

## Self Registration Instructions

The Q, Student Portal – accessible from [www.QCC.edu](http://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](mailto: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](mailto:advising@qcc.mass.edu).



[Instructional Video](#)  
available on YouTube!

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 ( <i>Course section unknown</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CHOOSING A CLASS SECTION ( <i>Course section known</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <ol style="list-style-type: none"> <li>1. In the <b>Course Number Box</b>, enter the class number using the <b>department code</b>, hit the <b>space bar</b>, and <b>course number</b>. Example: ENG 101</li> <li>2. Next to the <b>Section Number</b> box, click on the question mark.</li> <li>3. Scroll to locate open sections, make your selection by clicking on the circle next to it, then click <b>Add</b>.</li> </ol> <p><b>tip</b> If the course you are adding has a “<b>View</b>” button, click on it to make sure there are no restrictions on the course you are choosing.</p> | <ol style="list-style-type: none"> <li>1. In the <b>Course Number Box</b>, enter the class number using the <b>department code</b>, hit the <b>space bar</b>, and enter <b>course number</b>. Example: ENG 101</li> <li>2. In the <b>Section Number</b> box, enter the section number associated with that class and click <b>Add</b>. Example: 03</li> </ol> <p><b>tip</b> 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.</p> |

## MAKING CHANGES TO AN EXISTING SCHEDULE

| SWAPPING A CLASS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DROPPING A CLASS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>After you click on <i>Register for Classes</i></p> <ol style="list-style-type: none"><li>1. If the semester that pops up is not the one you want, click on <i>Set Options</i></li><li>2. Scroll and Click on the Semester that you want</li><li>3. Click on <i>Submit Options</i></li><li>4. See <b>REGISTERING FOR CLASSES</b> above for directions on choosing an alternate course</li><li>5. Once the <i>course</i> and <i>section numbers</i> are filled in on the registration page, click the circle next to your <u>original</u> course in your schedule and click <i>Swap</i>.</li></ol> | <p>After you click on <i>Register for Classes</i></p> <ol style="list-style-type: none"><li>1. If the semester that pops up is not the one you want, click on <i>Set Options</i></li><li>2. Scroll and Click on the Semester that you want</li><li>3. Click on <i>Submit Options</i></li><li>4. Under the <i>Drop</i> column, click in the circle of the course that you want to drop and click <i>Drop</i>.</li></ol> <p> The <b>ADD/DROP</b> period ends <b>1 week</b> after classes start. After this date, schedule changes are not allowed; only <b>WITHDRAWING</b> 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](mailto: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](mailto:businessoffice@qcc.mass.edu) with questions regarding your bill or the Financial Aid office at [financialaid@qcc.mass.edu](mailto: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.