



GUIDE CONTENTS

PAGE

On-Time Registration Policy	2
Class Formats	3
Find A Class	4-5
Add A Class	6-7

Need Help? Contact Us!

Hours will vary by service

Call Center	480.732.7000
Live Enrollment Support Chatroom	www.cgc.edu/les
Prerequisite Override Request Form	www.cgc.edu/prereq
Text Us	480.351.2221



On-Time Registration Policy



On-Time Registration

1. Students must enroll in a class before the first official meeting date and time.
 - Self-registration will stop at 11:59PM the day before the class begins. This includes online classes.
 - To enroll in a class on the start date, a student must seek assistance in-person or by phone and complete enrollment before the class start time.
2. Students cannot attend a class they are not registered for and cannot register for the class if it has already started.
3. Tuition and fees must be paid or payment arrangements in place by the payment deadline to remain registered for a class. Deadlines vary based on when the class starts.
4. Students who fail to attend the first scheduled class meeting, or fail to contact the instructor regarding an absence before the first scheduled meeting may be withdrawn.
5. At the beginning of each course, the instructor will provide students with the written attendance requirements as determined by the instructor. Students who do not meet attendance requirements may be withdrawn from the class.

Class Formats

We have a variety of Learning Options & Class Formats to choose from.



In-Person

The class meets regularly on campus at the time listed in the schedule. This format is ideal for students who value face-to-face interaction with their instructors and classmates and the ability to access on-campus resources.



Online

The instructor's coursework is available online, allowing you to complete assignments on your own schedule within set start and end dates. In some cases, online classes may have required in-person proctored assessments at the discretion of the instructor.



Live Online

In this format, the instructor lectures live online through a web conferencing system. It features virtual class meetings with set dates and times. Like Online, in some cases, online classes may have required in-person proctored assessments at the discretion of the instructor.



Hybrid In-Person

This format blends online learning with in-person class meetings on campus. The in-person sessions occur at specific times and dates listed in the class schedule. This mode combines the benefits of online flexibility with an on-campus experience.



Hybrid Live Online


This format combines online coursework with live online class meetings. The live online sessions occur on set dates and times, providing structure while still offering flexibility.



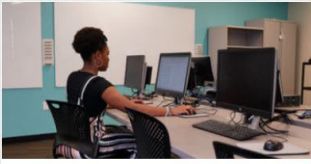
**STEP
1**

Search the class schedule using Find a Class from the CGC.EDU homepage.

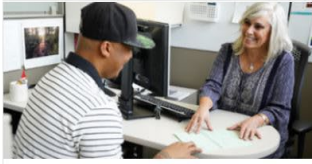
LIBRARY
 TUTORING
 COYOTE CONNECT
 CANVAS
 STUDENT TOOLS




Get Started Today!
Ready to start your educational journey at CGCC? Take the first step now!



Class Search
Browse our course offerings, find open classes and build your perfect schedule.



Live Enrollment Support
Virtual Live Enrollment Support is available to answer all of your enrollment questions.



Financial Aid
Discover the grants, loans, Federal Work-Study, and scholarships available to help fund your educational goals.

**STEP
2**

Enter the class you want to search in the search bar and select the icon next to it. Now choose the semester and college you want to search.

Availability

Open Classes Only
 All Classes

Semester

Summer 2023
 Fall 2023

College

Chandler-Gilbert (CGCC) Paradise Valley (PVCC)
 Estrella Mountain (EMCC) Phoenix (PC)
 GateWay (GWCC) Rio Salado (RSC)
 Glendale (GCC) Scottsdale (SCC)
 Mesa (MCC) South Mountain (SMCC)

Search > More Options

Pro Tip: Click here to filter your search results by **General Education Values (HU or SB), class formats, or meeting days/times.**

Delivery

Educational Serv Partnership Independent Study
 Field Based Live Online
 Hybrid Mixed Media
 Hybrid In-Person Online
 Hybrid Live Online Print Based
 Hybrid Virtual Private Instruction
 In Person Study Abroad

General Education Designations

C: Cul Diversity in the US L: Literacy & Critical Inq
 CS: Comp/Statistics/Quant App MA: Mathematics
 FYC: First-Year Composition SB: Social-Behavioral Sc
 G: Global Awareness SG: Natural Sciences General
 H: Historical Awareness SQ: Natural Sciences Quant
 HU: Humanities, Arts & Design

Meeting Days

Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Meeting Times

Any v - Any v



**STEP
3**

Review the course description, prerequisites, location, delivery, meeting dates, and the class notes.

- Copy the **5-digit class #** of the class you want, which you will then use to add the class in your Student Center.

COM225: Public Speaking – 3 credits

Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills.

Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.

General Education Designations: L

Class#	Location	Delivery	Dates	Days	Times	Instructors	Availability
11436	Chandler-Gilbert: Pecos Campus Pecos Cholla Hall Rm 202	Hybrid In-Person	08/21 – 12/15 Fall 2023	M	11:30AM – 12:45PM	J. Sinykin	Open 8 of 24 Seats Available
	▶ Notes						
	• Textbook info pending						
	Chandler-Gilbert: Pecos Campus Pecos Ironwood Hall Rm 125	In Person	08/21 – 12/15 Fall 2023	M,W	8:30AM – 9:45AM	A. Braaten	Open 8 of 25 Seats Available
	▶ Notes						
	• Textbook info pending						
28605	Chandler-Gilbert: Williams Campus Williams Cooper Hall Rm 102	In Person	08/28 – 12/08 Fall 2023	M,W	9:00AM – 10:20AM	D. Dinsmore	Open 19 of 25 Seats Available
	▶ Notes						
	• Textbook info pending						

Class #:
Use this # to add the class in your Student Center.

