# HOW TO ENROLL & GET STARTED IN COLLEGE

## 01 Apply Online

Create an account with (OpenCCC) www.opencccapply.net, Search Madera Community College and complete the application. Within 24-48 hours, look for an "Admission Acknowledgement" email from SCCCD with your Student ID#.

## 02 Activate Email & Student Portal

Log in to My Portal. Your username and password information are included in your "Admissions Acknowledgement" email.
Activate your email: In My Portal, open the Student Email app and activate your student email. Check it often, add to Outlook app on phone.

## 03 Complete Orientation Online

The orientation can be accessed in My Portal in the "Resource Links" section.
Choose "Enroll in Course."
Once complete, your "orientation hold" will be cleared in 1 to 2 business days.

## 04 Meet with Veterans Counselor

Meet with a Veterans counselor to select your classes and create a Student Education Plan (SEP) using the Star Fish app in your student portal, you can click on Schedule appointment or call at (559) 675-4141, for a 45-minute appointment.

## 05 Submit FAFSA (recommended, not required for admissions, does not impact GI Eligibility)

Visit fafsa.gov to apply. Madera Community College code: 042961.
Assistance is available at the Financial Aid Office, contact (559) 675-4849 or financialaid@maderacollege.edu

## 06 Register for Classes

See steps on back.

## 07 Student Supplies

- Purchase Parking Permit
- Obtain Books & Supplies (per syllabus for each class)
- Laptops are available for rent through the library

# SEARCH & REGISTER FOR CLASSES

STEP 1: Click My Portal login graphic for my portal

STEP 2: Sign in to My Portal
If you need assistance logging in, visit Technology Help or call the SCCCD Helpdesk at 1.844.887.2223.

STEP 3: Select the Self-Service app

STEP 4: Select Search for Classes/Add to Schedule

STEP 5: Search for classes by selecting the Term, Subject, Course Number, and Location.
Click 'Search'.
*Classes are location-based, confirm with a counselor before enrolling in classes outside of Madera College.
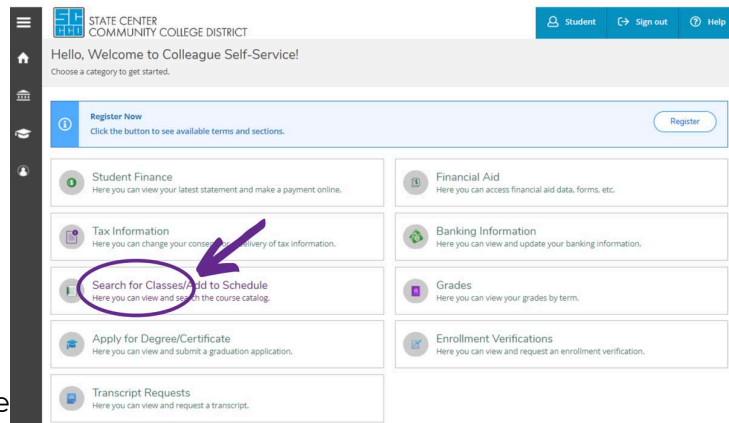
STEP 6: Review the different course offerings including modality- online, in-person, or hybrid.
Specific information on each section including capacity, waitlist availability and lab times (when applicable), required materials, etc. can be found by click the section #

Note: 🔗 requires a co-req. Click on section for more information.

STEP 7: Click 'Add' to select a course.

STEP 8: Review the Section Details pop-up and select 'Add Section'

STEP 9:  To finalize registration for the course(s) selected, navigate to the 'Academics' drop-down menu on the left sidebar and then select 'Register for Classes/View My Schedule'
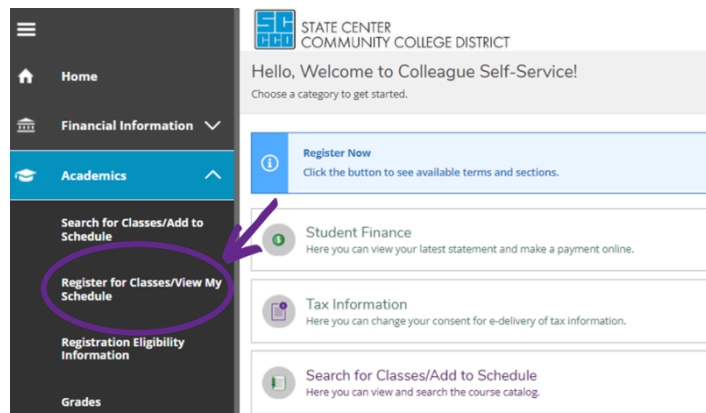
STEP 10: Register and/or Waitlist Courses
Use the arrow keys to select the correct semester term. The default term will be the current semester. Register and/or Waitlist for the courses you wish to enroll in by clicking the blue Register button under the section, or the Register Now button above the calendar.

If have any questions or need assistance, please contact Outreach at 559-675-4839 or outreach@maderacollege.edu.