

# CLASS REGISTRATION AT MCC

STEP-BY-STEP INSTRUCTIONS TO SIGN UP FOR MCC CLASSES



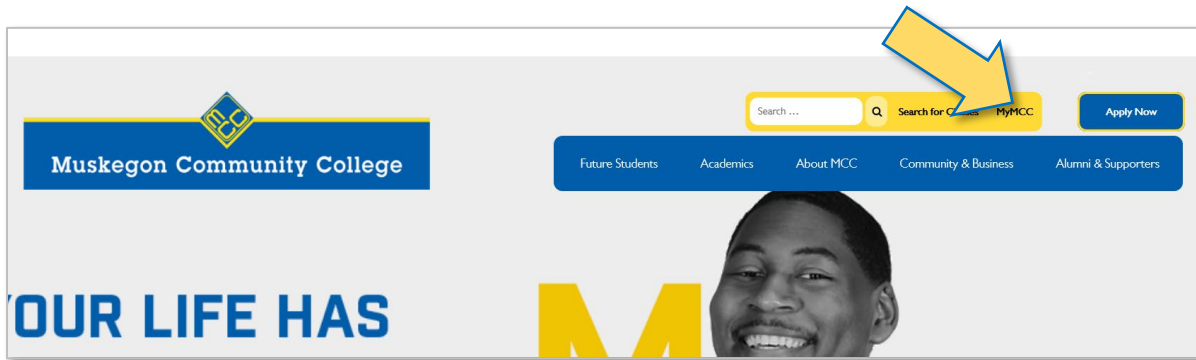
## BEFORE YOU REGISTER

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

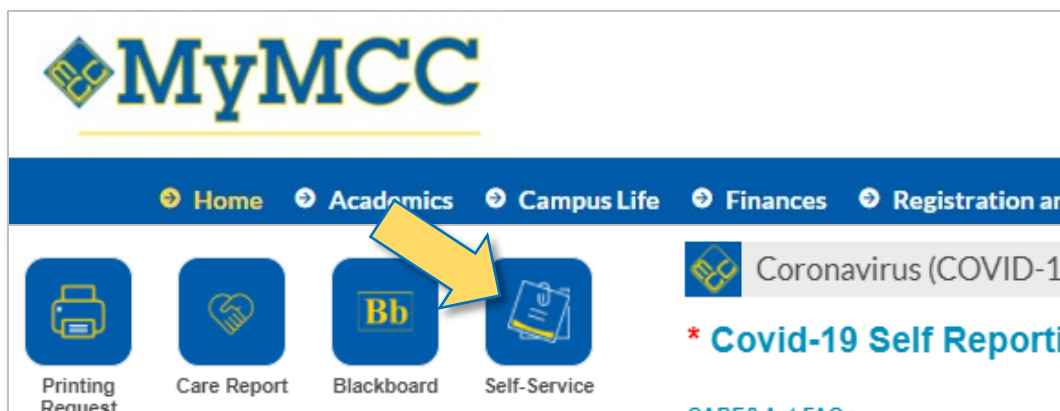
Before registering for classes, students are encouraged to meet with a Counselor for help with choosing a pathway of study and planning courses. Go to [www.muskegoncc.edu/counseling-and-advising-center](http://www.muskegoncc.edu/counseling-and-advising-center) to schedule an appointment with a Counselor.

