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/.

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
   - College UI 5
   - Shared database that supports multiple functions/user groups
   - Canvas
   - Online learning
   - Office365
   - Word, Excel, One Drive

3. Click “Student Planning”

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.

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

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 950.

   Credits: 3
   Locations: TBD
   Requisites
   Appropriate assessment score or ENGL 0954 with a grade of C or better. Must be completed prior to taking this course.

   • 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”

Steps to Register Online Continued
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.

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).

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 or 815-802-8500) for further assistance.