

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/admissions/become-a-student 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/departemnts/counseling-advising to schedule an appointment with a Counselor.

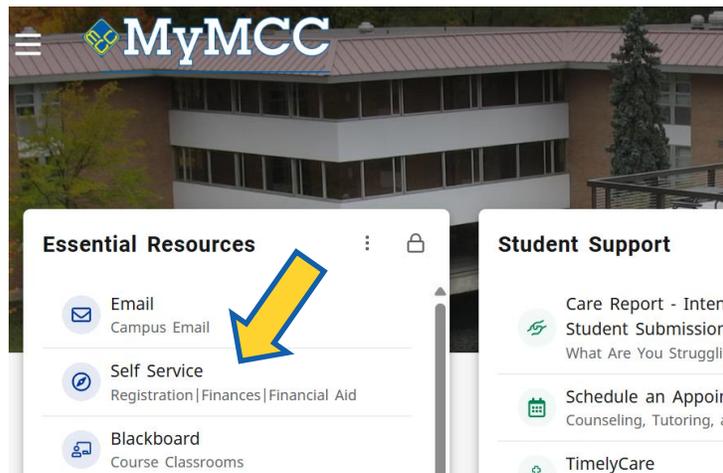
ACCESS STUDENT PLANNING

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



ALL STUDENT REGISTRATION

2. After logging in to MyMCC, click the "Self-Service" tab under the essential resources tile (click [here for help logging in to MyMCC](#)).



3. Click the "Student Planning" tile on the Self-Service Main Menu page.

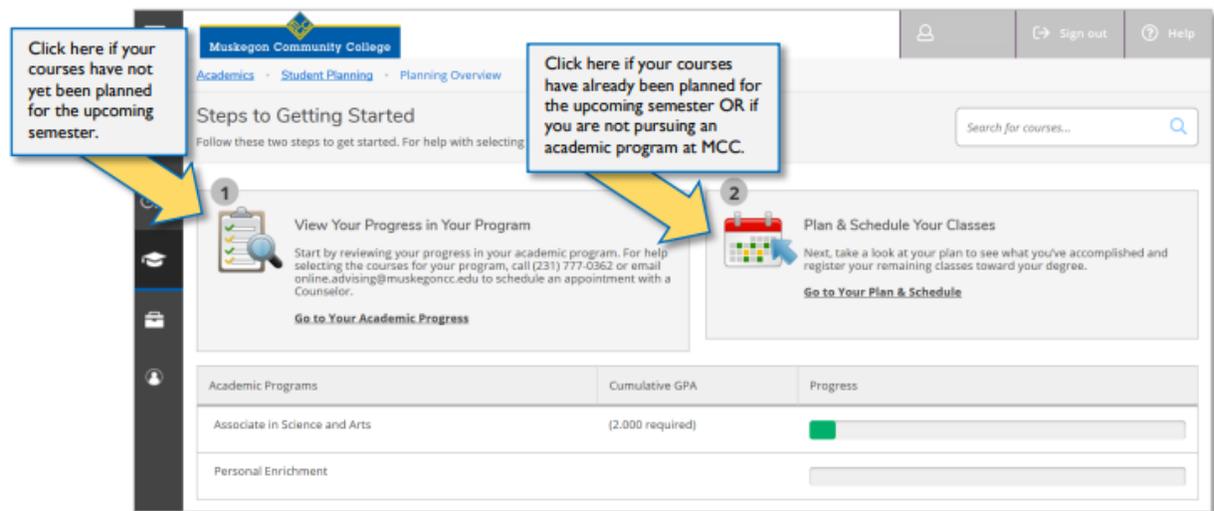
Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Office Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Information Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.

PLAN YOUR COURSES

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**.



