

# Online Registration Instructions



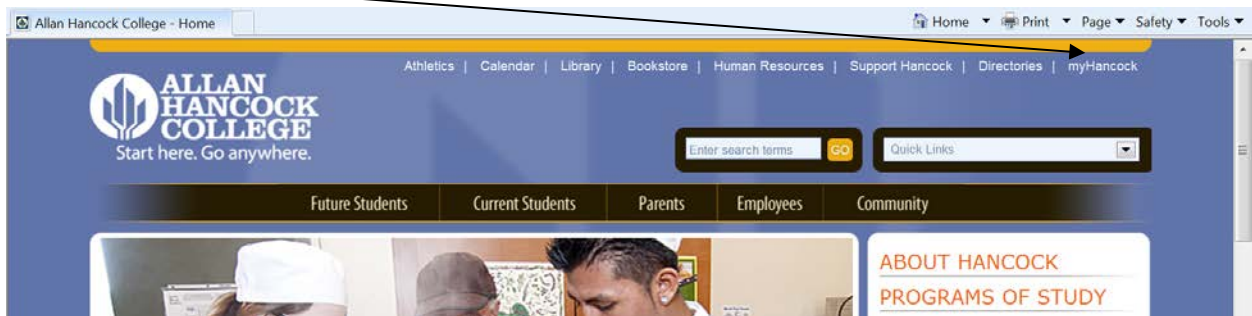
Prior to registering online, new students must apply for admission by clicking **Apply and Register** on the home page then **Apply for Admission**. Upon completion of the application, students will be assigned a user name and password to log on to myHancock. Please allow up to 30 minutes after completing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

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

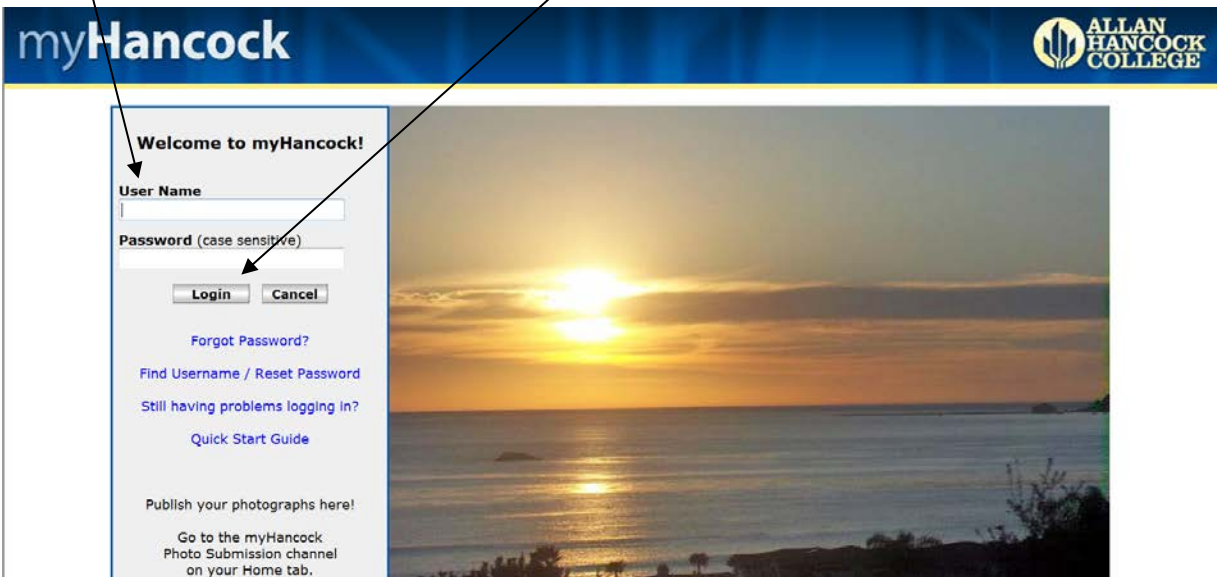
Returning students who do not already have their user name and password should complete the first page of the admission application to receive this information. NOTE: When asked to indicate your "Enrollment Status/Student Type," please select **Returning Student**.

