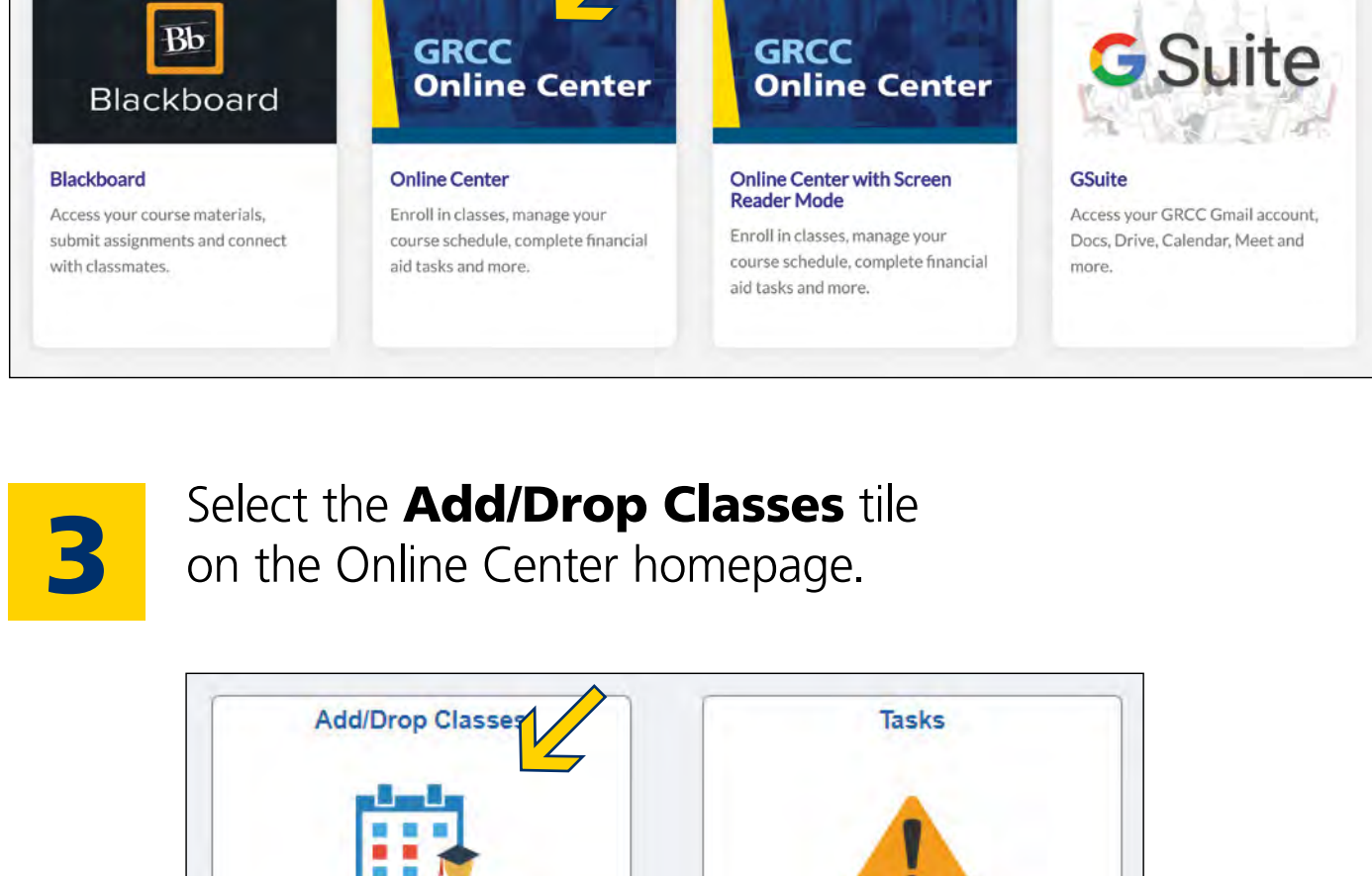
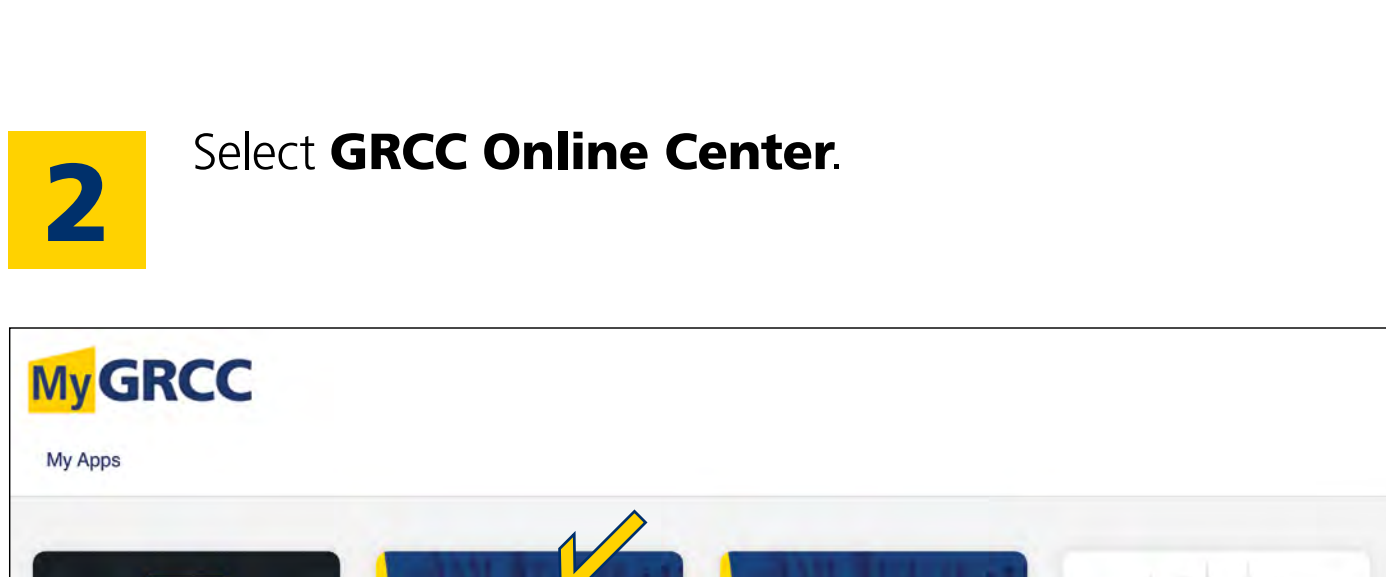
