

# Online Registration Instructions



Prior to registering online, new Community Education students must apply for admission by clicking **Apply for Community Ed Classes** on the Community Ed page ([www.hancockcollege.edu/communityeducation](http://www.hancockcollege.edu/communityeducation)). Upon completion of the application, students will be assigned a user name and password to log on to myHancock. Please allow up to 30 minutes after completing the application for myHancock to recognize your user name and password.

Returning students: If you have not attended AHC the previous two primary terms, you will be asked to update your enrollment status, and personal information before registering.

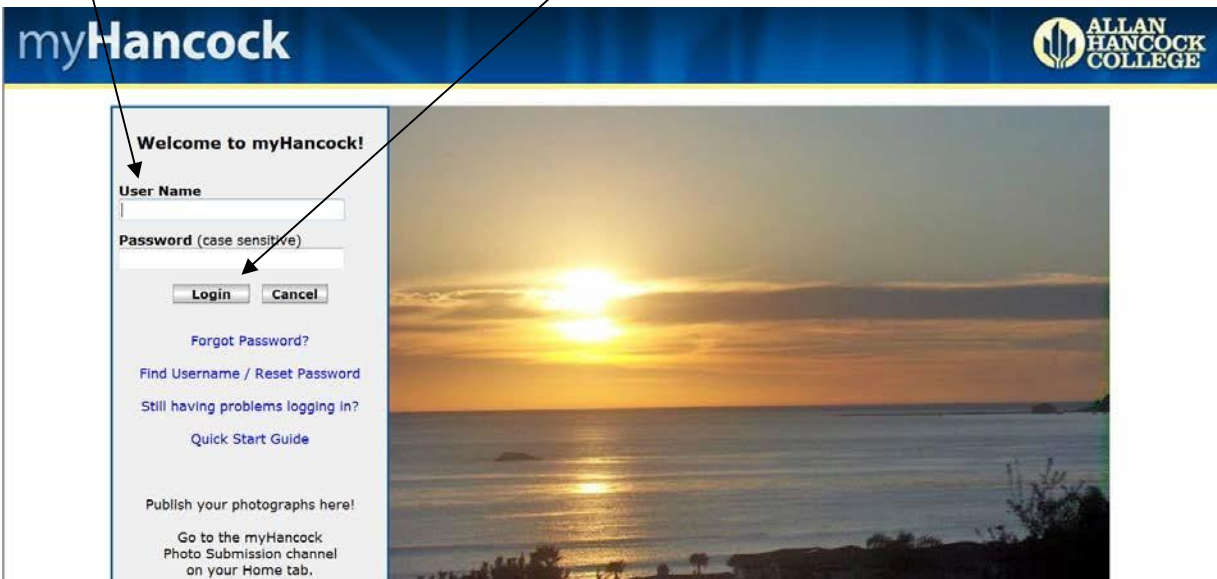
Returning students who do not already have their user name and password should complete the first page of the admission application to receive this information.

Returning students who do not remember their user name and password, click **Forgot Password?** on the log in screen.

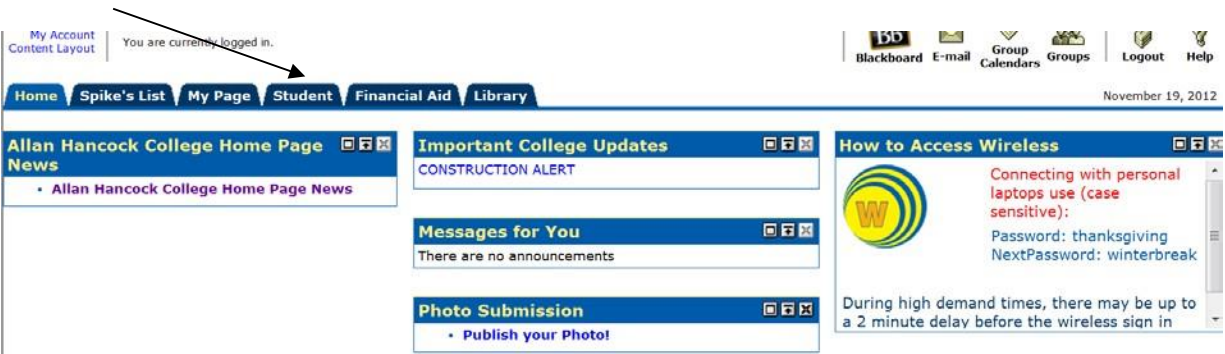
1. Open **myHancock** by clicking the link in the top right corner of the Allan Hancock College home page.