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

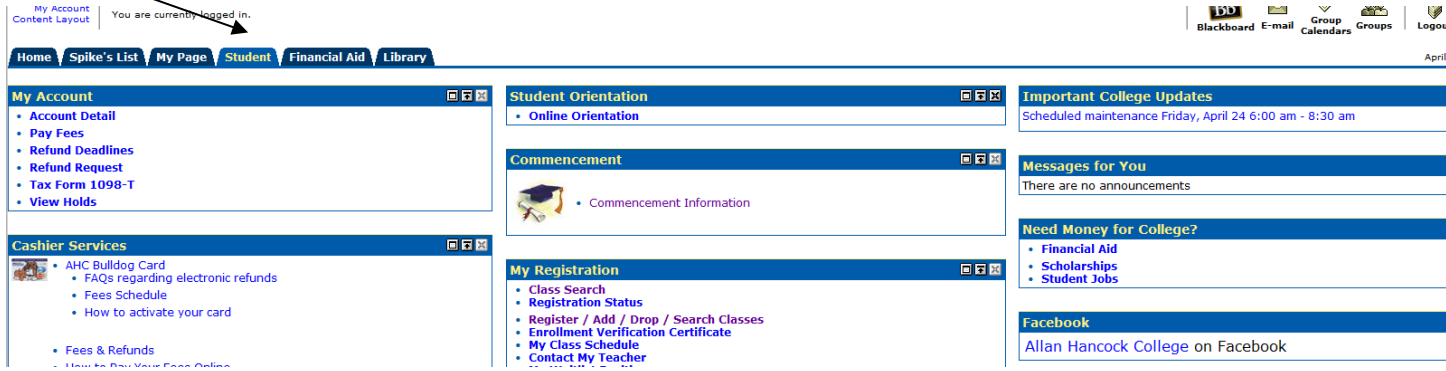
1. Open **myHancock** by clicking the link in the top right corner of the Allan Hancock College home page.



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**.



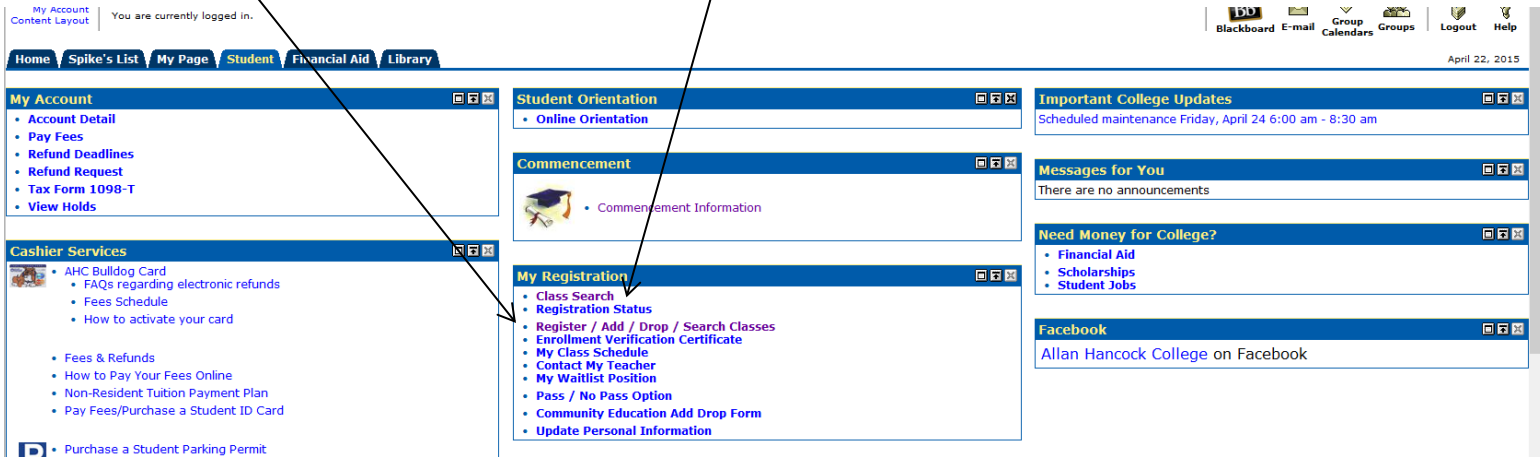
3. Click the **Student** tab.