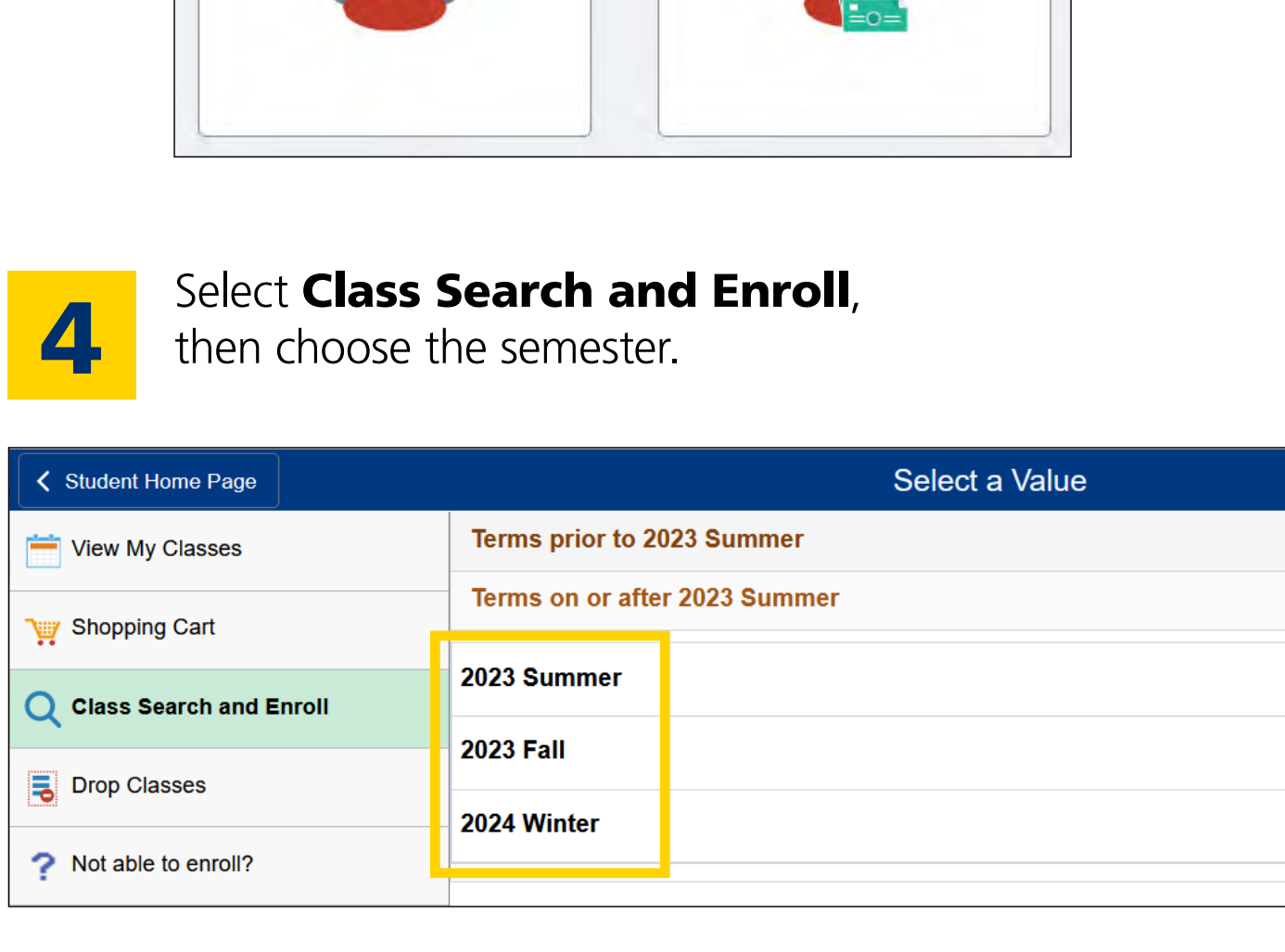