The screenshot shows the Muskegon Community College Self-Service Main Menu. The page title is "Steps to Getting Started" with a subtitle "Follow these two steps to get started. For help with selecting...". There are two main steps:

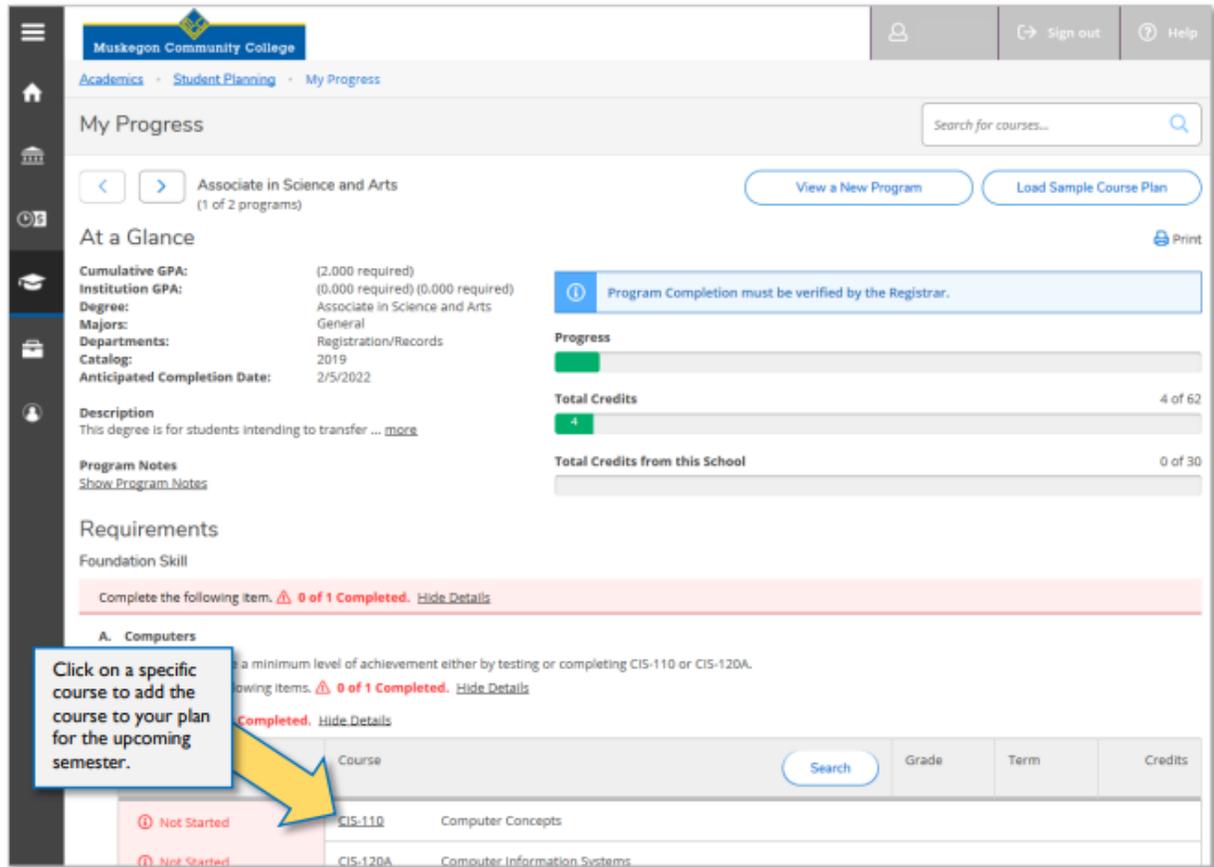
- Step 1: View Your Progress in Your Program**
Start by reviewing your progress in your academic program. For help selecting the courses for your program, call (231) 777-0362 or email online.advising@muskegoncc.edu to schedule an appointment with a Counselor.
[Go to Your Academic Progress](#)
- Step 2: Plan & Schedule Your Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Your Plan & Schedule](#)

Below the steps is a table showing academic progress:

Academic Programs	Cumulative GPA	Progress
Associate in Science and Arts	(2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>
Personal Enrichment		<div style="width: 0%; height: 10px; background-color: gray;"></div>

5. After clicking Step I ("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.**



Muskegon Community College

Academics · Student Planning · My Progress

My Progress

Search for courses...

