

## CAYUGA COMMUNITY COLLEGE

### ON-LINE REGISTRATION

#### What you'll need to complete your registration:

- An active email account that belongs to you – not your parent or guardian. \*\*\*For those of you who have taken CCC courses in past years, you already have a login/password. You completed this process in computer lab with Assistant Principal Madalyn Stowell. If you have questions, please contact her directly at 315-255-8303.
- Your social security number – must be accurate, must be yours!
- Your permanent address and, if you've moved anytime in the last year, your previous address.
- To start the process, you need to enter into the address bar – <https://www.cayuga-cc.edu/auburn/>
- Two boxes will appear – one blue, one orange. If you already have an account, click on blue box “Log into My Account“ . If not, click on the orange box “Create My Account”. PLEASE remember to keep track of your username/ password. Follow step-by-step procedure.
- Once the class list appears, you need to find the course(s) you are enrolled in, click the +ADD box to the left of course listed. \*\*\*IMPORTANT: You MUST add ALL courses you are taking for “FALL/ALL YEAR” only. Refer to the top half of your schedule, fall semester. You will register for SPRING courses once SPRING semester starts, end of January. Again, any questions please contact Assistant Principal Madalyn Stowell directly at 315-255-8303.
- Listing information for a second parent is OPTIONAL. You must enter information for at least one parent.
- VERY IMPORTANT, you must click on “Submit Registration” two separate times. Once you have completed this, a message will appear “Congratulations, You are now registered!”

Below are list of CCC courses offered for the SPRING Semester:

Essentials of Art (ART 104)  
Principles of Business (BUS 103)  
Business Mathematics (BUS 106)  
Foundations for College Success (CAY 101)  
Freshman English 2 (ENGL 102)  
19<sup>th</sup> Century American History (HIST 105)  
Personal Health (HLTH 104)  
Pre-Calculus (MATH 106)  
Fitness Center 2 (PE 162)

For questions regarding your:

- Login and Password, please contact: 315-294-8568 or [helpdesk@cayuga-cc.edu](mailto:helpdesk@cayuga-cc.edu)
- Blackboard Account, please contact: 315-294-8568 or [helpdesk@cayuga-cc.edu](mailto:helpdesk@cayuga-cc.edu)
- Registration, please contact Lisa Clark at 315-294-8529 or [clarkl@cayuga-cc.edu](mailto:clarkl@cayuga-cc.edu)
- Official Transcript, go to: <https://www.cayuga-cc.edu/students/services/registrar/transcript-requests/>