

Waitlist User Guide

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How to Use Waitlist Functionality

Log-in to MyCCC, MyGWC, or MyOCC (mycoast.cccd.edu)

Secure Access Login

User Name:

Password:

Note: Accounts not used after one year (365 days) will be deleted.
[Forgot Password?](#)

WELCOME TO MySITES:
MyOCC, MyGWC, MyCCC and MyCoast

Students, Faculty and Administrative staff of the Coast Community College District will login to this secure site to access the following resources: Email, Registration Services, Online Classes, Transcripts and more.

NEED AN ACCOUNT?
To receive an account, you must first apply to your college.
[APPLY TO OCC](#) | [APPLY TO GWC](#) | [APPLY TO CCC](#)

FREQUENTLY ASKED QUESTIONS

IES Browser Compatibility Issues?
[What is my User Name and Password?](#)
[What do I do if I forgot my password?](#)
[MySite Password reset and login](#)
[How did my account get locked \(temporarily suspended\)?](#)
[What should I do if my account is locked \(disabled\)?](#)
[How do I restore my MySite account if it has been deleted?](#)
[Do I need to log off?](#)
[Why is it asking for my User ID and PIN when I'm already logged in?](#)
[Alternate Email for Password Recovery \(NEW\)](#)
[What browsers are compatible with MySites?](#)
[How to Use Waitlist](#)
[1888-T FAQ's](#)
[How to Use TouchNet Payments](#)
[How to Set Up Alternate Email Password Recovery \(NEW\)](#)

More FAQ:

[Off-Campus Access Questions](#)
[Registration Questions](#)
[Fee Payment Questions](#)
[Transcript Questions](#)
[Email / Email Questions](#)
[All FAQ >](#)

NEED HELP?

[ORANGE COAST COLLEGE](#)
Technical Support

[GOLDEN WEST COLLEGE](#)
Technical Support

[COASTLINE COMMUNITY COLLEGE](#)
Technical Support

[COAST COMMUNITY COLLEGE DISTRICT](#)
Technical Support

MYSITES SCHEDULED MAINTENANCE DATES & TIMES
MySites will be unavailable during these times (PST):
Daily: 4:30am - 5am
Sundays: 2am - 5am

SPRING 2011
Friday mornings: 6am-10am
on the following dates:
January 7th and 21st
February 4th and 18th
March 4th and 18th
April 8th and 22nd
May 6th and 20th

SUMMER 2011
Friday mornings: 6am-10am
on the following dates:
June 3rd and 17th
July 8th and 22nd
August 5th and 19th

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Click on the Student tab - If the CRN of the course to waitlist is not known, click on the Look Up Classes link on the Student tab – **If the CRN of the course to waitlist is known, go to page 7:**


Banner Self-Service
Institution: CCCD District Office

Registration Tools
Institution: Golden West College

[Registration Status](#)
[Look Up Classes](#)
[Add or Drop Classes](#)

Select a Term from the drop-down menu and click Submit:

Select Term or Date Range

 CCC Military/Contract Ed = Coastline Contract Education


CCC = Coastline Community College

GWC = Golden West College

OCC = Orange Coast College

Search by Term:

OCC Spring 2010 



Two options are available – Course Search or Advanced Search

Course Search: Select a Subject (required) then click Course Search (instructions on Advanced Search starts on page 4):

The screenshot shows the top navigation bar with tabs for Personal Information, Student, Faculty Services, Employee, WebTailor Administration, and Finance. Below the navigation bar is a search input field with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Look Up Classes' with a date and time stamp: OCC Fall 2011, Oct 06, 2011 11:56 am. A note states: 'To select multiple subjects, hold down the 'Ctrl' key and click each subject. At least one subject must be selected.' A dropdown menu for 'Subject:' is open, listing Accounting, Airline Travel Careers, Allied Health, Anthropology, Architecture, Art, Astronomy, Aviation Maintenance Tech, Aviation Pilot Training, and Biology. A red arrow points to the 'Course Search' button.

List of Subject options display. Select “View Sections” next to desired option:

The screenshot shows the 'Look Up Classes' page with the 'Accounting' subject selected. The page displays a list of Accounting courses for the 'OCC Fall 2011' term. Each course entry includes a course ID, a description, and a 'View Sections' button. A red arrow points to the 'View Sections' button for the first course, A101 Financial Accounting.

Course ID	Course Description	Action
A101	Financial Accounting	View Sections
A102	Managerial Accounting	View Sections
A110	Accounting Info Sys 1	View Sections
A111	Federal Income Tax	View Sections
A112	Acct with QuickBooks	View Sections
A117	Mas 90/Mas 200	View Sections
A119	Payroll	View Sections
A210	Cost Accounting	View Sections

Advanced Search: Click Advanced Search:

Look Up Classes

OCC Fall 2011
Oct 06, 2011 11:56 am

To select multiple subjects, hold down the 'Ctrl' key and click each subject. At least one subject must be selected.

Subject:

- Accounting
- Airline Travel Careers
- Allied Health
- Anthropology
- Architecture
- Art
- Astronomy
- Aviation Maintenance Tech
- Aviation Pilot Training
- Biology

[\[Week at a Glance | Student Detail Schedule | View Holds \]](#)

Select a Subject (required) and any other options desired, then click on one of the Section Search buttons:

Advanced Search

C00263994 Paula S. Fullerton
OCC Fall 2011
Oct 06, 2011 11:58 am

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject:

- Accounting
- Airline Travel Careers
- Allied Health
- Anthropology
- Architecture
- Art
- Astronomy
- Aviation Maintenance Tech
- Aviation Pilot Training
- Biology

Course Number:

Title:

Schedule Type:

Instructional Method:

Credit Range: hours to hours

Part of Term:

Non-date based courses only

Instructor:

Session:

Attribute Type:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

The Sections Found area of the Look Up Classes page displays.

Note: Waitlists become available when class seat counts meet capacity. The “Select” checkbox will remain available for registration until both the class seat counts AND the waitlist seat counts meet capacity (i.e. “Closed - C”). These numbers will fluctuate due to drops, so the same CRN that was closed an hour ago may now have a waitlist seat open, so you may want to check back. The example below is for demonstration purposes only.

Classes with lecture/lab co-requisites will have a waitlist option on the lab section only and NOT on the lecture section. Also, certain impacted program classes may not have a waitlist option at all (example: classes in nursing, allied health, etc.)

