How do I register for a class?
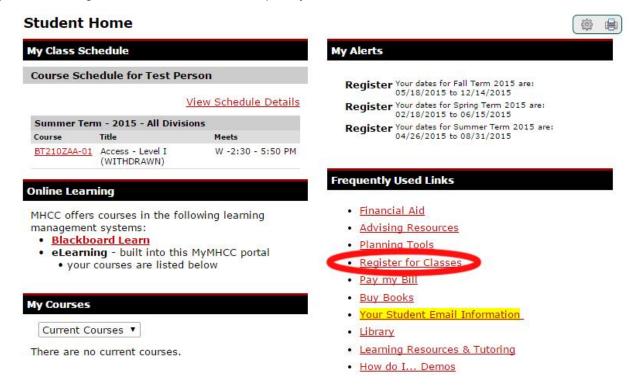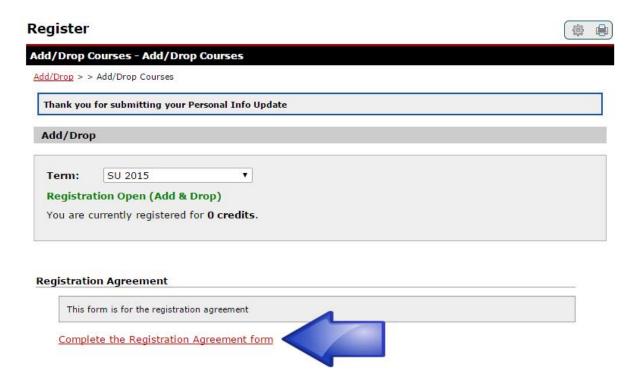
1) Log on to [MyMHCC](#).

2) Click on "Register for Classes" in the Frequently Used Links list.

Student Home

My Class Schedule

Course Schedule for Test Person

View Schedule Details

Summer Term - 2015 - All Divisions

Course	Title	Meets
BT210ZAA-01	Access - Level I (WITHDRAWN)	W -2:30 - 5:50 PM

Online Learning

MHCC offers courses in the following learning management systems:
- **Blackboard Learn**
- **eLearning** - built into this MyMHCC portal
  - your courses are listed below

My Courses

Current Courses ▼

There are no current courses.

My Alerts

Register Your dates for Fall Term 2015 are: 05/18/2015 to 12/14/2015
Register Your dates for Spring Term 2015 are: 02/18/2015 to 06/15/2015
Register Your dates for Summer Term 2015 are: 04/26/2015 to 08/31/2015

Frequently Used Links

- Financial Aid
- Advising Resources
- Planning Tools
- Register for Classes
- Pay my Bill
- Buy Books
- Your Student Email Information
- Library
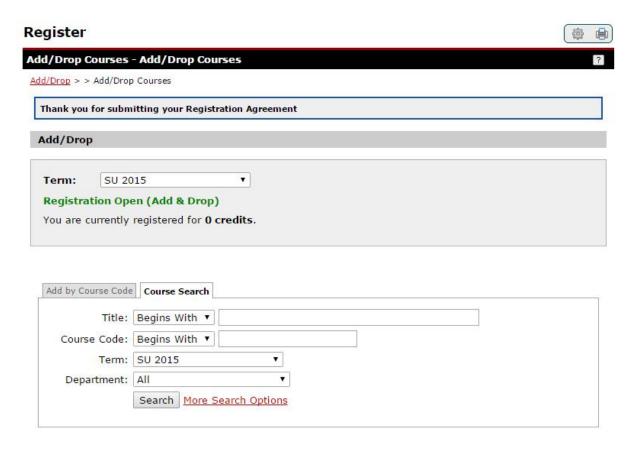- Learning Resources & Tutoring
- How do I... Demos

3) Once per term, you must complete the Personal Info Update form, which includes your address and phone number before you can register for classes.

Register

Add/Drop Courses

Add/Drop

Personal Info Update

This form is used to collect data for the Personal Info Update

Complete the Personal Info Update form

Registration Agreement

This form is for the registration agreement

Complete the Registration Agreement form

Using Web Registration

- The use of a student user ID and password to access the computer system is the equivalent of a legal signature and creates the same obligations for the student.
- Registering for classes creates academic and financial obligations as outlined under the Billing Collection Rights and Responsibilities. For full details, visit mhcc.edu/billing.
- If you need assistance learning to use the online registration system, you can download instructions in the "Forms and Handouts" section to the right, or visit the Orientation Center in room AC1002 on the Gresham Campus.
- You can also view video and PDF instructions for many services at mhcc.edu/demos.
- To see important dates, visit mhcc.edu/RegistrationCalendar.

