REGISTRATION PREPARATION CHECKLIST:
Your Game Plan for Success! Plan EARLY: Save time and money!

Student Name/ID Number: ____________________________

- **Run your DEGREE AUDIT** by logging into **The Q** and clicking on **MY ACADEMICS**. Your **DEGREE AUDIT** will help you identify classes that you still need to complete as part of your major.

  My program of study/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 **pre-requisites** for your selected classes. Not sure if you do? Your advisor can help!

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section Number*</th>
<th>Day(s)</th>
<th>Time(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) ENG</td>
<td>102</td>
<td>03</td>
<td>MWF</td>
<td>8:00AM – 8:50AM</td>
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</table>

*Click here for the **ELECTIVES handout**. *The **SECTION NUMBER** identifies the class day/time/instructor/location.

- **Check The Q**, your student portal, for your **ASSIGNED ADVISOR’S** name and contact information.

  My Assigned Advisor is: ____________________________

- **Meet with your Advisor NOW for you **ADVISING & REGISTRATION PREPARATION** Session.**

  - If you are assigned to the **ADVISING CENTER, ADVISING CENTER-HEALTH, or ESL ADVISOR** we have a number of Academic Advisors on staff in **ADVISING, 2nd floor of the Harrington Learning Center** to assist you.

  - If you have a specific **ASSIGNED ADVISOR**, and they haven’t already provided you with instructions on how to make an appointment, you should email/call them to schedule one.

  - If you get cleared to **SELF-REGISTER** follow the **SELF-REGISTRATION instructions** on **The Q**.

- **MARK YOUR CALENDAR** and register for Summer/Fall classes EARLY! **Registration for returning/active students begins March 25th!**

Need help with any of these steps? Stop by Advising, 2nd floor of the HLC Building.

Trouble logging into **The Q**? Contact the **Help Desk** at 508-854-4427 or help@qcc.mass.edu

* A **HOLD** on your account may prevent you from being able to register. **Contact the BUSINESS OFFICE** to address it.
QCC Career and Academic Advising: How to Read Your Degree Audit

1. Your current major/program of study (or the major/program of study that you selected when running the WHAT IF degree audit)
2. List of course codes needed to fulfill the requirements of this program.
3. A list of the courses needed to fulfill the requirements of this program. (Note: may not include some pre-requisites such as developmental English or math)
4. A list of courses you have completed or are in the progress of completing. (Note: may not include some pre-requisites such as developmental English or math)
5. The semester and year that the course was completed or is being taken.
6. The final grade posted and used for GPA calculation; Classes registered for but not yet completed are identified as "IP" for In Progress.
7. Number of courses left within each section to complete the program *AFTER you have successfully completed any courses you are currently taking and have registered for (Identified as "IP" for In Progress). (Note: number remaining may not include some pre-requisites such as developmental English or math)
8. Complete the exact courses listed here to help fulfill your program and work towards earning your degree.
9. Choose courses within the elective area listed. For example, a Humanities Elective can be any Humanities course (Refer to ELECTIVES handout).
10. Choose courses within the area indicated. For example, a FIN course can be any Finance course (Refer to QCC CATALOG for list and description).
11. Lists courses not used within this program; includes developmental English and math courses needed as pre-requisites for college-level English and math.

<table>
<thead>
<tr>
<th>Courses not used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
</tr>
<tr>
<td>Computer Accounting</td>
</tr>
<tr>
<td>Introduction to Drawing</td>
</tr>
<tr>
<td>Business Law</td>
</tr>
<tr>
<td>Integrated Communication for Business</td>
</tr>
<tr>
<td>English Comp &amp; Lit</td>
</tr>
<tr>
<td>English Comp &amp; Lit</td>
</tr>
<tr>
<td>Beginning Algebra</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
</tr>
</tbody>
</table>