Associate in Science and Arts (1 of 2 programs)

View a New Program Load Sample Course Plan

At a Glance

Cumulative GPA: (2.000 required)
Institution GPA: (0.000 required) (0.000 required)
Degree: Associate in Science and Arts
Majors: General
Departments: Registration/Records
Catalog: 2019
Anticipated Completion Date: 2/5/2022

Program Completion must be verified by the Registrar.

Progress

Total Credits 4 of 62

Total Credits from This School 0 of 30

Requirements

Foundation Skill

Complete the following item. 0 of 1 Completed. Hide Details

A. Computers

Click on a specific course to add the course to your plan for the upcoming semester.

Course	Grade	Term	Credits
<input type="checkbox"/> Not Started CIS-110 Computer Concepts			
<input type="checkbox"/> Not Started CIS-120A Computer Information Systems			

6. Click "Add Course to Plan."



Search for Courses and Course Sections

Search for courses...

Filter Results

Subjects

COMPUTER INFORMATION SYSTEMS (1)

Locations

Fremont (1)
Grand Haven (1)
Internet/Online (1)
Main Campus-Quarterline (1)
NCRESA - Newaygo Co RESA Bldg (1)

Filters Applied: None

CIS-110 Computer Concepts (3 Credits)

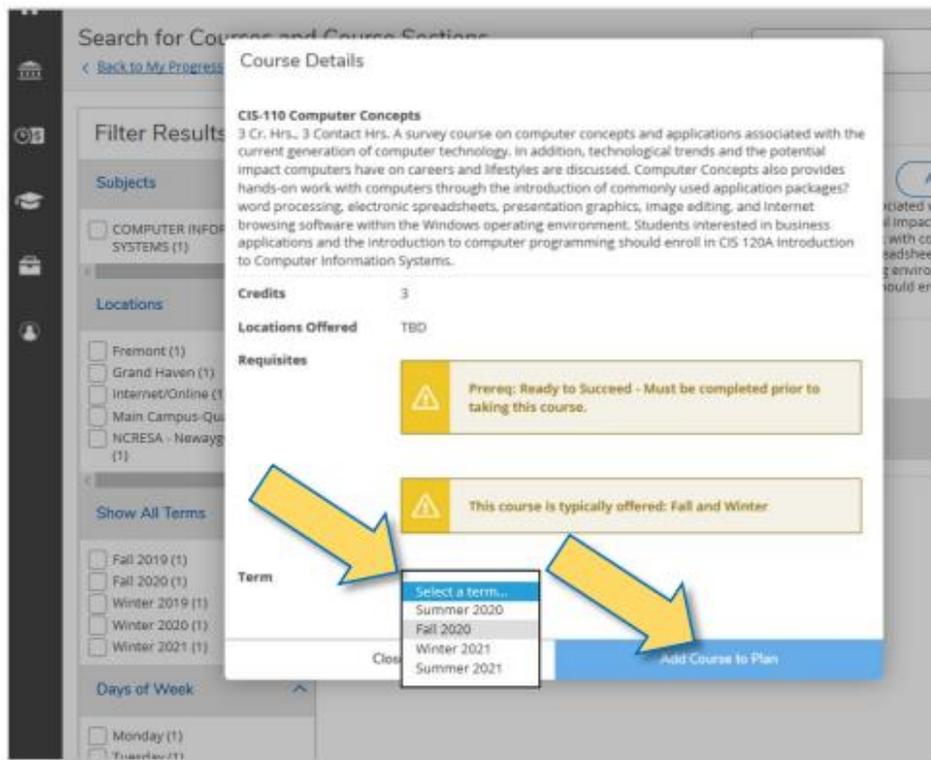
3 Cr. Hrs., 3 Contact Hrs. A survey course on computer concepts and applications associated with the current generation of computer technology. In addition, technological trends and the potential impact computers have on careers and lifestyles are discussed. Computer Concepts also provides hands-on work with computers through the introduction of commonly used application packagesword processing, electronic spreadsheets, presentation graphics, image editing, and Internet browsing software within the Windows operating environment. Students interested in business applications and the introduction to computer programming should enroll in CIS 120A Introduction to Computer Information Systems.