How to Register for Classes

1 To access your online accounts, click **MyGRCC** in the upper right corner at grcc.edu or go to signin.grcc.edu. Trouble signing in? Call: (616) 234-4357.



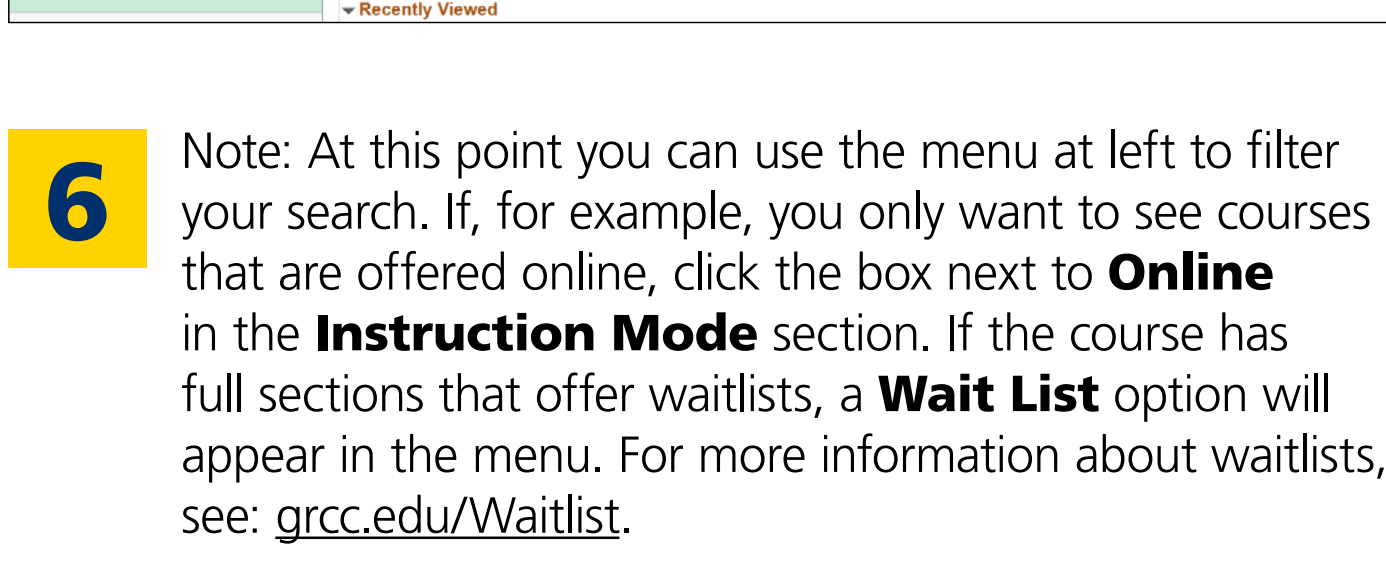
2 Select **GRCC Online Center**.



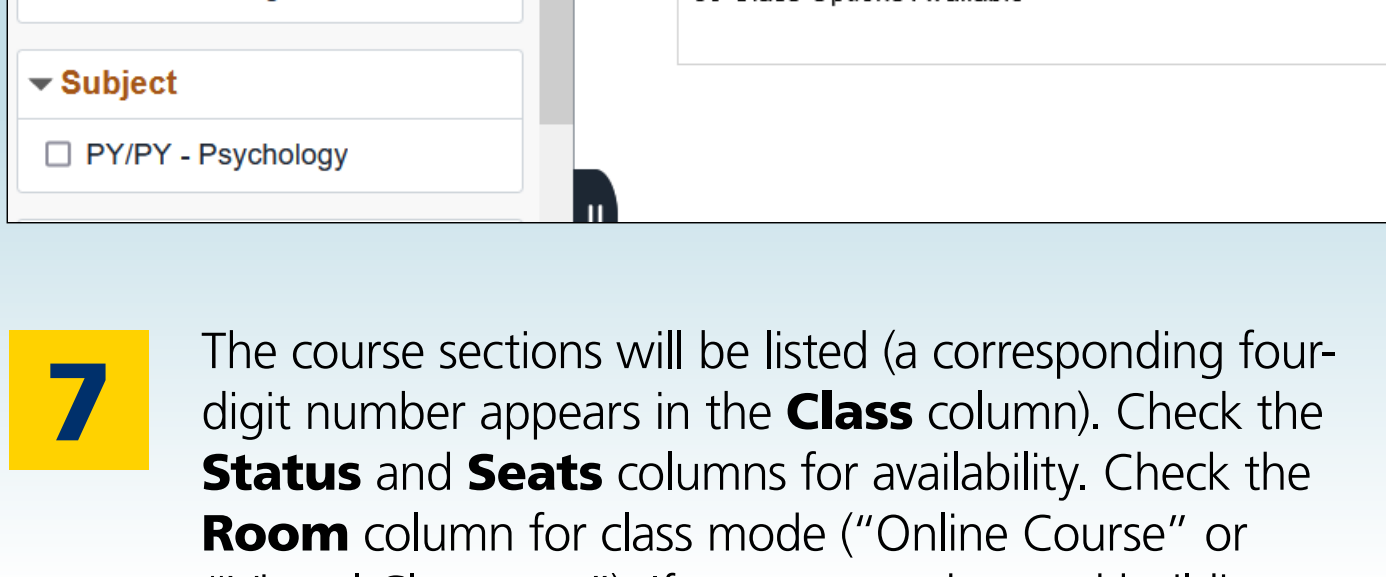
3 Select the **Add/Drop Classes** tile on the Online Center homepage.