Total number of credits to complete this program

<table>
<thead>
<tr>
<th>Semesters</th>
<th>Courses to complete</th>
<th>GPA</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>ACC 101</td>
<td>Financial Accounting</td>
<td>2.0</td>
</tr>
<tr>
<td>Semester 2</td>
<td>ACC 102</td>
<td>Financial Accounting II</td>
<td>3.0</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>INT 101</td>
<td>Introduction to Psychology</td>
<td>2.0</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>HUM 153</td>
<td>Introduction to English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>Science &amp; Lab Elect</td>
<td>SCI 101</td>
<td>Laboratory Science</td>
<td>1.0</td>
</tr>
<tr>
<td>Elective</td>
<td>MAT 101</td>
<td>Introduction to Business</td>
<td>1.0</td>
</tr>
</tbody>
</table>

8. COURSE CODE listed = You must complete these exact courses as part of your program

9. ****** (Stars) = You must choose any course(s) within the elective area listed as part of your program. TIP: Refer to the "ELECTIVES" handout available on The Q.

10. COURSE CODE **** (Stars) = You must complete any course(s) within this identified area. TIP: Find course descriptions in the QCC CATALOG or on The Q.
## Your Electives...

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

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

### Mathematics
All courses with MAT 100 or higher designation

### Sciences

*Note: Only courses that are 100-level or higher (either 3 credits or 4 credits) are SCIENCE ELECTIVES. Please note that a LAB SCIENCE requirement means a 4-credit lecture with an associated lab component.*

- Biology (BIO) (BIO 140 is NOT a lab science)
- Chemistry (CHM) (100-level or higher designation)
- Physics (PHY)
- Science (SCI)

### Interdisciplinary Studies
All courses with an IDS designation

### Liberal Arts
All courses with a LIB designation
- Humanities electives (excluding IMD courses)
- College Mathematics, College Algebra, Statistics, Calculus
- Social Science electives (excluding ECO 201)
- Science electives (excluding CHM 090)

March 2016
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.

Turn page over for additional instructions and tips.
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 location 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 **advising@qcc.mass.edu**, 508-854-4308 or drop by the Harrington Learning Center, 2nd floor.
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 and your password is CASE SENSITIVE. If you need assistance resetting your password, contact the HELP DESK at help@qcc.mass.edu 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 Advising 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: Choose the appropriate semester: 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.

<table>
<thead>
<tr>
<th>CHOOSING A CLASS (Course section unknown)</th>
<th>CHOOSING A CLASS SECTION (Course section known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the Course Number Box, enter the class number using the department code, hit the space bar, and course number. Example: ENG 101</td>
<td>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</td>
</tr>
<tr>
<td>2. Next to the Section Number box, click on the question mark.</td>
<td>2. In the Section Number box, enter the section number associated with that class and click Add. Example: 03</td>
</tr>
<tr>
<td>3. Scroll to locate open sections, make your selection by clicking on the circle next to it, then click Add.</td>
<td></td>
</tr>
</tbody>
</table>
### 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 10am for a MWF course, or 8am to 10am for a TR 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.

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

### Making Changes to an Existing Schedule

#### Swapping a Class

1. If the semester that pops up is not the one you want, click on **Set Options**.
2. Scroll and click on the Semester that you want.
3. Click on **Submit Options**.
4. See **Registering for Classes** above for directions on choosing an alternate course.
5. Once the **course** and **section numbers** are filled in on the registration page, click the circle next to your original course in your schedule and click **Swap**.

#### Dropping a Class

1. If the semester that pops up is not the one you want, click on **Set Options**.
2. Scroll and click on the Semester that you want.
3. Click on **Submit Options**.
4. Under the **Drop** column, click in the circle of the course that you want to drop and click **Drop**.

*Tip:* You may 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 Advising at **advising@qcc.mass.edu** 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 **businessoffice@qcc.mass.edu** with questions regarding your bill or the Financial Aid office at **financialaid@qcc.mass.edu** 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**.

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

If you are using a public computer, be sure to select **LOG OUT**. If you do not log out, your information will appear to anyone else who uses the computer.