



Instructions for Online Registration

Spring Winterim 2012

Before you get started...

- In order to participate in priority registration, you must see your advisor.
- A letter will be mailed to all current students with advisor assignments the week of October 24th.
- Your advisor will sign off on the forms you will need to register. Make sure you tell your advisor you plan to use online registration as they must confirm your eligibility.

Timing and Eligibility for Online Registration

Monday, November 14- 8 am

**ONLINE Registration opens for eligible students
(18 plus earned credits and no unmet developmental requirements)**

Wednesday, November 16- 8 am

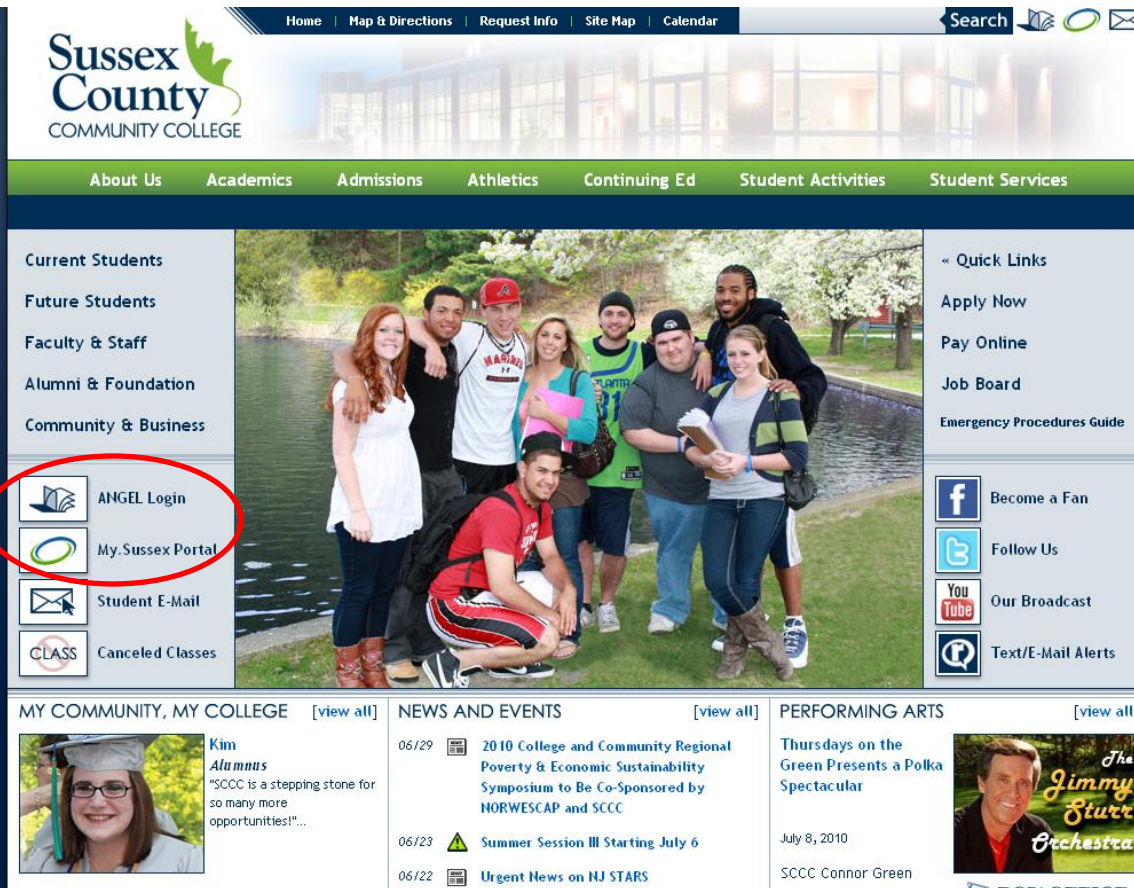
**ONLINE Registration opens for eligible students
(returning students with no unmet developmental requirements)**

IN-PERSON Registration opens for all returning students

To register online...

