Selecting Your Enrollment Preferences

Selecting your enrollment preferences is an important, one-time activity. Your preferences—where, when, what teaching method you prefer—are used when creating your class schedule. You can change your preferences any time you wish; they should be reviewed prior to each enrollment cycle.

NOTE: ONLY YOU, THE STUDENT, CAN COMPLETE YOUR PREFERENCES. NO ONE CAN DO IT FOR YOU.

1. Log in to the Student Portal at My.CCC.edu.

3. **Academic Goals.**
Review your academic goals, including focus area, academic plan, home campus, and educational intent.

Please see your advisor if you wish to change your academic goals. ONLY your advisor can change this information. You can make an appointment with your advisor in GradesFirst.

You can enter a transfer institution and select a new focus area and academic plan. But, your selection WILL NOT change your academic plan. ONLY your advisor can do that for you.

4. **Enrollment Preferences.**
Your preferences are used when creating your class schedule.

- **Alternate Campus:** where you prefer to take classes if the classes you need are not available at your Home Campus.
- **Credit Hours:** enter your preferred number of credit hours for Fall & Spring terms and Summer term. At least one non-zero value must be entered.
- **Instruction Mode:** select the teaching method you prefer. If both, select the teaching method you prefer for the majority of your classes.
- **Meeting Pattern:** select which day(s) you wish to take classes.
- **Schedule:** select the time you prefer your classes to begin.
5. **Enrollment Priority**

Your enrollment priority is used when creating your class schedule.

Select one enrollment priority. That is, which one preference is most important to you?

- **Campus**: “keep me at my Home Campus, even if it means taking classes on different days or times.”
- **Meeting Pattern**: “I can only take classes on certain days of the week, even if that means taking classes at a different college or times.”
- **Schedule**: “I can only take classes at certain times, even if it means taking classes at a different college or days.”

6. **Reverse Transfer of Credit**

Reverse transfer of credit enables the City Colleges of Chicago to award you a degree by combining college credits you earn after leaving CCC with those you earned while a student at CCC.

Your transcript and other education records are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. You must provide your authorization to participate in the Reverse Transfer program.

Select “Authorize” if you wish to participate or “Decline” if you do not wish to participate.

You can change your decision later.
7. **Save Preferences.**
When you finish entering your enrollment preferences, select Save Preferences.

You can change your preferences any time you wish, but they should always be reviewed prior to each enrollment cycle.