Requisites:
Prereq: Ready to Succeed - Must be completed prior to taking this course.
Offered:
Fall and Winter

Add Course to Plan

View Available Sections for CIS-110

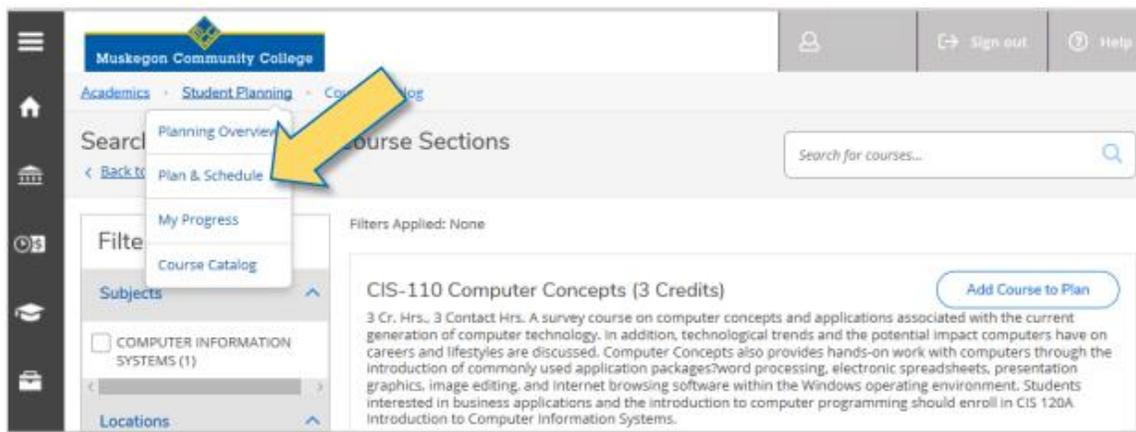
In the drop-down menu next to "Term," select the semester you want to take the course, and then click "Add Course to Plan."



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."



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.

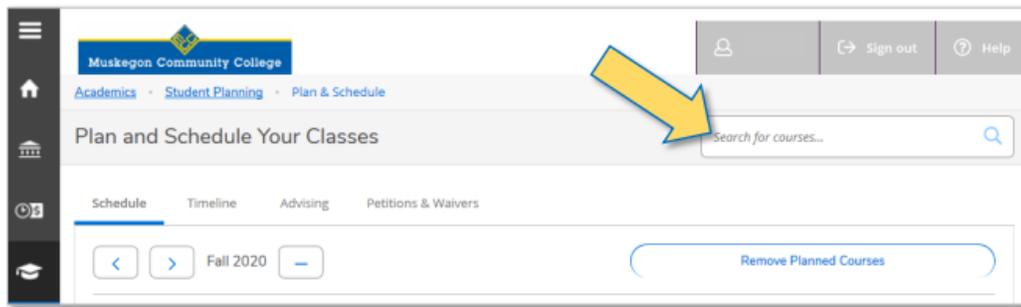
Click "View available sections" under the course you want to register for, then click on a specific course section to add it to your schedule.