Click on the Select checkbox for the specific CRN and then click on the Register button:

Personal Information Student Faculty Services Employee WebTailor Administration Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes OCC Fall 2011
Oct 06, 2011 11:57 am

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

For course requirements, click on the CRN to list any co-requisite or pre-requisite information

Note: If the CRN displays capacity in two lines, that CRN is crosslisted.

Sections Found
Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	WL	WL	Instructor	Date (MM/DD)	Location	Attribute
												Cap	Act				
<input type="checkbox"/>	20005	ACCT	A101	001	O	4.000	Financial Accounting	MW	08:00 am-10:35 am	44	44	30	0	Paula S. Fullerton (P), Douglas H. Johnson	08/27-12/18	BUS ED 102	
<input type="checkbox"/>	20006	ACCT	A101	002	O	4.000	Financial Accounting	TR	09:35 am-12:10 pm	45	45	30	0	James M. Sugden (P)	08/27-12/18	BUS ED 103	
<input type="checkbox"/>	24283	ACCT	A101	003	O	4.000	Financial Accounting	MW	09:35 am-12:10 pm	40	38	30	0	Cynthia Jean W. Ely (P), Carol E. Barnes	08/27-12/18	BUS ED 110	
<input type="checkbox"/>	20011	ACCT	A101	004	O	4.000	Financial Accounting	TR	11:10 am-01:45 pm	65	65	30	0	Edward G. Fratantaro (P), Carol E. Barnes	08/27-12/18	BUS ED 108	
<input type="checkbox"/>	20012	ACCT	A101	005	O	4.000	Financial Accounting	TR	04:15 pm-06:50 pm	115	115	60	0	Mary K. Thayer (P), Sandra Stanich	08/27-12/18	SCIENC HALL	
<input type="checkbox"/>	20013	ACCT	A101	006	O	4.000	Financial Accounting	MW	06:30 pm-09:05 pm	115	115	60	0	Arabian Z. Morgan (P)	08/27-12/18	CHEM 214	
<input type="checkbox"/>	20015	ACCT	A101	007	O	4.000	Financial Accounting	TBA		45	42	30	0	Geoffrey W. Hurst (P), Carol E. Barnes , Carol L. Flowers	08/27-12/18	OCCOFF ONLINE	
<input type="checkbox"/>	20389	ACCT	A117	L02	O	2.000	Mas 90/Mas 200	T	06:30 pm-08:30 pm TBA	40	38	30	0	TBA TBA	08/27-12/18 08/27-12/18	COMP C 101 OCCOFF ONLINE	
<input type="checkbox"/>	22945	ACCT	A119	001	O	3.000	Payroll	W	06:45 pm-09:55 pm	40	40	30	0	Cynthia D. Kouli (P)	08/27-12/18	MATH W 169	
<input type="checkbox"/>	23371	ACCT	A210	001	O	3.000	Cost Accounting	W	06:30 pm-09:40 pm	40	40	30	0	James M. Sugden (P)	08/27-12/18	BUS ED 104	
<input type="checkbox"/>	23372	ACCT	A218	001	O	3.000	Auditing	M	06:00 pm-09:10 pm	40	37	30	0	Jeanne M. Neil (P)	08/27-12/18	BUS ED 101	

Register Add to WorkSheet New Search

[Week at a Glance | Student Detail Schedule]

RELEASE: B,S,1

Registration Add Errors displays – Select Waitlisted from the Action drop-down menu. Click Finalize Add/Drop:

Registration Add Errors

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	21339	DANC	A101	001	OCC	Undergraduate 1.000	Standard Letter Modern Dance 1

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).

CRNs

Select Waitlisted from the Action drop-down menu and click Finalize Add/Drop

Finalize Add/Drop Class Search Reset Worksheet Pay Now

[View Holds | Account Detail for Term]

RELEASE: 8.1-8.0 C3SC

The class will now be listed as waitlisted on your Current Schedule:

Current Schedule

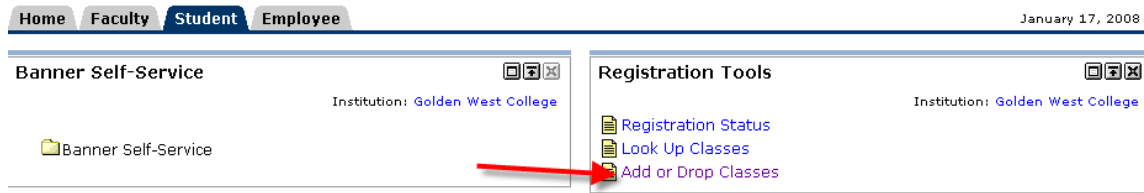
Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Waitlisted on Jul 20, 2010	None	21339	DANC	A101	0.000	Standard	Letter	Modern Dance 1

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Jul 20, 2010 11:18 am

Class now waitlisted - no fees assessed


Placement on a waitlist is also viewable on Self-Service via the Student Detail Schedule in the Student Menu – fees for the waitlisted class(es) are not assessed.

Select the Add or Drop Classes option in the Registration Tools channel:



Select a Term from the drop-down menu and click Submit:


Registration Term

 CCC Military/Contract Ed = Coastline Contract Education

CCC = Coastline Community College

GWC = Golden West College

OCC = Orange Coast College

Select a Term: 

RFI FASE: 8.1

On the Add or Drop Classes page – Your current schedule will display - scroll down to the Add Classes Worksheet area of this page to enter the CRN for the class(es) to waitlist. Click Finalize Add/Drop:

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be

CRNs			
<input type="text" value="45864"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registration Add Errors displays – Select Waitlisted from the Action drop-down menu. Click Finalize Add/Drop:

Registration Add Errors

Status	Action	CRN	Subj Crse	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Waitlisted	45864	BUS G100 001	GWC	Undergraduate 3.000	Standard Letter Introduction To Business

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).

CRNs

Select Waitlisted from the Action drop-down menu and click Finalize Add/Drop

Finalize Add/Drop Class Search Reset Worksheet Pay Now

The class will now be listed as waitlisted on your Current Schedule:

Current Schedule

Status	Action	CRN	Subj Crse	Cred	Grade Mode	Title
Registered on May 11, 2010	None	41066	CJ G070	4.000	Pass/No Pass	Sergeant Supervisory/LE
Waitlisted on Jun 18, 2010	None	45864	BUS G100	0.000	Standard Letter	Introduction To Business

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 9.000
 Date: Jun 18, 2010 11:33 am

Class now waitlisted - no fees assessed

Placement on a waitlist is also viewable on Self-Service via the Student Detail Schedule in the Student Menu – fees for the waitlisted class(es) are not assessed.

