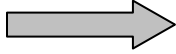


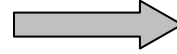
Houston Community College

Enrollment Process

Click on:
[Registration and](#)



Register Here



www.hccs.edu

Enter your Web User ID & Password:



First Time User

User ID: (case sensitive)

Password: (case sensitive)

[Sign-in help](#) [Forgot your password?](#)




Forgot Password

Student: Your User ID and Password must be entered in upper case unless you changed your password after 2/27/05. If you need assistance, please call our Help Desk at 713-718-8800.

[Return to HCCS Homepage](#)

Once Logged-in:

Click on:
[a Class](#)

 [Academics](#)   [Enroll in](#)

*Click on appropriate
term or career:*
[Classes](#)

[Fall 200X](#)  [Add](#)

Additional Registration Information for Distance Education Students

Please access the general DE class schedule by going to the DE Homepage at www.distance.hccs.edu and clicking on "DE Courses Offered". We recommend that you register as early as possible, as distance education classes tend to fill-up quickly. Prior to accessing web registration, please have the 5-digit "class number" (CRN) of the class(es) in which you plan to register. You will find the class numbers within our course schedule - go to the DE homepage at www.distance.hccs.edu and click "DE Courses Offered" to view the current class schedule. You can also access the current class schedule by accessing the online registration site (see steps above) and choosing the "Additional Information" option, instead of the "Register Here" option. This is the most updated way to review the schedule of classes, as it reflects "real time" enrollment numbers and will reveal what classes are still available for enrollment.

Payment is due at the time that you register! If payment is not made at the time that you register, you will be dropped from your courses without notice!

If you have problems with web registration, either call the HCC Help Desk at 713.718.8800, or feel free to call the Distance Education Office at 713.718.5275 and choose option #4. The phone numbers for the DE Counselors are 713.718.7014 or 713.718.7008.

Your next step following registration and class payment is to attend an orientation for every distance education class in which you enroll. Orientation times and days will be posted on the Distance Education Webpage. To view this information, please visit the DE Homepage at www.distance.hccs.edu and click "General Information" and then select "Orientation Schedule". If you have questions about an orientation, please call us at 713.718.5275 and choose option 1 to speak with a DE staff member.

Your class "orientation" is your "first class day", so regardless of if the orientation is required in-person or online, it is critical that you attend so that you will know what is expected of you in the class. If you have never taken an online Distance Education course in the past, we strongly encourage you to pay special attention to the "WebCT

Orientation” portion of your online class orientation. There is a link on that page that you can click to “View the Entire WebCT Student Orientation.” we recommend that you view and print this entire orientation; it is about 30 pages, as it will serve as a WebCT reference tool during your online class.

In the event that you need to visit the DE Office, please note that we are located at the HCCS Administration Building at 3100 Main Street, on the corner of Main and Elgin, 3rd floor.

We hope this information helps! Please let us know if you have any additional questions or concerns!

Thank you!

The DE Student Services Team