




# How to Register for the Math Center

# Step 1: Log into myHancock



ALLAN  
HANCOCK  
COLLEGE

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USERNAME

PASSWORD

SHOW PASSWORD

**Login**

[Forgot Password](#) | [Forgot Username?](#)

First time logging in? Set your password with the gold button:

**New Hancock College Users**

# Step 2: Hover over “Class Registration & Schedule”

The image shows a screenshot of the myHancock dashboard. The top navigation bar is dark blue with the myHancock logo on the left, a search bar in the center, and notification, chat, and user icons on the right. The left sidebar contains a menu with categories: Dashboard (with sub-items: Activity, Announcements (21), Resources, Discover, Events & Calendars)), Shortcuts (with sub-items: Schedule a Counseling Appointment, Jobspeaker Job Board, Canvas, DegreeWorks, Online Orientation), and Tools (with sub-items: BankMobile, Classes/Academic Tools, Employment/Career Tools, Everyday Tools, Fees and Balances). The main content area features three large tiles: 'Class Registration & Schedule' (highlighted with a green border and a red arrow pointing to it), 'Financial Aid' (showing a graduation cap and money), and 'Transcripts' (showing a student at a computer). A 'Help' button is located in the bottom right corner.

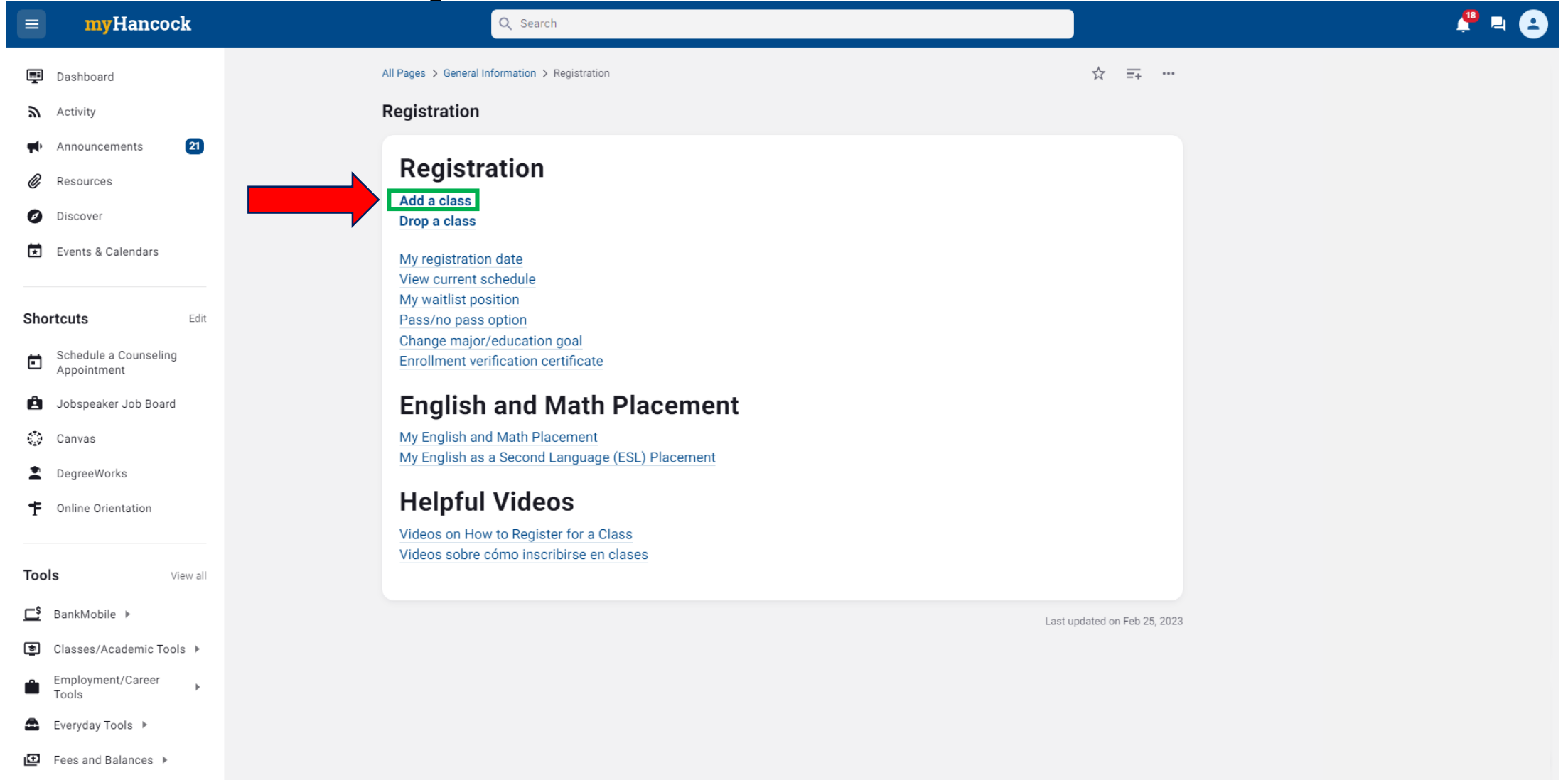
# Step 3: Click on “Register/Add/Drop Classes”

