

Online Registration Instructions



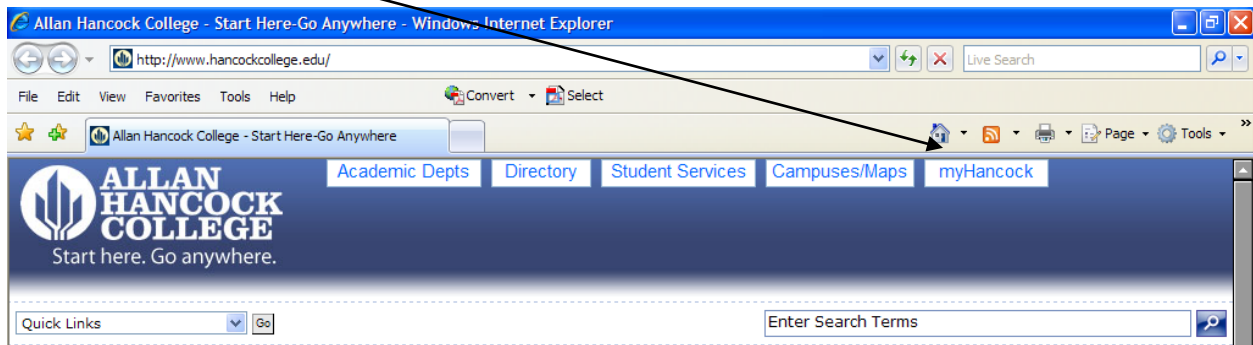
Prior to registering online, new students must apply for admission by clicking **Apply and Register** on the home page then **Summer 2012 Apply for Admission Credit or Community Education**. Upon completion of the application, students will be assigned a user name and password to log on to myHancock. 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 (spring 2012 or fall 2011), 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.

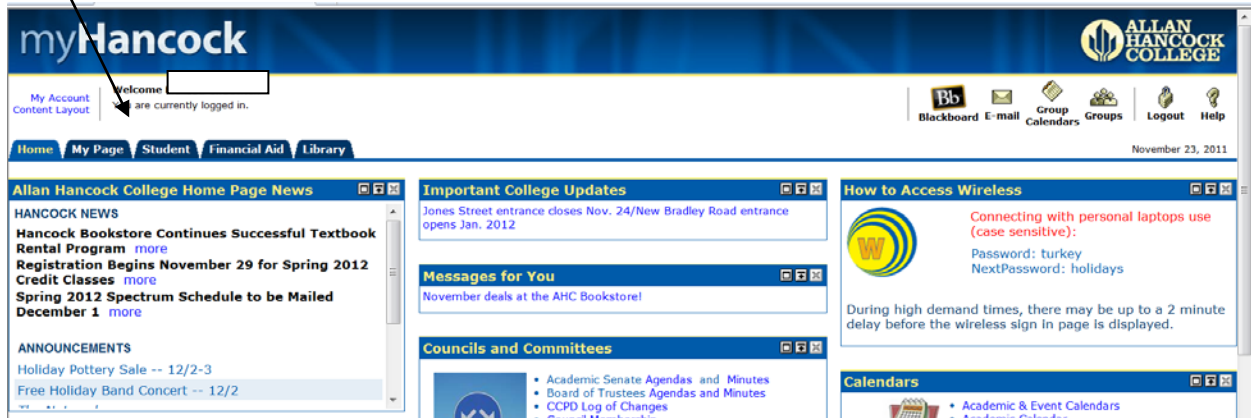
1. Open **myHancock** by clicking the link in the top right corner of the Allan Hancock College home page.



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**.



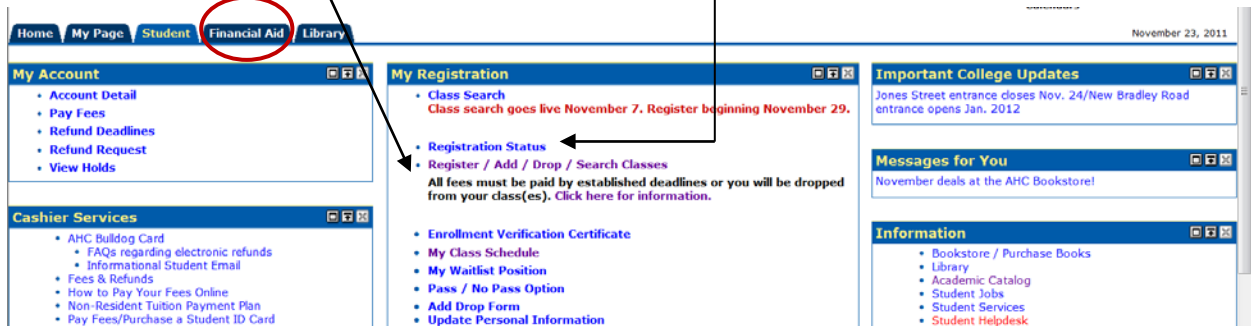
- Click the **Student** tab.



