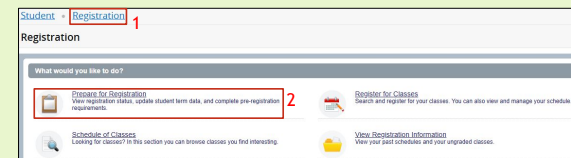


# YCPweb Updates and User Guide

## What Will Be Covered?

- Preparing for Registration
- Viewing Academic Transcript and CAPP Degree Evaluation
- Schedule of Classes
- Registering for a Course
- Registering for a Waitlist
- Registration Errors
- Dropping a Course or Waitlist Spot

## Preparing for Registration



Student » **Registration** 1

**Registration**

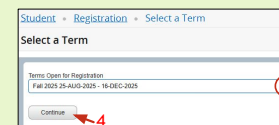
What would you like to do?

**Prepare for Registration** 2  
View registration status, update student term data, and complete pre-registration requirements.

**Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.

**Schedule of Classes**  
Looking for classes? In this section you can browse classes you find interesting.

**View Registration Information**  
View your past schedules and your ungraded classes.



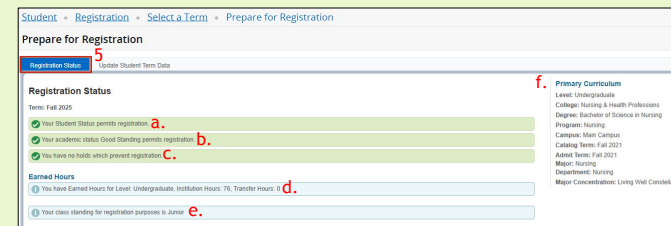
Student » Registration » Select a Term

**Select a Term**

Terms Open for Registration

Fall 2025 25-AUG-2025 - 16-DEC-2025 3

Continue 4



Student » Registration » Select a Term » Prepare for Registration

**Prepare for Registration**

**Registration Status** 5

Update Student Term Data

Term: Fall 2025

✓ Your Student Status permits registration **a.**

✓ Your academic status Good Standing permits registration **b.**

✓ You have no holds which prevent registration **c.**

**Earned Hours**

✓ You have Earned Hours for Level: Undergraduate, Institution Hours: 76, Transfer Hours **d.**

✓ Your class standing for registration purposes is Junior **e.**

**f. Primary Curriculum**

Level: Undergraduate

College: Nursing & Health Professions

Degree: Bachelor of Science in Nursing

Program: Nursing

Campus: Main Campus

Catalog Term: Fall 2025

Advised Term: Fall 2025

Major: Nursing

Department: Nursing

Major Concentration: Living Well Concentration

1. Go to the *Registration* menu in your YCPweb.
2. Click on “Prepare for Registration”.
3. Use the drop-down under the “Select a Term” page to select the registration term.
4. Click “Continue”.
5. A “Registration Status” page should appear that includes the following information that you might need to know prior to registering for classes:
  - a. Student Status
  - b. Academic Standing
  - c. Registration Holds
  - d. Number of earned credit hours
  - e. Class Standing
  - f. Primary Curriculum Info

**Prepare for Registration**

Registration Status    Update Student Term Data

**Registration Status**

Term: Fall 2025

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ❗ You have holds which prevent registration.

**Advisor Approval to Schedule**  
Reason: See advisor before scheduling  
From Date: 10/02/2025  
To Date: 12/31/2025  
Processes Affected: Registration

❗ You have holds which do not prevent registration.

**Health Center**  
From Date: 10/02/2025  
To Date: 12/31/2025

**Earned Hours**

❗ You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 9

❗ Your class standing for registration purposes is Freshman

For example, here is a student whose student and academic status permit registration.

However, we can see holds here.

- Holds that prevent registration will be in Red with an exclamation point icon and the type of process affected.
- Holds that *do not* prevent registration will be in Blue.

# Viewing Academic Transcript and CAPP Degree Evaluation

**Personal Information   Student Services   Financial Aid**

Search  Go

**Student Services**

**\*NEW\* Student Dashboard 1**  
A directory of Student Self-Service pages, organized by category.  
**Registration**  
Check your registration status, class schedule and add or drop classes.  
**Student Records**  
View your holds, grades and transcripts  
**Student Account**  
Pay your bill and view your account summaries.  
**RELEASE: 8-11**

**Student Services**

Hello Ms Test Student 1 Banner.  
Use the menu below to navigate to the Student Self-Service pages.