The screenshot shows the 'Plan and Schedule Your Classes' interface for Muskegon Community College. The page includes a search bar, navigation tabs (Schedule, Timeline, Advising, Petitions & Waivers), and a semester selector set to 'Fall 2020'. A course card for 'CIS-110: Computer Concepts' is visible, with a 'View available sections' link. A callout box labeled '1.' points to the left and right navigation arrows. A second callout box labeled '2.' points to the 'View available sections' link. A third callout box labeled '3.' points to a specific course section card. The background shows a grid of time slots from 8am to 5pm.

Click "Add Section (Not Yet Registered)" to add the course section to your schedule.

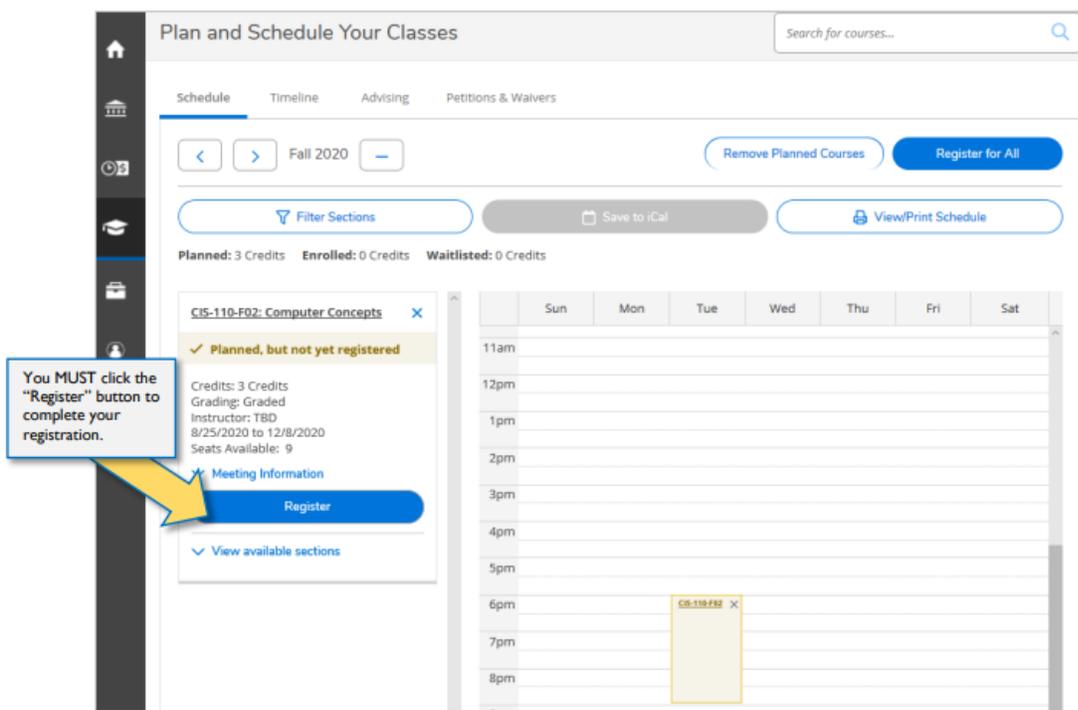
The screenshot shows the 'Section Details' modal for 'CIS-110-F02 Computer Concepts' in Fall 2020. The modal displays the following information: Instructors: TBD; Meeting Information: T 6:00 PM 9:00 PM, 8/25/2020 - 12/8/2020, Main Campus-Quarterline, Library Info Tech Center 3069 (Lecture); Dates: 8/25/2020 - 12/8/2020; Seats Available: 9 of 30 Total; Credits: 3; Grading: Graded; Requisites: Prereq: Ready to Succeed - Must be completed prior to taking this course. A callout box labeled '3.' points to the 'Add Section (Not Yet Registered)' button at the bottom right of the modal.

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").