## ACCESS STUDENT PLANNING

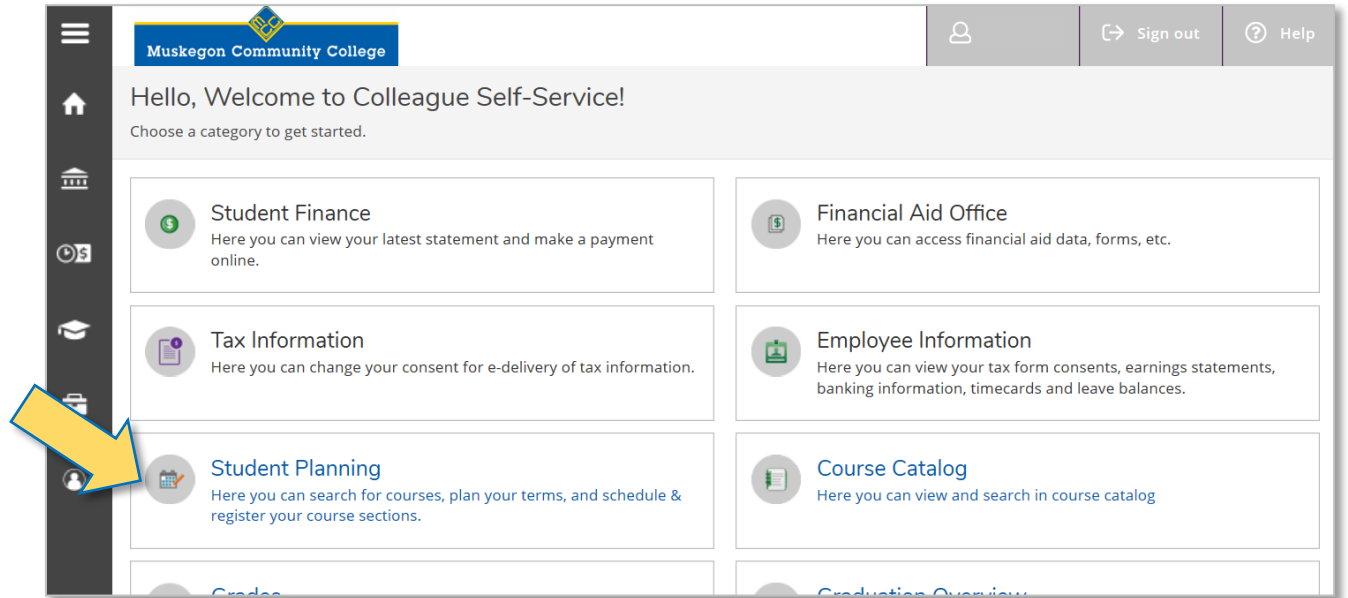
1. Go to the MCC website ([www.muskegoncc.edu](http://www.muskegoncc.edu)) and click “MyMCC” near the top right.



2. After logging in to MyMCC, click the “Self-Service” 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.



## 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.**

Click here if your courses have not yet been planned for the upcoming semester.

Click here if your courses have already been planned for the upcoming semester OR if you are not pursuing an academic program at MCC.

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 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](#).

Muskegon Community College

Academics · Student Planning · My Progress

### My Progress

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

Description  
This degree is for students intending to transfer ... [more](#)

Program Notes  
[Show Program Notes](#)

#### Requirements

Foundation Skill

Complete the following item. **0 of 1 Completed.** [Hide Details](#)

A. Computers

... a minimum level of achievement either by testing or completing CIS-110 or CIS-120A.  
... following items. **0 of 1 Completed.** [Hide Details](#)

Course	Grade	Term	Credits
<b>Not Started</b> CIS-110 Computer Concepts			
<b>Not Started</b> CIS-120A Computer Information Systems			

6. Click “Add Course to Plan.”

### Search for Courses and Course Sections

Search for courses...

Filters Applied: None

#### Filter Results

Subjects

- COMPUTER INFORMATION SYSTEMS (1)

