



Online Registration Instructions

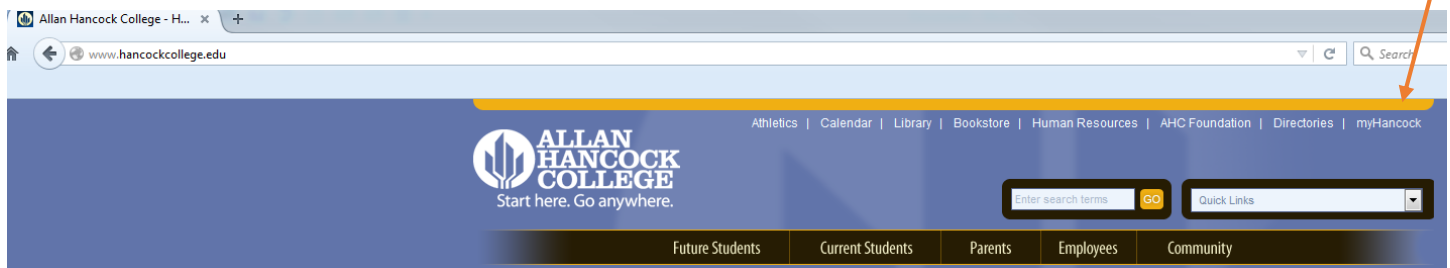
Prior to registering online, **new students** must apply for admission by clicking **Apply and Register** on the home page then **Apply for Admission**. Upon completion of the application, students will be assigned a user name and password to log on to myHancock. Please allow up to 30 minutes after completing 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**.

myHancock

Welcome to myHancock!

User Name

Password (case sensitive)

[Forgot Password?](#)

[Find Username / Reset Password](#)

[Still having problems logging in?](#)

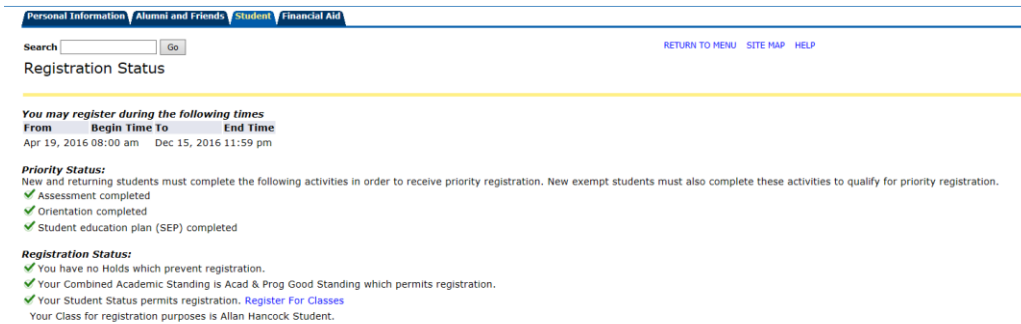
[Quick Start Guide](#)

Publish your photographs here!
Go to the myHancock Photo Submission channel on your home tab.

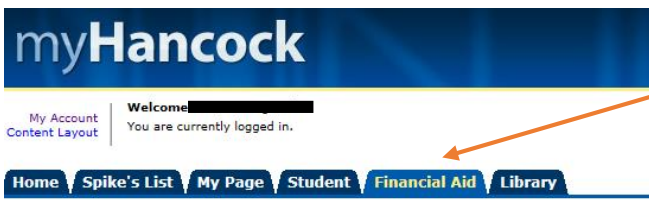
3. Click the **Student** tab.