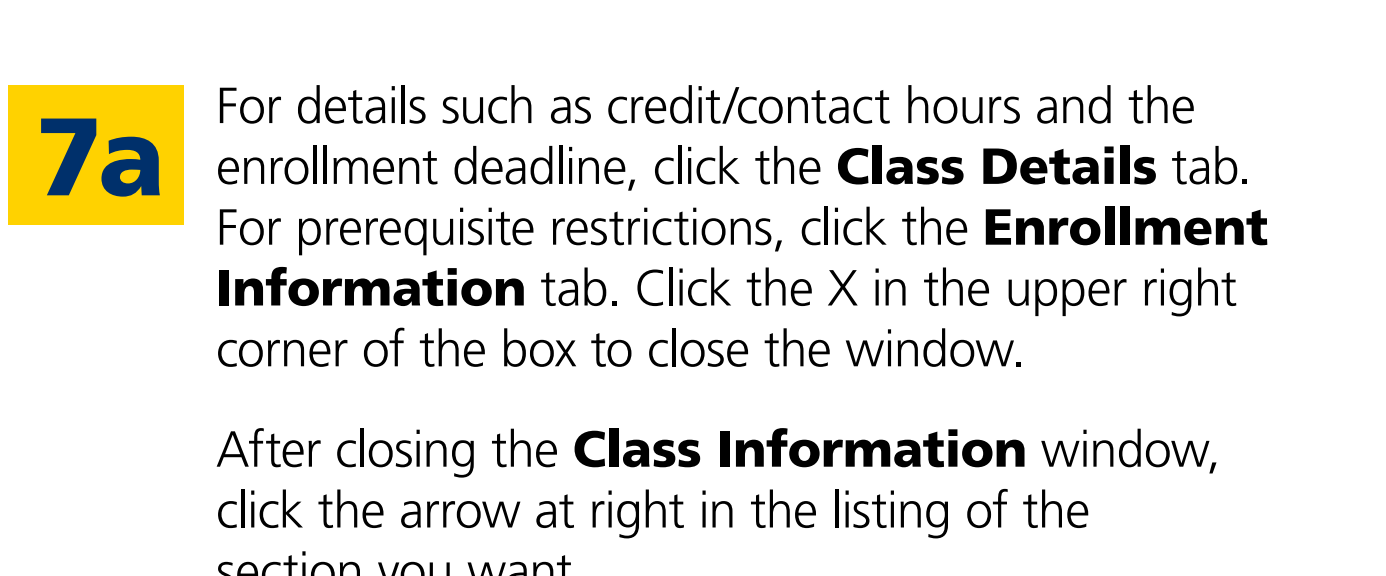
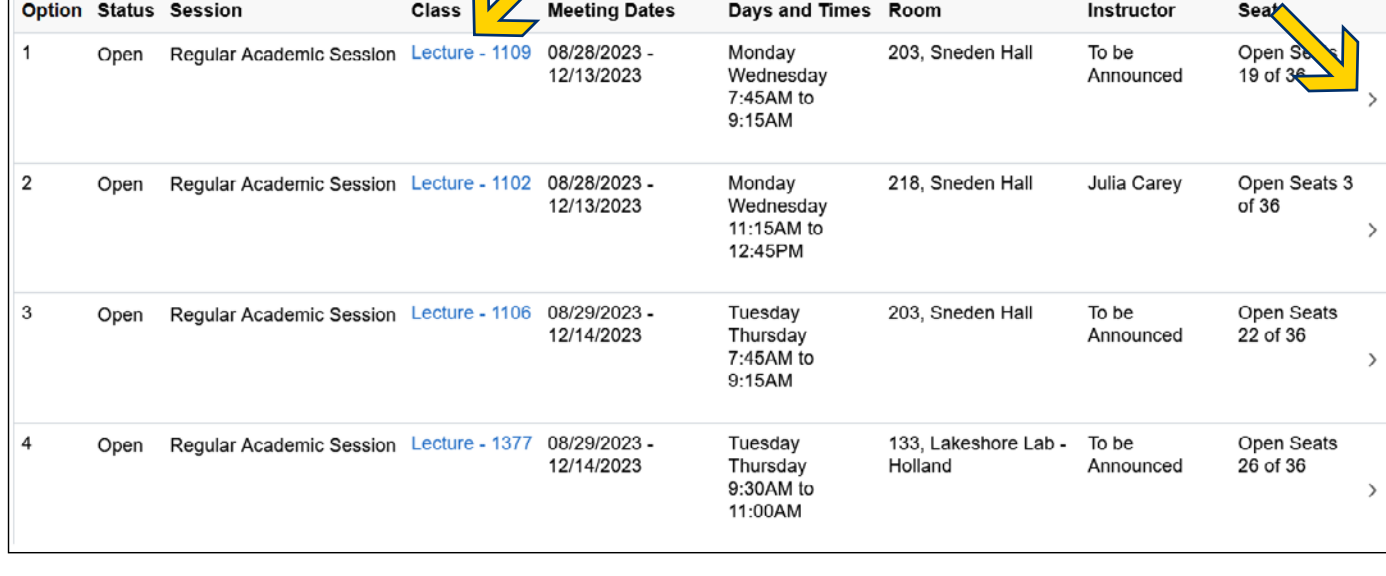
4 Select **Class Search and Enroll**, then choose the semester.



5 To search for specific classes, type the subject prefix and course number in the field under **Search for Classes** (leave a space between the prefix and the number) and click the arrow at right or hit the "enter" key on your keyboard. You can also search by subject, i.e., type "psychology" and click the arrow to see all psychology courses being offered during the selected semester.



6 Note: At this point you can use the menu at left to filter your search. If, for example, you only want to see courses that are offered online, click the box next to **Online** in the **Instruction Mode** section. If the course has full sections that offer waitlists, a **Wait List** option will appear in the menu. For more information about waitlists, see: grcc.edu/Waitlist.

