

# Kankakee Community College

## Steps to Register Online

### 1. Login to **My KCC** - <https://my.kcc.edu>

- If you have trouble logging in, see [www.kcc.edu/about/its/](http://www.kcc.edu/about/its/).

### 2. Under **“College Applications,”** choose **“Self-Service”**


**College Applications**

- Outlook Email  
Messages, Calendar, Contacts
- Self-Service**  
Student Finance, Financial Aid, Tax Information, Employee, Student Planning, Grades, Enrollment Verifications
- Colleague UI 5  
Shared database that supports multiple functions/user groups
- Canvas  
Online learning
- Office365  
Word, Excel, One Drive

### 3. Click **“Student Planning”**

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

### 4. Click **“Go to Plan & Schedule”**

 **Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

**Go to Plan & Schedule**

### 5. Search for the first class you want, using the search bar

Plan your Degree and Schedule your courses

### 6. After you find the course you want, click **“Add Course to Plan”**

- Then select the **“Term”** in the **“Course Details”** pop-up.


#### Course Details

This course consists of a survey of the major topics in psychology; analysis of psychological research; intelligence, memory, and thinking; the biological basis of behavior; emotions, perception and sensation, motivation; wellness and stress; personality; heredity and learning; developmental psychology; social psychology, abnormal psychology (including therapy and treatment); and states of consciousness. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. AAS: Business elective. IAI: S6 900.

**Credits** 3

**Locations Offered** TBD

#### Requisites

 Appropriate assessment score or ENGL 0964 with a grade of C or better. - Must be completed prior to taking this course.

#### Term

- Then click **“Add Course to Plan”** (again).

- Repeat the course selection step for other courses.

### 7. When you have found all of the classes you want, click **“Back to Plan & Schedule”**

Search for Courses and Course Sections

8. It may default to the current term. To find the term you are registering for, click the appropriate arrow.



9. For each course, click **“View Other Sections”** under the course title and requisites.



10. The available sections will appear in the list and on the calendar view.

^ View other sections

⏪ < 1 of 2 > ⏩

**This section has a waitlist**

PSYC-1813-020 Introduction to Psychology  
 Waitlisted: 0  
 Instructor: Muhammad, D  
 Time: MWF 9:00 AM - 9:55 AM  
 Dates: 1/24/2022 - 5/12/2022  
 Location: River Rd Campus Main Campus Bldg-East Side L321 (Lecture/Discussion)

PSYC-1813-030 Introduction to Psychology  
 Seats Available: 16  
 Instructor: Muhammad, D  
 Time: MWF 1:00 PM - 2:40 PM  
 Dates: 1/10/2022 - 3/4/2022  
 Location: River Rd Campus Workforce Development Center D213 (Lecture/Discussion)

- Click on the section you want to enroll in. (this will highlight the sections on your calendar).

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		PSYC-1813-030	PSYC-1813-966	PSYC-1813-030	PSYC-1813-966	PSYC-1813-030	
2pm							

11. Look at the section options.

- Some sections might have notes, including that there is a waitlist (that section is full, but you can choose to be added to a waitlist).

**This section has a waitlist**

PSYC-1813-020 Introduction to Psychology  
 Waitlisted: 0  
 Instructor: Muhammad, D  
 Time: MWF 9:00 AM - 9:55 AM  
 Dates: 1/24/2022 - 5/12/2022  
 Location: River Rd Campus Main Campus Bldg-East Side L321 (Lecture/Discussion)

12. To choose the one you want, click **“Add Section”** in the pop-up window.



- Repeat selecting sections for remaining courses.

13. Once you have selected sections for all classes, click **“Register Now”**



- Courses should turn green and read **“Registered, but not started”**



If you get any error messages, please reach out to advising ([advising@kcc.edu](mailto:advising@kcc.edu) or 815-802-8500) for further assistance.