



SPRING 2024 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!*

Course Prefix	Course Number	Section Number*	Day(s)	Time(s) & Modality**
(Example) ENG	102	03	MW	8:00AM – 9:15AM
(Example) MAT	100	B5	No set days	No set time; ONLINE

*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: _____

- Connect with your Advisor NOW for your [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 to assist you.
 - If you have a specific **ASSIGNED ADVISOR** listed on **The Q**, 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 [SELF-REGISTRATION instructions](#) on **The Q**.

- [MARK YOUR CALENDAR](#) and register for **SPRING 2024** classes EARLY!

VIP Registration for returning/active students begins Monday, October 30th!

Need help with any of these steps? Check out these [ADVISING RESOURCES](#) or email advising@gcc.mass.edu

Trouble logging into The Q? Contact our **IT Services Help Desk** at 508-854-4427 or help@gcc.mass.edu

* A **HOLD** on your account may prevent you from being able to register. [Contact the BUSINESS OFFICE](#) 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](#)



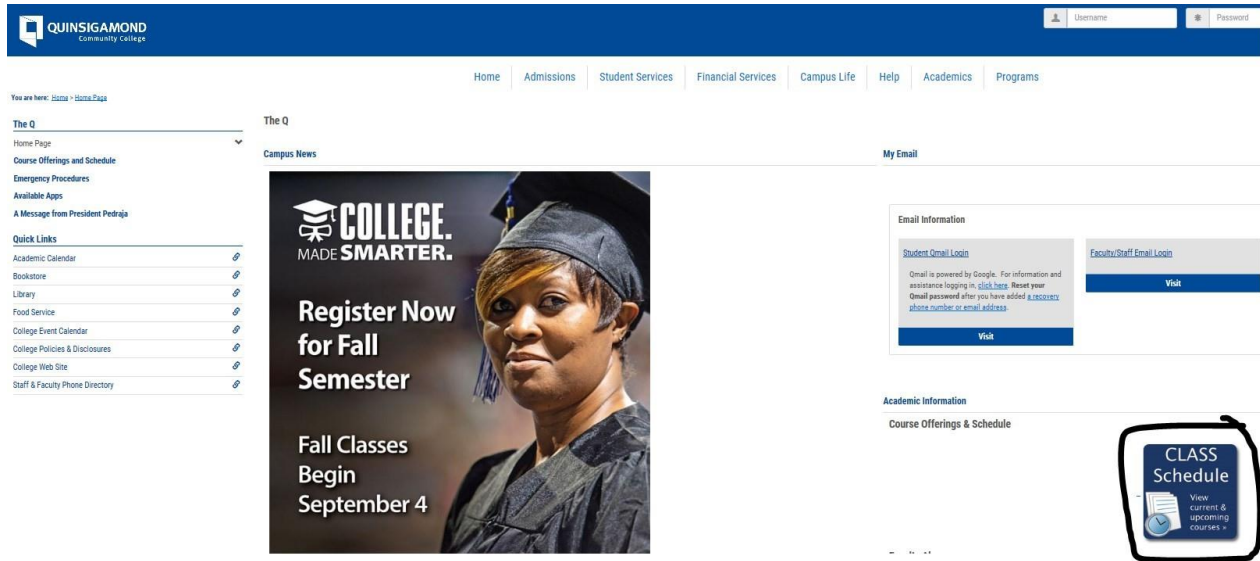
[Full Electives Guide](#)



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**.

Term:

Department:

Course Number Range: From To

Title:

Course Code:

Course Program:

Method:

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours: to

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.

Term:

Department:

Course Number Range:

Title:

Course Code:

Course Program:

Method:

Time:

Days: Meets on any day(s)
 Meets only on the selected days

Monday Tuesday Wednesday Thursday Friday

Faculty:

Campus:

Building:

Section Status:

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

Courses								
Add	Course Code	Name	Req	Note	Faculty	Seats Open	Status	
	IMG 102-40	Introduction to Game Design			TBA	20/20	Open	W 4:00 - 6:50 PM; MAIN Campus, Administration Building, Computer Classroom, 375
	IMG 288-01	Interactive Game Design Portfolio			TBA	20/20	Open	R 7:00 - 9:50 PM; MAIN Campus, Surprenant Hall, Classroom, 208

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.