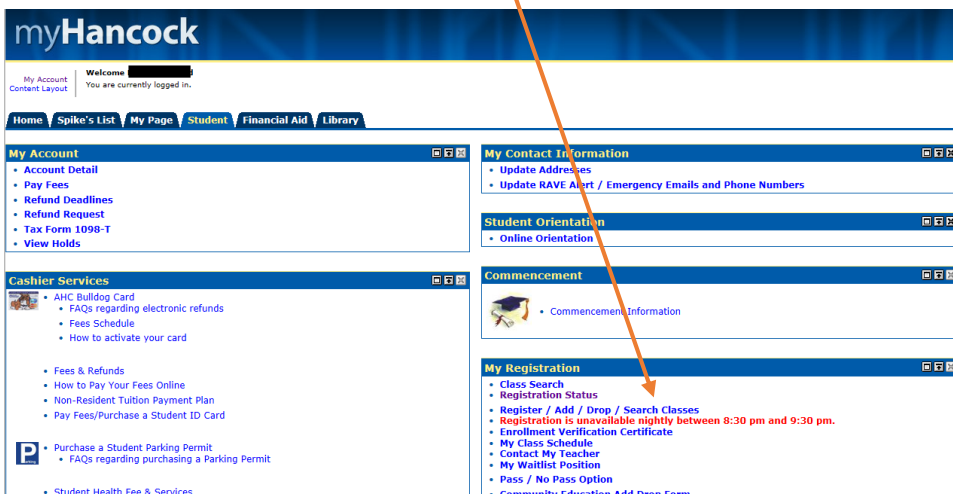
4. Prior to registering for class(es), click **Registration Status** in the *My Registration* channel to verify that your status permits registration and there are no holds on your account to prevent registration.



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**.



- 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

- 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**.

Personal Information Alumni and Friends Student Financial Aid

Search Go RETURN TO MENU SITE MAP HELP

Add or Drop Classes

Click here for How to Add or Drop Classes
 Click here for How to Add a Wait List
 Click here for How to Obtain an Add Authorization Code
 Click here for Community Education Information
 Click here for How to Obtain a Parking Permit
 Click here for Course Repeatability Information
 All students should view/print their class schedule after registration and pay fees to avoid being dropped for non-payment.
 Trying to add the wait list for a class you already dropped? - contact Admissions and Records for help, ext. 3248 during normal business hours.

Add Classes Worksheet

CRNs (Not used for add codes)

20392

Submit Changes Class Search Finalize Registration

[View Holds | Change Course Options]

RF1 FAFSA: R.7.1AHC

Personal Information Alumni and Friends Student Financial Aid

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Apr 25, 2016	(None)	20392	FRCH	101	A	Credit	5.000	Standard	Letter	Elementary French

Total Credit Hours: 5.000
 Billing Hours: 5.000
 Minimum Hours: 0.000
 Maximum Hours: 20.500
 Date: Apr 25, 2016 01:45 pm

Add Classes Worksheet

CRNs (Not used for add codes)

Submit Changes Class Search Finalize Registration

[View Holds | Change Course Options]

- 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

Personal Information Alumni and Friends Student Financial Aid

Search RETURN TO MENU SITE MAP HELP

Optional Fees

Fall 2016

Description	Cost	Select	Status
Photo ID Card/Reassessment	\$2.00	<input type="checkbox"/>	Available for selection.
Student Representative Fee	\$1.00	<input checked="" type="checkbox"/>	Available for selection.

The Student Representation Fee has already been posted to your account.

A free non-photo ID is available at the Lompoc Valley Center, the Santa Maria Campus Admissions and Records, and Community Education Offices.

The Student Representation Fee of \$1 provides support for Student Representatives to lobby for legislation such as bills that will keep enrollment fees at the lowest possible level. This fee may be waived for political, moral, financial, or other reasons and is not covered by the BOG. You will be automatically assessed the student representation fee unless you uncheck the selection box.

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

Personal Information Alumni and Friends Student Financial Aid

Search

Account Detail for Term

Please review your fees below. The Current Amount Due as ofentry line, is your complete account balance which may include prior, carry

201720 Fall 2016 Term Detail

Description	Charge	Payment	Balance	Pay Now
Enrollment Fee	\$230.00			
Health Fee	\$19.00			
Student Center Fee	\$5.00			
Student Representative Fee	\$1.00			
Net Term Balance			\$255.00	
Current Balance for Term 201720:			\$0.00	
Future Balance for Term 201720:			\$255.00	
Net Balance for Other Terms:			\$0.00	
Account Balance:			\$255.00	
Current Amount Due as of Apr 25, 2016:			\$0.00	

No Anticipated Financial Aid exists on your record for the selected term.