2. Enter **user name and password** in the log in boxes. **NOTE: Your password is case sensitive and includes both capital and lowercase letters.** Click **Login**.

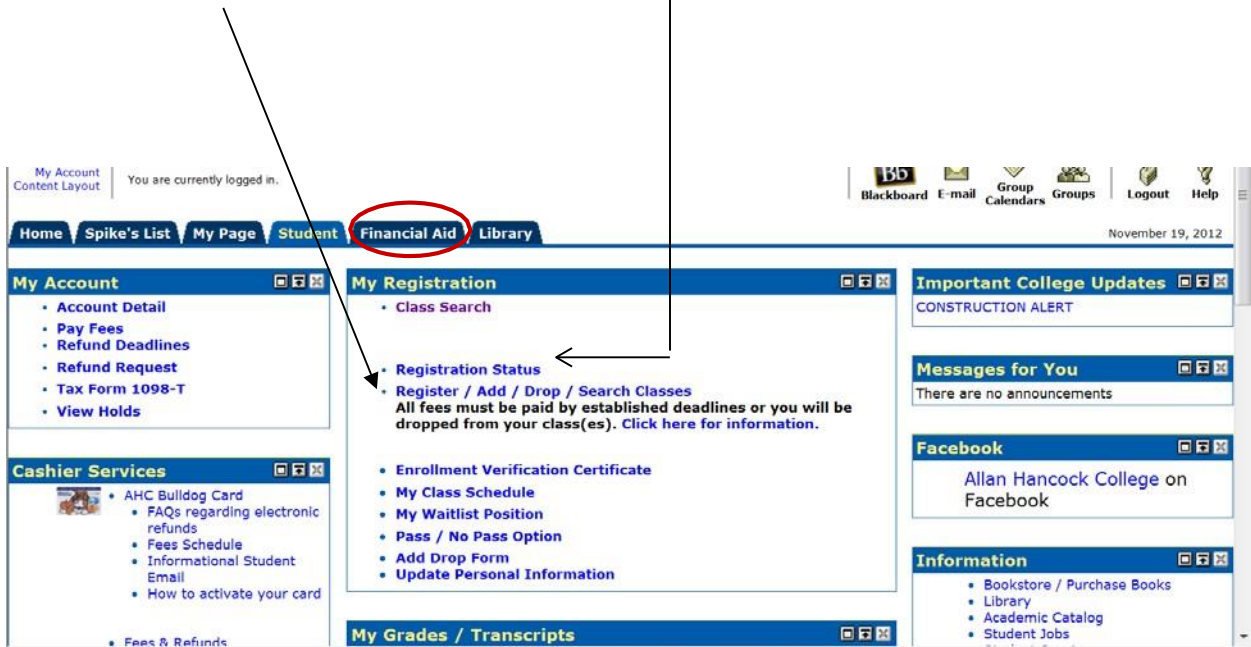


3. Click the **Student** tab.

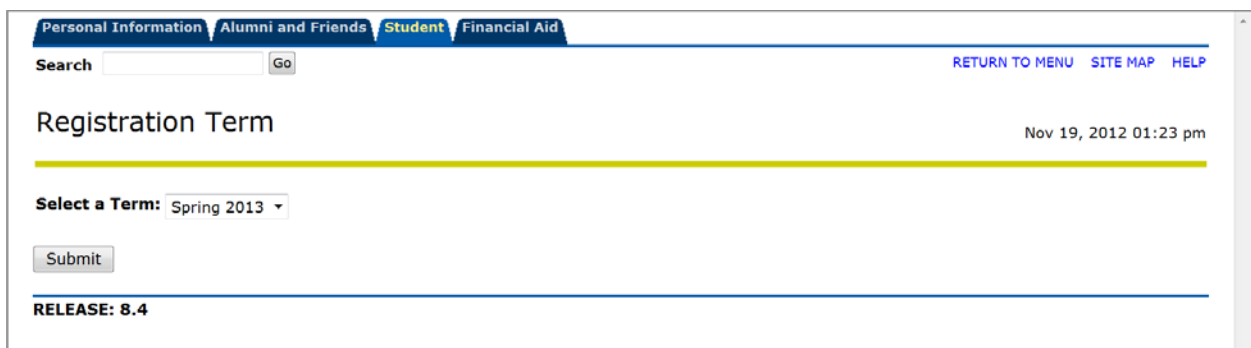


4. Prior to registering for class(es), click **Registration Status** in the *My Registration* channel to verify that your status permits registration and there are no holds on your account to prevent registration.