- Open W 4:00 - 6:50 PM; MAIN Campus, Administration Building, Computer Classroom, 375
- Open R 7:00 - 9:50 PM; MAIN Campus, Surprenant Hall, Classroom, 208
- Open 0:00 - 0:00 AM; MAIN Campus, Online Classes, Online Courses
- Open 0:00 - 0:00 AM; MAIN Campus, Online Classes, Online Courses
- Open T 7:00 - 9:50 PM; MAIN Campus, Southbridge 5 Optical Dr, CSET Lab, 305

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.

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**.

SP - 2019

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:

(a) No courses currently registered.

1. SET OPTIONS:
Select the correct term/semester

Current Option Settings
Program Session Year
UNDG SP 2019

2. Enter the COURSE NUMBER using the department code letters. Remember to put a space in between the LETTER code and NUMBER code. **EXAMPLE: ENG 101**

3. SECTION: Click on the Question Mark (?). This will give you the choices for that class number with instructor name, location, time, days, etc.

*If you already know the section number, you can enter it here & click the **ADD** button on the right.*

6. Click on/select your desired class.

5. Check STATUS for OPEN sections (those with seats available.)

4. Check VIEW box for any requirements, special instructions or restrictions.

7. Click SELECT

Section Schedule

ENG 101 - Composition I
In Composition I, you will write several essays in multiple drafts in addition to shorter writing assignments, such as journals or discussion posts, with emphasis on audience awareness, critical thinking, development, organization, and grammatical correctness. Readings from various disciplines provide writing models and material for analysis of ideas. Students will evaluate, interpret, and document sources from print, Internet, and library databases to support their writing.
Prerequisite: ENG 091 with a grade of "C" or higher; ENG 096 with a grade of "C" or higher; or appropriate placement score. F/S/SU

Mark the section you wish to select.

Select	Section	Instructor	Reg/Limit	Status	Hours	Reqmts	Campus	Building	Room	Dates	Days	Beg	End
<input type="radio"/>	01	Leonard, D	6 / 0	Closed	3	<input type="button" value="View"/>	MAIN	A	377	01/23/2019 - 05/14/2019	-M-W-F-	8:00a	8:50a
<input type="radio"/>	02	D'Argen, J	20 / 22	Open	3		MAIN	S	209	01/23/2019 - 05/14/2019	-M-W-F-	8:00a	8:50a
<input type="radio"/>	03	Stazins, J	16 / 16	Closed	3	<input type="button" value="View"/>	MAIN	A	254	01/23/2019 - 05/14/2019	-M-W-F-	9:00a	9:50a
<input type="radio"/>	04	Daignea, K	7 / 0	Closed	3	<input type="button" value="View"/>	MAIN	S	119	01/23/2019 - 05/14/2019	-M-W-F-	9:00a	9:50a
<input type="radio"/>	05	Oldalke, L	20 / 22	Open	3		MAIN	A	233	01/23/2019 - 05/14/2019	-M-W-F-	10:00a	10:50a

SP - 2019

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: Section:

No courses currently registered.

TIP! Your ADDED classes will appear under this line.

8. Click ADD

DROPPING/SWAPPING CLASSES

This feature can only be used during the REGISTRATION period, before 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: Section:

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 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**



[Instructional Video](#)
available on YouTube!

- 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.

tip

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**.

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**.

tip

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

tip

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
<p>After you click on Register for Classes</p> <ol style="list-style-type: none">1. If the semester that pops up is not the one you want, click on Set Options2. Scroll and Click on the Semester that you want3. Click on Submit Options4. See REGISTERING FOR CLASSES above for directions on choosing an alternate course5. Once the course and section numbers are filled in on the registration page, click the circle next to your <u>original</u> course in your schedule and click Swap.	<p>After you click on Register for Classes</p> <ol style="list-style-type: none">1. If the semester that pops up is not the one you want, click on Set Options2. Scroll and Click on the Semester that you want3. Click on Submit Options4. Under the Drop column, click in the circle of the course that you want to drop and click Drop. <p> The ADD/DROP period ends 1 week after classes start. After this date, schedule changes are not allowed; only WITHDRAWING is an option.</p>

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.



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 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**



Need help? Check out this YouTube [instructional video](#) or stop by the HLC building **Self-Help** computer stations! We have staff available to guide you

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