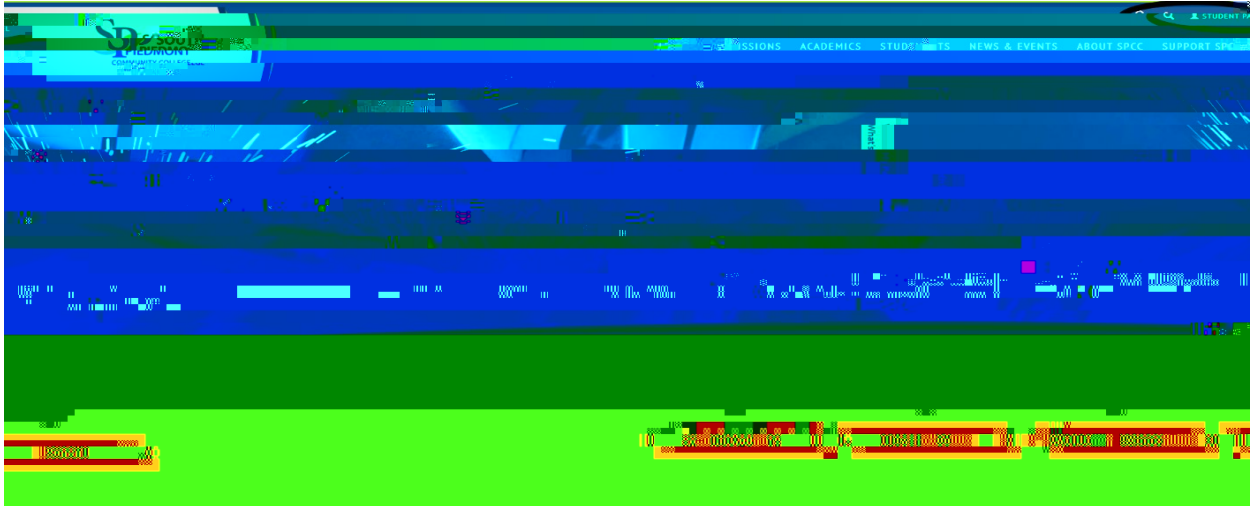
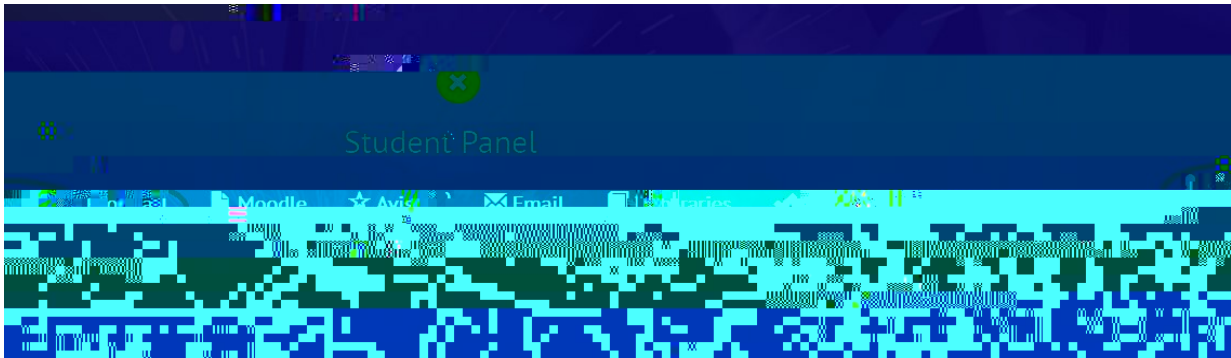


