- English (ENG)
- French (FRC)
- German (GER)
- Humanities (HUM)
- Music (MUS)
- Philosophy (PHI)
- Spanish (SPN)
- Speech (SPH)
- Theater (THA)

### **Mathematics**

MAT 100 or above.

Note: some programs may have specific recommendations.

## Science or Lab Science

Science: at least 3 credits Lab Science: at least 4 credits

- Biology (BIO)\*
- Biotechnology (BTT)
- Chemistry (CHM)
- Physics (PHY)
- Science (SCI)

\*BIO 140 is not a Lab Science Elective

#### Social Science

- Anthropology (ANT)
- Economics (ECO)
- Geography (GEO)
- History (HST)
- Political Science (PSC)
- Psychology (PSY)
- Social Science (SOS)
- Sociology (SOC)

# **Liberal Arts**

- Behavioral Science Electives
- Humanities Electives
- Mathematics Electives
- Science or Lab Science Electives
- Social Science Electives

## Course Master List



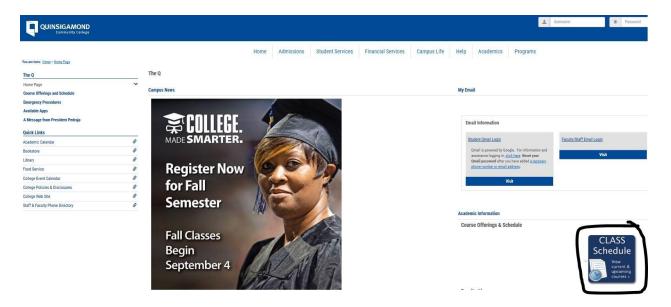
#### Full Electives Guide



#### HOW TO SEARCH FOR CLASSES ON THE Q

Course Offerings & Schedule

- 1. If necessary, go to www.QCC.edu
- 2. Click on the link labeled The Q No need to log in
- 3. From **The Q HOME tab**, click on the image labeled **CLASS SCHEDULE** to access the available **COURSE OFFERINGS & SCHEDULE**



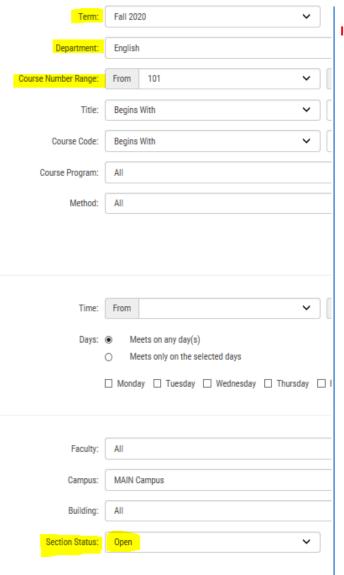
4. From the COURSE OFFERINGS-COURSE SEARCH PAGE, be sure to select the correct TERM (semester) using the drop down arrows. Filter down to search for classes by selecting from the DEPARTMENT and COURSE NUMBER. Under SECTION STATUS, select OPEN.



Using the drop down menus, select:

- TERM
- DEPARTMENT
- COURSE NUMBER
- SECTION STATUS Open

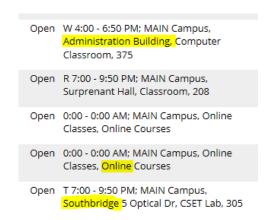
You can also filter down by METHOD such as Online, or particular TIMES or DAYS, but we recommend using the "Meets on any day(s)" default selection. After you've selected your filters, click SEARCH.



IMPORTANT! Pay close attention to any NOTES. It might indicate that a particular class is restricted to certain Majors or group of students.



