

# Registration Made Easy!



All students now register online via myHancock.

This new system allows for 24/7 access to the services and information you need: apply, register, add and drop classes. No more standing in line. *Registration transactions are now processed online!*

## Fall 2010 Registration Dates

**Online Priority Registration:** June 28-July 2

**Open Online Registration:** July 3-August 28

**College Now! Online Registration:** August 9-28

## Steps to getting started...

**Step 1:** New students: Apply for admission for the 2010-11 academic year.

Apply online by clicking *Apply Summer & Fall 2010 Credit* on the homepage.

Continuing and returning students: if you did not receive an email from the college in March 2010 informing you of your new user name and password, click *Apply Summer & Fall 2010 Credit* on the homepage and complete the required fields to receive your new information. **NOTE:** When asked to indicate your "Enrollment Status/Student Type," please select **First-time Student**.

**PLEASE NOTE:** After completing the online application, it may take up to 30 minutes for **myHancock** to recognize your new user name and password.

**Step 2:** Complete START assessment or determine if you are exempt from assessment

**Step 3:** Contact the Financial Aid office to apply for assistance, if applicable.

**Step 4:** If you have attended any other college, request official transcripts be sent to the AHC Admissions & Records office before you register.

**Step 5:** Contact the Counseling office at (805) 922-6966 ext. 3293 if you need assistance with course selection.

**Step 6:** Check that all course prerequisites have been met

**Step 7:** Clear any outstanding obligations or debts to the college.  
Your registration will be blocked if you owe delinquent fees.

You are now ready to register! Log on to **myHancock** using your user name and password.

Select the Student tab and then click *Register/Add/Drop/Search Classes* in the *My Hancock Stuff* channel.

## Student Classifications:

**Continuing Student:** You currently attend credit courses at Allan Hancock College

**New Student:** You have not attended Allan Hancock College credit courses.

**Returning Student:** You attended Allan Hancock College credit courses previously but were not enrolled last semester.

**College Now!:** You are a high school or home-schooled junior or senior residing in Santa Barbara or San Luis Obispo counties and have been recommended for enrollment by your principal or designee.

## Fall 2010 Online Priority Registration Dates

Priority registration is based on units completed at Allan Hancock College. Units completed are units which have been annotated to the student's transcript as of fall 2009 semester with a final grade of D or better.

The first day of priority registration is for officially designated participants of the **Learning Assistance Program, EOPS program, nursing priority students, and any member or former member of the United States Armed Forces within two years of leaving active duty.** (Check with the Financial Aid office to verify eligibility. Your military ID card or DD214 will be required for verification.)

	Units Completed at Allan Hancock College	Registration Date
<b>Day 1</b>	Learning Assistance Program, EOPS program, nursing priority students, and any member or former member of the United States Armed Forces <i>within two years of leaving active duty.</i>	June 28, 2010, 8 a.m.
<b>Day 2</b>	50 + units completed	June 29, 2010, 8 a.m.
<b>Day 3</b>	30 – 49.5 units completed	June 30, 2010, 8 a.m.
<b>Day 4</b>	12 – 29.5 units completed	July 1, 2010, 8 a.m.
<b>Day 5</b>	1 – 11.5 units completed	July 2, 2010, 8 a.m.
Open Online Registration	July 3-August 28, 2010	
<b>College Now!</b> Online Registration	August 9-28, 2010	

## Need help with the new online registration process?

Attend a hands-on workshop to help you apply for admission and/or register for fall 2010 classes online. *No reservation required.*

**June 28–August 26, 2010** (note: college will be closed on Fridays, July 2 through August 13)

Monday-Thursday 9 a.m.-2 p.m. / Tuesday evenings 5-6 p.m.

Workshops held on the Santa Maria campus in building K, room 10.  
Contact the Admissions and Records office for details and additional times.  
**(805) 922-6966 ext. 3248.**

For registration assistance and access to computers at the Lompoc Valley, Vandenberg AFB and Solvang centers, please call the center of your choice for hours of availability:

**Lompoc Valley Center:** (805) 735-3366  
**Vandenberg AFB Center:** (805) 605-5915  
**Solvang Center:** (805) 693-1543

## Need access to a computer?

Computers are available at the Santa Maria campus Admissions & Records and Counseling offices (bldg. A) during regular office hours. Currently-enrolled students with an AHC student ID card can also access computers at the Santa Maria campus Open Access Computer Lab (bldg. L South). For registration assistance and access to computers at the Lompoc Valley, Vandenberg AFB and Solvang centers, please call the center of your choice for hours of availability.

## New Student Orientation

**Required for all new students. It's about your future. Be there!**

**Your most important step to becoming a successful college student!**

- Learn about college resources
- Learn helpful strategies for time management and study skills
- Get the 4-1-1 on how to secure free money for tuition and books
- And more!

For fall 2010 orientation dates and information click **New Student Orientation, Fall 2010** on the Important Information Directory