The screenshot displays the myHancock portal interface. At the top, there is a navigation bar with the myHancock logo, a search bar, and notification icons. The main content area is divided into several sections:

- Dashboard:** A vertical list of navigation items including Activity, Announcements (with a '21' badge), Resources, Discover, and Events & Calendars.
- Shortcuts:** A section with an 'Edit' link, containing links for 'Schedule a Counseling Appointment', 'Jobspeaker Job Board', 'Canvas', 'DegreeWorks', and 'Online Orientation'.
- Tools:** A section with a 'View all' link, containing links for 'BankMobile', 'Classes/Academic Tools', 'Employment/Career Tools', 'Everyday Tools', and 'Fees and Balances'.
- Class Registration & Schedule:** A prominent blue button containing four options: 'Class Registration & Schedule', 'Register/Add/Drop Classes' (circled in red with a red arrow pointing to it), 'Class Search', and 'My Schedule'.
- Financial Aid:** A card featuring an image of a graduation cap and money, with the text 'Financial Aid' overlaid.
- Transcripts:** A card featuring an image of a student at a computer, with the text 'Transcripts' overlaid.

A red arrow points from the left towards the 'Register/Add/Drop Classes' button, which is also circled in red. The URL at the bottom left is <https://portal.hancockcollege.edu/pages/registration>. A 'Help' button is located in the bottom right corner.

# Step 4: Click on “Add a class”



The screenshot shows the myHancock website interface. The top navigation bar is dark blue with the myHancock logo on the left, a search bar in the center, and notification and user icons on the right. A left sidebar contains navigation links for Dashboard, Activity, Announcements (with a '21' badge), Resources, Discover, and Events & Calendars. Below this are sections for Shortcuts and Tools. The main content area is titled 'Registration' and contains a white card with the following elements: a red arrow pointing to the 'Add a class' link (which is highlighted with a green box), a 'Drop a class' link, a list of links for registration details (My registration date, View current schedule, My waitlist position, Pass/no pass option, Change major/education goal, Enrollment verification certificate), a section for 'English and Math Placement' with two links, and a section for 'Helpful Videos' with two links. The footer of the card indicates it was last updated on Feb 25, 2023.

myHancock

Search

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All Pages > General Information > Registration

Registration

**Registration**

[Add a class](#)

[Drop a class](#)

[My registration date](#)

[View current schedule](#)

[My waitlist position](#)

[Pass/no pass option](#)

[Change major/education goal](#)

[Enrollment verification certificate](#)

**English and Math Placement**

[My English and Math Placement](#)

[My English as a Second Language \(ESL\) Placement](#)

**Helpful Videos**

[Videos on How to Register for a Class](#)


[Videos sobre cómo inscribirse en clases](#)

Last updated on Feb 25, 2023

# Step 5: Select term you are registering for

## Welcome Back to AHC!

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

- Fall 2024
  - Winter 2025
  - Spring 2025
- 

Please complete the following questions before registering for your classes.