Click **Register / Add / Drop / Search Classes**.



5. Select a **Term** and click **Submit**. The first time you access registration for the semester you will be asked to update your personal information and complete a required VTEA survey. Complete the survey and click Submit.



6. To register, enter the 5-digit **CRN number** for the selected class(es) in the box under Add Classes Worksheet, click **Submit Changes**. If you do not know the CRN, click **Class Search**.

After registering, adding or dropping all classes, verify the status of each class and then click **Finalize Registration**.

The screenshot shows the myHancock Student Tab interface. At the top, there is a navigation bar with "Back to Student Tab" and various utility icons. Below this, there are links for "Add or Drop Classes", "Add a Wait List", "Obtain an Add Authorization Code", and "Obtain a Parking Permit". The "Current Schedule" section displays a table with one class: "Survey of Accounting" (CRN 20414, ACCT 100, A, 3.000 credit hours). Below the schedule, there are statistics for credit and billing hours. The "Add Classes Worksheet" section features a row of input boxes for CRNs, with arrows pointing to them from the text above. Below the input boxes are three buttons: "Submit Changes", "Class Search", and "Finalize Registration". At the bottom, there are links for "View Holds" and "Change Course Options".

Be sure to print your class schedule and verify that your transaction has been completed. This will ensure that you are aware of any outstanding fees that must be paid to avoid being dropped for nonpayment.

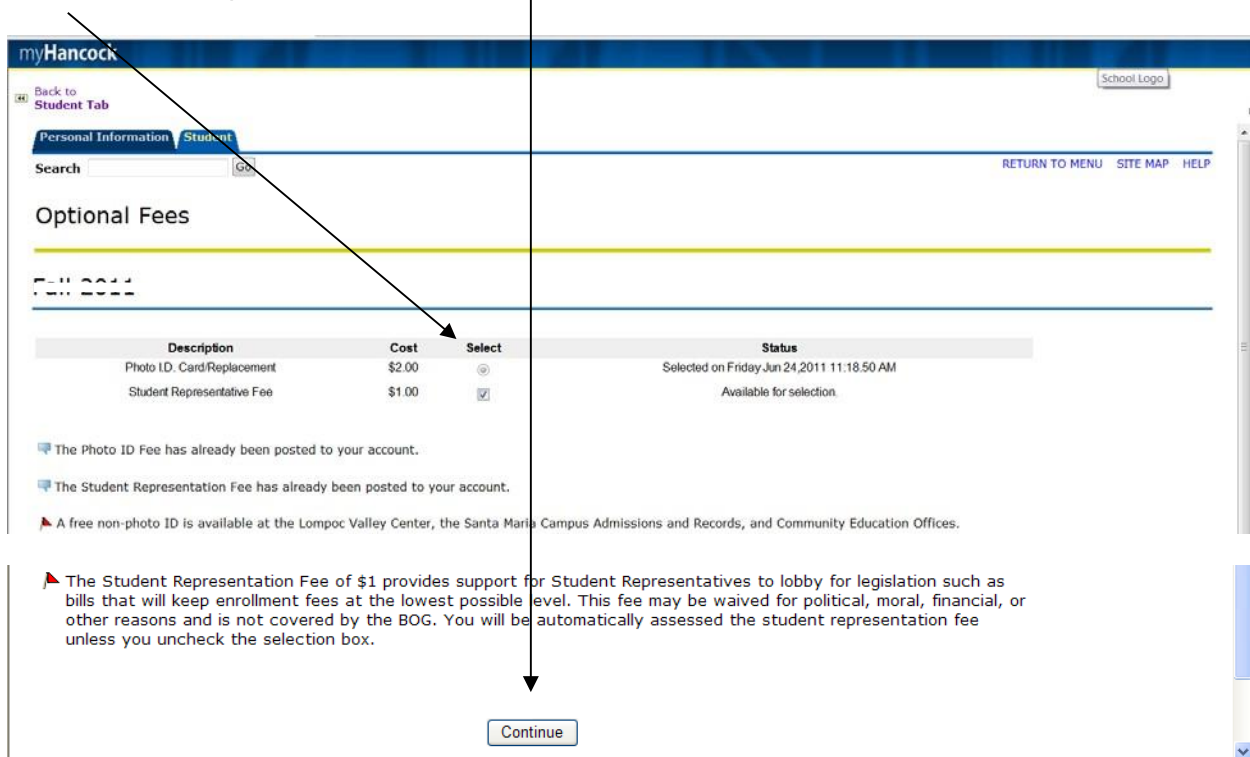
You may sign up to receive text message alerts regarding class cancellations. See the **Receive Text Messages** channel on the **Student** tab. You can also forward your myHancock email to your personal email account. Click **Forward myHancock email** in the **HOW-TOs and FAQs** channel on the **Student** tab.