How to Register for a Class Guide

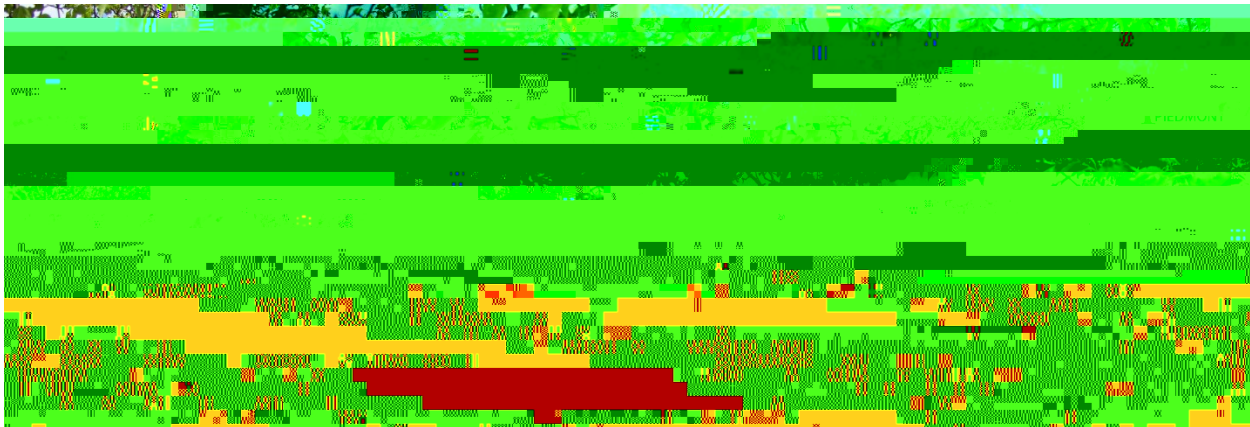
Step 1: Log into Go Portal through <https://go.spcc.edu/> or through the SPCC homepage (www.spcc.edu). From the SPCC homepage, locate "Student Panel" tab in the top right-hand corner of the SPCC homepage.



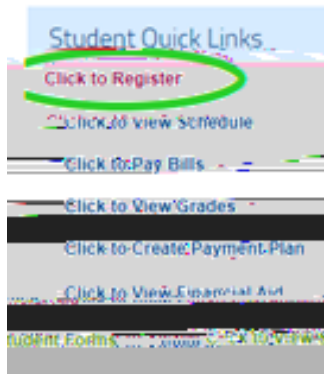
Step 2: Select Go Portal.



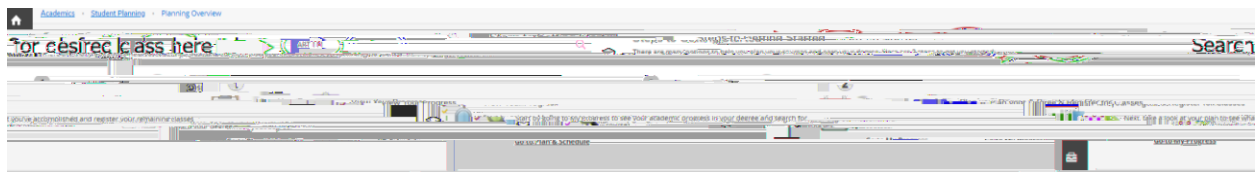
Step 3: Log in with SPCC student username and password.



Step 4: Select the Click to Register link located on the right-hand side of the screen under Student Quick Links.



Step 5: In the top right-hand corner there is a search bar where you will search for your desired classes. If you are unsure of the classes you need, please refer to your academic plan in Aviso.

