Step #1

Start at the SLCC Home Page www.slcc.edu
1-Click on “MyPage Login”
2-Click on “CLICK HERE” below the login area to create your username/password.

Step #2

Read through all instructions so everything is entered and recorded correctly.
All information is REQUIRED

1-Fill out all information
2-Click Submit. You will be given your SLCC email address and username for MyPage.
3-WRITE DOWN your username

NOTE:
If you remain on the same page after clicking submit, an error in red letters will appear at the top of the screen informing you of the issue. Double check info entered, if correct we may need to change info in our system.

You will need to come in person with picture ID for corrections. If the error says “your username cannot match your pin”, your application is still being processed. The application processing time is generally within 24hrs but during peak times it can take 2-3 business days.

You have created your MyPage account!
You may now return to the login page and enter the username & password then press login.

If you receive a “user/pass not found” error, you must wait at least 15-20 minutes before trying to log-in a second time. After the third incorrect attempt you will be locked out for security reasons. To have the lock removed you can contact the Help Desk at 801.957.5555 (MyPage Tech Support)
1-Log into your MyPage

2-Click your Student Tab

3-Click “Look Up Classes”

4-Select the Term and “Submit”

5-Select “Advanced Search” (Subject not needed)

6-Enter in search criteria for the course needed.

Information needed to complete a class search:
- Subject: Math, English etc.
- Course Number: 1010, 0950 etc.
- Campus: Redwood, Jordan, Sandy etc.

Click on “Class Search”

Information Not needed:
- Title
- Credit Range
- Start/End Time

(This information may cause zero search results.)
This page contains your course search results listing all courses offered based on your search criteria.

By clicking on the CRN you can see a course description and pre-requisite information.

Info:
- CRN
- Subject
- Course/Section #
- Campus
- Credits
- Course Title

Info:
- Days/Times
- Class Capacity (CAP)
- Seats Actually Taken (Act)
- Seats Remaining (Rem)
- Waitlist Cap
- Waitlist Act
- Waitlist Rem

Info:
- Instructor
- Beginning/End Dates
- Building/Rm. #
- Teaching Method (Lecture, Internet...etc)

By clicking on the CRN you can see a course description and pre-requisite information.

(Some classes may appear to be open but if there are students on the waitlist they will have priority. Look for the red “WL” this means there are students currently on the waitlist. If there are students on the waitlist the system will give a “Closed” error and will give you the waitlist option if there are available spots.)

Once you have chosen the class that fits your schedule you will “check” the box to the left of the screen. You will then press “Register” or “Add to Worksheet”.

How to add to a Waitlist
- Check for remaining (WL Rem) spots
- Write down the CRN for that course
- Click “Add to Worksheet”

If Added Correctly...
The course will appear under your Current Schedule with the Status “Waitlisted on...” If the course does not appear here then it was not added correctly.

WL Continued
- Enter the CRN into one the CRN boxes and click “Submit Changes”.
- A “Closed” error appears
- Through the action box select “Waitlisted”
- Submit Changes

If Added Correctly...
The course will appear under your Current Schedule with the Status “Waitlisted on...” If the course does not appear here then it was not added correctly.
If you have received an email Notification informing you that your eligible to add your waitlisted course. The system will NOT automatically add the course so be sure to check twice a day and add ASAP. Once it is your turn you only have 24hrs to register before you are dropped from the waitlist.

Return to your Student Tab on your MyPage account. Click on “Add or Drop Classes” under Registration Tools.

After selecting the term you will see your “Current Schedule” including your registered courses and your waitlisted courses. Once it is your turn to take an open seat in the waitlisted course, you will see a 3rd option in the drop down “Action” box. Select “Web Registered” and submit changes. The waitlisted course will now show as a registered course with credit hours.

Remember that a waitlisted course is NOT a guaranteed seat. If you are receiving financial assistance you may be required to be registered for a specific number of credits. A waitlisted course will not count until it is added, always have a second option added just in case you do not get into the waitlisted course.
If you do not attend one of the first two class meetings your registered for, you MAY be dropped for non-attendance by the instructor to allow room for waitlisted students. Students registered in an online course should login to the online course with the first 5 days of class to avoid being dropped from the course. DO NOT depend on this! Students are responsible for dropping all classes they will not be attending in order to avoid paying tuition and fees for those classes. Although an instructor can give an empty seat away it does not make them responsible to drop the missing student so never expect the instructor to drop you.