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). 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**.

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.

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

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

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