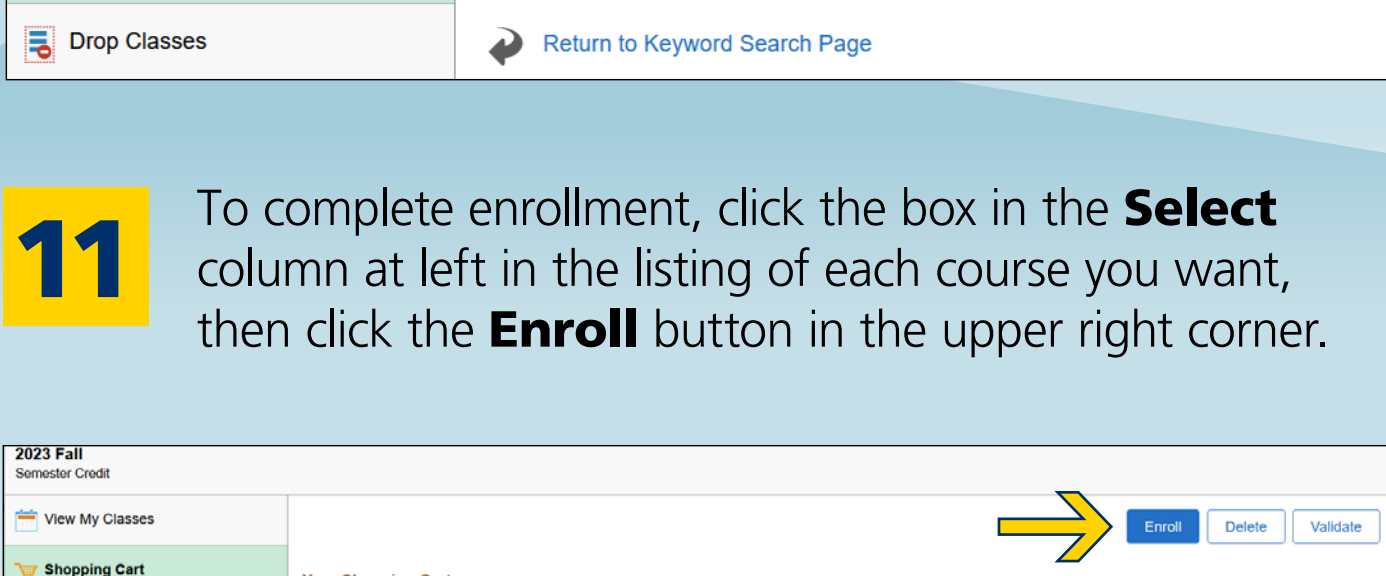


7 The course sections will be listed (a corresponding four-digit number appears in the **Class** column). Check the **Status** and **Seats** columns for availability. Check the **Room** column for class mode ("Online Course" or "Virtual Classroom"). If a room number and building are listed, the section meets in person. "Hybrid" means there will be both in person and online instruction. Check the **Meeting Dates** and **Days and Times** columns to see when in person and virtual sections are held (Online Course sections say "To be Announced" but do not have meeting times). For detailed information, click the blue hyperlink ("Lecture" or "Laboratory") - see step 7a.

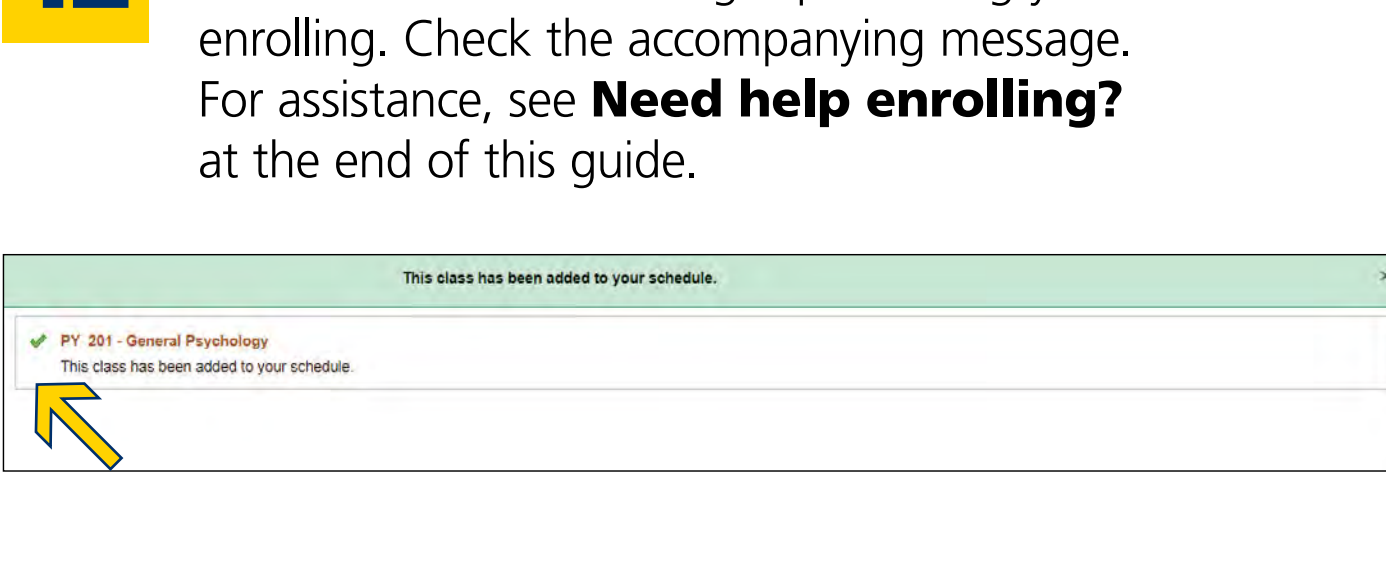
Option	Status	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 1109 08/28/2023 - 12/13/2023	Monday Wednesday 7:45AM to 9:15AM	203, Sneden Hall	To be Announced	Open Seats 19 of 36
2	Open	Regular Academic Session	Lecture - 1102 08/28/2023 - 12/13/2023	Monday Wednesday 11:15AM to 12:45PM	218, Sneden Hall	Julia Carey	Open Seats 3 of 36
3	Open	Regular Academic Session	Lecture - 1106 08/29/2023 - 12/14/2023	Tuesday Thursday 7:45AM to 9:15AM	203, Sneden Hall	To be Announced	Open Seats 22 of 36
4	Open	Regular Academic Session	Lecture - 1377 08/29/2023 - 12/14/2023	Tuesday Thursday 9:30AM to 11:00AM	133, Lakeshore Lab - Holland	To be Announced	Open Seats 26 of 36

