Registration Checklist Instructions and FAQs

Beginning for the Spring of 2012, the Coast Community College District will consolidate multiple information requirements into one checklist to be reviewed by each student each term prior to registering for courses.

While the forms will not take long to review and confirm, it is highly recommended that each student complete the Registration Checklist in advance of their registration appointment time to avoid delays and frustration during registration.

Prior to registration each term, students will be asked to review and confirm:

- The Additional Student Information page
- 1098-T Electronic Consent – only if this was previously declined
- Personal Contact Information - Address, phone and email along with Emergency Alert options
- Update Emergency Contacts
- Educational Goal
- Registration Status, including Program, Major and Holds
- Account Balance

How do I complete the Registration Checklist?

These updates, like registration, are completed through your MySite account.

Current students will already have a MySite account. New or returning students must first have an application which has been processed at one of the 3 colleges within our district. The application process creates and activates your MySite account.

To complete your Registration Checklist:

1. Log in to your MySite account at mycoast.cccd.edu.
2. Select the Student tab, then Registration Status & Checklist under the Registration Tools channel.
3. For the Additional Student Information page, you will need to review and update the questions for each term before you register.
4. The **1098-T Electronic Consent** form will only be displayed if electronic delivery was previously declined. You will need to accept or re-decline this option.

If you **accept**, you will be taken directly to the next page.

If you **decline**, you will need to confirm one more time that you have declined. Click on “**here**” to confirm and proceed to the next page of the checklist.
5. **Personal Contact Information** will display the information that we have for you in our Student Records. You can correct or just confirm the information on this page.

Emergency Alerts will automatically be sent to the phone numbers and email addresses displayed here unless you opt-out by unchecking the Emergency Alert box.

To **correct or update** the information, type over the displayed information.

To **add additional** contact information, type over the displayed information.

Typing over a displayed information will add the new information to our records but will not delete the old information. Only the latest information will be used for Emergency Alerts.

To **remove** incorrect or obsolete information, delete the displayed information. If you have multiple email addresses or phone numbers in our files, the next active email or phone number on file will be displayed the next time you review this page.

Home and Cell phone numbers can be the same number. Home phone number can be an office or business number if you prefer. Additional phone numbers which you have already supplied will be displayed in a future upgrade of this software.

The College Provided email cannot be changed and you cannot opt out of the emergency alert to that email address. Additional email addresses which you have already supplied will be displayed in a future upgrade of this software.

If you do not have a personal email address or a cell phone, you can leave these boxes blank. Do not make up an email or provide someone else’s information.

Emergency Alerts will be sent in different forms based on which Alert boxes you select.

- Voice Message to your Home Phone
- Text Message to your Cell Phone
- Email to both your College and Personal Email addresses
Note: The Alternate Email Address which you supplied for Automated Password Resets is not part of our Student Record. Our District staff does not have access to that email address so it is not displayed here. While you may use the same address for your Personal email address and your Alternate Email Address, changing the Personal address here does not change your Alternate Email Address. See the Alternate Email Address FAQ for instructions on changing that email address.

6. **Emergency Contact Information** will display the information that we have for you in our Student Records. This information is optional. It is not required that you supply this information in order to register, only that you review this form. You can correct or just confirm this information.
   - To just confirm the information, click **Submit**.
- To update the information, click on the name or **New Contact**. Update the information on the form then submit it.

7. **Education Goal** will display the current goal that we have for you in our Student Records. You can correct or just confirm this information.
8. Make sure to use the “Submit” button at the bottom of each page to complete the forms and move on to the next page. Any un-reviewed information will be presented again before you will be allowed to register for classes.

9. The last page will be the familiar **Registration Status** page displaying your appointment time along with any holds, your current Program and Major. From here, you can also move on to the “**Add and Drop Classes**” page using the link at the bottom of the page.
10. Your **Account Balance** should also be reviewed for accuracy. This is not part of the Registration Checklist, but an outstanding balance may prevent you from registering so will need to be resolved prior to your registration appointment time.

**How do I just confirm Registration Checklist Information?**

The **Additional Student Information** will need to be re-checked and resubmitted using the **Submit** button.

The **1098T** form will not display if you are already receiving your form electronically. If you have declined this option previously, you will need to re-decline and click ‘here’ on the next page to get to the **Personal Contact Information**.

