CLASS REGISTRATION AT MCC
STEP-BY-STEP INSTRUCTIONS TO SIGN UP FOR MCC CLASSES

BEFORE YOU REGISTER

If you have not already completed the enrollment process to become a student at MCC, go to www.muskegoncc.edu/enrollment-services to view the six easy enrollment steps.

Before registering for classes, students are encouraged to meet with a Counselor for help with choosing a pathway of study and planning courses. Go to www.muskegoncc.edu/counseling-and-advising-center to schedule an appointment with a Counselor.

ACCESS STUDENT PLANNING

1. Go to the MCC website (www.muskegoncc.edu) and click “MyMCC” near the top right.

2. After logging in to MyMCC, click the “Student Planning” tile near the top-left (click here for help logging in to MyMCC).
3. Click the “Student Planning” tile on the Self-Service Main Menu page.

4. If your courses have already been planned for the upcoming semester, or to view your progress in your academic program, click Step 1.

If your courses have NOT already been planned for the upcoming semester, or if you are not pursuing an academic program at MCC, click Step 2.
5. After clicking Step 1 (“View Your Progress in Your Program”), you will be taken to the “My Progress” page where you can view your program requirements and plan specific courses for the upcoming semester.

To add a specific course to your plan, click on the course.

6. Click “Add Course to Plan.”
In the drop-down menu next to “Term,” select the semester you want to take the course, and then click “Add Course to Plan.”

![Course Details]

To plan more courses, click “Back to My Progress” at the top.

**BUILD YOUR SCHEDULE**

7. After choosing your courses, click “Student Planning” from the menu at the top, then click “Plan & Schedule.”

![Planning Overview]

[Image not available.]
8. On the “Plan and Schedule Your Classes” page, use the arrows near the top-left to navigate to the semester you want to register for.

Click “View available sections” under the course you want to register for, then click on a specific course section to add it to your schedule.
Click “Add Section (Not Yet Registered)” to add the course section to your schedule.

To search and add courses that are not already on your plan, use the search box near the top-right to search for courses. You could search for a course subject (like “English”) or for a specific course (like “ENG 101”).
FINALIZE YOUR REGISTRATION

9. After adding a specific course section to your schedule, **click the “Register” button to complete your registration.**

10. **Click “View/Print Schedule” near the top to confirm your registration is complete.**
If you successfully registered for a course section, your schedule will say “Registered, but not started” (if the class has not yet started).

If you did NOT successfully complete your registration, your schedule will say “Planned, but not yet registered.”

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![Schedule Details](image)

**NEED MORE HELP?**

For any help with class registration or using Student Planning, contact the Registrar’s Office by email at registration@muskegoncc.edu or by phone at (231) 773-9131.

For a step-by-step registration video tutorial, visit www.muskegoncc.edu/registration and click the link under “How to Register.”