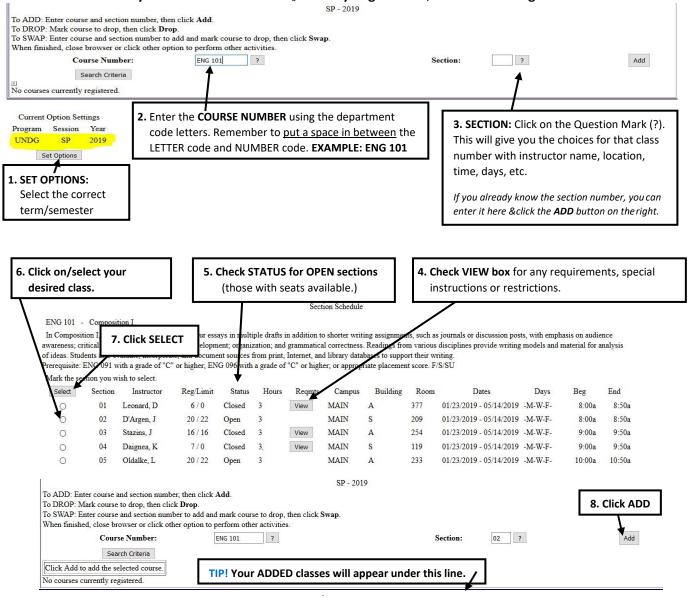
IMPORTANT! Pay close attention to class <u>location</u> listed under the SCHEDULE column. They all read MAIN CAMPUS, but the line below lists the actual site.



If you have questions or need assistance, you may contact Advising at <a href="mailto:advising@qcc.mass.edu">advising@qcc.mass.edu</a>, 508-854-4308 or drop by the Harrington Learning Center, 2<sup>nd</sup> floor.

## **SELECTING/REGISTERING FOR CLASSES**

You must first be **CLEARED TO SELF-REGISTER** by your assigned advisor to have access to this feature. From the **My Academics** tab on **The Q**, click **My Registration**, then click on **Register for Classes**.



# **DROPPING/SWAPPING CLASSES**

This feature can only be used during the REGISTRATION period, <u>before</u> the **ADD/DROP deadline**. To discuss withdrawing from classes after that date, please see an Advisor to discuss details.

DROP A CLASS: Click (or SELECT) the class you wish to drop, then click the

To ADD: Enter course and section number, then click Add.
To DROP: Mark course to drop, then click Drop.
To SWAP: Enter course and section number to add and mark course to drop, then click Swap.
When finished, close browser or click other option to perform other activities.

Course Number:

Search Criteria

DROP A CLASS: Click (or SELECT) the class you wish to drop, then click the

Click DROP

or SWAP

SWAP A CLASS: Select your preferred class using steps 1-7, then click/select the class you want to switch out and

#### **Self-Registration Instructions**

The Q, Student Portal – accessible from www.QCC.edu

BEFORE YOU BEGIN, YOU MUST FIRST BE "CLEARED TO SELF-REGISTER" BY YOUR ASSIGNED ADVISOR: Clearance is granted based on Academic Standing/GPA, Program of Study, number of completed credits, etc. Not everyone is eligible to be cleared to self-register.

- 1. Go to The "Q" and login
  - a. NOTE: Your username = your STUDENT ID number. If you need assistance login into your QCC Student Email or resetting your password, contact the HELP DESK at <a href="help@qcc.mass.edu">help@qcc.mass.edu</a> or 508-854-4427.
- 2. Select the My Academics tab at the top of the page

**BEGIN BY REVIEWING YOUR DEGREE AUDIT CAREFULLY:** This outlines classes you've already completed, or are currently taking and those you still need to take to fulfill your program.

- 3. From the My Academics tab at the top of the page
- 4. Select either My Academic Records or My Registration
- 5. Select My Degree Audit



#### 6. Select Your Curriculum Requirements

- a. Determine which courses you need to select/still register for to fulfill your program.
- b. Make note of any Courses Not Used listed at the bottom. If there are any college-level classes (100 or higher) listed here, they DO NOT COUNT toward your program. However, they may be pre-requisites for other courses within your program. If you have any questions, contact your assigned Advisor or the Advising office at advising@qcc.mass.edu.