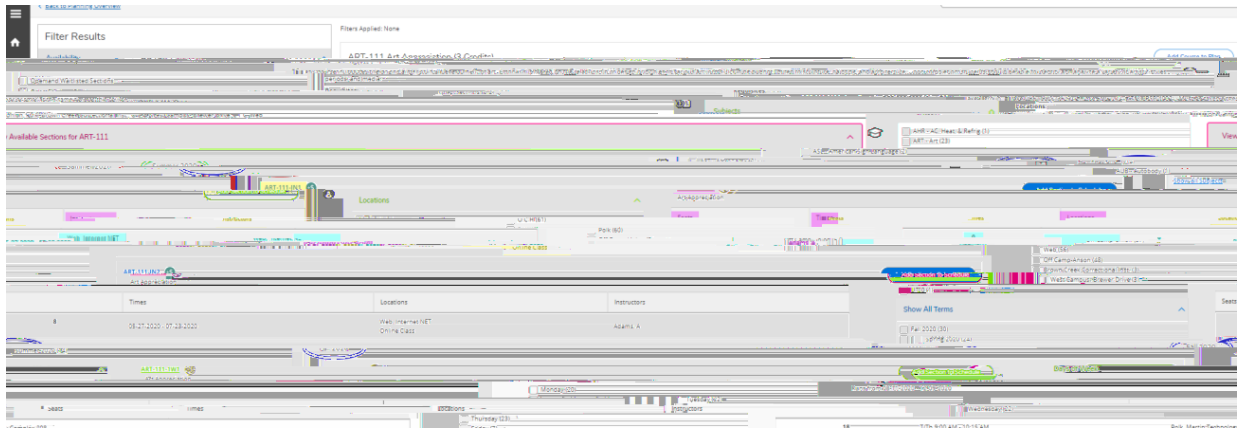


Step 6: Once you search for your desired class, you will need to view the available sections.



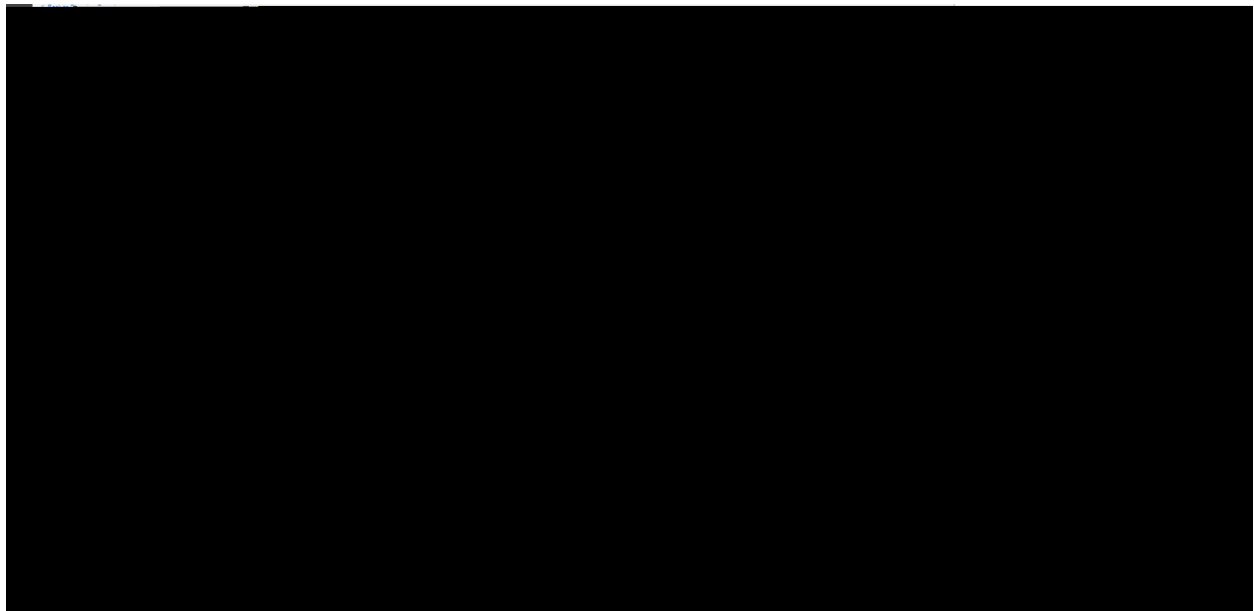
Step 7: Here is where you will get important information such as:

- Term
- Seats available
- Days/Times class will be held
- Location
- Instructor information



Step 8: Once you have selected the section you would like to register for you will need to add the section to your schedule. You can add the section by selecting the Add Section to Schedule button on the right-hand side next to the desired course.

