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>
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<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>
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<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>
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<td>3. Scroll to locate open sections, make your selection by clicking on the circle next to it, then click Add.</td>
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<td>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.</td>
<td>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.</td>
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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.*

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 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 select **LOG OUT.** If you do not log out, your information will appear to anyone else who uses the computer.