7a For details such as credit/contact hours and the enrollment deadline, click the **Class Details** tab. For prerequisite restrictions, click the **Enrollment Information** tab. Click the X in the upper right corner of the box to close the window.

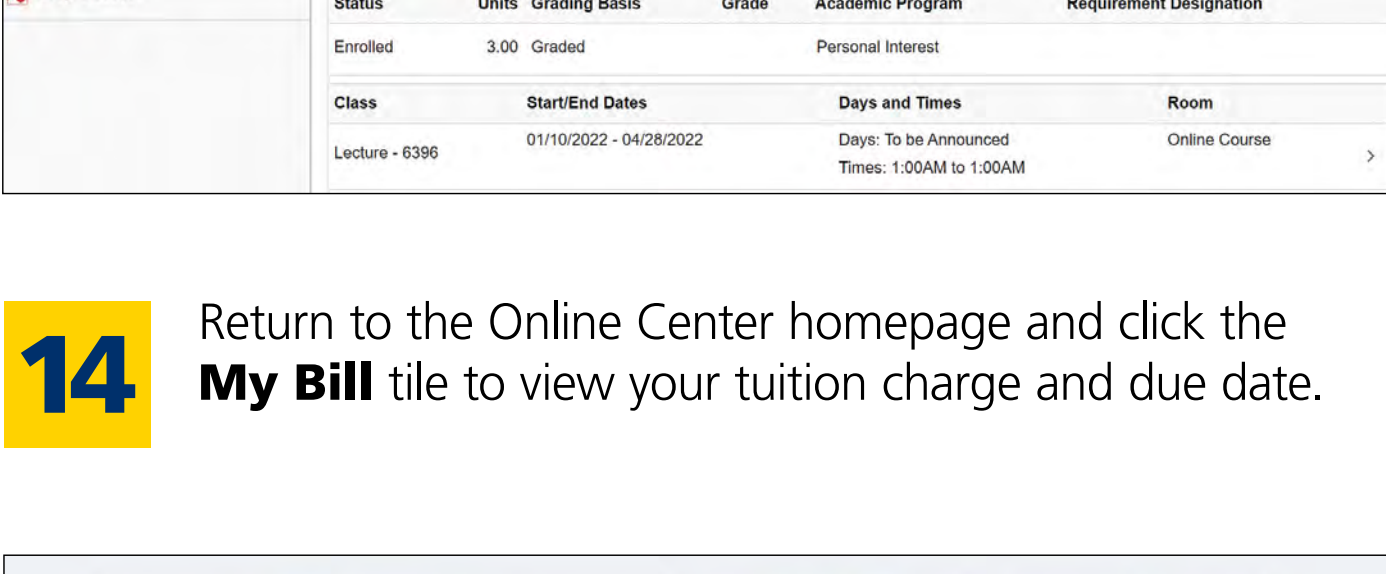
After closing the **Class Information** window, click the arrow at right in the listing of the section you want.



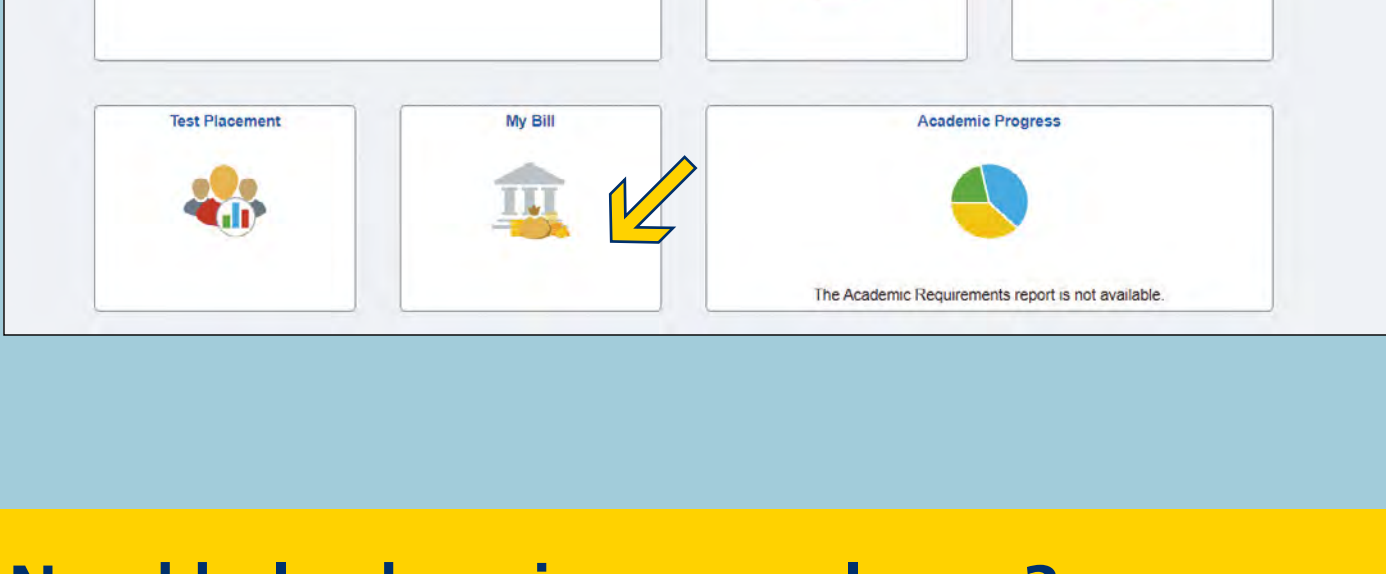
8 Click the **Accept** button. (If you want to be placed on a waitlist for a full class, be sure to first change "No" to "Yes.")