Authorized Financial Aid as of Apr 25, 2016
 Account Balance net of Authorized Financial Aid: \$255.00
 Current Due net of Authorized Financial Aid: \$0.00

No pending transactions exist on your record for the selected term.

Memos as of Apr 25, 2016
 Account Balance net of Authorized Financial Aid and Memos: \$255.00
 Current Due net of Authorized Financial Aid and Memos: \$0.00

No Installment Plans exist on your record for the selected term.

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.

myHancock

Welcome [Name] You are currently logged in.

Home Spike's List My Page Student Financial Aid Library

My Account

- Account Detail
- Pay Fees
- Refund Deadlines
- Refund Request
- Tax Form 1098-T
- View Holds

My Contact Information

- Update Addresses
- Update RAVE Alert / Emergency Emails and Phone Numbers

Student Orientation

- Online Orientation

Cashier Services

- AHC Bulldog Card
 - FAQs regarding electronic refunds
 - Fees Schedule
 - How to activate your card
- Fees & Refunds
- How to Pay Your Fees Online
- Non-Resident Tuition Payment Plan
- Pay Fees/Purchase a Student ID Card
- Purchase a Student Parking Permit
 - FAQs regarding purchasing a Parking Permit
- Student Health Fee & Services

Commencement

- Commencement Information

My Registration

- Class Search
- Registration Status
- Register / Add / Drop / Search Classes
- Registration is unavailable nightly between 8:30 pm and 9:30 pm.
- Enrollment Verification Certificate
- My Class Schedule
- Contact My Teacher
- My Waitlist Position
- Pass / No Pass Option
- Community Education Add Drop Form

Allan Hancock College
Student Schedule/Payment History
Fall 2016

Schedule for [REDACTED] Your Registration Begins: 19 APR 2016 at 8:00am

CRN	Subj	Crs#	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
20392	FRCH	101	Elementary French	S.O	22-AUG-2016	15-DEC-2016	2:15-4:40pm	T R	C	10

Additional Information [Click the blue CRN for more details.](#)

CRN	Subj	Crs#	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W
20392	FRCH	101	Lewis, Corin M.	c.ewis@hancockcollege.edu	03-SEP-2016	03-SEP-2016	25-NOV-2016

Account Information

[Click to check bookstore costs](#)

Attendance

You must attend the first class meeting of each class. If you cannot be there, notify your instructor in writing, via email or by phone no later than 24 hours prior to the first class meeting or you may be dropped from the class and wait list students could be admitted in your place!

Pay your fees!

When registering for classes, fees must be paid by the established deadlines.

A balance on your student account could result in a block on future registration or a failing grade in your class.

If you have a balance due of \$50 or less, you will NOT be automatically dropped from classes. It is your responsibility to drop yourself from any classes you no longer want to attend. Failure to drop may result in a failing grade in the class.

Visit www.hancockcollege.edu/fees and click Payment Deadlines for details.

Account Summary for Lauren M. Quaid - H01139121				Account Balance: \$265.00	
Detail Code	Description	Charge	Payment	Balance	
RENRR	Enrollment Fee	\$230.00		\$230.00	
RHTH	Health Fee	\$19.00		\$19.00	
RSCF	Student Center Fee	\$5.00		\$5.00	
RSRF	Student Representative Fee	\$1.00		\$1.00	
	Term Charges:	\$255.00			
	Term Credits & Payments:		\$0.00		
	Term Balance:			\$265.00	
				Previous Balance:	\$0.00
				Account Balance:	\$265.00

[Choose Another Term](#)

[Refund Request](#)

[Pay Now](#)

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.