**PRINT a copy of your Degree Audit before starting** to easily refer back to it as you begin your next steps.

#### CHOOSING AND REGISTERING FOR CLASSES

- 7. From the My Academics tab, click My Registration, then Click on Register for Classes
  - a. NOTE: <u>Choose the appropriate semester</u>: Verify that the *Current Option Settings* box is set to the correct semester and year. If it is not, click *Set Options*, set the desired semester and year and click *Submit Options*
  - **b. NOTE:** If you are registering for more than one semester, (i.e. Summer 1, Summer 2 and Fall) you will need to register for each semester **separately and in order.**

#### **CHOOSING A CLASS** (Course section unknown)

- 1. In the **Course Number Box**, enter the class number using the **department code**, hit the **space** bar, and **course number**. Example: ENG 101
- 2. Next to the **Section Number** box, click on the question mark.
- **3.**Scroll to locate open sections, make your selection by clicking on the circle next to it, then click **Add.**

If the course you are adding has a "**View**" button, click on it to make sure there are no restrictions on the course you are choosing.

#### **CHOOSING A CLASS SECTION** (Course section known)

- 1. In the **Course Number Box**, enter the class number using the **department code**, hit the **space** bar, and enter **course number**. Example: ENG 101
- 2. In the **Section Number** box, enter the section number associated with that class and click **Add**. Example: 03

The section number helps identify the class day(s), time, instructor and location. Example ENG 101-**03** is similar to ENG 101-**04** but may meet on different days/times, and possibly with a different instructor.

#### MAKING CHANGES TO AN EXISTING SCHEDULE

	SWAPPING A CLASS		DROPPING A CLASS		
After you click on <i>Register for Classes</i>			After you click on <i>Register for Classes</i>		
	If the semester that pops up is not the one you want, click on <i>Set Options</i> Scroll and Click on the Semester that you want	<b>1.</b> 2.	If the semester that pops up is not the one you want, click on <i>Set Options</i> Scroll and Click on the Semester that you want		
3.	Click on <b>Submit Options</b>	3.	Click on <b>Submit Options</b>		
4.	See <b>REGISTERING FOR CLASSES</b> above for directions on choosing an alternate course	4.	Under the <b>Drop</b> column, click in the circle of the course that you want to drop and click <b>Drop</b> .		
5.	Once the <i>course</i> and <i>section numbers</i> are filled in on		A		
	the registration page, click the circle next to your <u>original</u> course in your schedule and click <b>Swap</b> .	4	The ADD/DROP period ends 1 week after classes start.  After this date, schedule changes are not allowed; only WITHDRAWING is an option.		

**SEARCHING FOR CLASSES OFFERED AT CERTAIN TIMES AND/OR DAYS:** This step can be helpful if you're looking to fill a gap in time, or are searching for courses offered at specific times or days.

- 1. Click on **Search Criteria** in the **Register for Classes** area
- 2. If you are looking for particular DAYS, check those **meeting days** in the boxes. *Example: Classes that meet only on Tuesdays and Thursdays (designated on schedule as TR).*
- 3. **OPTIONAL STEP:** In the "**From/To**" box you can use the drop down arrow to select specific meeting times. Example choose 9am to 11am for a M/W course, or 8am to 10am for a T/R course.
- 4. In the **Section Status** box, choose **Open**
- 5. Click Execute Search to view and choose from a list of classes offered during the days (and times) you selected.



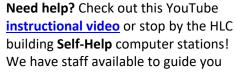
You may also use the **Search Criteria** to search for specific Faculty and any classes they teach.

**END BY RUNNING AND REVIEWING YOUR DEGREE AUDIT AGAIN:** After you've registered or made changes to your schedule, verify that the classes you have selected fit within your program. It is your responsibility to make sure that the course(s) you've chosen fit into your program. If you have questions or are unsure, you may contact your assigned Advisor or Advising at <a href="mailto:advising@qcc.mass.edu">advising@qcc.mass.edu</a> for assistance.

PRINT & PAY YOUR BILL: Your Course & Fee Statement includes your schedule, bill due date, tuition/fees and lists any financial aid that you've been awarded. Print it and review it carefully. Contact the Business Office at <a href="mailto:businessoffice@qcc.mass.edu">businessoffice@qcc.mass.edu</a> with questions regarding your bill or the Financial Aid office at <a href="mailto:financialaid@qcc.mass.edu">financialaid@qcc.mass.edu</a> with questions regarding your eligibility or award.

- 1. Go back to the My Academics tab
- 2. Click My Finances
- 3. Click View/Pay My Bill







If you are using a public computer, be sure to LOG OUT.