Locations:
Pecos
Williams
CGCC Online

Class Notes: It's important to click on **Notes** to find out if the class has enrollment restrictions or special instructions.

- Some classes are **Learning Communities** which requires enrollment in another class at the same time.
- Some classes are restricted to **Honors** students only.
- Some classes have required **lab sections** or **alternative schedules**.



ADD a CLASS



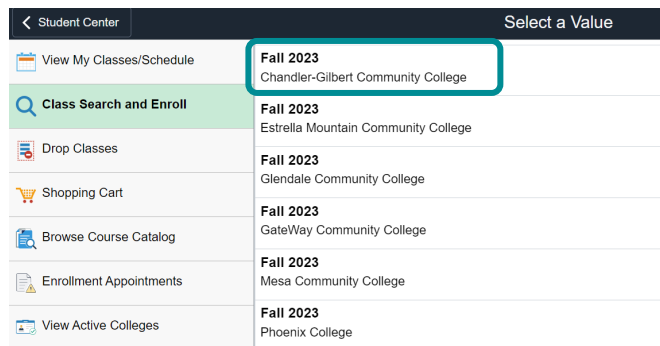
Under 18 years old? Students **under the age of 18** will not be able to **Add a Class** following the steps below. Instead, you must complete one of the **Under 18 Enrollment Forms** which will require parent or guardian signature.

[NEW Student- Under 18 Form](#) **OR** [RETURNING Student- Under 18 Form](#)

STEP 1

To Add a Class, login to your Student Center with your MEID & Password.

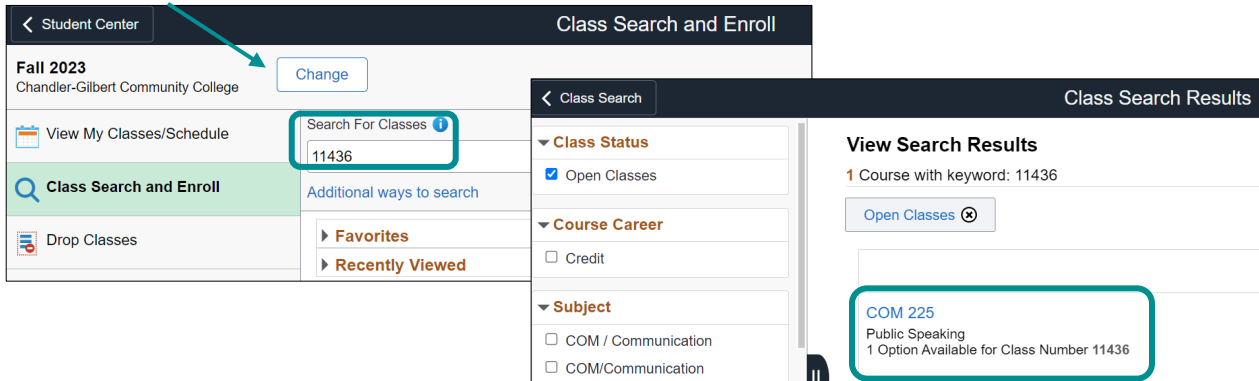
- Select the **Manage Classes** tile and **Class Search and Enroll**. Select the **semester and college** where you are adding a class. If multiple choices are shown, you may need to scroll down.



STEP 2

Enter the 5-digit class number you copied from Find A Class and search. Select your class from the results.

- If you want to search for classes at another college or for a different semester, click **Change**.





ADD a CLASS



STEP 3

Review the class information again by clicking on the blue hyperlink, or select the class by clicking anywhere else.

COM 225
Public Speaking
★ [Add to favorite courses](#)
▶ **Course Information**
▼ **Class Selection**

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Room
1	Open	Dynamic Dated	Subject LEC / Class Nbr 11436	08/21/2023 - 12/15/2023	Monday 11:30AM to 12:45PM	Pecos Cholla Hall Rm 202

Class Selected

Action

Course COM 225

Class Nbr 11436

When 8/21/2023 - 12/15/2023 (Fall 2023)

Where Chandler-Gilbert Comm College

Mode Hybrid In-Person

Meetings	Room	Instructor
1 Mo 11:30 AM - 12:45 PM	Pecos Cholla Hall Rm 202	Julie Sinykin

STEP 4

After selecting the class, use the dropdown menu and select **Enroll**, followed by **Submit**.

- If you want to enroll in more than one class at the same time, or save your class to enroll in later, you can add the class to your **Shopping Cart** instead. However, this does not save a seat in the class until you have enrolled.
- If your enrollment into the class was **successful**, you will see a green "✓" with a confirmation message.
- If it was not successful, it will show a red "X" and provide an **error message** as to why.

✓ **COM 225 - Public Speaking**
Class has been added to your Shopping Cart.

✗ **COM 225 - Public Speaking**
Unable to add this class - requisites have not been met. Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.