Note: If you choose *Drop before class begins* your name will immediately be removed from the class roster.

### Attendance

You must attend the first class meeting of each new class whether it's a lecture or a laboratory. If you cannot be there, notify your instructor in writing, via email or by phone no later than 24 hours prior to the start of class. For instructor email addresses, select **Directories** on the home page.

7. **Select or unselect optional fees. Click Continue.**



8. There are two options for payment:

- Online with a credit card/debit card at the time of registration or by established deadline (see below)
- In person. Students may pay in person on the Santa Maria campus at the District Cashier, bldg. A; Community Education, bldg. S; or at the Lompoc Valley, Vandenberg AFB and Solvang center offices during cashier hours. Call the center of your choice for hours.

Santa Maria Campus: (805) 922-6966  
Cashier (bldg. A): ext. 3626/3582/3270  
Community Education (bldg. S): ext. 3209  
Lompoc Valley Center: (805) 735-3366  
Vandenberg AFB Center: (805) 605-5915  
Solvang Center: (805) 693-1543

Click **Account Summary by Term** to view your account.

myHancock

Back to Student Tab

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP

### Registration Fee Assessment

Select the **Account Summary by Term** link to review your account, including non-registration charges, financial aid, and payments. Exemptions and Contracts will not be displayed on this page.

Total Credit Hours: 12.000

**Tuition and Fees for:**

Description	Amount
Materials Fee - CHEM 150	\$10.00
Enrollment Fee	\$432.00
Health Fee	\$17.00
Photo I.D. Card/Replacement	\$2.00
Student Center Fee	\$4.00
Student Representative Fee	\$1.00
<b>Total Charge:</b>	<b>\$466.00</b>

[ Credit Card Payment | Week at a Glance | Student Detail Schedule | **Account Summary by Term** ]

9. To pay your fees online at the time of registration, click **Make Payment**.

myHancock

Back to Student Tab

Personal Information Student

Search  Go

RETURN TO MENU SITE MAP HELP

### Account Summary by Term

Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.

**Summary**

Account Balance: \$0.00

Description	Charge	Payment	Balance
Materials Fee - CHEM 150	\$10.00	\$0.00	\$0.00
Parking #	\$20.00	\$0.00	\$0.00
Enrollment Fee	\$432.00	\$0.00	\$0.00
Health Fee	\$17.00	\$0.00	\$0.00
Photo I.D. Card/Replacement	\$2.00	\$0.00	\$0.00
Student Center Fee	\$4.00	\$0.00	\$0.00
Student Representative Fee	\$1.00	\$0.00	\$0.00
Credit Card Pmt		\$20.00	\$0.00
Credit Card Payment Web		\$466.00	\$0.00
<b>Term Charges:</b>	<b>\$486.00</b>		
<b>Term Credits and Payments:</b>	<b>\$486.00</b>		
<b>Term Balance:</b>	<b>\$0.00</b>		

[ Overall Financial Aid Status | Financial Aid Award Information Menu | **Make Payment** | View Installment Plan ]

You will see your full account balance. Click **Submit**. The credit card payment screen will appear. Follow the instructions to enter in your payment.