1. Go to sussex.edu

2. Click the my.sussex.edu icon



The screenshot shows the homepage of Sussex County Community College. At the top, there is a navigation bar with links for Home, Map & Directions, Request Info, Site Map, and Calendar, along with a search bar and social media icons. Below this is a green navigation bar with links for About Us, Academics, Admissions, Athletics, Continuing Ed, Student Activities, and Student Services. The main content area is divided into several sections. On the left, there is a vertical menu with links for Current Students, Future Students, Faculty & Staff, Alumni & Foundation, and Community & Business. Below these links are icons for ANGEL Login, My.Sussex Portal (circled in red with a red arrow pointing to it), Student E-Mail, and Canceled Classes. In the center, there is a large photograph of a group of students posing outdoors near a body of water. On the right, there is a 'Quick Links' section with links for Apply Now, Pay Online, Job Board, and Emergency Procedures Guide. Below this are social media links for Facebook, Twitter, YouTube, and RSS. At the bottom, there are three columns of news and events: 'MY COMMUNITY, MY COLLEGE' featuring a student named Kim Alumnus, 'NEWS AND EVENTS' with dates 06/29, 06/23, and 06/22, and 'PERFORMING ARTS' featuring 'Thursdays on the Green Presents a Polka Spectacular' and 'The Jimmy Sturr Orchestra'.

Login to My.Sussex

Enter Student ID in User Name field and Password. Login

Note: If you forgot your password, click “I forgot my password.” A new password will be sent to your SCCC email.

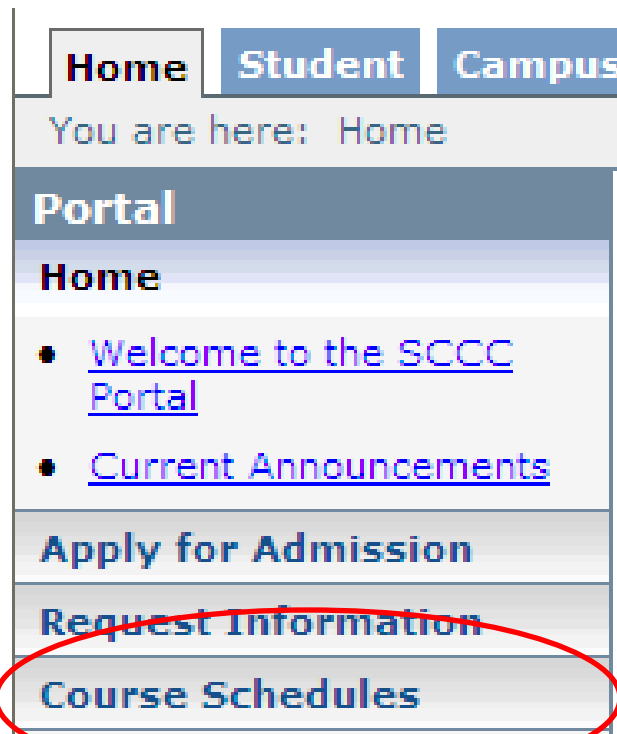
Problems? Call 973-300-2148, 2220, or 2344.

my.sussex
STUDENT PORTAL

User Name: 97531 Password: ●●●●● Login I forgot my password

Online registration

Click the **Course Schedules** link at the bottom of the **Home** tab

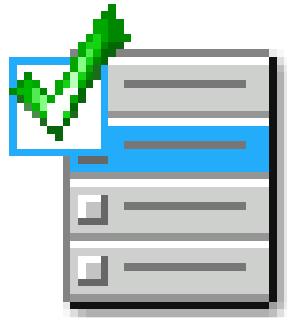


The screenshot shows a web portal navigation menu. At the top, there are three tabs: 'Home', 'Student', and 'Campus'. Below the tabs, it says 'You are here: Home'. The main menu is titled 'Portal' and has a sub-section 'Home'. Under 'Home', there are two bullet points: 'Welcome to the SCCC Portal' and 'Current Announcements'. Below these are four menu items: 'Apply for Admission', 'Request Information', and 'Course Schedules'. The 'Course Schedules' link is circled in red, and a red arrow points to it from the left.

Home	Student	Campus
You are here: Home		
Portal		
Home		
• Welcome to the SCCC Portal		
• Current Announcements		
Apply for Admission		
Request Information		
Course Schedules		

Online registration

Click the Register Add/Drop Courses link



[Register
Add/Drop Courses](#)

Online registration

Select the Term

(WI=Winterim; SP = Spring) and the Program (Undergraduate/Degree, Health Science/Certificate or Continuing Ed/non-credit) matching the Course(s) for which you are registering.

Term:	<input type="text" value="SP2012"/>	<input type="button" value="v"/>	Program:	<input type="text" value="Undergraduate"/>	<input type="button" value="v"/>
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Add/Drop course period is **OPEN**. Student registration is open from 11/16/2011 to 1/23/12
You are currently registered for **0 credits**.

