


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:

<p>Student Records</p> <ul style="list-style-type: none"> • Academic Transcript • Blackboard • MyDegree • Registration - Register for Class • Request Official Transcript • View Course Schedule 	<p>Student Accounts</p> <ul style="list-style-type: none"> • Account Information • Account Summary • Secure Account Payment • Statement & Payment History • Tax Notifications (1098-T) 	<p>Financial Aid</p> <ul style="list-style-type: none"> • Apply for Financial Aid • Financial Aid Awards • Campus Directory • Secure Account Payment
<p>My Profile</p> <ul style="list-style-type: none"> • Student Profile • Update Personal Information 	<p>Support</p> <ul style="list-style-type: none"> • Blackboard Support Site - Create Ticket/Case • Information Technology Help Desk - Create Ticket 	

- Select **Register for Classes**



[Register for Classes](#)

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



[Browse Classes](#)

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



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.



Self-Registration: How to Add a Course

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

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Select a term...

- Fall 2024
- Spring 2024

- Type in the **PIN number** provided by your advisor.

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Fall 2024

Alternate PIN*

Continue



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.

- 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.

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes	Linked Sections	Action
Basic Accounting Course	Accounting	100	101	3	1179	Fall 2024	Davis, Gerald (Primary)	...	On-Campus	24 of 24 seats remain.	File		Add
Intro Accounting Lecture	Accounting	100	102	3	1180	Fall 2024	Reid, Joseph (Primary)	...	On-Campus	20 of 20 seats remain.	Online Course		Add
Financial Accounting I Lecture	Accounting	201	101	3	1181	Fall 2024	Davis, Gerald (Primary)	...	On-Campus	24 of 24 seats remain.	File		Add
Managerial Accounting Lecture	Accounting	210	101	3	1182	Fall 2024	Davis, Gerald (Primary)	...	On-Campus	24 of 24 seats remain.	File		Add
Computerized Accounting I Lecture	Accounting	224	101	3	1184	Fall 2024	Johnson, Ronald (Primary)	...	On-Campus	20 of 20 seats remain.	Live Remote		Add
Excel for Accountants Lecture	Accounting	225	101	3	1185	Fall 2024	Reid, Joseph (Primary)	...	On-Campus	24 of 24 seats remain.	File		Add

- You will repeat these steps until You are registered for all of your required courses.

Class Schedule for Fall 2024	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2am						
3am						
4am						
5am						
6am						
7am						
8am						
9am						
10am		Pending		Pending		

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Methods
Medical Terminology	AH 151, 101	3	1025	Lecture	Registered	None	