




ONLINE REGISTRATION INSTRUCTIONS FOR LIFELONG LEARNING COURSES




www.monroeccc.edu

 Help Desk: 734.384.4333


Who Can Use ?

 is available to students who have been enrolled any time since the fall of 1997. Students attending prior to the fall of 1997 should call the Office of Lifelong Learning to register with the office for the first time. **If you have never taken a class at MCCC (credit or non-credit) you cannot use  to register for the first time.** You must call the Office of Lifelong Learning at 734.384.4127 to register with a credit card, or mail your registration form (on page 29) and payment to our office. The next time you want to register for a class, you may set up your account on  and register online.

How Do I Sign On


- Go to www.monroeccc.edu and click on the  logo.
- First time users: click on "First Time users Click Here!" Read and print "How do I log on to .
- Click on "Log In" and follow the instructions you printed to confirm your  User ID and to set your secure personal password. (Make a note of your new password or use the password hint reminder.) Passwords do expire. After six months, you will be required to create a new password.
- If you were successful at logging in, click on "Students."
- Go to "My MCCC email address/My personal profile" in the left column and verify your information. If you have any changes to make, please use the Change of Address Form or call the Office of Lifelong Learning. It is important to update your information as we will access this information should we need to contact you with any changes about your class(es).
- When finished, "Log Out" and close your browser.

Steps to Register for your Lifelong Learning Class

- Click on the  icon
- Log in to your secure account
- Click on "Students."
- Click on "Register or Add Sections."
- Select the term for which you want to register from the "Term" drop down box
- Select your class "Subject" from the drop down box
- Select "NC-Non Credit" from the "Course Level" drop down box.
- Type in the course number and then the section number (or leave blank if you want to review other options)
- Select "Submit" (Only once. Please be patient!)
- The system will display a "Section Selection Results" page. Confirm your selection(s) by clicking on "Select" box for each section you want added to your schedule.
- Click on "Submit" to register for these sections.
- The "Register and Drop Section" screen will appear. You have been placed on a "Preferred Sections" list. You will need to confirm your selection by selecting "Register" from the drop down Action box under "Preferred Sections."
- Click on "Submit"
- A "Registration Results" Screen will provide the status of your registration. You are registered for your selected courses however you must now pay in full your tuition to remain registered. If you do not pay at the time of registration, you will be dropped from all of your classes and will need to re-register.
- To select another class, go back to the "Students Menu" and select "Register or Add Section."

Steps to Pay Your Tuition

****PAYMENT IS REQUIRED AT THE TIME OF REGISTRATION FOR ALL LIFELONG LEARNING COURSES****

- At the "Students Menu" select "pay Tuition in Full by Credit Card" in the left column. The  system accepts Visa, MasterCard and Discover.
- Select your method of payment and click "Submit"
- Complete the Electronic Card Entry form and then click on "Submit"

REMINDER: You must pay your tuition in full in order to remain registered in your class(es). If you do not pay your tuition in full at the time of registration, you will be dropped from all of your classes and will need to re-register.