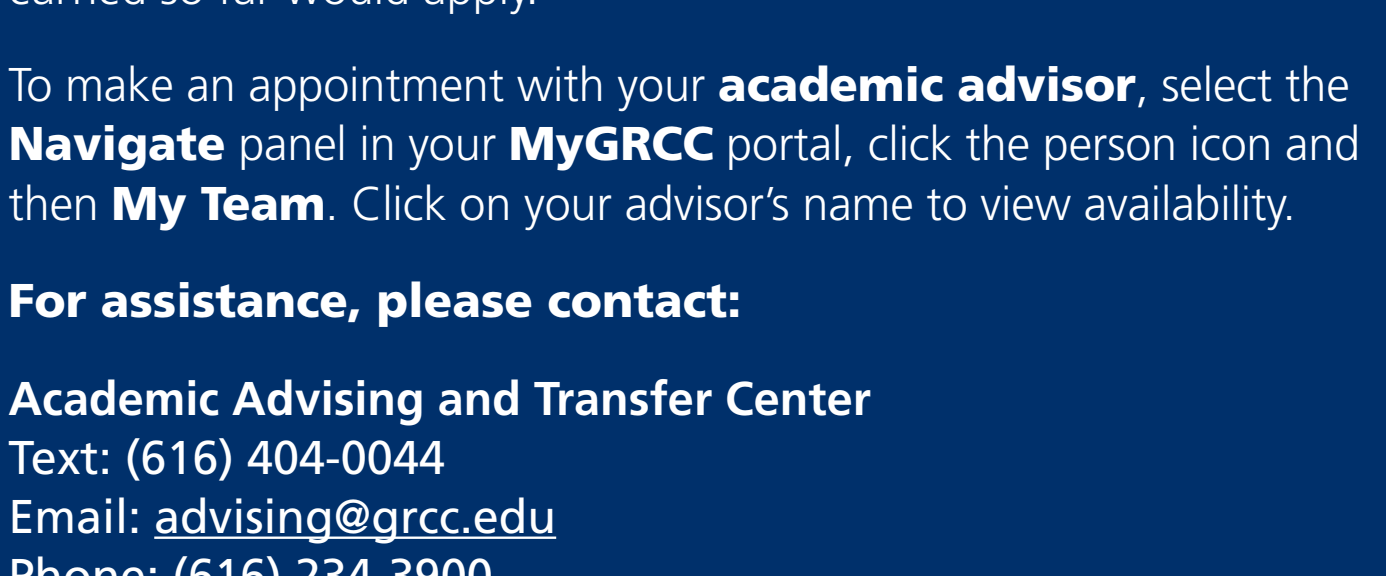
9 Click the **Submit** button. Note: You are not yet enrolled in the class.



10 Click **Shopping Cart** in the menu at left.



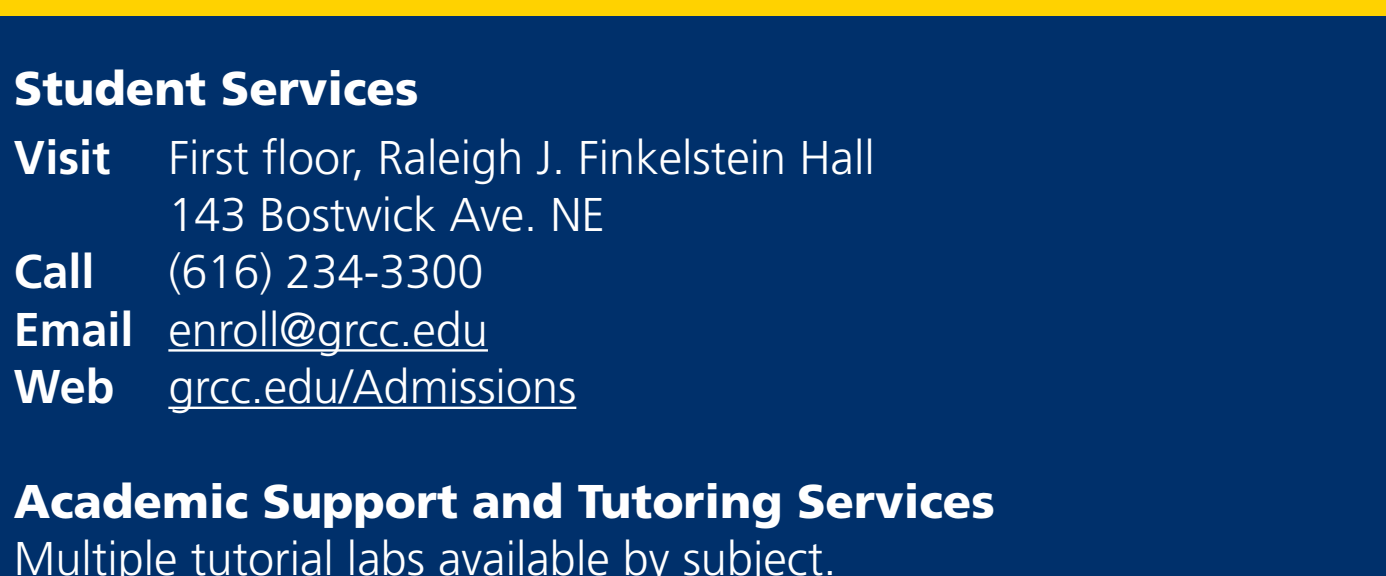
11 To complete enrollment, click the box in the **Select** column at left in the listing of each course you, then click the **Enroll** button in the upper right corner.