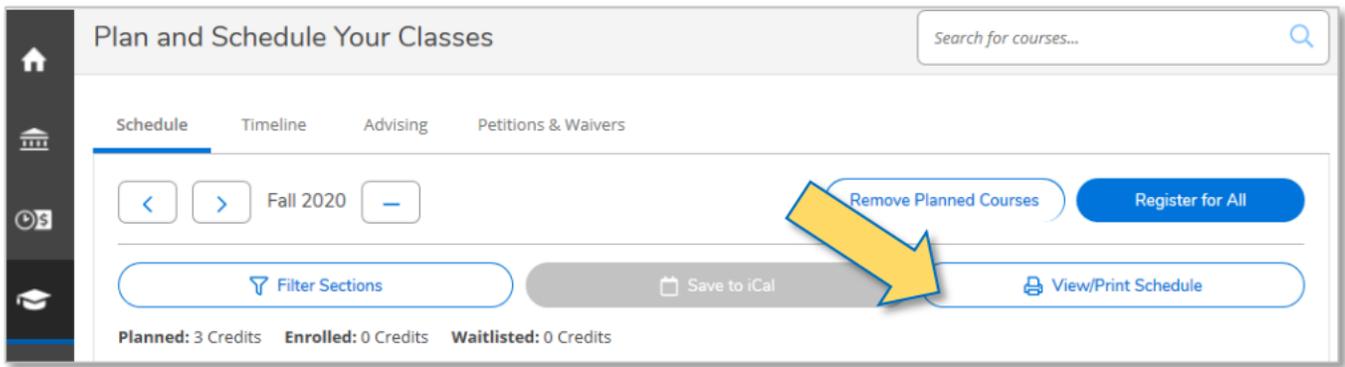


FINALIZE YOUR REGISTRATION

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

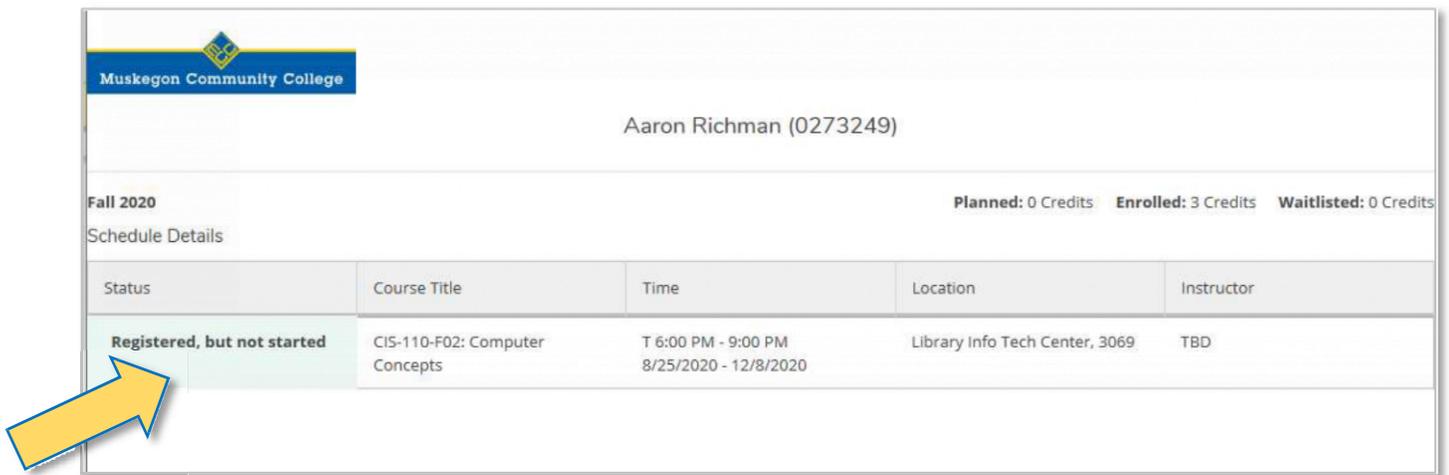


10. Click **"View/Print Schedule"** near the top to confirm your registration is complete.



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."**



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"