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**.

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. 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.

Personal Information Student Financial Aid

Search  Go

RETURN TO MENU SITE MAP HELP

Registration Term

Select a Term:

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**.

myHancock

Back to Student Tab

Blackboard Web Mail Group Calendars Groups Admin Logou

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 How to Obtain a Parking Permit

Current Schedule

| Status             | Action | CRN   | Subj | Crse | Sec | Level  | Cred  | Grade    | Mode   | Title                |
|--------------------|--------|-------|------|------|-----|--------|-------|----------|--------|----------------------|
| Registered via Web | None   | 20414 | ACCT | 100  | A   | Credit | 3.000 | Standard | Letter | Survey of Accounting |

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 20,500  
Date:

Add Classes Worksheet

CRNs

Submit Changes Class Search Finalize Registration

[ View Holds | 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. The BOG fee waiver does not pay your health, materials, or Student Center fees.

If you select Wait List for any class, it is important to check your my.hancockcollege.edu email account frequently 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.

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.

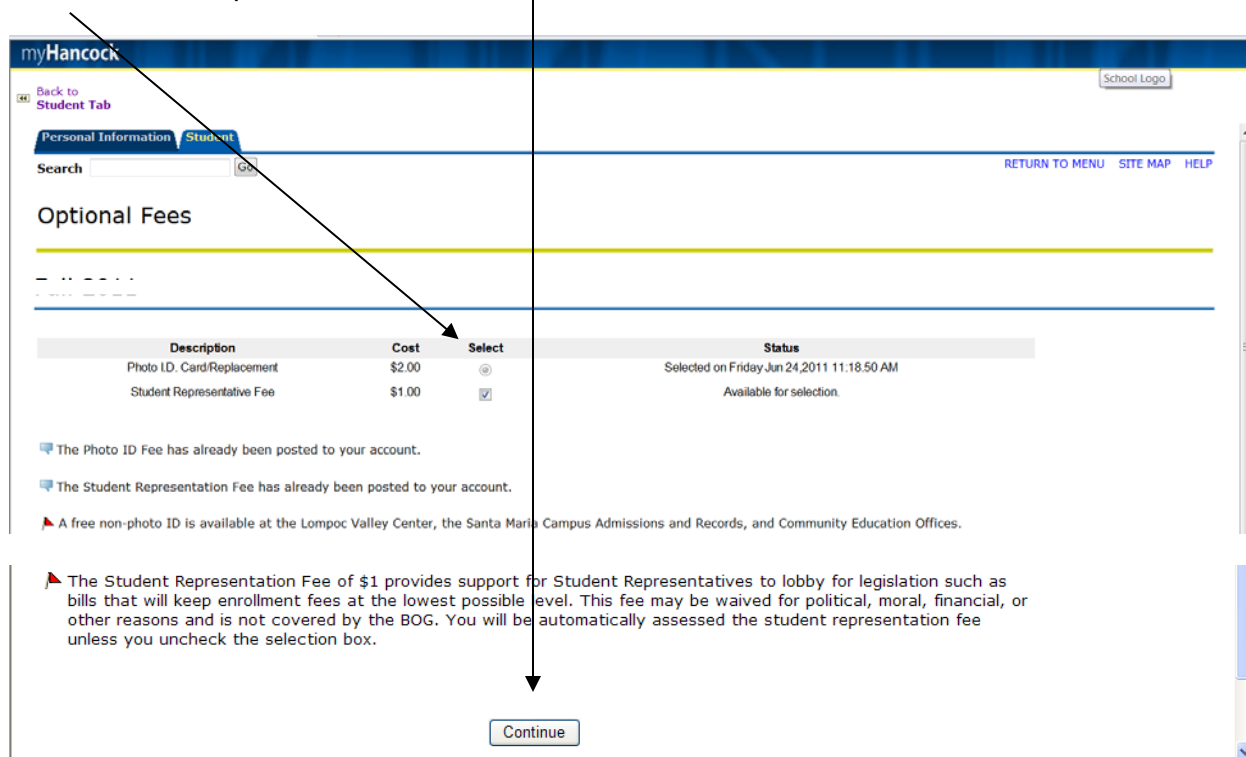
You may sign up to receive text message alerts regarding your wait list status. See the **Receive Text Messages** channel on the **Student** tab. You can also forward your myHancock email to your personal email account. Click **Forward myHancock email** in the **HOW-TOs and FAQs** channel on the **Student**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