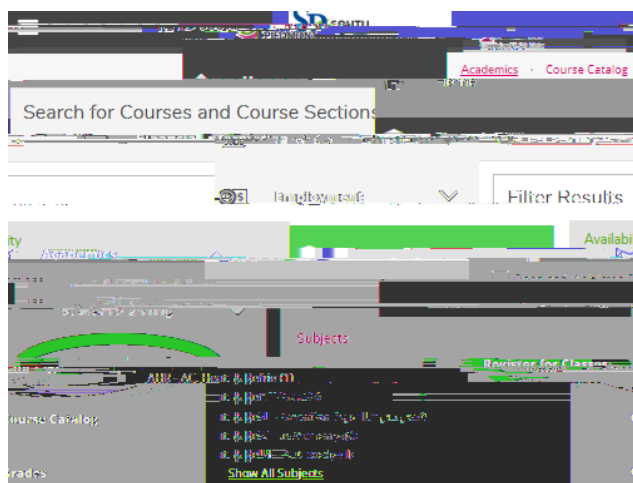
This is similar to adding something to your "cart" when shopping online. It does not mean you have registered for the course, just that you have selected the section you'd possibly be interested in.



Step 10: Once your course(s) is planned, you will now need to register. In order to get back to your schedule ("cart") you can select the graduation cap on the left-hand side of the screen labeled "Academics".

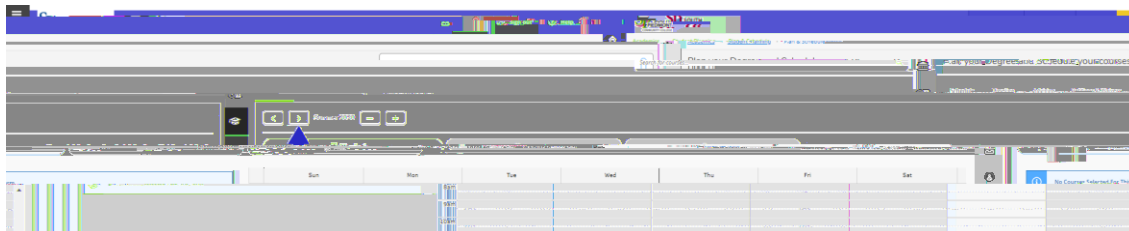


Step 11: From here, you will select Register for Classes.



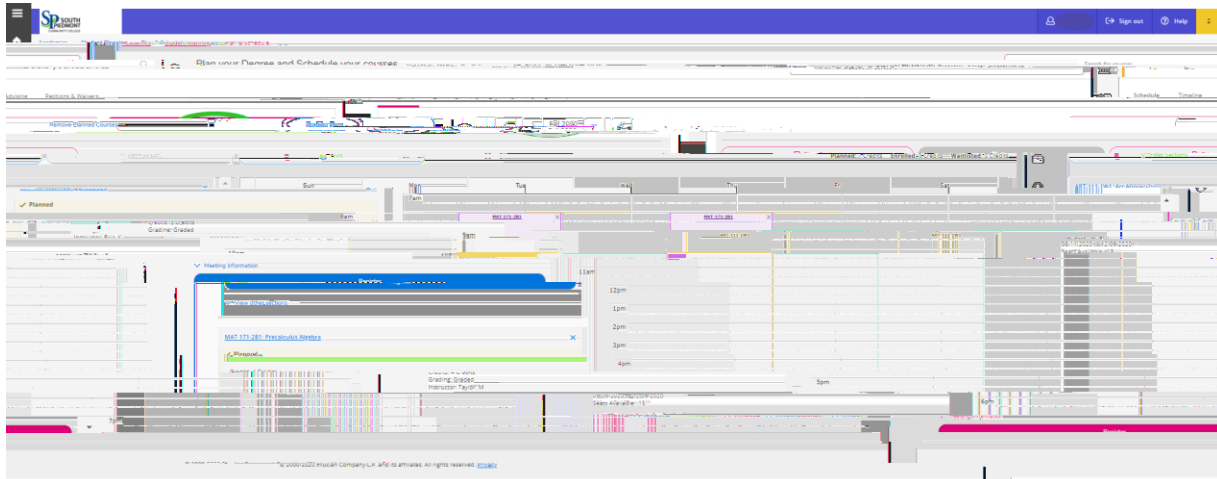
Step 12: Something to keep in mind is that your schedule will show all active terms. Therefore, if you are trying to register for the fall semester while the summer semester is still active it will automatically show the first active semester.

