

# myAllen Course Enrollment

- When you login, select the Enrollment tab.
- Select “View/Make corrections to my contact information” in the Update Student Information / Registration Clearance section. Make any changes necessary and select “Changes Made”. If you do not need to make updates, select “Information already correct”. Click “Save/Submit.”
- In the Course Registration section, select Add/Drop Courses, and select the appropriate term (semester).
- To add a course, enter the course code and section number. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab.**
- Please be aware of the following when choosing your classes. The course section, for example - C2, indicates the location of the course. If you are unsure, please check the course schedule at
- [www.allencc.edu](http://www.allencc.edu).
- **Remember to check class meeting start and end dates and locations.**
  - Courses held on the Burlingame campus begin with “C\*”
  - Course sections of CB, CC, CW, CX, CY, and CZ – check the course dates, locations, and any special arrangements
  - Online courses begin with “Z\*”
  - Courses that are held on the Iola campus begin with a zero
- Remember, if you are receiving an academic scholarship, the classes you choose must start at the beginning of the semester to qualify for your scholarship. Scholarships are not available for summer classes. Financial Aid questions should be directed to the Office of Financial Aid.
- If you are unsure whether the classes you select meet the requirements for your degree, please contact any advisor. General transfer equivalency guides are available through our website for several Kansas universities under the Current Students/Resources link.
- When you have completed your enrollment, select the Finances tab to view your Course and Fee Statement. If your statement does not look right, or has the wrong totals on it, it may be set for the wrong semester. Scroll down the statement page. Click the Set Options button and verify that the semester and year are set correctly.