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 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, select **Directories** on the home page.

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



Students who register for classes must pay all registration fees by the established deadlines or they will be dropped from their classes.

If you are a BOG recipient, remember that not all fees are waived by BOG. Be sure to pay your balance by the deadlines.

If you have been “Awarded” a Federal Pell Grant and you meet the Financial Aid “Satisfactory Academic Progress Standards”, your fees may be deferred until the Pell Grant has been disbursed to your student account. To view your status, select the **Financial Aid** tab, select **Financial Aid Award, Award Overview**.

There are two options for payment:

1. Online with a credit card/debit card at the time of registration or by the established deadline (visit [www.hancockcollege.edu/cashier\\_services](http://www.hancockcollege.edu/cashier_services) and click “Payment Deadlines”)
2. In person by the established deadline (visit [www.hancockcollege.edu/cashier\\_services](http://www.hancockcollege.edu/cashier_services) and click “Payment Deadlines”). 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.

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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** ]

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

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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

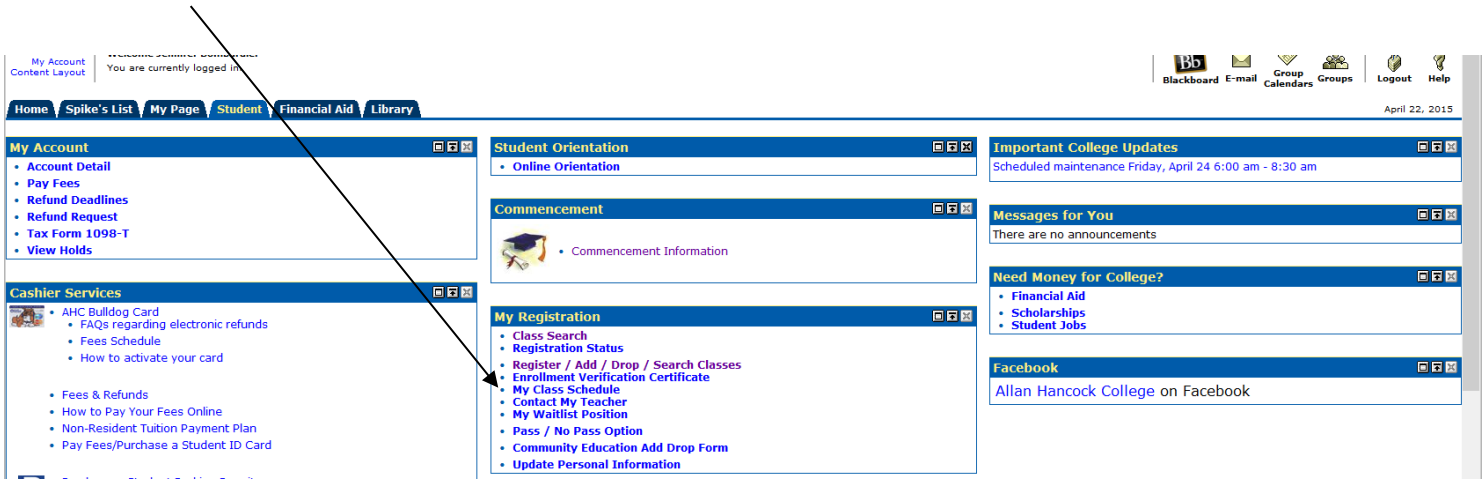
Payment Amount (Full Balance): **\$4.00**