- ▼ Student Records **2**
- ▼ Student Account
- ▼ Financial Aid
- ▼ Registration
- ▼ Additional Student Services

1. Go to the *Student Dashboard* in YCPweb.
2. Click on the *Student Records* dropdown.
3. Click on “Academic Transcript” or “CAPP Degree Evaluation”.

**Student Services**

Hello Ms Test Student 1 Banner.  
Use the menu below to navigate to the Student Self-Service pages.

- ▲ Student Records
  - Student Profile  
View student information, advisors, registered courses and holds.
  - View Midterm/Final Grades
  - Academic Transcript **3**
  - CAPP Degree Evaluation
  - Apply to Graduate
  - View Apply to Graduate
- ▼ Student Account

Student • Academic Transcript

**Academic Transcript**

Transcript Level    Transcript Type    Submit

Select **1**    Select

All Levels

Undergraduate

Transcript Level    Transcript Type    Submit **3**

All Levels    Web **2**    Web

If you selected “Academic Transcript”:

1. Choose the Transcript Level that you would like to view.
2. Select the Transcript Type.
3. Click “Submit”.
4. Your unofficial Academic Transcript will appear.

Student • Degree evaluation record

Degree evaluation record

Select Current Term

Select 1

If you selected “CAPP Degree Evaluation”:

1. Select the current term from the drop-down .
2. Select the bubble next to the program that you want to run a CAPP Degree Evaluation for.
3. Click the “Generate New Evaluation” button.
4. Your CAPP Degree Evaluation for the selected term and program will populate.

**Please Note:** Is it advised to view this with your advisor in order to get a better understanding of the degree evaluation and what program requirements you have met and still need to complete.

# Schedule of Classes

The Schedule of Classes is accessible on the Registrar’s Office webpage and within the Registration Dashboard

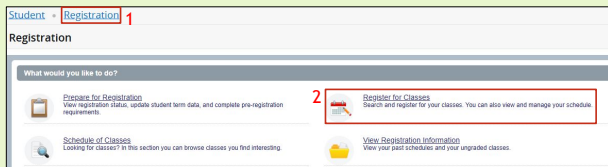
## Schedule of Classes

Search Results — 26 Classes  
Term: Spring 2026 Subject: Art

Please note that courses with the ONLINE campus designation are restricted to the iDesign online programs only and are not available to traditional students.

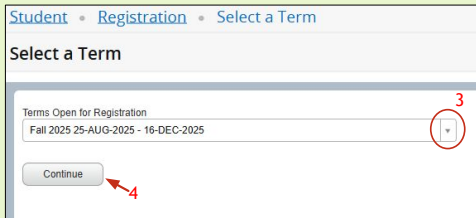
| Title              | Subject Desc | Course | Section | Hours | CRN   | Term        | Instructor        | Meeting Times                  | Campus      | Status                                               | Schedule Typ | Attribute                                            | Linked Sections |
|--------------------|--------------|--------|---------|-------|-------|-------------|-------------------|--------------------------------|-------------|------------------------------------------------------|--------------|------------------------------------------------------|-----------------|
| ArtVisual Culture  | Art          | 101    | 101     | 3     | 25... | Spring 2026 | Mr. Gard Jones    | S M T W T F S 11:00 AM - 11:50 | Main Campus | 35 of 35 seats remain. 5 of 5 waitlist seats remain. | Lecture      | Fine Arts & Humanities                               |                 |
| ArtVisual Culture  | Art          | 101    | 102     | 3     | 25... | Spring 2026 | Mr. Gard Jones    | S M T W T F S 01:00 PM - 01:50 | Main Campus | 35 of 35 seats remain. 5 of 5 waitlist seats remain. | Lecture      | Fine Arts & Humanities                               |                 |
| ArtVisual Culture  | Art          | 101    | 103     | 3     | 25... | Spring 2026 | Jessica Seonle    | S M T W T F S 12:30 PM - 01:45 | Main Campus | 35 of 35 seats remain. 5 of 5 waitlist seats remain. | Lecture      | Fine Arts & Humanities                               |                 |
| Survey World Art I | Art          | 204    | 101     | 3     | 25... | Spring 2026 | Jessica Seonle    | S M T W T F S 02:00 PM - 03:15 | Main Campus | 35 of 35 seats remain. 5 of 5 waitlist seats remain. | Lecture      | Fine Arts & Humanities<br>Creat & Cult Constellation |                 |
| Intro Art Therapy  | Art          | 207    | 101     | 3     | 25... | Spring 2026 | Mrs. Karen Stahl  | S M T W T F S 08:00 AM - 09:15 | Main Campus | 28 of 28 seats remain. 5 of 5 waitlist seats remain. | Lecture      | Living Well Constellation                            |                 |
| Drawing I          | Art          | 215    | 101     | 3     | 25... | Spring 2026 | Jessica Seonle    | S M T W T F S 02:00 PM - 04:30 | Main Campus | 10 of 10 seats remain. 5 of 5 waitlist seats remain. | Lecture      | Fine Arts & Humanities<br>Creat & Cult Constellation |                 |
| Painting I         | Art          | 220    | 101     | 3     | 25... | Spring 2026 | Mr. R. Enay (Pri) | S M T W T F S 05:00 PM - 07:30 | Main Campus | 10 of 10 seats remain. 5 of 5 waitlist seats remain. | Lecture      |                                                      |                 |
| Illustration I     | Art          | 223    | 101     | 3     | 25... | Spring 2026 | Mr. Dillon Samu   | S M T W T F S 02:00 PM - 04:30 | Main Campus | 10 of 10 seats remain. 5 of 5 waitlist seats remain. | Lecture      |                                                      |                 |