You can use the left/right arrows indicated below to shift to your desired semester.

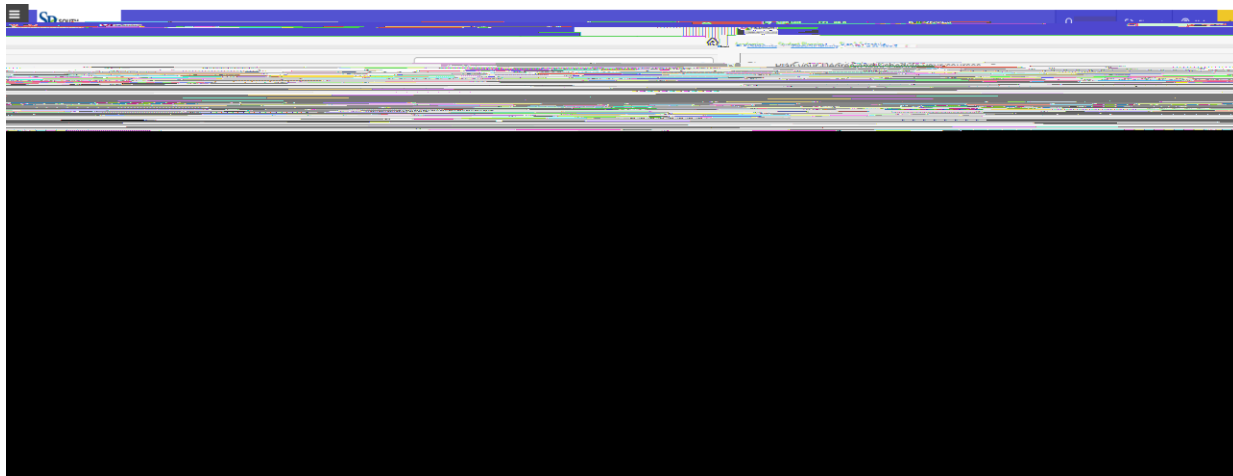


Once the correct term is showing you will see your planned courses. There are two ways to register:

1. You can register for all classes in your cart by selecting the blue "Register Now" button in the top right-hand corner.