Locations

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

#### CIS-110 Computer Concepts (3 Credits)

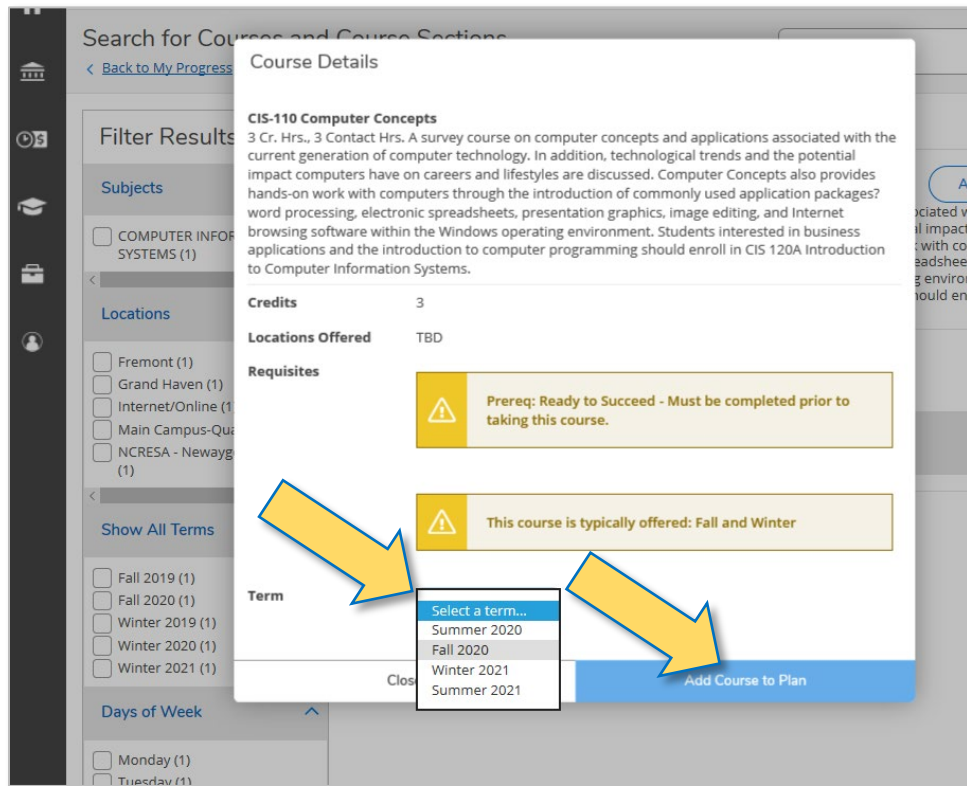
3 Cr. Hrs., 3 Contact Hrs. A survey course on computer concepts and applications associated with the current generation of computer technology. In addition, technological trends and the potential impact computers have on careers and lifestyles are discussed. Computer Concepts also provides hands-on work with computers through the introduction of commonly used application packages?word 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

[View Available Sections for CIS-110](#)

[Add Course to Plan](#)

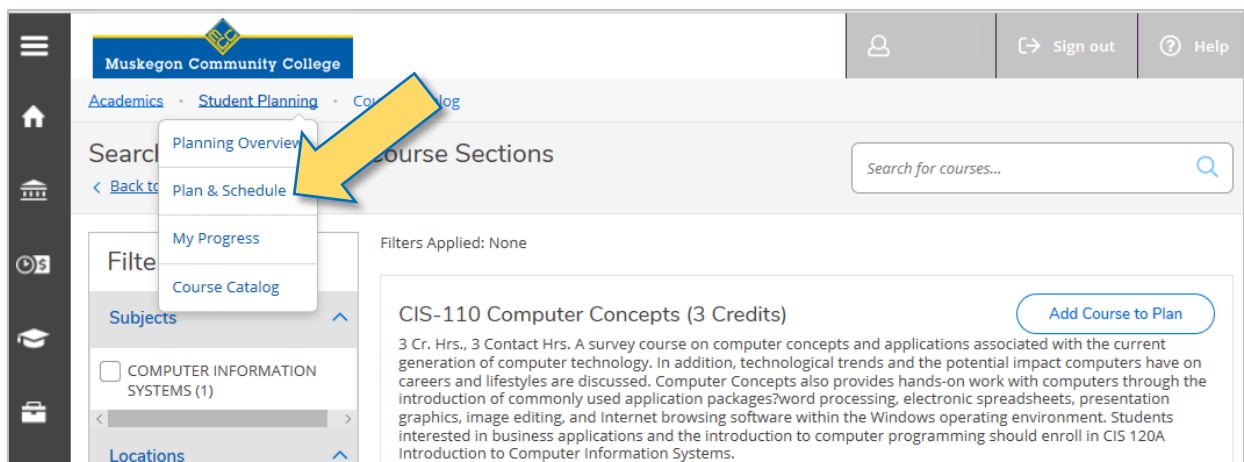
In the drop-down menu next to “Term,” **select the semester** you want to take the course, and then click **“Add Course to Plan.”**



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 expanded, showing a list of sections. A callout box points to the navigation arrows, another points to the 'View available sections' link, and a third points to a specific section entry.