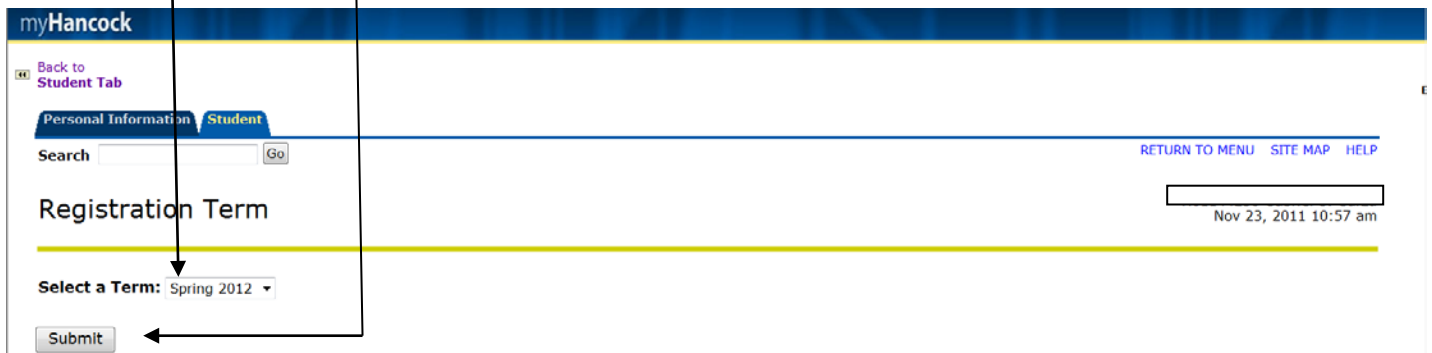
- Prior to registering for class(es), click **Registration Status** in the *My Registration* channel to verify that your status permits registration and there are no holds on your account to prevent registration.

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.



- 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.



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**.

The screenshot shows the myHancock Student Tab interface. At the top, there is a navigation bar with links for Backboard, Web Mail, Group Calendars, Groups, Admin, and Logou. Below this, there are several links for help: 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, and Click here for How to Obtain a Parking Permit. The Current Schedule section displays a table with columns for Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, and Title. The table shows one class: Registered via Web on Aug 16, 2011, with Action None, CRN 20414, Subj ACCT, Crse 00, Sec A, Level Credit, Cred 3.000, Grade Standard, Mode Letter, and Title Survey of Accounting. Below the table, there are statistics for Total Credit Hours (3.000), Billing Hours (3.000), Minimum Hours (0.000), Maximum Hours (20,500), and Date (Nov 22, 2011 03:12 pm). The Add Classes Worksheet section features a row of CRN input boxes and three buttons: Submit Changes, Class Search, and Finalize Registration. Arrows from the text above point to these elements.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Aug 16, 2011	None	20414	ACCT	00	A	Credit	3.000	Standard	Letter	Survey of Accounting

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.