Student Detail Schedule

Introduction To Business - BUS G100 - 001

Associated Term: GWC Summer 2010
CRN: 45864
Status: Waitlisted on Jun 18, 2010
Waitlist Position: 1
Notification Expires:
Assigned Instructor:
Grade Mode: Standard Letter
Credits: 0.000
Level: GWC Undergraduate
Campus: Golden West

Scheduled Meeting Times

Type	Time	Days	HRs/Week	Where	Date Range	Schedule Type	Instructors
Class	11:00 am - 12:00 pm	M	1	TBA	Jun 21, 2010 - Aug 01, 2010	Schedule	TBA

Web Schedule Bill



Coast Community College District Student Schedule/Bill GWC Summer 2010

18-JUN-2010

Schedule for

Crn	Subj	Crse	Title	Crd	Start Date	End Date	Times	Days	Bld	Rm
41066	CJ	G070	Sergeant Supervisory/LE	4.0	01-JUL-10	30-JUN-11	8:00-12:00pm	M T W R F	CR JUS	113
					01-JUL-10	30-JUN-11	1:00- 5:00pm	M T W R F	CR JUS	113

Waitlisted Courses

45864	BUS	G100	Introduction To Business	0.0	21-JUN-10	01-AUG-10	11:00-12:00pm	M		
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Additional Information

Crn	Subj	Crse	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W
41066	CJ				06-AUG-10	19-OCT-10	01-APR-11

Account Information

It is the student's responsibility to drop class(es) by the appropriate deadline as shown above. Students who remain enrolled after the refund deadline are not eligible for a refund and remain financially responsible for payment of fees even if they drop the class or are dropped by their instructor.

Payment is due immediately upon registration. Please refer to the class schedule for payment options and financial aid or visit the college website.

Any unpaid fees may result in your courses being dropped or a financial hold placed on your record. Your full payment of fees due secures your seat in the class(es). Financial aid students must pay all fee balances due at the time of registration in order to avoid being dropped.

Account Summary for			Account Balance: \$601.00
GWC Summer 2010			
Detail Code	Description	Charge	Payment Balance
2CJ	GWC Materials Criminal Justice	\$52.00	\$0.00
2ERL	GWC Enrollment Fee	\$104.00	\$0.00
2TRN	GWC Transcript Charge	\$3.00	\$3.00
9MC	CCCD MasterCard Payment		-\$296.00
	Term Charges:	\$159.00	
	Term Credits :PAYMENTS:		-\$296.00
	Term Balance:		\$299.00
	Previous Balance:		\$302.00
	Account Balance:		\$601.00

Students on the waitlist will be notified when a seat becomes available via their Coast District assigned student email account (yourID@student.cccd.edu). The e-mail will include the CRN, available timeframe and instructions - similar to the **sample** e-mail below. Students will have a limited amount of time from when the e-mail is sent to register and pay fees. If you do not see this e-mail in your inbox, check your SPAM folder (see page 27 for instructions). You may also want to consider adding Coast Community College District e-mail addresses to your “Safe Senders List” (see page (see page 28 for instructions)).

Dear Jennifer :

You are on a registration waitlist for 201023 , CCC Fall 2010 for Physical Education C101 (CRN 81779)

There is now a space available and you have the opportunity to register for this section.

IF YOU WANT TO REGISTER FOR THIS SECTION, YOU MUST DO SO BY: 22-JUL-2010 11:33 AM

TO REGISTER, GO TO mycoast.cccd.edu, navigate to the Add or Drop Classes page and either REGISTER or DROP THE COURSE. You will need to choose an option from the Action drop-down list beside the course and click on FINALIZE ADD/DROP.

If you are waitlisted for a course which requires an accompanying linked course, you must choose an action for BOTH courses BEFORE clicking on FINALIZE ADD/DROP.

Make sure to click on PAY NOW when you're finished as fees are due immediately, otherwise you may be dropped for non-payment.

IF YOU DO NOT WISH TO REGISTER FOR THIS SECTION, go to mycoast.cccd.edu AND DROP IT! The next person on the waitlist will then have a chance to register.

If you do not register by the deadline above, you WILL BE DROPPED FROM THE WAITLIST for this section and we will notify the next person on the waitlist. You WILL NOT receive a notification of this action.

If you encounter technical difficulties and would like to speak with a staff member, call the Admissions & Records Office at 714-241-6176 during the following hours: Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 2:00 pm.

For more information, go to the Class Schedule or CCC's Registration page at www.coastline.edu/departments/admissions/

Thank you,
Coastline College Registrar's Office

There will be no action taken and no response made to replies received.

After the e-mail is sent, your Student Detail Schedule will now display your waitlist position as 0 and your expiration date/time :

Student Detail Schedule

Total Credit Hours: 4.000

Introduction To Business - BUS G100 - 001

Associated Term: GWC Summer 2010
CRN: 45864
Status: Waitlisted on Jun 18, 2010
Waitlist Position: 0
Notification Expires: Jun 19, 2010 11:40 am
Assigned Instructor:
Grade Mode: Standard Letter
Credits: 0.000
Level: GWC Undergraduate
Campus: Golden West

Scheduled Meeting Times

Type	Time	Days	HRs/Week	Where	Date Range	Schedule Type	Instructors
Class	11:00 am - 12:00 pm	M	1	TBA	Jun 21, 2010 - Aug 01, 2010	Schedule	TBA

You must either Drop the CRN or Enroll in the CRN:

Drop the CRN by changing the Action drop-down menu to Drop before the notification expires, then click on Finalize Add/Drop. You will be dropped from the waitlist.

Status	Action	CRN	Subj	Crse	Cred	Grade Mode	Title
Registered on May 11, 2010	None	41066	CJ	G070	4.000	Pass/No Pass	Sergeant Supervisory/LE
Waitlisted on Jun 18, 2010	None	45864	BUS	G100	0.000	Standard	Letter Introduction To Business

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: Jun 18, 2010 11:44 am

Notice received - change Action drop-down to Drop and click on Finalize Add/Drop - you will be dropped from the waitlist.

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[Finalize Add/Drop](#) [Class Search](#) [Reset Worksheet](#) [Pay Now](#)

Enroll in only the CRN in the notification by changing the Action drop-down menu from Waitlisted to Web Registered before your notification expires (if you are waitlisted for a course which requires a co-requisite (i.e. lecture/lab), you must choose an action for BOTH courses), then click on Finalize Add/Drop. Click on Pay Now and pay any outstanding balance (otherwise you may be dropped for non-payment). Drops for unpaid registration fees will also result in being dropped from all waitlists.

