

How to Add Courses via Add Form

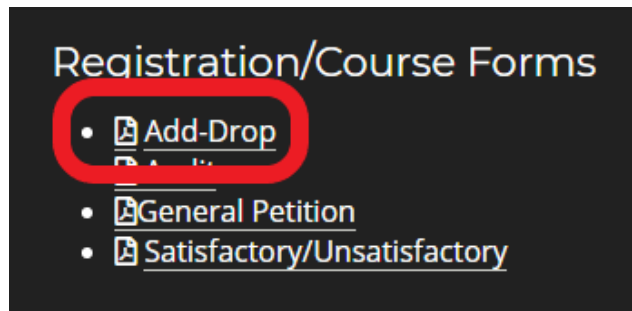
You must use the Adobe Reader or Acrobat to digitally sign the Add-Drop form. Please download the form and use Adobe to submit with a digital signature. You may securely upload through the [Secure Upload System](#) or email using only your student email address (e.g. cometID@students.coconino.edu) a completed Add-Drop form along with your unofficial transcripts to the Registration and Enrollment Services office. Read the instructions below to submit the necessary documents for enrollment.

Step 1. Meet with an advisor

Prior to digitally filling and signing as Add-Drop form, students are highly encouraged to speak with an advisor to review previously earned credits to determine proper course placement. Visit the [Advising](#) page to schedule an appointment with an Academic Advisor. If you are signing up for a course that requires a pre-requisite that you took at another institution (and the official transcript has not been sent to CCC and evaluated), an advisor will need to sign off to indicate that you have completed the correct pre-requisite.

Step 2. Download and Complete Add-Drop Form

View the  [Add-Drop Form](#) or visit the [Registration Forms](#) page to download.



Open the fillable form using Adobe Reader or Acrobat to digitally fill and sign. You will need to know the CRN, Course Subject, and Course Number. Search courses being offered on the [Course Offered](#) page.

Coconino Community College		ADD / DROP FORM				
		FALL	SPRING	SUMMER		
<i>Please use black or blue ink to complete this form.</i>						
Student ID No			FIRST NAME	LAST NAME		
Add	Drop	CRN	COURSE SUBJECT <i>ie: PSY</i>	COURSE NUMBER <i>ie: 101</i>		
INSTRUCTOR SIGNATURE (FOR ENROLLING AFTER DEADLINE OR CAPACITY OVERRIDE) <small>Registration and payment arrangements must occur within 24 hours from date of signature or approval is void.</small>						
				Date:		
				Date:		
				Date:		
				Date:		
				Date:		
				Date:		
My signature below verifies my acceptance of the following: 1) I have reviewed and understand the policies associated with enrolling for or dropping courses at CCC. 2) Whether I have consulted with an academic advisor or not, I freely choose to enroll for these courses and that I assume full responsibility for my course selection and any resulting consequences and liability, and 3) The Student Financial Responsibility Agreement, and upon my request Registration and Enrollment Services will make available a copy of the agreement for my review.						
STUDENT'S SIGNATURE			DATE			
To Register for		Prerequisite completed <small>(Please attach unofficial transcript or test score if not in Banner)</small>			PREREQUISITE VERIFICATION: ADVISOR, INSTRUCTOR, OR REGISTRATION USE ONLY	
COURSE SUBJECT	COURSE NUMBER	COURSE SUBJECT	COURSE NUMBER	GRADE/SCORE	INSTITUTION	STAFF SIGNATURE

Step 3. Scan PDF Version of Unofficial Transcripts

Students will need to provide an unofficial copy of all previous transcripts to prove that they have met the pre-requisite requirements for Math and English for enrollment. We also strongly recommend students request their official transcripts to be sent directly to the **Registration and Enrollment Services Office, 2800 S. Lone Tree Rd., Flagstaff, AZ 86005** to determine final transfer credit amounts.

For additional information on placement measures, visit the [Course Placement](#) page.

Step 4. Upload or Email Add-Drop Form and Unofficial Transcripts

Submit all documents to the Registration and Enrollment Services Office using the [Secure Upload System](#) or your student email address (e.g. cometID@students.coconino.edu). You will need your myCCC student portal login information.

Your user ID is your Comet ID, which is made up of a combination of five characters, starting with your first and last initial. First-time users must create their initial password and security information to activate their myCCC student portal. If you do not know your Comet ID or password and would like to reset it, please contact the ITS Help Desk at 928-226-4357.

Step 5. Confirmation email sent to the Student Email Address

A confirmation email will be sent to your student email address upon course enrollment. You may check your registration status when you access your myCCC student portal by clicking the Registration icon in the Quicklaunch navigation box or you may view a detailed schedule list by selecting the Student Schedule icon.

Step 6. Set up a Payment Plan

Within 24 hours of registration, you are expected to pay your tuition or arrange a payment plan to secure your place in a course. Visit the [Student Accounts](#) page to view the payment options.

Students who have not made their necessary payment arrangements will be automatically dropped from their class, view payment deadlines on the [Cashier's](#) page. If dropped from a course, students will receive an email notification to their student email.