

Web Access Non-credit Course Registration Instructions:

It is suggested that you first view our **Non-Credit Course Catalog** to determine the courses you are interested in taking. This will make finding the courses through Web Access much easier.

To search and register for courses through Web Access:

1. Access the **takeaclass.sunyocc.edu** website and click on **Register Now** above the section about non-credit courses
2. If you already have a Web Access username and password click the **Launch Web Access** link in the middle of the screen, if you have never logged into Web Access or are unsure of your username or password follow the appropriate links below.
3. Once you have logged into Web Access click on the **Students** banner
4. Under the **Registration** section on the bottom of the left side click on **Register for Sections**
5. Review the **Agree to Pay** screen and select **Yes, I agree** and click **Submit**
6. Select **Search and Register for Sections**
7. To search courses you must select at least three search criteria. It is suggested you search on the following terms:
 - a. Term (Non-credit course terms begin with CE)
 - b. Academic Level (CE- Community Education)
 - c. Subject based on what you were interested in from the catalog (non-credit subjects end in Community Education),
or
 - d. Location (many CE courses are offered on the Main Campus, other locations are listed in the course catalog)
8. Click **Submit**
9. For more detailed course information you can click on the course name, after viewing select **Close Window** to return to the complete course listing
10. Check the courses you would like to register for in the box to the far left of the course information and click **Submit**
11. Under **Action for ALL Pref. Sections** select **Register**, or select **Register** in the drop down menu to the left of each course, then click **Submit**
12. A **Registration Results** screen will appear providing you with an overview of the courses you registered for. You will receive a bill from OCC to pay for the courses.

To pay for your course online with a credit card:

1. After logging into Web Access click **Students**, if already logged in from registering click **Students Menu** at the top of the screen
2. Under **Financial Information** on the left of the screen select **Make a Payment**
3. Type in the **Payment Amount** to the left of the course information and select the **Payment Type**, click submit
4. Enter your credit card and billing information and click **Submit**

Lifelong Learning at Onondaga Community College

Questions? Please contact us:

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