4) After you submit your Personal Info Update form, you must also complete the Registration Agreement form. These forms must be completed once per term in order to register for classes.
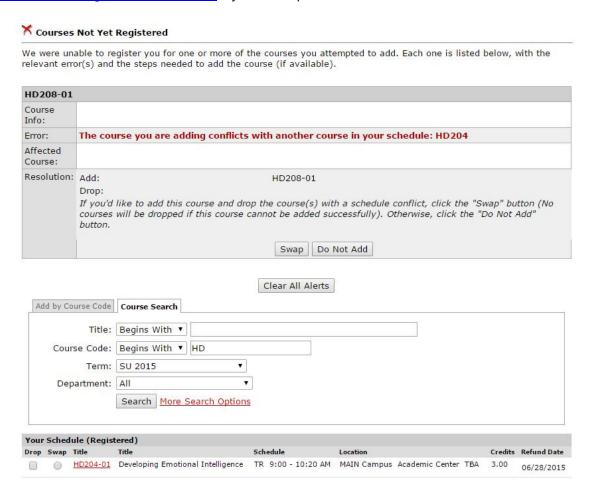
Register

Add/Drop Courses – Add/Drop Courses

Add/Drop > > Add/Drop Courses

Thank you for submitting your Personal Info Update

Add/Drop

Term: SU 2015 ▾

Registration Open (Add & Drop)

You are currently registered for **0 credits**.

Registration Agreement

This form is for the registration agreement

Complete the Registration Agreement form

5) You may now register for classes! If you haven't already looked at the schedule of classes, you can search for the course you'd like to add.

Register

Add/Drop Courses – Add/Drop Courses

Add/Drop > > Add/Drop Courses

Thank you for submitting your Registration Agreement

Add/Drop

Term: SU 2015 ▾

Registration Open (Add & Drop)

You are currently registered for **0 credits**.

Add by Course Code	Course Search

Title: Begins With ▾ [   ]

Course Code: Begins With ▾ [   ]

Term: SU 2015 ▾

Department: All ▾

Search   More Search Options

6) Click on the check-box next to each course you'd like to add. If you want to add more than one class from the same page, click multiple boxes. Click on the course number to see more information about the course.

☐	HD110-W1	Career Planning	📄	Staff not assigned	28/28	Open	0:00 - 0:00 AM; DL Campus, Distance Learning , Distance Learning	1.0	06/22/2015	08/29/2015
☑	HD204-01	Developing Emotional Intelligence	🔍	Staff not assigned	28/28	Open	TR 9:00 - 10:20 AM; MAIN Campus, Academic Center , classroom to be arranged	3.0	06/22/2015	08/29/2015
☑	HD208-01	Career and Life Planning	🔍	Staff not assigned	28/28	Open	MTWR 10:00 - 11:20 AM; MAIN Campus, Academic Center , Classroom - MM - Tables	3.0	06/22/2015	08/29/2015

7) Click on the "Add Courses" button.

8) Look for error messages such as time conflicts, or if a course requires you to select a grading type. You must meet the prerequisites for classes that require them. If you have transfer credits from another college, be sure you sent in your official transcripts in order to get credit for them at MHCC! Please visit the Academic Advising & Transfer Center if you have questions about this.

✗ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

HD208-01

Course Info:	
Error:	**The course you are adding conflicts with another course in your schedule: HD204**
Affected Course:	
Resolution:	Add: HD208-01 Drop: If you'd like to add this course and drop the course(s) with a schedule conflict, click the "Swap" button (No courses will be dropped if this course cannot be added successfully). Otherwise, click the "Do Not Add" button. [Swap] [Do Not Add]

[Clear All Alerts]

Add by Course Code | **Course Search**

Title:	Begins With ▼ [_____]
Course Code:	Begins With ▼ [HD ____]
Term:	SU 2015 ▼
Department:	All ▼
	[Search] More Search Options

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule	Location	Credits	Refund Date
☐	⊙	HD204-01	Developing Emotional Intelligence	TR 9:00 - 10:20 AM	MAIN Campus Academic Center TBA	3.00	06/28/2015

Please note: You can register for multiple classes at the same time by clicking "Add by Course Code". If you need to drop a class, be sure to log in and drop it before the refund date! *If you need assistance using the web registration system, please visit the Orientation Center.*