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Registered on May 11, 2010	None	41066	CJ	G070	4.000	Pass/No Pass		Sergeant Supervisory/LE
Waitlisted on Jun 18, 2010	None	45864	BUS	G100	0.000	Standard Letter		Introduction To Business

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 9.000
 Date: Jun 18, 2010 11:44 am

Notice received - change Action drop-down to Web Registered and click on Finalize Add/Drop - fees will be assessed and are due immediately - click on Pay Now and complete payment process, otherwise you may be dropped for non-payment.

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing

CRNs

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Registered on May 11, 2010	None	41066	CJ	G070	4.000	Pass/No Pass		Sergeant Supervisory/LE
Web Registered on Jun 18, 2010	None	45864	BUS	G100	3.000	Standard Letter		Introduction To Business

Total Credit Hours: 7.000
 Billing Hours: 7.000
 Minimum Hours: 0.000
 Maximum Hours: 9.000
 Date: Jun 18, 2010 11:54 am

After Finalize Add/Drop - Status changes to Web Registered

Account Detail for Term

Jun 18, 2010 11:55 am

Review your charges and payments for the term then click on the "pay now" button to submit payment via credit card. To make a payment by check or money order, mail your payment to the Registration Office (address printed in the class schedule) or drop your payment off in the Registration Office. Make sure to write your student ID# on your check or money order. The account balance reflects all charges and credits on student accounts within the Coast Community College District (Coastline, Golden West, and Orange Coast).

PAYMENT POLICY:

Payment in full is due immediately upon registration. If payment is not received, students **may** be dropped from their classes. See Non-Payment Drop Policy Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. [CCC GWC](#) [OCC Coastline Military](#) **Attn:** Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

To purchase a parking decal, click on "Purchase Parking Decal" on the "Quick Links" box on the home tab.

Credit balances will be automatically refunded by check beginning the third week of the term. Please visit the college website or printed class schedule for specific information regarding the refund policy.

201012 GWC Summer 2010 Term Detail

Detail Code	Description	Item Date	Charge	Payment	Balance	Pay Now
						<input type="button" value="Pay Now"/>

On the Credit Card Payment page, the following will display:

Back to Student Tab

Personal Information Student

Search Go

SITE MAP HELP

Credit Card Payment

Jun 14, 2010 08:02 am

Attempting to open another browser window (a popup) to submit Credit Card Information.
If the window does not launch in 5 seconds, please click [here](#)

⚠ Please do not use the browser's Back button on this page as it may effect the credit card payment.

When you have completed your credit card payment, you may want to View Your Student Account, or View or Print Your Class Schedule.

Be sure to close all browser windows when you are done to protect your information.

RELEASE: 8.0 [[View Student Account](#) | [View or Print Class Schedule](#)]

Coast Community College

Followed by a pop-up redirect window

Login Page

Please wait while we load your information...

Select Term(s) to pay by on clicking the box(es) next to the Term description and then click Continue.

NOTE: Payment in full is due immediately upon registration. If you choose to only pay for one term, you will be dropped from the other term, provided the term has not already begun. For additional information, see the specific drop policy for each college at [CCC](#) [GWC](#) [OCC](#) [Coastline Military](#).

Important Information | Log Out
Logged in as: [REDACTED]

COASTLINE COMMUNITY COLLEGE GWC GOLDEN WEST COLLEGE ORANGE COAST COLLEGE Coast Community College District

My Account Payments

Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
Select Payment			
Pay by term:		Payment Date:	9/20/11
<input checked="" type="checkbox"/>	OCC Fall 2011	\$108.00	\$108.00
<input checked="" type="checkbox"/>	GWC Fall 2011	\$108.00	\$108.00
<input type="button" value="Continue"/>		Memo:	<input type="text"/>

Select Payment Method (Credit Card) and click on Select:

Important Information | Log Out
Logged in as: [REDACTED]

COASTLINE COMMUNITY COLLEGE GWC GOLDEN WEST COLLEGE ORANGE COAST COLLEGE Coast Community College District

My Account Payments

Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
Select Payment Method			
Payment amount: \$216.00			
Payment method: <input type="text" value="Select Payment Method"/>			
<input type="button" value="Select"/> <input type="button" value="Previous Credit Card"/>			
Credit Card - We accept the following credit cards.			

Enter appropriate information and click on Continue:

Important Information | Log Out
Logged in as: [REDACTED]

COASTLINE COMMUNITY COLLEGE GWC GOLDEN WEST COLLEGE ORANGE COAST COLLEGE Coast Community College District

My Account Payments

Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

Select Payment Method

Payment amount: \$216.00

Payment method: Credit Card

Select

Credit Card - We accept the following credit cards.

VISA MasterCard DISCOVER BCcard DinersCard

Account Information
**Indicates required fields*

*Card account number: [input]

*Name on card: [input]

*Card expiration date: 09 2012

*Credit card type: [input]

*Card Verification Value: [input]
[\(View example\)](#)

Cardholder Billing Information

International Address?

*Billing address: [input]

Billing address line two: [input]

*City: [input]

*State/Province: Select State/Province

*Postal code: [input]

Continue Previous Step Cancel

Verify information on screen is correct and click Submit Payment:

Important Information | Log Out
Logged in as: [REDACTED]

COASTLINE COMMUNITY COLLEGE GWC GOLDEN WEST COLLEGE ORANGE COAST COLLEGE Coast Community College District

My Account Payments


Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

Submit Payment
Please review the transaction details, then submit your payment.

Payment date:	9/20/11
Payment amount:	\$216.00
Payment type:	Credit Card
Card account number:	xxxxxxxxxxxx5454
Name on card:	[REDACTED]
Card expiration date:	09/12
Credit card type:	MasterCard
Billing address:	1370 Adams Ave
City:	Costa Mesa
State/Province:	CA
Postal Code:	92708
E-mail:	[REDACTED]@ccd.edu



Payment processing page displays



Followed by the Payment Receipt page. A confirmation e-mail will be sent to your student e-mail account:

Important Information | Log Out
Logged in as: [REDACTED]

Important Information | Log Out
Logged in as: [REDACTED]