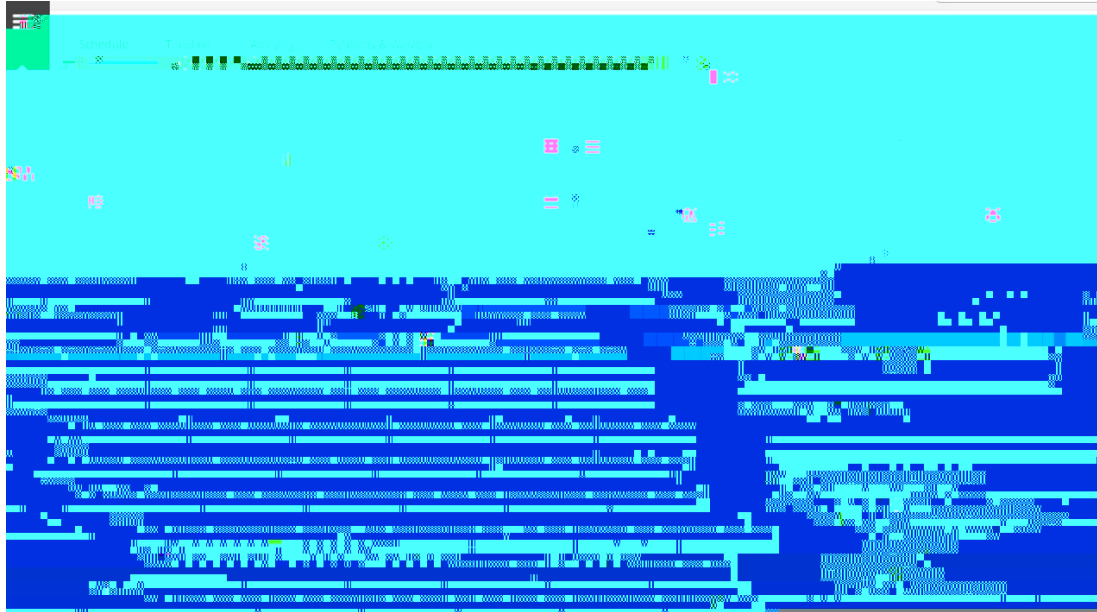


2. You can register for an individual class in your cart by selecting the blue "Register Now" button located below the desired course.



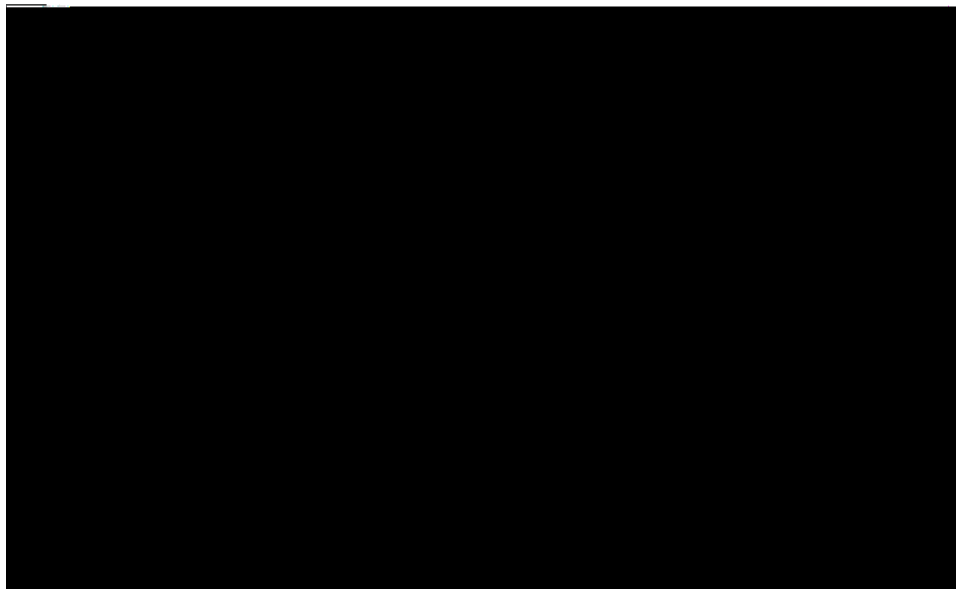
Step 13:

If you choose to register for all classes planned in your schedule you will know you have registered when you see "Registered, but not started" under each class.

