ONLINE REGISTRATION

Listed to the right are instructions for web registration. Remember to verify your address (both physical and e-mail) and personal information on a regular basis as this information is used to contact you in an emergency and/or for correspondence. If you encounter any problems, call 541-440-7808 between the hours of 8 a.m. - 5 p.m.

Once you have applied for admission and been admitted to UCC, then seen an advisor, the registration process is easy! Simply click through the lists of options, enter the #'s for the courses you wish to take and you're done! To complete the process, you will need to complete the worksheet below, and have your username and password ready.

WEB REGISTRATION STEPS

1. Please take a few moments to complete the registration worksheet below
2. Go to: **www.umpqua.edu/riverhawk-web**
3. Select: **Riverhawk Web —Student Self Service Banner**
4. Click onto: **Enter UCC Self Service Secure Area**
5. To Login: Enter **User ID Number (8xxxxxxxx)**
6. Enter **PIN Number (6-digit)**
7. Click on: **STUDENT AND FINANCIAL AID**
8. Click on: **REGISTRATION**
9. Click on: **SELECT TERM; choose the term** & click **SUBMIT**
10. Click on: **ADD OR DROP CLASSES**
11. Add classes by entering the **CRN in the Add Classes Worksheet** and click **SUBMIT CHANGES**, or click **CLASS SEARCH** to find classes to add
12. When you are done, click on: **RETURN TO MENU**
13. Click on: **CONCISE STUDENT SCHEDULE** to see your registration
14. Be sure to click the **EXIT** when finished.

Be sure to click the LOGOUT button when finished!

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CREDIT REGISTRATION PLANNING FORM

	CRN	SUBJECT	CRSE #	COURSE TITLE	BLDG	ROOM	DAYS	TIMES	CREDITS
EX:	12345	WR	121	Eng Comp Expo	SNY	18	M T W R F	8 - 8:50	3