Any Information that we already have for **Personal Contact information**, **Emergency Contacts** and Education Goal will be displayed on the forms and can be simply resubmitted with the **Submit** button.

Our system will track that you have reviewed these forms whether you have updated the information or not.

**Can I by-pass the Registration Checklist?**

Students will not be allowed to by-pass this process. If you do not use the **Registration Status & Checklist** link to update your information in advance, you will be redirected to complete these forms prior to Adding and Dropping classes.
How do I cancel or opt-out of alerts?

To cancel or opt-out of alerts, go back into your MySite account. Select Student tab > Banner Self-Service link > Personal Information > Update Personal Contact Information. Uncheck the Alert Boxes.

What is this Registration information used for?

The information is collected for a variety of reasons.

As the Coast District becomes more oriented to web-based and mobile applications, including emergency alerts, it has become increasingly important that we have accurate Personal Contact Information for our students to communicate in a timely, effective manner.

The Additional Student Information will be used to identify critically-needed funds from the State.

What is the Emergency Contact Information for?

The Emergency Contact Information would be used by Campus Security to contact your family or friends in the event that something happened to you on campus, such that you might be unable to contact these people yourself. This information is optional and does not affect your ability to register for classes.

What constitutes an emergency for Emergency Alerts?

The Coast Community College District will send district-wide alerts for incidents which would impact students such as earthquakes closures, law enforcement emergencies or major power outages.

Do Emergency Alerts cost anything?

The Coast Community College District does not charge for sending you Emergency Alerts. However, if you use a mobile device to receive our alerts, your plan minutes will be used, deducted or charged according to terms of your carrier’s calling/messaging plan.

Who else sees this Registration Checklist Information?

All personal information collected here is kept strictly confidential. It is only used in relation to your academic career within our District and our District’s communications with you.
How can I change my answers later?

Most of your answers can be changed at any time.

- **The Additional Student Information** can only be changed once each term when the page is displayed for you.
- **1098T** - If you have not yet consented to do so and would like to receive your 1098-T form electronically, please give your consent by logging into your MySite and selecting **Student** tab > **Other Resources** channel > **1098-T Tax Notification Form**.
- **Personal Contact Information** – Change this by logging into your MySite and selecting **Student** tab > **Banner Self-Service** link > **Personal Information** > **Update Personal Contact Information**
  - If you have multiple email addresses or phone numbers in our files, the next active email or phone number on file will be displayed when you save then refresh this page.
- **Emergency Contact Information** – Change this by logging into your MySite and selecting **Student** tab > **Banner Self-Service** link > **Personal Information** > **Update Emergency Contacts**
- **Educational Goal** can only be changed once each term when the page is displayed for you.
- **Program and Major** – To change your Program and Major, schedule an appointment with a Counselor.

What if I can’t get into my MySite account?

If you cannot access your MySite account due to a password issue, you can request a password reset.

If your MySite account has been deleted, contact the Admissions and Records Office for your college and ask them to remove the Alerts from your phone or email address.

How do I change my College Email address?

The college-assigned email address can only be changed by presenting ID at the Admissions Office which indicates that your legal name has been changed. You will be asked to sign a release indicating that you understand that this process involves deleting your previous MySite account as well as your college email address and all email that has been sent to that address. Your new account will be automatically generated based on your new legal name. You will not be able to select a new email address.

How do I change my Program or Major?

To change your program or major, you will need to make an appointment with a counselor at your college. The counselor will help you select a program and/or major.
How do I correct my Account Balance?

If you believe there is an error in your Account Balance, contact the Admissions and Records department for the college with the error. OCC indicates Orange Coast College. GWC indicates Golden West College. CCC indicates Coastline Community College.

How do I find and clear Holds on my account?

If you have holds that will block your registration a message will display to that effect. The View Holds link at the bottom of the Registration Status page displays detailed information about all holds on your account.

The Holds information can also be viewed from the Holds Information link (Student tab > Other Resources channel) and

If you have any questions about the hold placed on your records, please contact the office (telephone number) in the "Originator" column during business hours. If you have a hold that prohibits you from dropping a course, you may visit the website of the College at which you are enrolled for information on alternative methods for dropping a class.