Online registration

There are 2 ways to Add a Course to your schedule:

- **Select the Add by Course Code tab, or**
- **Select the Course Search tab**

Online registration

Using the **Add by Course Code** tab –
Enter the Course Code and Section
corresponding to your desired choice (up to
6 entries) ... click the Add Course(s) button

Add by Course Code | Add by Reference # | Course Search

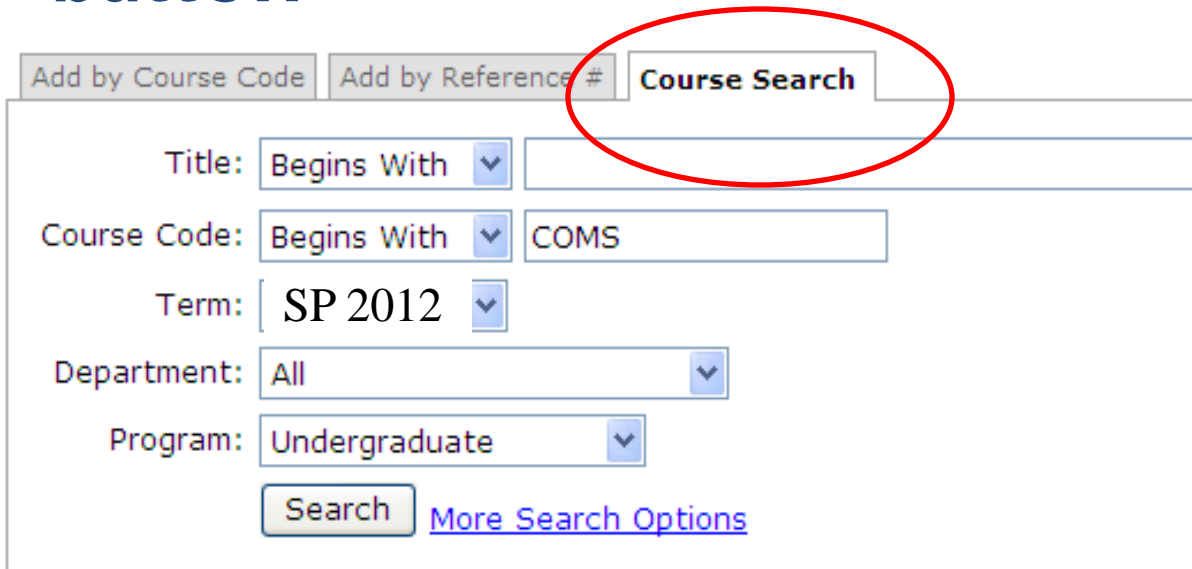
To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**

Course Code:	Section:	Course Code:	Section:
1. <input type="text" value="COMS155"/>	<input type="text" value="41"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

Online registration

Using the Course Search tab...

(1) Enter the selection criteria corresponding to your desired choice then click the Search button



Add by Course Code Add by Reference # **Course Search**

Title: Begins With

Course Code: Begins With COMS

Term: SP 2012

Department: All

Program: Undergraduate

[More Search Options](#)

Online registration

Using the Course Search tab...

(2) Click the Add box next to course choice(s)

(3) Click the Add Courses button

Add	Course Code	Name	Faculty	Seats	Status	Schedule
<input checked="" type="checkbox"/>	COMS110-01	Computer Concepts & Applications	Rendina, Karen	24	Open	MW 08:00-09:15AM (01/26/2010 - 05/18/2010)

Add Courses

Online registration

To Drop a Course...

Click the Drop box next to your course choice(s) and click the Drop Selected Courses button

Your Schedule (Registered)				
Drop	Code	Title	Schedule	Location
<input checked="" type="checkbox"/>	COMS110-01	Computer Concepts & Applications	MW 08:00-09:15AM (01/26/2010 - 05/18/2010)	MAIN Campus BL
<input type="checkbox"/>	COMS155-41	Web Site Development I	W 06:00-09:40PM (01/26/2010 - 05/18/2010)	MAIN Campus BL

Pay your tuition online

Tuition payments may be made in person or online. To pay online, click the Pay Online link to access the CASHNet our Online Payment system

[Pay online](#)



CASHNet



Sussex On-line Payment & Registration Site

Student ID

Number

Password

[Parents and Authorized Users, click here to login with your user name and password.](#)

[Click here to login if you know the Student ID Number but do not have the Password. This is for NON_CREDIT Continuing Education courses only.](#)

If you do not know your password, please contact either the Bursar's Office at 973-300-2106. For non-credit courses please click on the link to login with your ID number and last name. Please contact Continuing Education at 973-300-2140 for additional information.

If you would like to access your undergraduate student bill, you **must** login with a school assigned password.



Questions?

Please refer questions regarding advisement to the Counseling and Advising Center at 973.300.2207.

For technical assistance or help with online registration please call 973.300.2333.