My Account **Payments**

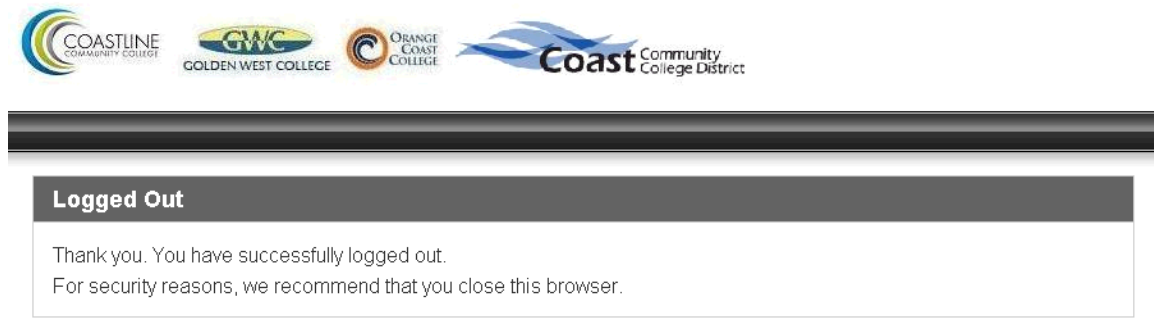
Account Payment Payment History

Account Payment

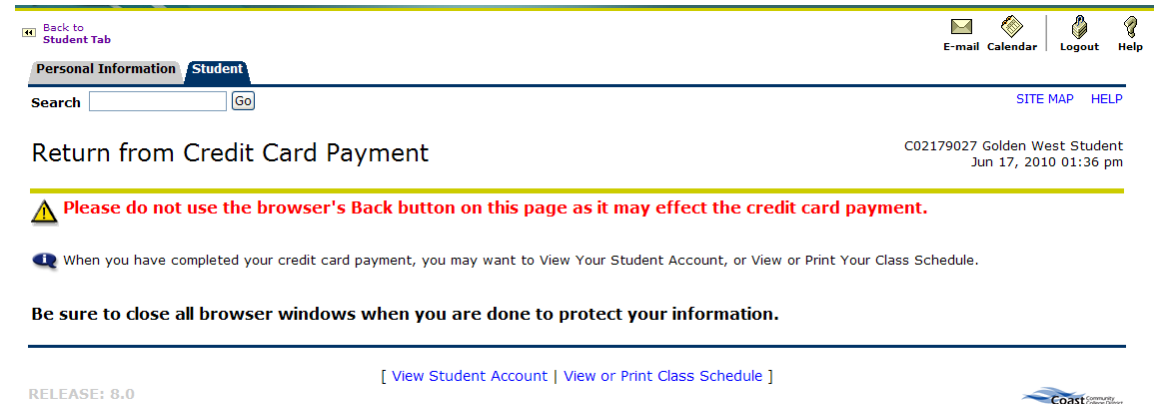
Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment Method	Confirmation	Receipt
Payment Receipt Your payment in the amount of \$216.00 was successful. A confirmation email was sent to [REDACTED].cccd.edu. Please print this page for your records.			
Confirmation number:		20110920000000	
Payment date:		Tuesday, September 20, 2011	
Amount paid:		\$216.00	
Transaction type:		Purchase	
Student name:		[REDACTED]	
Paid to:		Coast Community College District	
Web address:		https://secure.touchnet.com:8443/C20579test_tsa/web/index.jsp	
Account number:		xxxxxxxxxxxx5454	
Card type:		MC	
Name on card:		[REDACTED]	
Authorization code:		122448	
Merchant ID:		XXXYYZZZ	
Card not present for this transaction.			

When finished, click Log-out on the Payment browser window - the following page will display



Once the browser window is closed and the mycoast.cccd.edu session has not expired, the following page will display - make sure to log-out when finished



If you save the TouchNet URL to use later or use the back button while in the TouchNet site, you may see the following log-in page, close the window and log back into mycoast.cccd.edu. Access to the TouchNet site is only via the MySites and cannot be accessed via this log-in page.



Browser and Plugin Support



This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at touchnet@cccd.edu.

Welcome

Welcome to Coast Community College District Student Account Suite. This site is a 24x7 service offered to students for making payments and managing their student account.

Access to the TouchNet site is via your My Site account. Please close all open browsers, open a new browser and log-in to mycoast.cccd.edu, enter your User Name and Password, navigate to the Student Tab and click on the credit card icon in the My Account channel - this will open a pop-up window that will automatically sign you on to the TouchNet site (make sure your pop-up blocker is turned-off). Click on the Make A Payment link and enter your payment information. If you have any questions about the system, please send e-mail to touchnet@cccd.edu.

Student Account Suite Features

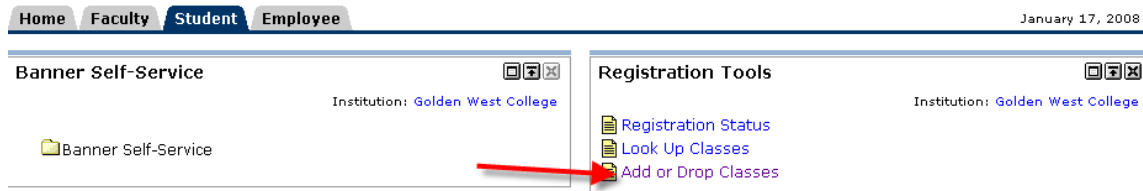
Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.

The waitlist process is now complete for notified students. Students who were on a waitlist, but were not notified prior to the first date of the specific part-of-term are encouraged to attend the first class meeting to request an Add Authorization Code; however, students on the waitlist are not guaranteed an Add Permit or seat in the class.


Waitlisted students who were NOT notified prior to the first date of the specific part-of-term and now have an Add Authorization Code will register in the course as follows:

Select the Add or Drop Classes option in the Registration Tools channel:



Select a Term from the drop-down menu and click Submit:


Registration Term

 CCC Military/Contract Ed = Coastline Contract Education

CCC = Coastline Community College

GWC = Golden West College

OCC = Orange Coast College

Select a Term: 



RELEASE: 7 2

Current Schedule will display

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See [Non-Payment Drop Policy](#) Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. [CCC](#) [GWC](#) [OCC](#) [Coastline Military](#) **Attn:** Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Waitlisted on Jun 01, 2010	None	45862	ACCT	G130	0.000	Standard Letter	Computerized Accounting	
Waitlisted on Jun 01, 2010	None	45863	BUS	G100	0.000	Standard Letter	Introduction To Business	

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 9.000
 Date: Jun 16, 2010 10:29 am

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Finalize Add/Drop Class Search Reset Worksheet 

Change Action drop-down option from None to Web Registered and click Finalize Add/Drop (if error encountered – go to page 24 for instructions)

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See [Non-Payment Drop Policy](#) Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. [CCC](#) [GWC](#) [OCC](#) [Coastline Military](#) **Attn:** Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Waitlisted on Jun 01, 2010	**Web Registered**	45862	ACCT	G130	0.000	Standard Letter	Computerized Accounting	
Waitlisted on Jun 01, 2010	None	45863	BUS	G100	0.000	Standard Letter	Introduction To Business	


Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 9.000
 Date: Jun 16, 2010 10:29 am

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Finalize Add/Drop Class Search Reset Worksheet 

Add Authorization Code Validation page displays – enter Add Authorization code and click Validate

Personal Information Student

Search Go [BACK TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Add Authorization Code GWC Summer 2010
Jun 16, 2010 10:39 am

The sections listed below with an "Incomplete" status cannot be added without an Add Authorization code provided by the instructor. To obtain an Add Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an "Add Authorization Code" allowing you to add the class.