Submit

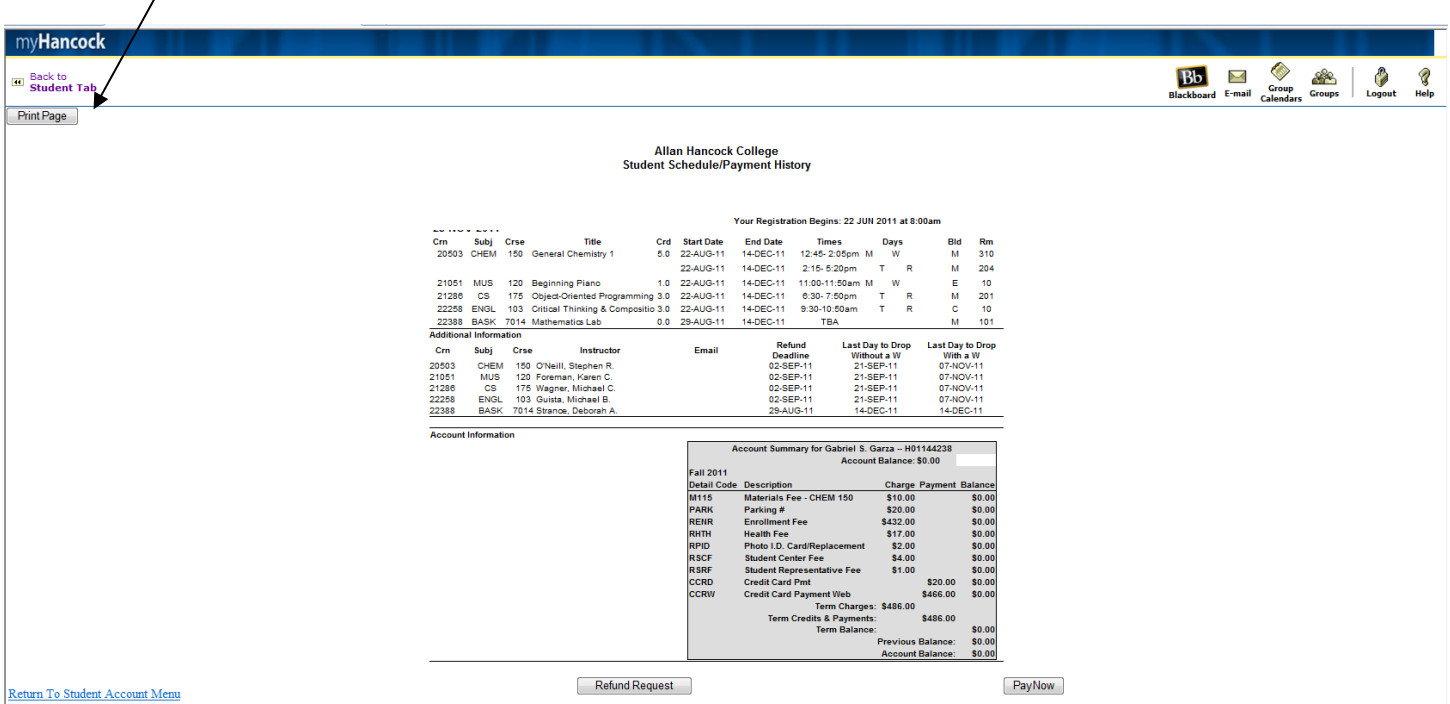
9. To view your class schedule, click **Back to Student Tab** button in the upper left corner.



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 Admissions and Records at (805) 922-6966 ext. 3248.