

Self-Registration: How to Add a Course

- Login to your MyMCTC Account
- Select Registration Register for Classes

Mountwest Community & Technical College Hello Kaitlin Alexis Bentley, Welcome to MyMCTC. From here, you can access the self-service menu by clicking on the grid icon (4 squares) in the top-left corner of the header or select any of the below links to navigate to the desired menu: Student Records Student Accounts **Financial Aid** Academic Transcript Account Information Apply for Financial Aid Blackboard Account Summary Financial Aid Awards MyDegree Secure Account Payment Campus Directory Registration - Register for Class Statement & Payment History Secure Account Payment Reguest Official Transcript Tax Notifications (1098-T) View Course Schedule My Profile Support Student Profile Blackboard Support Site - Create Ticket/Case Update Personal Information Information Technology Help Desk - Create Ticket

Browse Classes Looking for classes? In this section you can browse classes you find interesting.

Register for Classes

• Select Register for Classes

Browse Course Catalog Look up basic course information like subject, course and description

Search and register for your classes. You can also view and manage your schedule



Self-Registration: How to Add a Course

• Select the **term** you would like to register for.

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tudent	• <u>Registration</u> • Select a Term
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• Type in the **PIN number** provided by your advisor.



Self-Registration: How to Add a Course

 Search for the course utilizing the Subject search box. For this example, we are wanting to add an Accounting course. In the subject line, type in Accounting then click Search. This will populate all Accounting courses being offered this semester.

	Register for Classes									
1	Find Classes Enler CRNs Schedule and Options									
	Enter Your Search Criteria () Term: Fall 2024									
	Subject									
	Course Number									
	Keyword [
	(Search Clear + Advanced Search								

- Once you have chosen the course and time, you will click Add.
 Your course will now appear at the bottom of the screen in a Pending status.
- Finally, you will need to click **Submit** to actually register for your chosen courses.
- You will repeat these steps until You are registered for all of your required courses.

Student • Registratio	n • <u>Select a Tr</u>	erm • F	legister for	r Classes															
Register for Classes																			
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Search Results – 6 Classes Term: Fall 2024 Subject: Accounting																		Sear	rch Agein
Title	© Subject Description	Course Numb	e Section O	Hours	CRN ⁰	Term 0	Instructor	Meeting Times			Campus	Status		Attribute		Unked	Sections	Add	\$.
Intro Accounting Lecture	Accounting	100	101	2	1179	Fall 2024	Davie, Gerald (Primary)	SWTWTFS	- Type: (Jaco Beliding: None Room: None Start	D On-Campus	24 of 24 peak	s remain.	Flex				Add	
Intre Accounting Lecture	Accounting	103	102	3	1180	Fall 2024	Keck Joshua (Primary)	SMTWTFS	- Type: 0	Cass Building: Internet Course Room: N	for Electronic	20 of 20 seat	s remain.	Online Course				Add	
Financial Accounting I Lecture	Accounting	201	101	9	1181	Fall 2024	Dovle, Gerald (Primary)	5 M 7 W 7 F 5	10.00 AM	- 11:15 AM Type: Class Building: Moun	hix On-Campus	24 of 24 seat	a remein.	Flex				Add	
Manaporial Accounting Lecture	Accounting	210	101	з	1182	Fell 2024	Dovle, Gerald (Primary)	SMTWTFS	01.00 PN	- 02:15 PM Type: Class Building: Mour	by On-Campus	24 of 24 seat	s remain.	Flex				Add	
Computerized Accounting I Lecture	Accounting	221	101	3	1184	Fall 2024	Johnson, Roberta (Primary)	SMTWTFS	04.00 PN	- 06:20 PM Type: Class Building: Intern	el Electronic	20 of 20 seat	s remain.	Live Remote				Add	
Excel for Accountants Lecture	Accounting	Z25	101	3	1185	Fall 2024	Keck, Joshua (Primary)	SMTWTFS	11.30 AM	- 12.45 PM Type: Class Building: Noun	bvi On-Campus	24 of 24 seat	s remain.	Flex				Add	
H < Page 1 of 1 → H 10	v Per Page																		Records: 6
C Schedule Hill Schedule Details										🗏 Summary									
Class Schedule for Fall 2024										TEs	Details	Hours	CRN	Schedule Type	Status	Action		Instructional M	iethods 🔆
Sunday 2am	Monday	Tuesday		Wednesday	The	rsday	Friday	Saturday		Medical Terminology	AH 151, 103	з	1026	Lecture	Registered	None	* ·		
3am									-										
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