# Registering for a Course



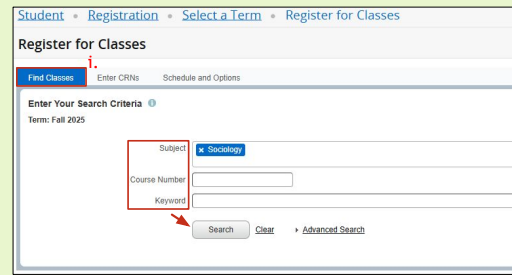
1. Go to the *Registration* menu in your YCPweb.

2. Click on “Register for Classes”.



3. Use the drop-down under the “Select a Term” page to select the term that you wish to register for.

4. Click “Continue”.



5. Search for the course(s) that you wish to register for by using one or both of the following two tabs:

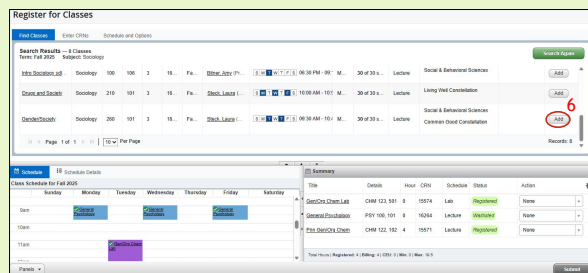
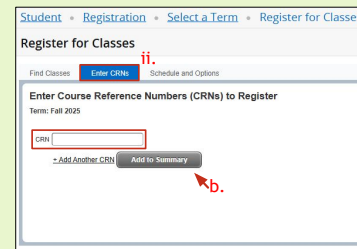
i. “Find Classes” tab

a. You can enter a course subject, number, and/or keyword to search for your desired course(s).

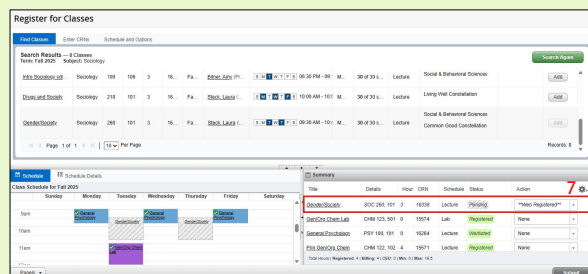
ii. “Enter CRNs” tab

a. If you have the 5-digit Course Reference Number (CRN) for a specific course section that you want, you can enter it on this tab.

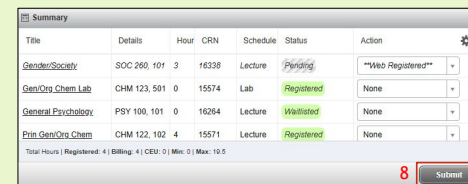
b. Clicking “Add to Summary” will add the specific course section that has the corresponding CRN code to your registration sheet.



