Online Registration Instructions

Prior to registering online, new students must apply for admission by clicking Apply and Register on the home page then Apply for Admission. 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. First time College Now! students follow the same directions as new students.

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

Returning students who attended prior to summer 2010 need to submit a new application for admission.

Returning students who have attended since summer 2010 and do not remember their user name and password, should click Find Username/Reset Password on the myHancock 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 and numbers. 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.

   If your enrollment fee is being paid by a BOG waiver, verify your waiver has been awarded before registering to avoid being dropped for nonpayment. To verify your waiver, click your **Financial Aid** tab.

5. Click **Register / Add / Drop / Search Classes**.
6. 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 registration survey. Complete the survey and click Submit. The survey begins after clicking continue as indicated below:

Welcome Back to AHC!

**Fall 2016**

Please complete the following questions before registering for your classes.

You will be given an opportunity to review and update important contact information in addition to your major and educational goals.

The survey information is required by the state and is kept anonymous.

Thank you.

CONTINUE

7. 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**.

8. After registering, adding or dropping all classes, verify the status of each class and then click **Finalize Registration**. (submit AND finalize are mandatory steps)
9. After finalizing your schedule, you will have the ability to opt in or out of optional fees.

10. After pressing continue, you will see your account detail for the term and have the option to pay your fees. It is important that all fees are paid by the established deadlines to pay or you may be administratively dropped for failure to pay.

http://www.hancockcollege.edu/cashier_services/index.php#payment

11. 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. The BOG fee waiver does not pay your health or Student Center fees.
12. If you select *Wait List* for any class, it is important to check your **my.hancockcollege.edu** email account frequently *(at least* once per day) for notification of space availability. You will have 24 hours from the time the email is sent to register for the class, or you will be dropped from the wait list. Your **my.hancockcollege.edu** email is available by clicking the email icon in the top right corner of the myHancock home page. 

(You may sign up to receive text message alerts regarding your wait list status. 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.)

If you do not receive email notification of space availability prior to the first day of class, you must attend the first class session and obtain an add code from the instructor to enroll in the class. If the course is an online class, you must contact the instructor by email and request an add authorization code – please do so as soon as the semester begins.

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

13. **Attendance**

You must attend the first class meeting and/or orientation 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. Without prior notification, you may be dropped from the class and wait list students could be admitted in your place. For instructor email addresses and telephone extensions, click on the blue CRN on your schedule or in the online class search feature.