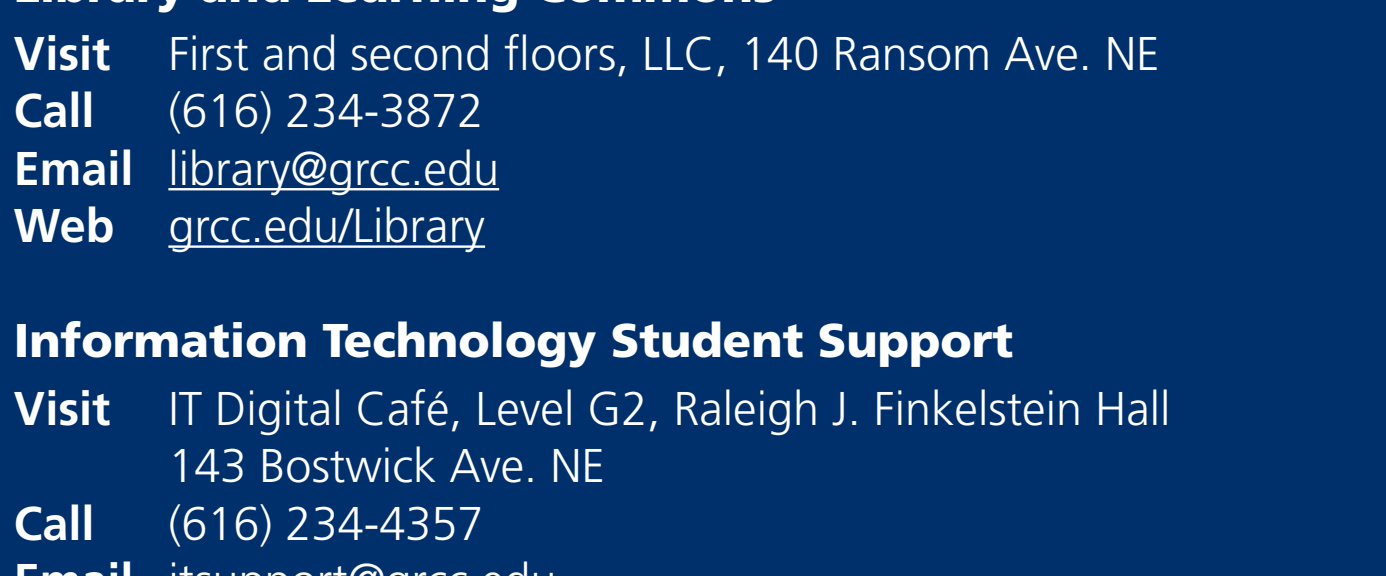
12 A green check mark will confirm your enrollment. A red X means something is preventing you from enrolling. Check the accompanying message? For assistance, see **Need help enrolling?** at the end of this guide.



13 Click **View My Classes** in the menu at left to see your full schedule.



14 Return to the Online Center homepage and click the **My Bill** tile to view your tuition charge and due date.



Need help choosing your classes?

Click the **Academic Progress** tile on the homepage to view the classes you have taken and to see which classes you still need to complete your program. You can use the "What If" function to explore other academic programs and see how the credits you have earned so far would apply.

To make an appointment with your **academic advisor**, select the **Navigate** panel in your **MyGRCC** portal, click the person icon and then **My Team**. Click on your advisor's name to view availability.

For assistance, please contact:

Academic Advising and Transfer Center

Text: (616) 404-0044

Email: advising@grcc.edu

Phone: (616) 234-3900

grcc.edu/Advising

Academic Support and Tutoring Services

Multiple tutorial labs available by subject.

Visit 232 Learning Center, 140 Ransom Ave. NE

Call (616) 234-4145

Email tutoring@grcc.edu

Web grcc.edu/Tutoring (including latest lab schedule information)

Library and Learning Commons

Visit First and second floors, LLC, 140 Ransom Ave. NE

Call (616) 234-3872

Email library@grcc.edu

Web grcc.edu/Library

Information Technology Student Support

Visit IT Digital Café, Level G2, Raleigh J. Finkelstein Hall

143 Bostwick Ave. NE

Call (616) 234-4357

Email itsupport@grcc.edu

Web grcc.edu/IT