



Step 1: Once logged into MyCoast, look for the "Registration Tools" card, then select "Quick Add or Drop Classes"

For additional MyCoast Dashboard training videos, please visit the below link.
1 of 1 [Information Services Portal](#)

Registration Tools

Before You Register... ▾

- When Can I Register?
- Create My Schedule and Register (Schedule Planner)
- Quick Add or Drop Classes**
- My Waitlist Position
- My Class Schedule (Web Schedule Bill)

My Courses - Canvas

CANVAS
BY INSTRUCTURE

Access your Canvas classes

LOG IN



[Student](#) • [Registration](#)

Registration

What would you like to do?



[Search Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.

Step 2: Click "Register for Classes"



[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term **Step 3: Select the term you want to attend from the dropdown menu**

Terms Open for Registration

Select a term...



Continue

Step 4: Click "Continue"



[Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2022

CRN Color & Design: 2-D ART A110, 0

CRN Intro to Business BUS A100, 0

CRN

[+ Add Another CRN](#)

Add to Summary

Step 5: Enter the 5-digit CRN

Step 6: Click "Add Another CRN" to add multiple classes

Step 7: Click "Add to Summary"



Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2022

CRN

[+ Add Another CRN](#)

Add to Summary

Step 8: Check that the correct classes are listed in the Summary box with the "Web Registered" Action, then click Submit.

Schedule Schedule Details

Class Schedule for Summer 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary						Tuition and Fees
CRN	Details	Title	Units	Status	Action	
11818	BUS A100, 0	Intro to Business	3	Pending	**Web Registered**	
11481	ART A110, 0	Color & Design: 2-D	3	Pending	**Web Registered**	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop **Submit**

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer

CRN

[+ Add Another CRN](#)

✓ Save Successful

! BUS A100 CRN 11818: Class meeting time conflicts with CRN 11481. Select another CRN that meets at another time.

Step 9: Check that the status for the class(es) is in green as "Registered".

Any errors (ex: time conflicts, pre-requisites) will be shown in red, with a corresponding message. These will need to be resolved before you can register for that specific CRN or course.

Schedule Schedule Details

Class Schedule for Summer 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

CRN	Details	Title	Units	Status	Action
11818	BUS A100, 0	Intro to Business	3	Errors Preventing...	Remove
11481	ART A110, 0	Color & Design: 2-D	3	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 9

Conditional Add and Drop



Student • Registration • Select a Term • Register for Classes

Register for Classes

Step 10: Click on "Schedule and Options" to view Student Class Program.

Find Classes Enter CRNs Plans **Schedule and Options**



Summary

Term: Summer 2022

Message	Title	Details	CRN	Units	Grade Mode
Web Registered06/08/2022	Color & Design: 2-D	ART A110, 0	11481	3	Standard Letter

Records: 1



The bottom pane will also provide you with a calendar view.

Schedule Schedule Details

Class Schedule for Summer 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		✓ Color & Design: 2-D	✓ Color & Design: 2-D	✓ Color & Design: 2-D	✓ Color & Design: 2-D		
9am		✓ Color & Design: 2-D	✓ Color & Design: 2-D	✓ Color & Design: 2-D	✓ Color & Design: 2-D		
10am							
11am							

Panels ▾

Submit