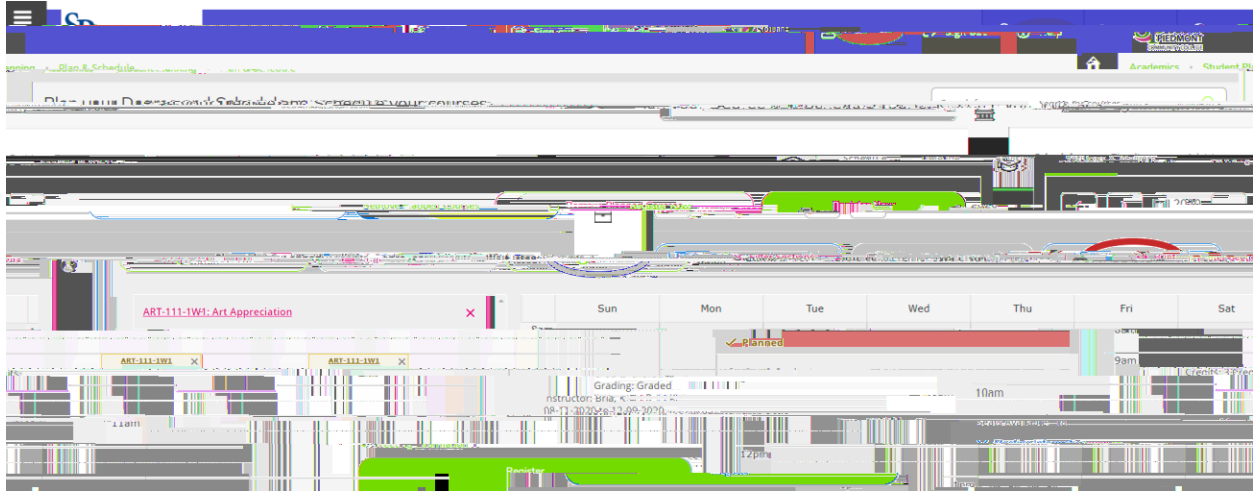


If you choose to register for an individual class planned in your schedule you will know you have registered when you see "Registered, but not started" under the desired class and "Planned" under the other.

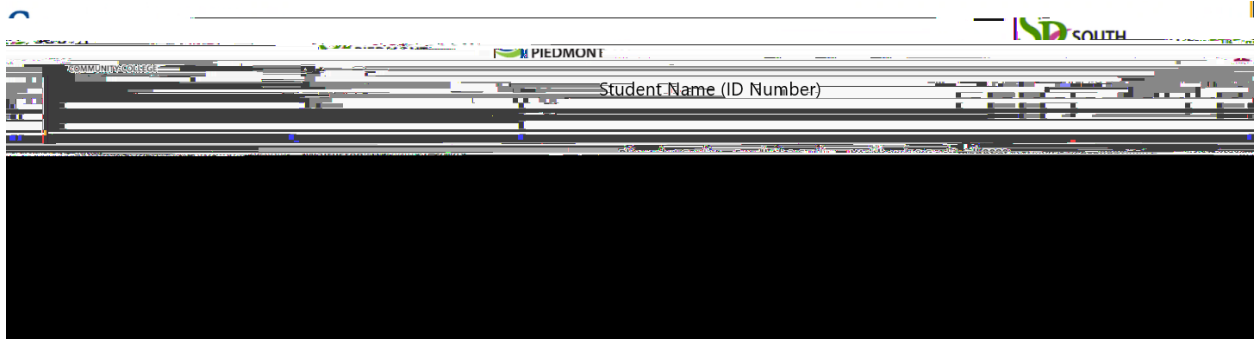
You can remove courses from your schedule ("cart") by selecting the X in the right-hand corner of the course. Green classes indicate what you are registered for, yellow indicates what is planned.



Step 14: Once you have registered you can print your schedule by selecting the "Print" button.



Your schedule will indicate classes you have registered for, as well as, classes you have planned.



Step 15: You will be able to view your schedule under the Student Planning section on the Self Service homepage.

Green classes indicate what you are registered for, yellow indicates what is planned.