If you have an Add Authorization code:

1. Enter the code in the box next to "INCOMPLETE" and press the "Validate" button.
2. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code is not approved press the Cancel button to return to the Add or Drop Classes form.

Contact the instructor to request a valid code.

Status	Registration Add	Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE	<input type="text"/>		45862	ACCT	G130	001		Computerized Accounting	Authorization Code Required - Section Closed

Buttons:

Add Authorization Code Status page displays – click Submit Changes to complete validation

Personal Information Student

Search Go [BACK TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Add Authorization Code GWC Summer 2010
Jun 16, 2010 10:44 am

The sections listed below with an "Incomplete" status cannot be added without an Add Authorization code provided by the instructor. To obtain an Add Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an "Add Authorization Code" allowing you to add the class.

If you have an Add Authorization code:

1. Enter the code in the box next to "INCOMPLETE" and press the "Validate" button.
2. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code is not approved press the Cancel button to return to the Add or Drop Classes form.

Contact the instructor to request a valid code.

Status	Registration Add	Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
APPROVED	0445		45862	ACCT	G130	001		Computerized Accounting	APPROVED-ID Validated

Buttons:

Current Schedule displays – Action option now displays Web Registered

Add or Drop Classes

GWC Summer 2010
Jun 17, 2010 08:24 am

- ADDING CLASSES:** Enter the Course Reference Number (CRN) in the Add Classes worksheet below. To search for available classes click on the Class Search button. After you have selected classes you must click on "Finalize Add/Drop" to Add classes.
- DROPPING CLASSES:** Use the options available in the Action pull-down list next to the class. When finished, you must click on "Finalize Add/Drop" to complete the drop.
- IMPORTANT:** Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).
- Registration Add Errors** If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.
- PAYMENT POLICY:** Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See [Non-Payment Drop Policy](#) Below. Students will not be mailed a bill for their balance due.
- Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.
- Non-Payment Drop Policy:** Choose the link for the Campus in which you are enrolled. [CCC GWC OCC Coastline Military Attn:](#) Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Web Registered on Jun 17, 2010	None	45862	ACCT	G130	3.000	Standard	Letter	Computerized Accounting

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 9.000
 Date: Jun 17 2010 08:24 am

Complete transaction by clicking on Pay Now button (go to page 13 for payment details)

A student with an Add Authorization Code **MAY** encounter the following error when attempting to change the Action option from None to Web Registered

The screenshot shows the registration interface with a navigation bar at the top containing "Back to Student Tab", "E-mail", "Calendar", "Logout", and "Help". A message states: "Drops for non-payment will not be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts." Below this is the "Non-Payment Drop Policy" section. The "Current Schedule" table shows a single entry: "Waitlisted on Jun 01, 2010" with Action "None", CRN "11108", Subj "ART", Crse "A120", Cred "0.000", Grade "Standard", and Mode "Letter", with Title "Beginning Drawing". Below the table, statistics show: "Total Credit Hours: 0.000", "Billing Hours: 0.000", "Minimum Hours: 0.000", "Maximum Hours: 9.000", and "Date: Jun 17, 2010 08:11 am". A yellow error box contains the text "Registration Update Errors". Below that, a table shows: "CRN Subj Crse Sec Status" with the row "11108 ART A120 001 1 Waitlisted". At the bottom, there is a link for "Add Classes Worksheet".

If this happens to occur, make a note of the CRN and change the Action option to Drop and click Finalize Add/Drop – the Waitlisted section will no longer display in the Current Schedule – enter CRN previously noted and click on Finalize Add/Drop

Add or Drop Classes

ADDING CLASSES: Enter the Course Reference Number (CRN) in the Add Classes worksheet below. To search for available classes click on the Class Search button. After you have selected classes you must click on "Finalize Add/Drop" to Add classes.

DROPPING CLASSES: Use the options available in the Action pull-down list next to the class. When finished, you must click on "Finalize Add/Drop" to complete the drop.

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See [Non-Payment Drop Policy](#) Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. [CCC GWC OCC Coastline Military Attn:](#) Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).

Enter CRN and click Finalize Add/Drop

CRNs

Finalize Add/Drop Class Search Reset Worksheet Pay Now

Add Authorization Code Validation page displays – enter Add Authorization code and click Validate

Registration Add Authorization Code

The sections listed below with an "Incomplete" status cannot be added without an Add Authorization code provided by the instructor. To obtain an Add Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an "Add Authorization Code" allowing you to add the class.

If you have an Add Authorization code:

1. Enter the code in the box next to "INCOMPLETE" and press the "Validate" button.
2. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code is not approved press the Cancel button to return to the Add or Drop Classes form.

Contact the instructor to request a valid code.

Status	Registration Add	Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE			11108	ART	A120	001		Beginning Drawing	Authorization Code Required - Section Classes Started

Validate Cancel Enter AAC and click Validate

Add Authorization Code Status page displays – click Submit Changes to complete validation

Registration Add Authorization Code
C00835639 Stephen P. Fullerton
OCC Summer 2010
Jun 17, 2010 08:14 am

The sections listed below with an "Incomplete" status cannot be added without an Add Authorization code provided by the instructor. To obtain an Add Authorization Code go to the first class meeting. If space permits, the instructor may issue a Permit to Add with an "Add Authorization Code" allowing you to add the class.

If you have an Add Authorization code:

1. Enter the code in the box next to "INCOMPLETE" and press the "Validate" button.
2. Press "Submit" to add the class. Only CRN's with an Approved status will be registered. If the code is not approved press the Cancel button to return to the Add or Drop Classes form.

Contact the instructor to request a valid code.

Status	Registration Add	Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
APPROVED	3547		11108	ART	A120	001		Beginning Drawing	APPROVED-ID Validated

Click Submit Changes

RELEASE: C3SC 8.0

Current Schedule displays – Action option now displays Web Registered

[E-mail](#) [Calendar](#) | [Logout](#) [Help](#)

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words explanation of the error.