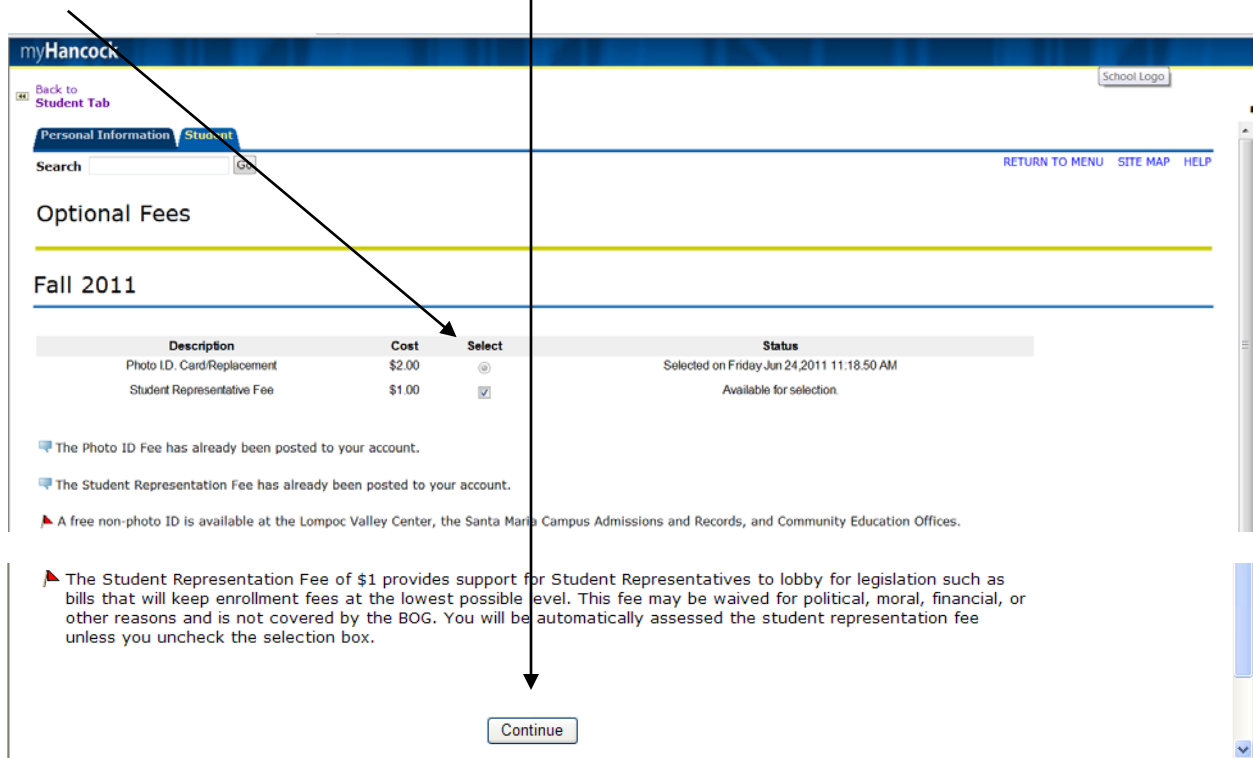
If you select Wait List for any class, it is important to check your my.hancockcollege.edu email account frequently for notification of space availability. You will have 24 hours from the time the email is sent to register for the class, or you will be dropped from the wait list. Your my.hancockcollege.edu 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 also sign up to receive text message alerts regarding your wait list status. See the **Receive Text Messages** channel on the **Student** tab.

Note: If you choose *Drop before class begins* your name will immediately be removed from the class roster.

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



8. There are two options for payment:

- Online with a credit card/debit card at the time of registration or by established deadline (see below)
- In person by established deadline (see below). 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

Summer 2012 Registration Dates	Payment Deadline
May 1-June 13, 2012	By 10:30 p.m. four (4) calendar days from date registration is submitted
As of June 14, 2012	By 10:30 p.m. the day after registration is submitted

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 Fall 2011

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
Total Charge:	\$466.00

[Credit Card Payment | Week at a Glance | Student Detail Schedule | **Account Summary by Term**]

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

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Back to Student Tab

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

Fall 2011

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
Term Charges:	\$486.00		
Term Credits and Payments:	\$486.00		
Term Balance:	\$0.00		

[Overall Financial Aid Status | Financial Aid Award Information Menu | **Make Payment** | View Installment Plan]

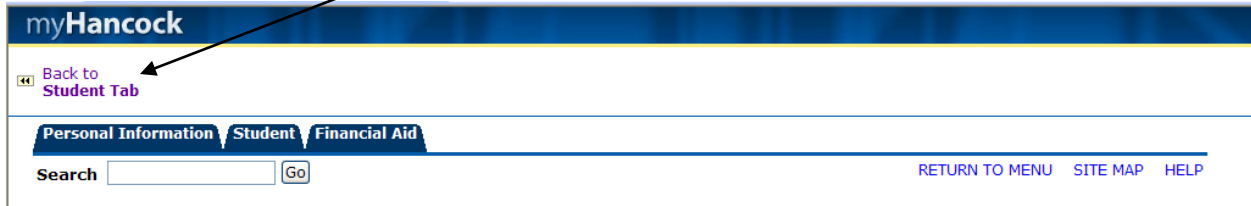
You will see your full account balance. Click **Submit**. The credit card payment screen will appear. Follow the instructions to enter in your payment.