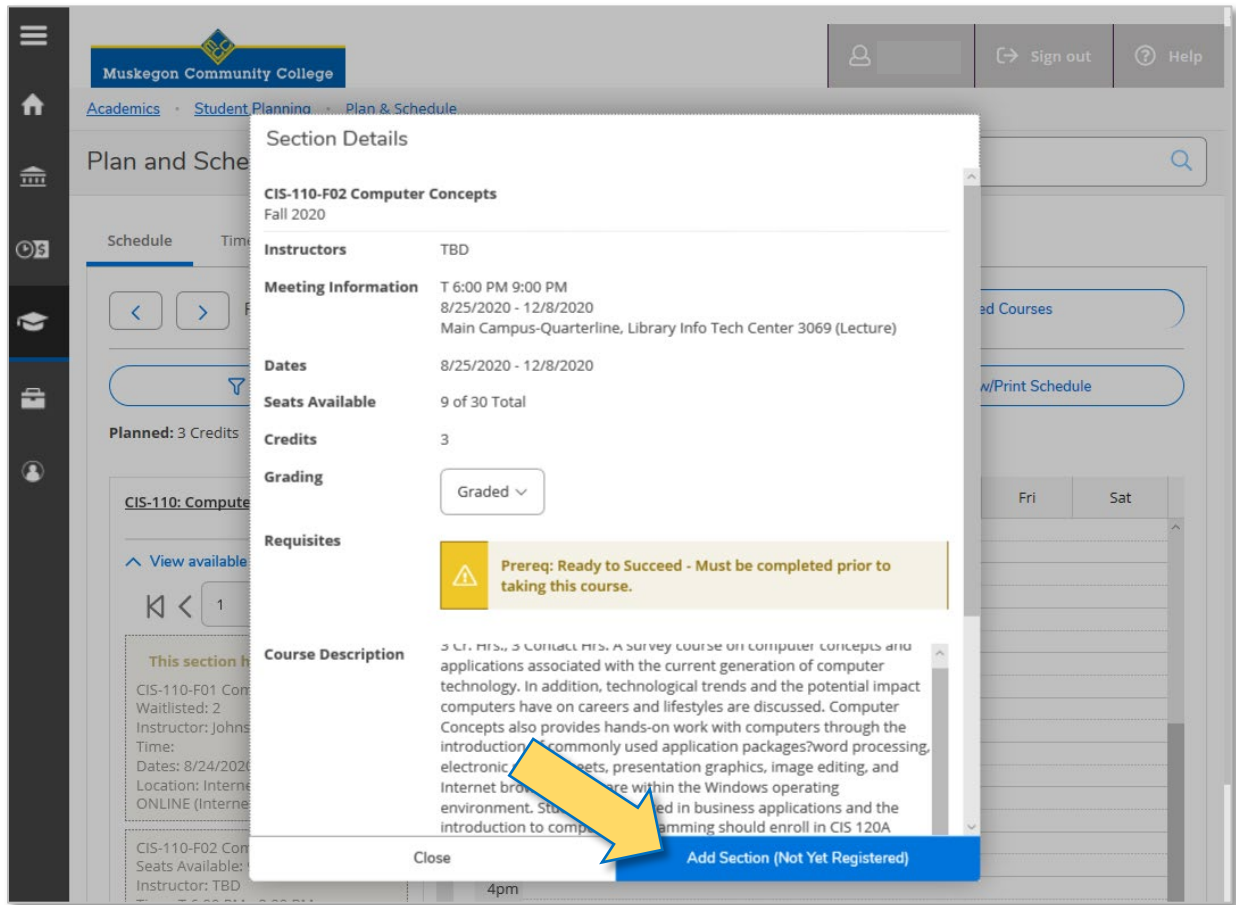
**1. Use the arrows to navigate to the semester you want to register for.**

**2. Click “View available sections” to see a list of course sections available for registration.**

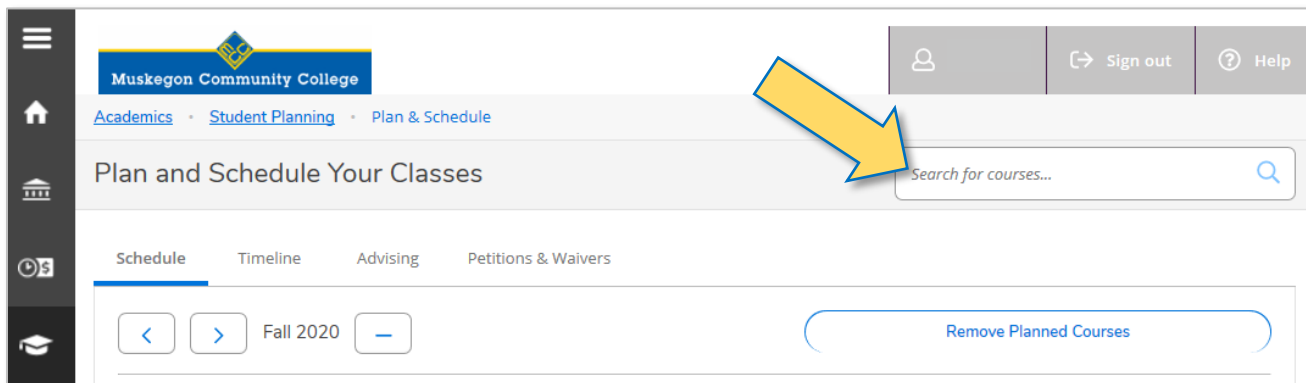
**3. Find the section you want and click on it to add it to your schedule (you’re NOT yet registered).**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