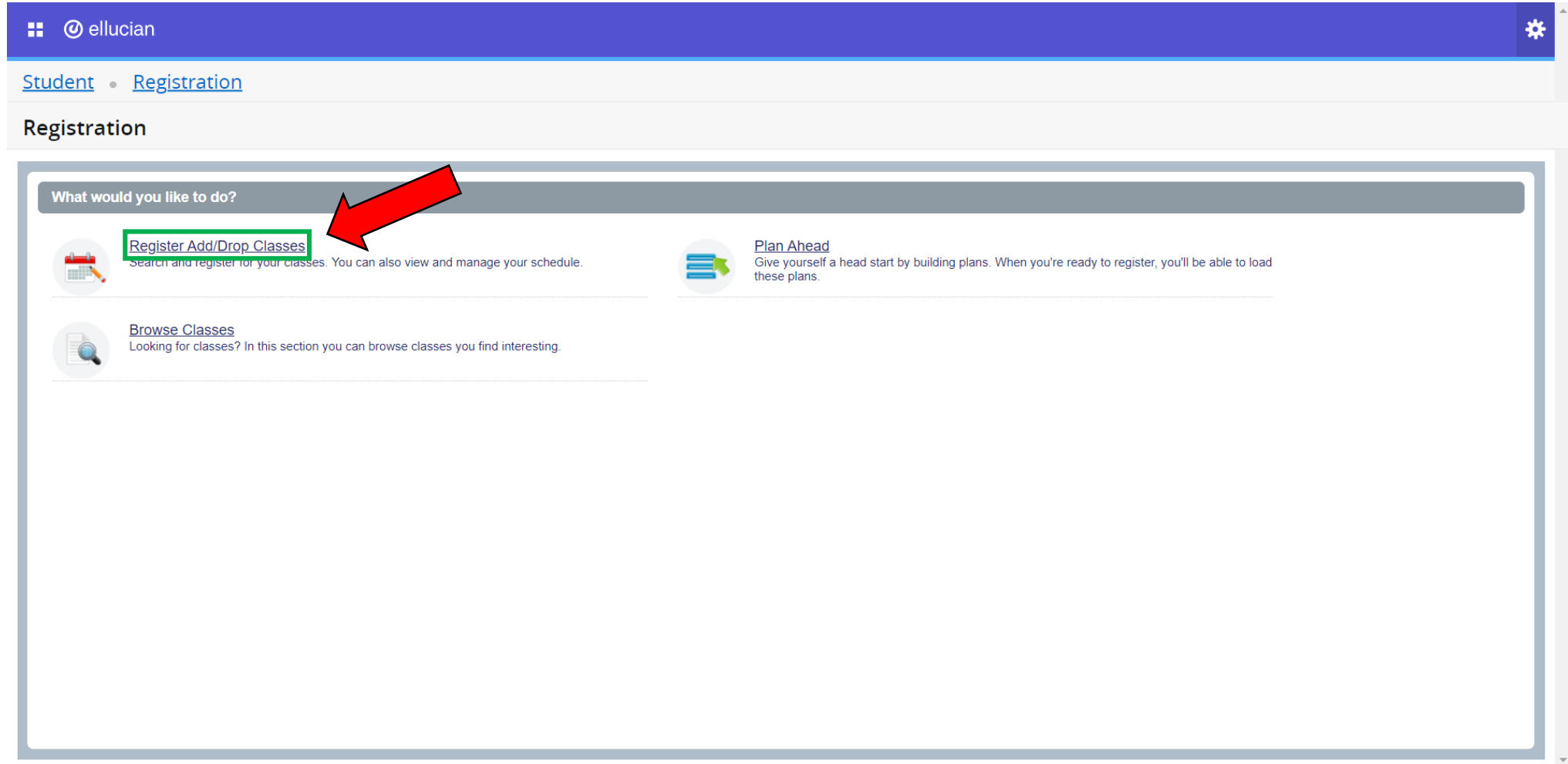
You will be given an opportunity to review and update important contact information in addition to your major and educational goals.

The survey information is required by the state and is kept anonymous.

Thank you.



# Step 6: Click on “Register Add/Drop Classes”



The screenshot shows the ellucian student registration interface. At the top, there is a blue header with the ellucian logo and a settings gear icon. Below the header, the breadcrumb navigation shows "Student" and "Registration". The main heading is "Registration". A grey bar contains the question "What would you like to do?". Below this, there are three options: "Register Add/Drop Classes" (highlighted with a green box and a red arrow), "Plan Ahead", and "Browse Classes".

ellucian

Student • Registration

## Registration

What would you like to do?

[Register Add/Drop Classes](#)  
Search and register for your classes. You can also view and manage your schedule.

[Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

[Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.

# Step 7: Select “Spring 2025” Term


Terms Open for Registration

Spring 2025

Spring 2025

Winter 2025

Fall 2024





# Step 8: Click on “Enter CRNs”

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

Term: Fall 2024

CRN

[+ Add Another CRN](#)

# Step 9: Find CRN on Math Center webpage

Math Center webpage is <https://www.hancockcollege.edu/mathcenter/index.php> or [here](#)



Here is where the CRN 40494 can be found on the web page

## Register to use the Math Center

The Math Center is a free service available to all students, however **you must register each semester** for the noncredit class BASK-7014 to use the services. Registration may be done on myHancock or at Community Education in Building S. The Spring **CRN is 40494.**



# Step 10: Type CRN # into box, then click “Add to Summary”

## Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2025

Enter CRN 40494

CRN

40494

Mathematics Lab BASK 7014, A

CRN

[+ Add Another CRN](#)

Add to Summary

Click Add to Summary

# Step 11: Click “Submit” once *Mathematics Lab* status is “Pending”

## Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2025

CRN

[+ Add Another CRN](#)

**Add to Summary**

**Schedule**

Schedule Details

### Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

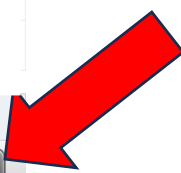
[Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Mathematics Lab</a>	BASK 7014, A	0	40494	Lab	Pending	Registered via Web

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

**Submit**

<https://ssb.hancockcollege.edu/StudentRegistrationSsb/ssb/registration>



# Step 12: Confirm “Registered” status

## Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2025

CRN

[+ Add Another CRN](#)

**Add to Summary**

**Schedule** Schedule Details

### Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Panels ▾

### Summary

[Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Mathematics Lab</a>	BASK 7014, A	0	40494	Lab	Registered	None ▾

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

**Submit**