Tuition and Fees Payment

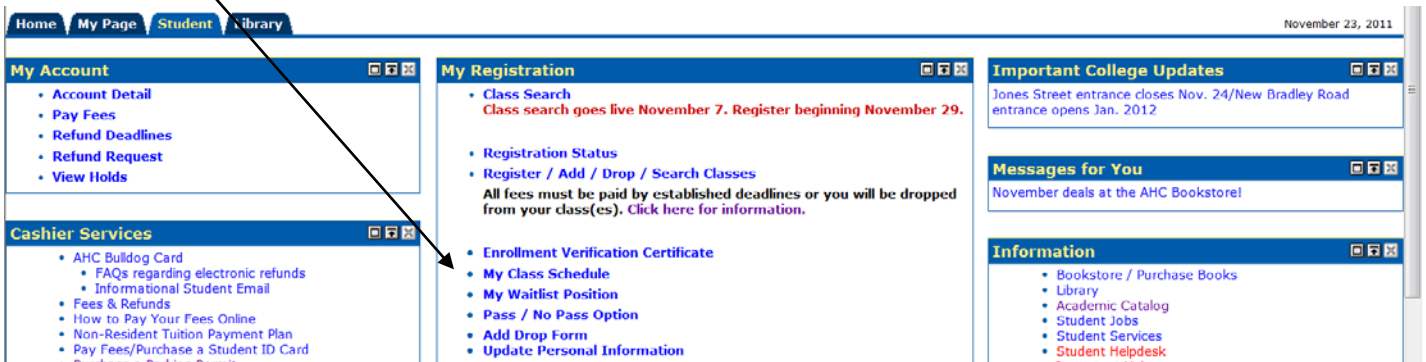
Payment Amount (Full Balance): \$4.00

Submit

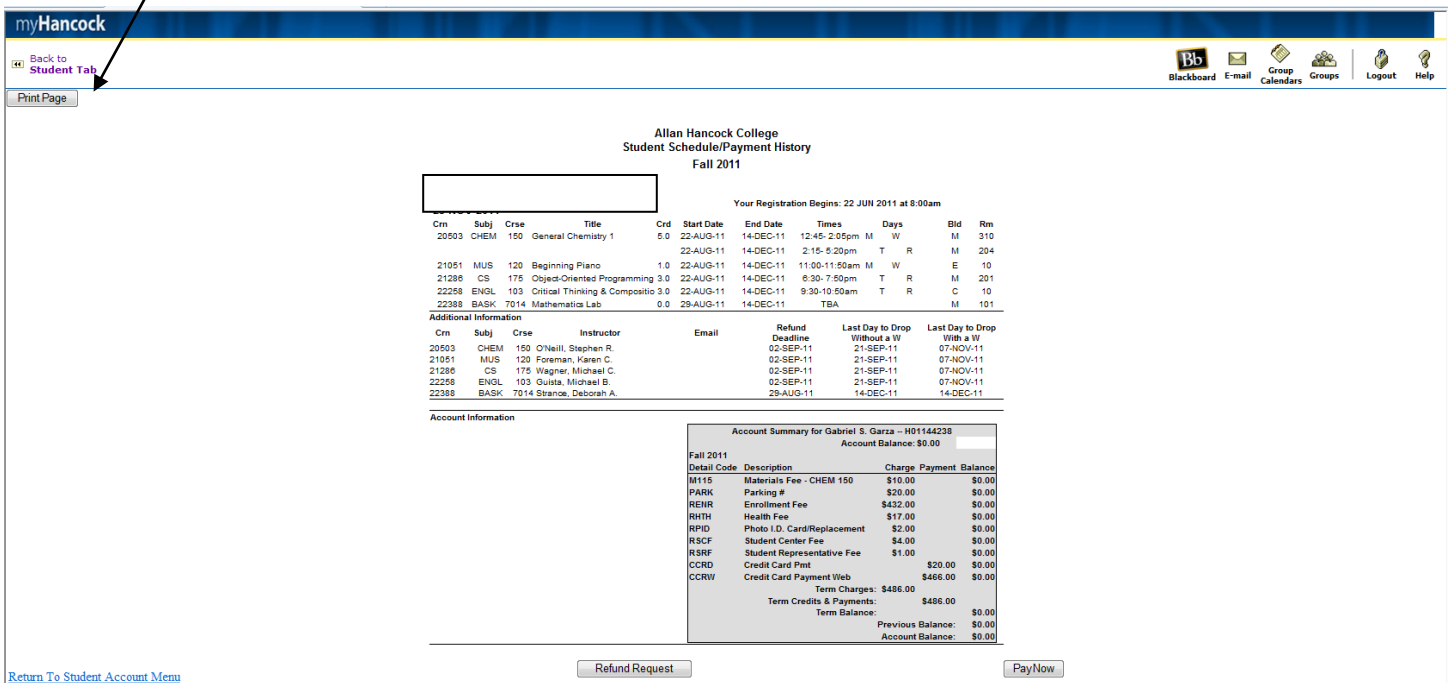
10. To view your class schedule, click **Back to Student Tab** button in the upper left corner.



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.