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may be dropped from their classes. See [Non-Payment Drop Policy](#) Below. Students will not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after 4pm on the Friday before the start of the semester. Students who register after 4 p.m. on the Friday prior to the start of the semester will be responsible for all registration fees incurred and students with unpaid fees will have a hold placed on their accounts.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. [CCC](#) [GWC](#) [OCC](#) [Coastline Military](#) **Attn:** Coastline Military Program Students: The above Non-Payment Policy does not apply to students registering for the Military/Contract Ed-CCC Terms. For applicable TA/Payment Policy and Deadlines, view the Military Programs Academic Calendar which is a Quick Link from the Military Student Tab or click on the Coastline Military Link above.

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Web Registered on Jun 17, 2010	None	11108	ART	A120	3.000	Standard	Letter	Beginning Drawing

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 9.000
 Date: Jun 17, 2010 08:14 am

Add Classes Worksheet

IMPORTANT: Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds and Drops by printing a [Student Class Program](#).

CRNs

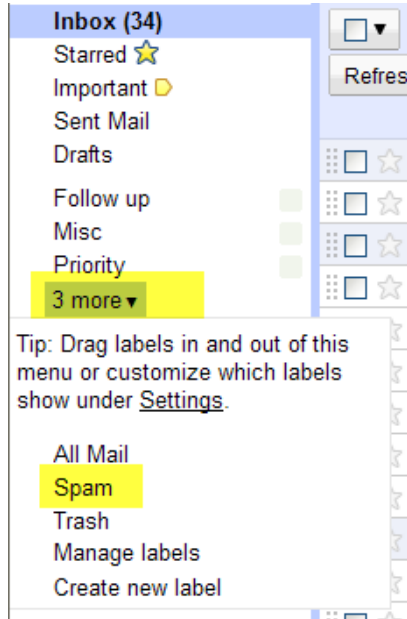
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Complete transaction by clicking on Pay Now button (go to page 13 for detailed payment instructions)

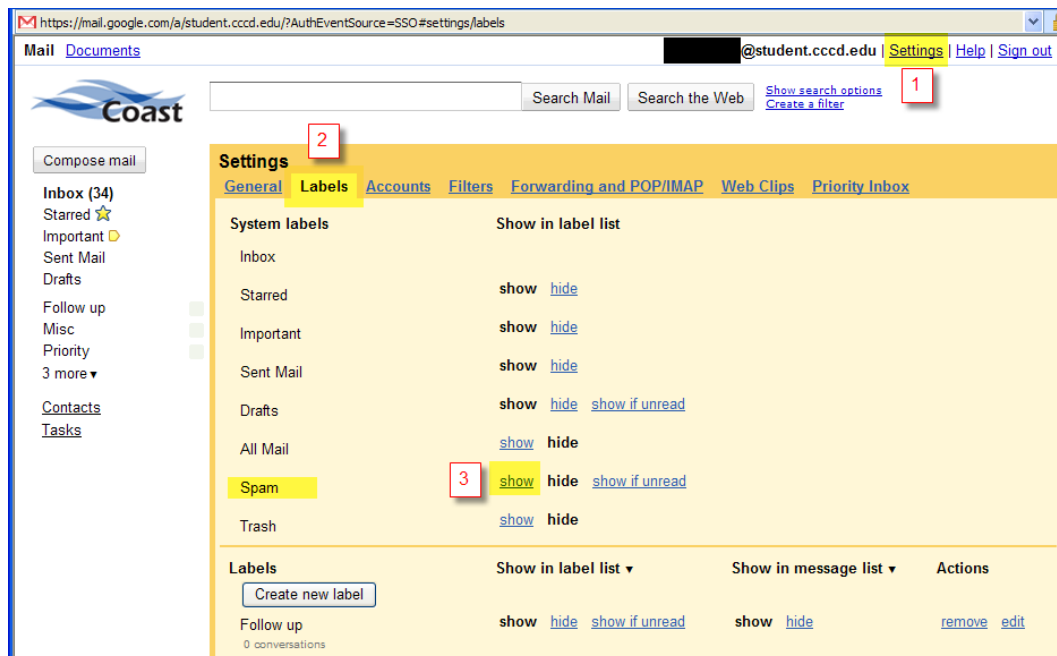
26

How to display your SPAM folder in your student G-mail account:

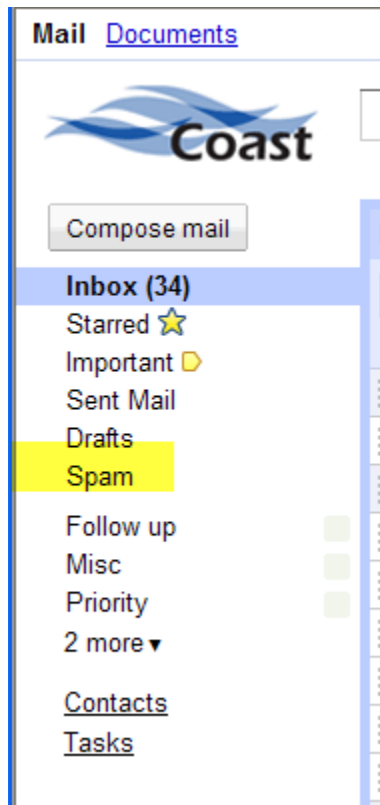
Access your @student.cccd.edu e-mail account. Click on the arrow next to “3 more” to display the SPAM folder



To view your SPAM folder permanently, go to 1) “Settings”; 2) “Labels”; 3) Click on “show”

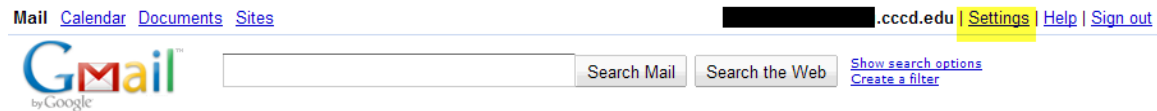


The SPAM folder now displays below the Inbox folder

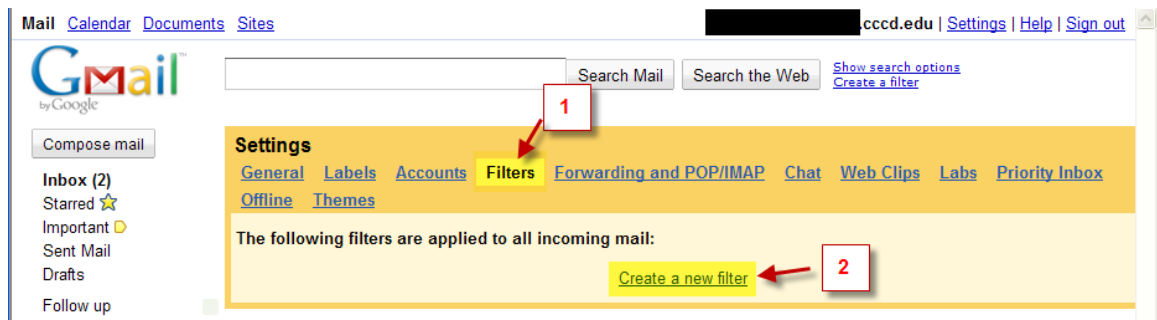


How to add e-mail addresses to your “Safe Senders List” by creating Filters in your student G-mail account:

