

How do I contact my instructor via email?

- 1) Log on to [MyMHCC \(my.mhcc.edu\)](https://my.mhcc.edu).
- 2) Click on "View Schedule Details" as highlighted in the screen below.


Student Home

The screenshot shows the Student Home dashboard. The 'My Class Schedule' section is highlighted with a red header and contains a 'View Schedule Details' button. The 'My Alerts' section shows registration dates for Fall and Summer terms 2020 and a link for 'Understanding the Remote/Online Schedule'. The 'Navigate for Students' section provides tips and links for orientation, advisers, and registration holds. The 'Frequently Used Links' section lists various resources like Online Orientation, Register for Classes, and Financial Aid.

- 3) Click the email icon next to your instructor's name as highlighted in the screen below. You will then be able to send them a message. Be sure to include a subject before sending your message. Otherwise, it could end up in the instructor's spam message filter.

Student Home

The screenshot shows the 'My Class Schedule - Schedule Details' page. It features a 'Course Schedule for Test Person' section with a 'Choose a Term and Program' dropdown menu. Below this is a table of course information for the Fall Term (FA) 2020. The table has columns for Course, Title, Credits, Grading Type, Faculty/Meeting, Dates, and Room. The first row shows course MTH020-01, Applied Arithmetic and Pre-algebra, with 4.0 credits, LT grading, and instructor Rothi, Karl. The email icon next to the instructor's name is highlighted with a yellow circle.

Course	Title	Credits	Grading Type	Faculty/Meeting	Dates	Room
MTH020-01	Applied Arithmetic and Pre-algebra	4.0	LT	Rothi, Karl 	MTWRF 09:00-09:50AM	09/21/2020 - 12/12/2020 DL / REMS / WEB