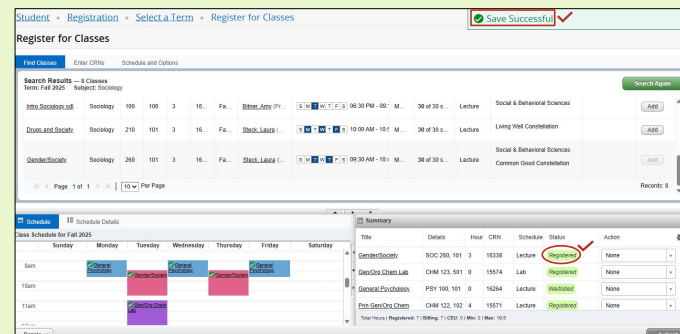
6. Click the “Add” button of the course that you want to register for.



7. The course will add a line to your registration’s “Summary”.

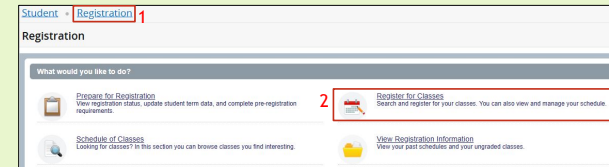


8. Click “Submit”.



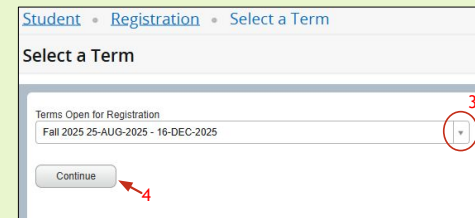
9. If you were successfully registered for the course, a green “Save Successful” banner should appear at the top of your screen and the course’s *Status* should go from “Pending” to “Registered”.

# Registering for a Waitlist



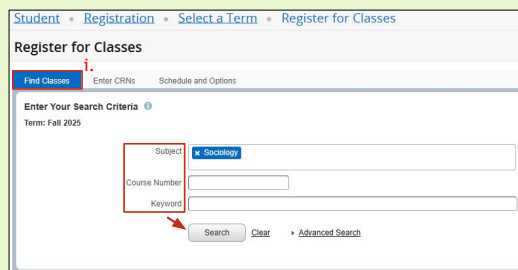
1. Go to the **Registration** menu in your YCPweb.

2. Click on “Register for Classes”.



3. Use the drop-down under the “Select a Term” page to select the term that you wish to register for.

4. Click “Continue”.



5. Search for the course(s) that you wish to register for by using one or both of the following two tabs:

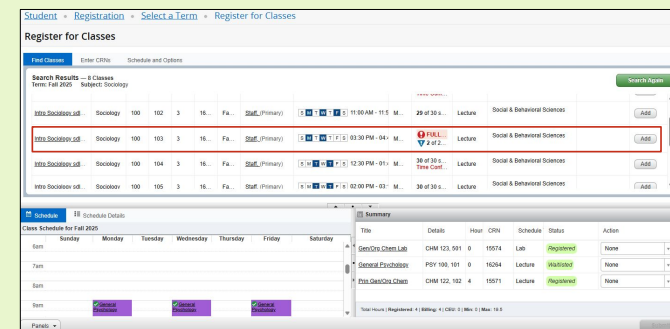
i. “Find Classes” tab

a. You can enter a course subject, number, and/or keyword to search for your desired course(s).

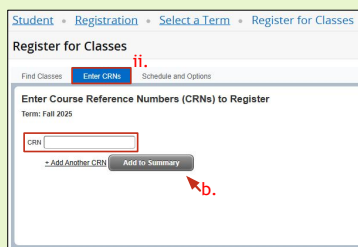
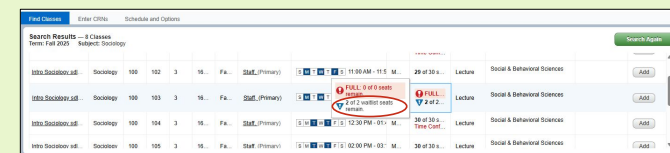
ii. “Enter CRNs” tab

a. If you have the 5-digit Course Reference Number (CRN) for a specific course section that you want, you can enter it on this tab.

b. Clicking “Add to Summary” will add the specific course section that has the corresponding CRN code to your registration sheet.



6. If a course that you wish to register for is full (FULL) but has a waitlist (W) that still has available seats, you can register for the waitlist.



Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 8 Courses  
Term: Fall 2025 Subject: Sociology

| Title               | Details      | Hour | CRN   | Schedule | Status     | Action     |
|---------------------|--------------|------|-------|----------|------------|------------|
| Intro Sociology Lab | SOC 100, 103 | 3    | 16333 | Lecture  | Pending    | Waitlisted |
| Gen/Org Chem Lab    | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None       |
| General Psychology  | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | None       |
| Prin Gen/Org Chem   | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None       |

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 10.5

Submit

7. Click the “Add” button of the course that you want to be waitlisted for.

8. The course will add a line to your registration’s “Summary”.

9. Click the course’s *Action* drop-down.

10. Select the “Waitlisted” option.

Summary

| Title               | Details      | Hour | CRN   | Schedule | Status     | Action     |
|---------------------|--------------|------|-------|----------|------------|------------|
| Intro Sociology Lab | SOC 100, 103 | 3    | 16333 | Lecture  | Pending    | Waitlisted |
| Gen/Org Chem Lab    | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None       |
| General Psychology  | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | None       |
| Prin Gen/Org Chem   | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None       |

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 10.5

Submit

11. Once the “Waitlisted” action is selected from the drop-down, click “Submit”.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 8 Courses  
Term: Fall 2025 Subject: Sociology

| Title               | Details      | Hour | CRN   | Schedule | Status     | Action |
|---------------------|--------------|------|-------|----------|------------|--------|
| Intro Sociology Lab | SOC 100, 103 | 3    | 16333 | Lecture  | Waitlisted | None   |
| Gen/Org Chem Lab    | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None   |
| General Psychology  | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | None   |
| Prin Gen/Org Chem   | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None   |

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 10.5

Submit

12. If you were successfully registered for the waitlist, a green “Save Successful” banner should appear at the top of your screen and the course’s *Status* should go from “Pending” to “Waitlisted”.

## What happens if a spot opens up in my waitlisted class?

**IMPORTANT:** You will *not* be automatically moved from the waitlist to the class when a spot opens up.

- If you are next in line on a course’s waitlist and a seat in the class becomes available, you will receive a notification to your YCP email with specific instructions on how to officially add yourself to the class.
- Once it is your turn on the waitlist to register for a seat in the class, you will have 24 hours in which you will be able to claim the open spot before the next waitlisted student is given the chance to register.
  - You should check your email often and make sure to follow the instructions in a timely manner to ensure that you can claim the open spot in the course when it is your turn to register.
- If you do not take any action within the 24 hours, you will lose your place on the waitlist.

## Registration Errors

## Cannot Drop Your Last Class

| Title              | Details      | Hour | CRN   | Schedule | Status     | Action              |
|--------------------|--------------|------|-------|----------|------------|---------------------|
| Intro Sociology    | SOC 100, 103 | 0    | 16333 | Lecture  | Waitlisted | None                |
| Gen/Org Chem Lab   | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None                |
| General Psychology | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | <b>**Web Drop**</b> |
| Prin Gen/Org Chem  | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None                |

Total Hours (Registered: 4 | Billing: 4 | CRN: 0) Min: 0 | Max: 10.5

- If you try to drop the last course on your schedule, or drop all of your courses at the same time, you will receive a “Dropping last class is not allowed” error.
- If you are trying to remove a course in order to add a new one in its place and it is currently the only course on your schedule, try adding the new class to your course list, saving your registration, and then going back into your registration to drop the other course.
- IMPORTANT:** If you are planning to withdraw from the institution or take a leave of absence, contact the Registrar’s Office so they can start the unenrollment process for you.

## Other Registration Errors

| Title              | Details      | Hour | CRN   | Schedule | Status     | Action              |
|--------------------|--------------|------|-------|----------|------------|---------------------|
| Intro Sociology    | SOC 100, 103 | 0    | 16333 | Lecture  | Waitlisted | None                |
| Gen/Org Chem Lab   | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None                |
| General Psychology | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | <b>**Web Drop**</b> |
| Prin Gen/Org Chem  | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None                |

Total Hours (Registered: 4 | Billing: 4 | CRN: 0) Min: 0 | Max: 10.5

If you try to register for a class and you receive a registration error, a red banner will appear at the top of your screen that tells you what is preventing you from registering for the course.