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.

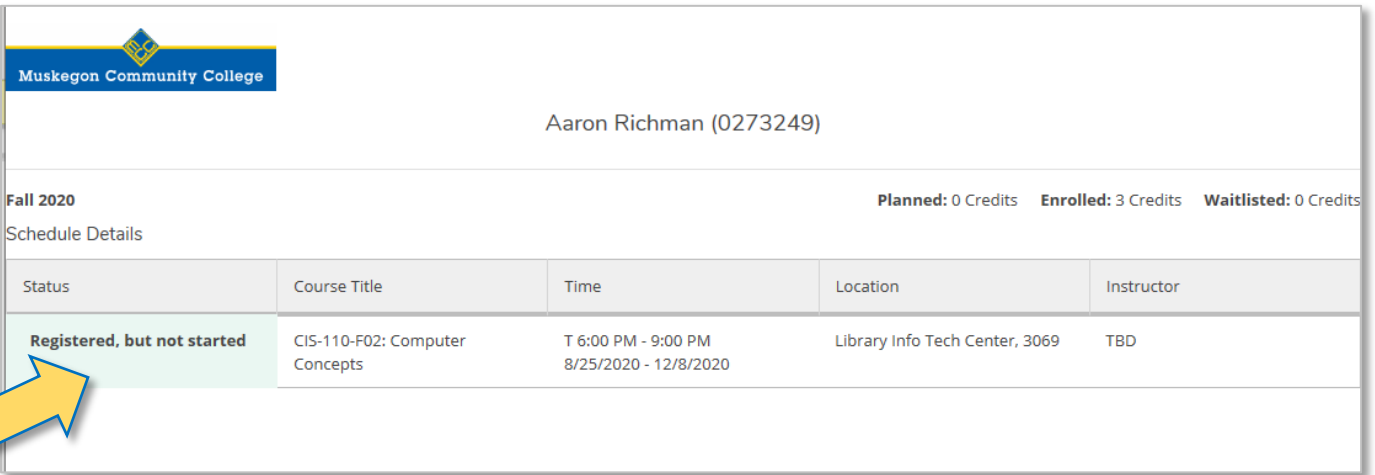
The screenshot shows the 'Plan and Schedule Your Classes' interface. At the top, there is a search bar and navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, there are navigation arrows, a semester selector set to 'Fall 2020', and buttons for 'Remove Planned Courses' and 'Register for All'. A 'Filter Sections' button is also present. The status bar indicates 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A course card for 'CIS-110-F02: Computer Concepts' is displayed, showing it is 'Planned, but not yet registered'. The card lists 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: TBD', '8/25/2020 to 12/8/2020', and 'Seats Available: 9'. A 'Meeting Information' section is expanded, showing a 'Register' button. A callout box with a yellow arrow points to this button, containing the text: 'You MUST click the “Register” button to complete your registration.' To the right, a calendar grid shows the course section scheduled for Tuesday at 6pm.

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

This screenshot shows the same 'Plan and Schedule Your Classes' interface. A yellow arrow points to the 'View/Print Schedule' button, which is located in the top right area of the course selection section. The rest of the interface, including the search bar, navigation tabs, semester selector, and status bar, remains the same as in the previous screenshot.

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.**”



Muskegon Community College

Aaron Richman (0273249)

Fall 2020 Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

Schedule Details

Status	Course Title	Time	Location	Instructor
Registered, but not started	CIS-110-F02: Computer Concepts	T 6:00 PM - 9:00 PM 8/25/2020 - 12/8/2020	Library Info Tech Center, 3069	TBD

## NEED MORE HELP?

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

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