Tuition and Fees Payment

Payment Amount (Full Balance): **\$4.00**

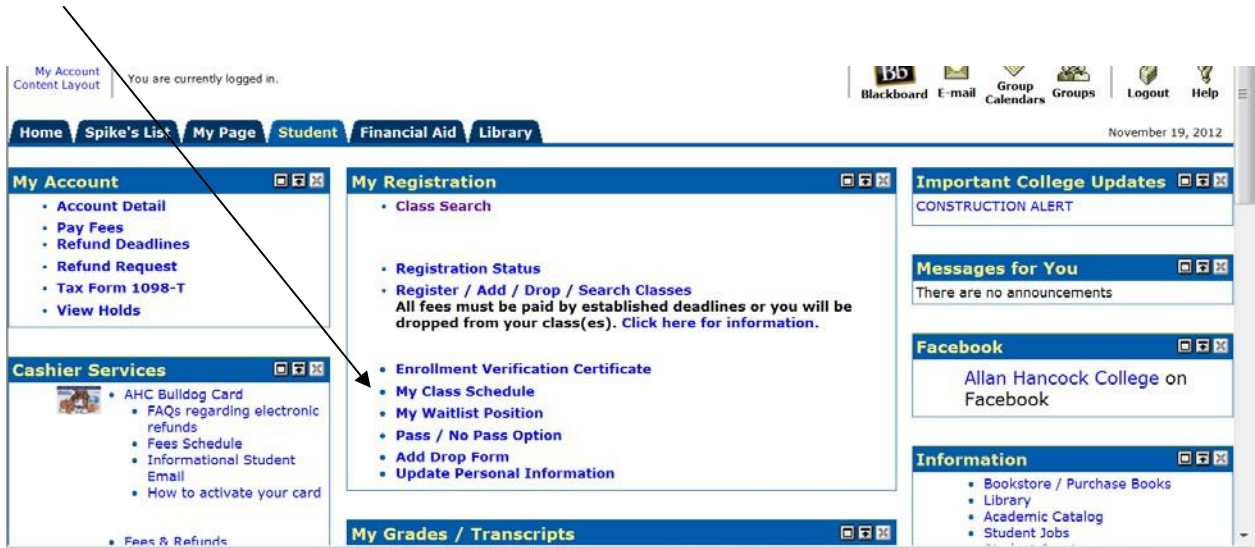
Submit



10. To view your class schedule, click **Back to Student Tab** button in the upper left corner.



Click **My Class Schedule** found under the *My Registration* channel.



Click **Print Page** to print a copy of your schedule.

Allan Hancock College  
Student Schedule/Payment History

Your Registration Begins: 22 JUN 2011 at 8:00am

Cm	Subj	Crse	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
20503	CHEM	150	General Chemistry I	5.0	22-AUG-11	14-DEC-11	12:45-2:05pm	M W	M	310
21951	MUS	120	Beginning Piano	1.0	22-AUG-11	14-DEC-11	11:00-11:50am	M W	E	10
21286	CS	175	Object-Oriented Programming 3.0	22-AUG-11	14-DEC-11	6:30-7:50pm	T R	M	201	
22258	ENGL	103	Critical Thinking & Compositio 3.0	22-AUG-11	14-DEC-11	9:30-10:50am	T R	C	10	
22388	BASK	7014	Mathematics Lab	0.0	29-AUG-11	14-DEC-11	TBA		M	101

Cm	Subj	Crse	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W
20503	CHEM	150	O'Neill, Stephen R.		02-SEP-11	21-SEP-11	07-NOV-11
21951	MUS	120	Foeman, Karen C.		02-SEP-11	21-SEP-11	07-NOV-11
21286	CS	175	Wagner, Michael C.		02-SEP-11	21-SEP-11	07-NOV-11
22258	ENGL	103	Gusta, Michael B.		02-SEP-11	21-SEP-11	07-NOV-11
22388	BASK	7014	Stenoe, Deborah A.		29-AUG-11	14-DEC-11	14-DEC-11

Account Information			
Account Summary for Gabriel S. Garza -- H0144238			
Account Balance: \$0.00			
Detail Code	Description	Charge	Payment Balance
M115	Materials Fee - CHEM 150	\$10.00	\$0.00
PARK	Parking #	\$20.00	\$0.00
RENR	Enrollment Fee	\$432.00	\$0.00
RHTH	Health Fee	\$17.00	\$0.00
RPID	Photo I.D. Card/Replacement	\$2.00	\$0.00
RSCF	Student Center Fee	\$4.00	\$0.00
RSSF	Student Representative Fee	\$1.00	\$0.00
CCRD	Credit Card Post	\$20.00	\$0.00
CCRW	Credit Card Payment Web	\$466.00	\$0.00
Term Charges: \$486.00			
Term Credits & Payments:			
Term Balance:		\$486.00	\$0.00
Previous Balance:		\$0.00	\$0.00
Account Balance:		\$0.00	\$0.00

Return To Student Account Menu Refund Request PayNow

If you have questions regarding the registration process call Community Education at (805) 922-6966 ext. 3209.