### Types of Errors Include:

- Prerequisite and Test Score error
- Corequisite error
- Time conflict error
- Class/Field/Major Restriction errors
- Credit Limit Exceeded error

You will need to remove the course from your course summary using the course’s *Action* dropdown and clicking “Submit” before trying to register for a different course.

| Title              | Details      | Hour | CRN   | Schedule | Status     | Action              |
|--------------------|--------------|------|-------|----------|------------|---------------------|
| Intro Sociology    | SOC 100, 103 | 0    | 16333 | Lecture  | Waitlisted | None                |
| Gen/Org Chem Lab   | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None                |
| General Psychology | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | <b>**Web Drop**</b> |
| Prin Gen/Org Chem  | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None                |

Total Hours (Registered: 4 | Billing: 4 | CRN: 0) Min: 0 | Max: 10.5

## Dropping a Course or Waitlist Spot

| Title              | Details      | Hour | CRN   | Schedule | Status     | Action              |
|--------------------|--------------|------|-------|----------|------------|---------------------|
| Intro Sociology    | SOC 100, 103 | 0    | 16333 | Lecture  | Waitlisted | None                |
| Gen/Org Chem Lab   | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None                |
| General Psychology | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | <b>**Web Drop**</b> |
| Prin Gen/Org Chem  | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None                |

Total Hours (Registered: 4 | Billing: 4 | CRN: 0) Min: 0 | Max: 10.5

| Title              | Details      | Hour | CRN   | Schedule | Status     | Action              |
|--------------------|--------------|------|-------|----------|------------|---------------------|
| Intro Sociology    | SOC 100, 103 | 0    | 16333 | Lecture  | Waitlisted | None                |
| Gen/Org Chem Lab   | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None                |
| General Psychology | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | <b>**Web Drop**</b> |
| Prin Gen/Org Chem  | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None                |

Total Hours (Registered: 4 | Billing: 4 | CRN: 0) Min: 0 | Max: 10.5

- To remove yourself from a course or its waitlist, select the course’s *Action* drop-down.
- Select the “Web Drop” action.
- Click “Submit”.
- If you successfully dropped the course or removed yourself from a its waitlist, a green “Save Successful” banner should appear at the top of your screen and the course’s *Status* should change to “Deleted”.

**Summary**

| Title                                                                  | Details      | Hour | CRN   | Schedule | Status     | Action |
|------------------------------------------------------------------------|--------------|------|-------|----------|------------|--------|
| <del>Intro Sociology</del>                                             | SOC 100, 103 | 0    | 16333 | Lecture  | Deleted    | None   |
| Gen/Org Chem Lab                                                       | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None   |
| General Psychology                                                     | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | None   |
| Prin Gen/Org Chem                                                      | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None   |
| Total Hours   Registered: 4   Billing: 4   CEU: 0   Min: 0   Max: 10.5 |              |      |       |          |            |        |

5

Submit

5. Click “Submit” again.

**YORK COLLEGE TEST**

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes Enter CRN Schedule and Options

Search Results — 3 Classes  
Term: Fall 2025 Subject: Sociology

|                 |           |     |     |   |       |       |                 |   |                   |      |            |         |                              |     |
|-----------------|-----------|-----|-----|---|-------|-------|-----------------|---|-------------------|------|------------|---------|------------------------------|-----|
| Intro Sociology | Sociology | 100 | 104 | 3 | 16... | Fa... | Class (Primary) | S | 12:30 PM - 01:... | M... | 20 of 20 s | Lecture | Social & Behavioral Sciences | Add |
| Intro Sociology | Sociology | 100 | 105 | 3 | 16... | Fa... | Class (Primary) | S | 02:00 PM - 03:... | M... | 20 of 20 s | Lecture | Social & Behavioral Sciences | Add |
| Intro Sociology | Sociology | 100 | 106 | 3 | 16... | Fa... | Class (Primary) | S | 06:30 PM - 08:... | M... | 20 of 20 s | Lecture | Social & Behavioral Sciences | Add |
| Intro Sociology | Sociology | 210 | 101 | 3 | 16... | Fa... | Class (Primary) | S | 10:00 AM - 10:... | M... | 20 of 20 s | Lecture | Living With Controversy      | Add |

6

Summary

| Title                                                                  | Details      | Hour | CRN   | Schedule | Status     | Action |
|------------------------------------------------------------------------|--------------|------|-------|----------|------------|--------|
| Gen/Org Chem Lab                                                       | CHM 123, 501 | 0    | 15574 | Lab      | Registered | None   |
| General Psychology                                                     | PSY 100, 101 | 0    | 16264 | Lecture  | Waitlisted | None   |
| Prin Gen/Org Chem                                                      | CHM 122, 102 | 4    | 15571 | Lecture  | Registered | None   |
| Total Hours   Registered: 4   Billing: 4   CEU: 0   Min: 0   Max: 10.5 |              |      |       |          |            |        |

Submit

6. The deleted course’s row will then be deleted from your registration’s “Summary”.