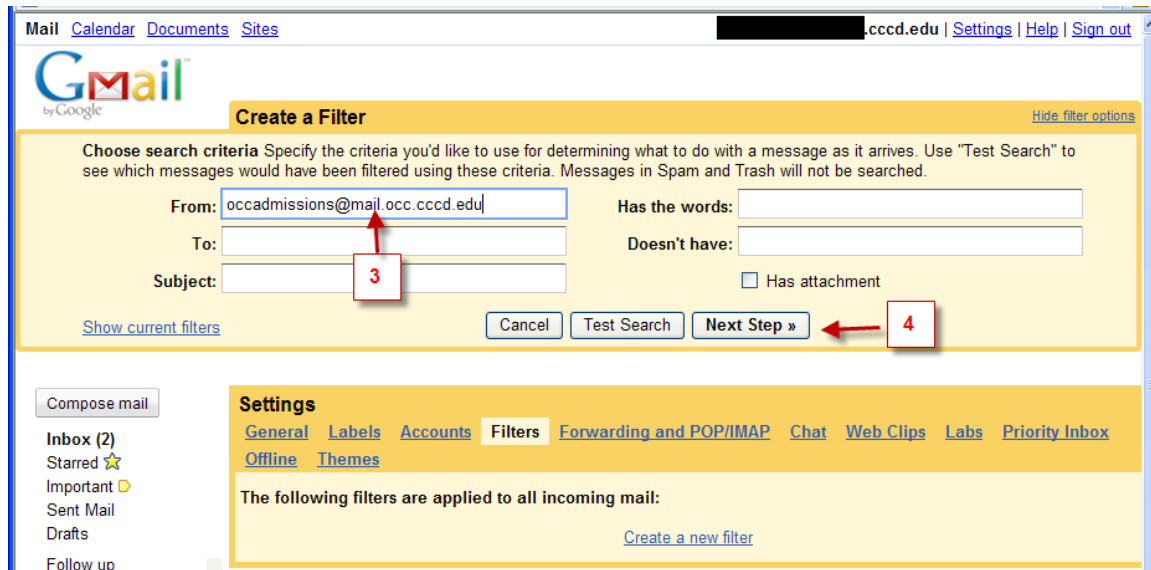
Access your @student.cccd.edu e-mail account. Click on the settings link on the top right-hand corner of the G-mail window



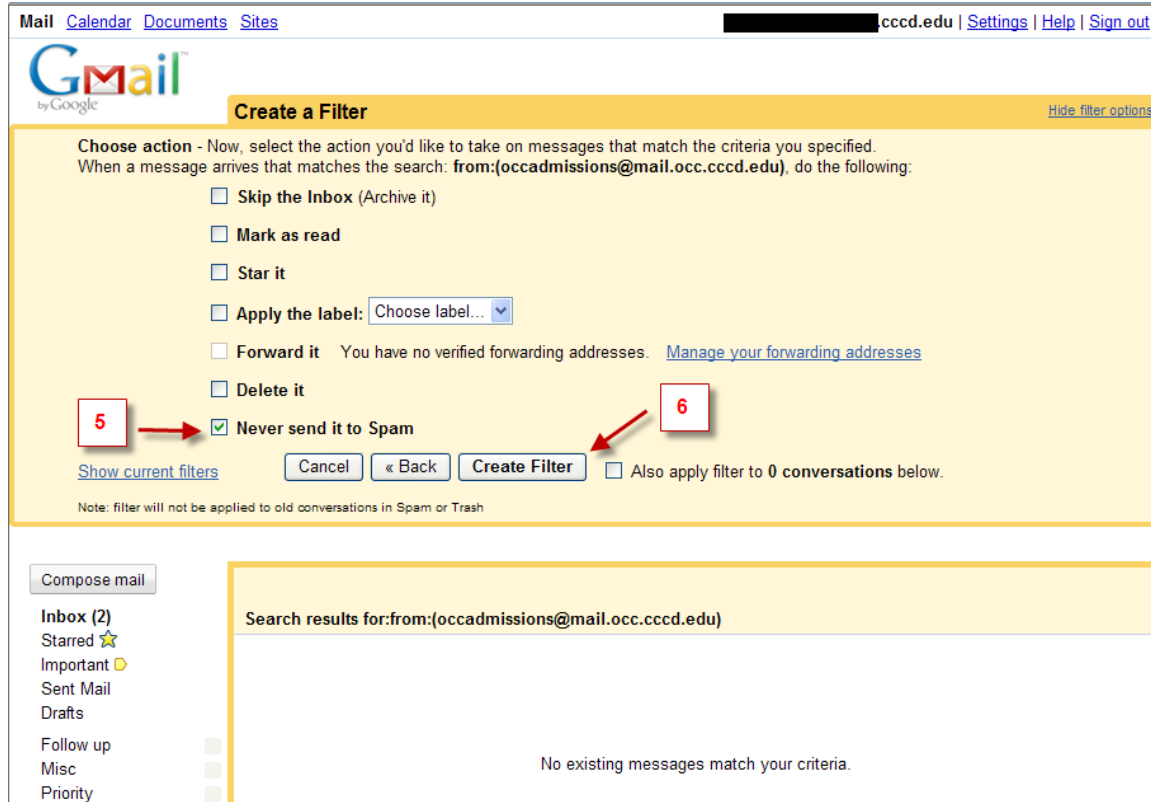
Click on 1) Filters; 2) Create a new filter



3) Enter safe sender e-mail address (cccadmissionsoffice@coastline.edu; gwcadmissions@gwc.cccd.edu; or occadmissions@mail.occ.cccd.edu) in the “From” box; 4) Click “Next Step”



5) Check the box next to “Never send it to Spam”; 6) Click “Create Filter”



7) Filter is successfully created. If additional filters are needed, click on “Create a new filter” and repeat steps 1 through 6.

