

# How to Register for A Course In the Portal

1) Log into [MYMHCC](#)

2) From the Home Page Under *Frequently Used Links*, choose **Register for Classes**

The screenshot shows the 'Student Home' portal. On the left is a navigation menu with 'My.mhcc.edu', 'Staff Home', 'Student Home', 'Personal Info', and 'Quick Links'. The main content area is divided into three columns. The top-left column is 'My Class Schedule' with a sub-section 'Course Schedule for Test Person' showing a table for 'Winter Term - 2020 - All Divisions' with columns for 'Course', 'Title', and 'Meets'. The top-right column is 'My Alerts' with sections for 'Financial Aid' and 'Register'. The bottom-right column is 'Frequently Used Links' with a list of links. A blue arrow points to the 'Register for Classes' link in this list.

You are here: Home > Student Home

**Student Home**

**My Class Schedule**

Course Schedule for Test Person

[View Schedule Details](#)

Winter Term - 2020 - All Divisions

Course	Title	Meets
No Courses to display.		

**My Alerts**

**Financial Aid** Go to [Missing/Received Documents](#) to complete the required form:  
Financial Aid Orientation.

**Register** Your dates for Winter Term 2020 are:  
10/24/2019 to 03/21/2020

**Frequently Used Links**

- Online Orientation
- [Navigate for Students](#)
- **Register for Classes**
- Satisfaction Survey
- Financial Aid
- View my Term Schedule and Course/Fee Statement
- View my Degree Audit
- View my Unofficial Transcript
- Pay my Bill
- Official Transcript and Enrollment Verification
- Tax Information (1098-T info)
- Your Student Email Information - available a few days after you first register for classes
- Saints Email Log-in
- Set up Saints Email Self Service Password Reset
- Get Books

3) You will need to complete the *Registration Agreement Form* before you will be able to register.

The screenshot shows the 'Add/Drop Courses' page. The title is 'Add/Drop Courses'. Below it is the heading 'Add/Drop'. A yellow highlight is under the text 'You must complete the following before you will be allowed to register:'. Below this is the section 'Registration Agreement'. A blue arrow points to the text 'Complete the Registration Agreement form'.

**Add/Drop Courses**

**Add/Drop**

You must complete the following before you will be allowed to register:

**Registration Agreement**

This form is for the registration agreement

[Complete the Registration Agreement form](#)

[Go to Main screen](#)

4) At the *Add/Drop* screen enter the Course Code and click *Search*

**Add/Drop Courses - Add/Drop Courses**

**Add/Drop**

Term: Winter Term (WI) 2020

Courses starting later in the term may still be **OPEN** for registration -- Withdraw period is **OPEN**. Student Registration is open from 10/24/2019 to 03/21/2020.

You are currently registered for 0 credits.

**Add by Course Code** | **Course Search**

Title: Begins With

Course Code: Begins With

Term: Winter Term (WI) 2020

Department: All

Course Program: All

[More Search Options](#)

**Your Schedule (Registered)**

Drop	Swap	Title	Title	Schedule	Location	Credits	Grading Type	Refund Date
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5) Find the course you want and click the square box next to the Course Code.  
Click *Add Course*.

<input type="checkbox"/>	BT210ZPB-70	PowerPoint - Level II	Textbook	10/10	Open	McNeal, Katrina O / 00:00-00:00AM: MAIN Campus, Academic Center, Computer Lab, 2610	\$25.00	1.0	WI 2020	02/10/2020	03/14/2020
	BT210ZWA-60	Word - Level I	Textbook	10/10	Open	McNeal, Katrina O / 00:00-00:00AM: MAIN Campus, Academic Center, Computer Lab, 2610	\$25.00	1.0	WI 2020	01/06/2020	02/08/2020
<input checked="" type="checkbox"/>	BT210ZWA-70	Word - Level I	Textbook	9/10	Open	McNeal, Katrina O / 00:00-00:00AM: MAIN Campus, Academic Center, Computer Lab, 2610	\$25.00	1.0	WI 2020	02/10/2020	03/14/2020

Show All **BT - BT** | BT - BT Next page -->

You will now see the course added to your schedule. If you need to add additional courses repeat the process.

Term: Winter Term (WI) 2020

Courses starting later in the term may still be **OPEN** for registration – Withdrawal period is **OPEN**. Student Registration is open from 10/24/2019 to 03/21/2020.

You are currently registered for 1 credits.

**Messages**  
 BT210ZWA-70 (Warning: Warning: Related experience is required for this course. See course information. Warning: An orientation is required. Please link to [ORIENTATIONS](#) for details. The course BT210ZWA has been added to your schedule.) Added for WI 2020

Title: Begins With  
 Course Code: Begins With BT210  
 Term: Winter Term (WI) 2020  
 Department: All  
 Course Program: All

Search More Search Options

**Your Schedule (Registered)**

Drop	Swap	Title	Title	Schedule	Location	Credits	Grading Type	Refund Date
<input type="checkbox"/>	<input type="radio"/>	BT210ZWA-70	Word - Level I	00:00-00:00AM	MAIN Campus Academic Center 2610	1.0	Letter Grade (LT)	02/12/2020

Drop Selected Courses Swap

If you have attempted to register for a course where you have not met a prerequisite, you will see the following message.

**✖ 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).

**MTH254-W1**

Course Info:

Error: Prerequisite: RD090, WR090 and MTH252, each with a grade of "C" or better. The CAS-capable calculator is required. A required computer component is included outside of class.

Resolution: Oops! You have not met one of the above requirements for this class. If you believe you have encountered this message in error please drop by the Student Services Hub AC2253, call 503-491-7393, or send an email with your student ID number to [advising.questions@mhcc.edu](mailto:advising.questions@mhcc.edu) and include what course you are trying to add. You can also return to the course search to find an alternative class.

OK