


# FALL 2016: REGISTRATION AND STUDENT RECORDS VIA



[www.monroecc.edu](http://www.monroecc.edu)

 Help Desk: 734-384-4333





## How Does Work?

 is an online system that allows students to access records, register for classes, pay fees and complete a number of other processes through a secure Web server. System availability and registration times are published in this schedule.


## Who Can Use ?


 is available to students who have been enrolled any time since the Fall of 1997.  is usually available for new students the day after they meet with a counselor. Students attending prior to the Fall of 1997 should call the Help Desk to request account setup.

## How Do I Sign On?

- Go to MCCC's Web site: [www.monroecc.edu](http://www.monroecc.edu).
- 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 e-mail address" and make note of your e-mail address. This is the e-mail address MCCC will use for all communications with students – including waitlist notification.
- Use the "Students Menu" to choose any other option and explore!
- When finished, "Log Out" and close your browser.
- If you have problems, please read and follow carefully the instructions you printed from "How do I log on to ?"

## Where Can I Access ?

You can access  from any browser, on any computer, including Macs.

If you don't have a computer at home,  is available on the Main Campus and at the Whitman Center. Visit one of the computer labs listed in this schedule.

## What Can I Do with ?

- Check class availability. Use the "Class Schedule — Search for Sections" option.  
You can also get to "Class Schedule — Search for Sections" through the MCCC home page by clicking on the appropriate class schedule from the "Registration Information" tab.  
**Note:** The "Class Schedule — Search for Sections" feature is available to the public and does not require a password to log in.
- Register for classes
- Drop or add classes
- Add your name to the waitlist for a closed class
- Get your class schedule
- Pay fees by Visa, MasterCard or Discover
- Check your amount due
- Check your financial aid
- Find out your grades for a semester
- Look at all courses completed and grades
- Reset a forgotten password online (using your MCCC e-mail address)
- Check to see who your faculty advisor is
- Run an unofficial graduation audit
- Manage your waitlist
- Check prices of required textbooks and supplies
- Change your major or program of study

## STUDENT LEARNING EXPERIENCES

**Face-to-Face:** These courses require students to come to the MCCC campus on prescribed days and times. These courses may utilize a Web-based component as a supplement to the instructor's face-to-face classroom instruction.



**Blended:** These courses blend face-to-face classroom instruction with a significant amount of Web-based instruction. The class schedule in these courses will require the student to come to MCCC campus as established by the instructor.




**Online:** These courses deliver instruction in an entirely Web-based format. Some exams and assignments may be required at authorized locations as established by the instructor.


# FALL 2016: REGISTRATION INSTRUCTIONS STEP BY STEP

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## Registration Instructions

- Click on the .
- Log in to your secure account.
- Click on “Students.”
- Click on “Register or Add Sections.”
- Select the term for which you want to register.  
Use the “Search” capability to list sections. You may search using just a term, subject and course number. For an advanced search, try searching for classes meeting on certain days, times, locations, etc. You may even search for classes taught by a specific instructor. Experiment with the search capabilities until you find the method that works best for you.
- Carefully verify term, status, section information, location, meeting times and days.
- To select a course, click on the box in the “Select Section” column. Be sure to check “Status.” You may only register for “open” courses. A check mark must appear in the “Select Section” box.  
Click on “Submit.” (Only once. Please be patient!)
- The system will place your choices on a “Preferred Sections” List. Confirm your selection(s) by selecting “Register” in the action box for each section you want added to your schedule.  
Click on “Submit” (Only once!) to REGISTER for these sections.
- Processing messages will appear at the top of the screen or in the “Status” column:
  - “Registered” in the “Status” column means you have been added to this class roster. You may now click on “My Schedule” at the bottom of this page and verify your registration.
  - “Failed” or other messages mean that your transaction was not successful and that you are not registered in this class for the reason listed.
- **Note:** While on this page, be sure to go back to your list of “Preferred Sections” and remove any “leftover” sections for which you did not register. Select “Remove from List” for each class and clean up your “Preferred List.”
- To select another class, go back to the “Students Menu” and select “Register or Add Sections.”

- Finished?
    - Verify your class schedule using the “My Class Schedule” menu option: Be sure to print a copy for your records.
    - Click on the: “Account Summary by Term” menu option to find the amount of your tuition and fees.
    - To pay when you register, click on the: “Pay Tuition in Full by Credit Card” menu option. The  system accepts Visa, MasterCard and Discover. To sign up for a payment plan, click on “Create a Payment Plan”.
- Be sure to make your payment before the deadline.**
- Log out and close your browser. (Closing the browser clears your personal information and protects your privacy and confidentiality.)
  - Pay your tuition and fees by the deadline. You are responsible for paying your fees or dropping your classes. Students who register after the payment deadline are required to pay tuition and fees the day they register.

## Drop and Add Instructions

**To Add a Class:** Follow the Registration Instructions.

**To Drop a Class:**

- Log in, etc.
- Click on “Students.”
- Click on “Drop Sections.”
- Make sure you are looking at “Current Registrations.” Carefully verify the term, section name and title, time and days.
- To drop a course, click on the box in the “Drop” column. A check mark must appear in the box of the course to be dropped.
- Submit (Only once! Be patient, this takes time.)  
**Successful:** You will see confirmation on the screen. We recommend that you print a copy for your records.  
**Failure:** If the “Automatic W” period for this class has passed, you cannot drop the class.
- Always log out and close your browser when you are finished.