Student Instructions on How to Web Register through MyPack
On Ground Courses Only!

Log In:
- Co-Lin Homepage (www.colin.edu)
- Click on MyPack icon
- Enter student id#
- Enter 6-digit birthday (MMDDYY).
- Click **LOGIN**

Creating Schedule:
- Students must see their advisor prior to web registration to activate Web Authorization.
- Under Student Info Center, Scheduling, click Registration

Adding a Course:
- Be sure select the appropriate term you are registering for.
- If you know the course#, key the Dept, Crs#, and Section **or** click SELECT COURSES and follow the directions on the screen.
- Once the course number and section has been entered, click **ADD SELECTED COURSES** to add course to schedule and advance to next window.
- Continue selecting courses as outlined above.
- When through adding courses, click **I'M DONE ADDING COURSES**

Dropping a Course: (This removes a course that has been previously added.)
- At the far right of the course to be dropped, click **Drop** to remove the course from your schedule.
- Continue the process of adding/dropping courses until your schedule is complete.

Completing Schedule:
- When your schedule is completed, click **COMPLETE REGISTRATION**.

Completing Registration:
- The following options will be displayed along with your schedule and financial information.

  Option 1: COMPLETE REGISTRATION
  - If you are *receiving 100% financial aid* (Pell, MTAG, scholarship, etc), the following message will appear: "Your financial aid coverage is 100%. Would you like to complete your registration at this time?" Click OK to complete or click CANCEL.

  - If you *owe a balance*, the following message will appear: "Would you like to complete your registration at this time?" Choose <u>one</u> of the following payment options. *Note: You must pay the balance or make payment arrangements with the Business Office before you are "registered" in classes. Failure to pay your balance will result in removal from classes.*
    - Payment Option 1 – Pay Online via Credit Card (Preferred Method): Click OK if you wish to pay via VISA, Master Card, American Express, or Discover. Complete the credit card payment information and follow the directions for submitting payment.

    - Payment Option 2 - Pay Balance in Person: Click CANCEL. Visit the Business Office on the Natchez, Simpson, or Wesson campus to pay via cash, check, or credit card (VISA, Master Card, American Express, or Discover). Office hours are 8:00 to 4:30 Monday thru Thursday and 8:00 to 4:00 Friday.

  Option 2: QUIT & PAY LATER -   *Note: You will NOT be registered until you select COMPLETE REGISTRATION. This is the most important step!*

Log Out:
- Click the Log Out button at the top of the screen on the right side.

Questions: Contact Computer Services @601-643-8403 or Dan@colin.edu

eLearning Student Registration through Co-Lin Website for Online Courses Only!

To View and Request Courses:

1. Go to the eLearning Webpage by visiting https://www.colin.edu/majors-programs/elearning-online/prospective-elearning-students1/
2. Click on **eLearning Class Offerings & Registration** and click on MSVCC Registration Request.
3. Use filters to view courses offered.
4. Once you are ready to sign up for an online course, click on **"Ready to Register"** in the upper right corner.

eLearning Class Offerings & Registration

FIRST READ STEPS BELOW BEFORE ACCESSING THE LINK

Click MSVCC Self Registration

Click Ready to Register (in green)

- Select the semester (Spring 2019)
- Enter your 9-digit ID number (including leading zeros)
- Select Copiah-Lincoln Community College
- Select the campus (Wesson, Natchez, or Simpson)

Enter name, email address, and telephone number

- Click "Save Student"
- Select courses
- Click "Submit for Approval"

You should receive an email from MSVCC regarding receipt of your schedule. Allow three to five business days to process.

MSVCC Spring 2019 Registration Request ➔

To Register for Online Courses:
*Please allow 3-5 business days to process request.

After clicking "**Ready to Register**" you will need to enter your student information.

1. Chose the correct Semester Term for enrollment. (Spring, Summer, Fall)
2. Enter your ID# - add leading zeros to make 9 digits (EX: #123456 should be listed as 000123456).
3. Please enter a valid email address.(Co-Lin or personal)
4. If there are any conflicts with your registration request, you will be notified by the email address provided.
5. Once you are done adding courses, click submit for approval.

**Please note that you may only register once. **

To make necessary changes to your registration request visit https://www.colin.edu/majors-programs/elearning-online/current-elearning-students/request-schedule-changes/ and fill out the form.

*Please allow 3-5 business days to process request.

Make sure you check your Co-Lin email.