

How to Register for AHC Noncredit Classes Online

Before you start:

- Did you attend classes at AHC last semester? If not, you may need to go through the admissions process to re-activate your status.
- Have your myHancock student portal credentials ready (password and username).
- Classes at AHC have a 5-digit control registration number, or CRN, for short. Look for the noncredit classes you would like to attend and jot down the CRNs for these classes.

Steps to Register Online:

1. Open your internet browser (Google Chrome or Firefox) and head over to www.hancockcollege.edu.
2. Click on the blue "myHancock" tab at the top right corner of the page.



3. Login to myHancock with your credentials (your username and password).
4. Once inside your myHancock student portal, hover over the "Class Registration & Schedule". Next, click on "Register Add/Drop Classes".



5. Select the term you are intending to register for and fill out the necessary information, if you haven't already.

Welcome Back to AHC!

Please select the term for which you are intending to register:

- Fall 2024
- Winter 2025
- Spring 2025

6. "Select Register Add/Drop Classes" and select the term you're registering for, again.



[Register Add/Drop Classes](#)
Search and register for your classes.

Select a Term for Class Search

Fall 2024

Continue

7. If you know the CRNs of the courses you wish to take, select "Enter CRNs"

Register for Classes


Find Classes

Enter CRNs

8. After entering the CRNs, be sure to click "Add to Summary" and the class should appear in the lower right box of the screen. To finalize your registration, be sure to click "Submit", located in the lower right corner of the screen.

Summary						Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action
		0		Online		
		3		Lecture/Lab	Registered	None
		1		Directed Study/In...	Registered	None
		3		Lecture/Lab	Registered	None

Total Hours | Registered: 7 | Billing: 10 | CEU: 0 | Min: 0 | Max: 20.5

 [Submit](#)

9. Don't forget to pay your fees at the time of registration. If you do not pay your fees, you will be dropped from your class(es).

You can double check that you completed the registration process successfully by viewing your schedule through the myHancock portal, under "Class Schedule". If your registration was successful, the classes you selected should appear in your current schedule.

If you run into any errors, please contact Community Education (Building S) at (805) 922 6966 extension 3209.