

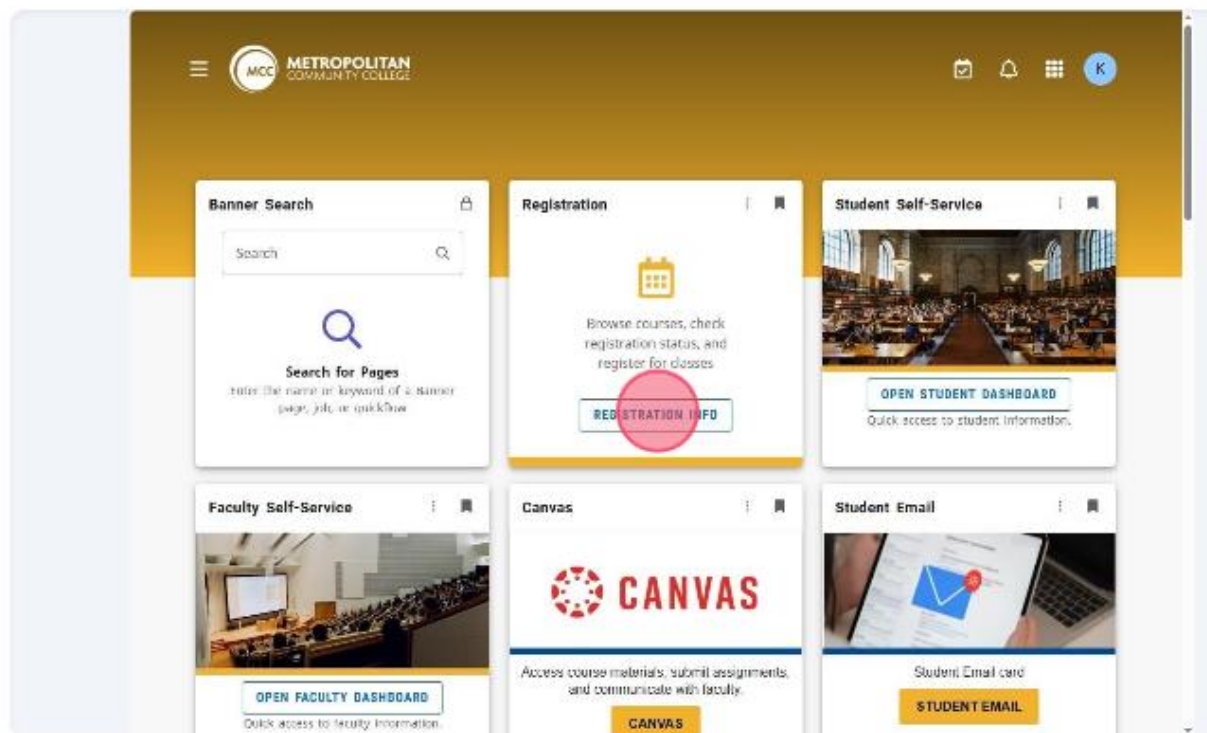
# How to Register for Classes

38 steps

4 minutes

1

From your myMCCCKC portal, select the "Registration" card

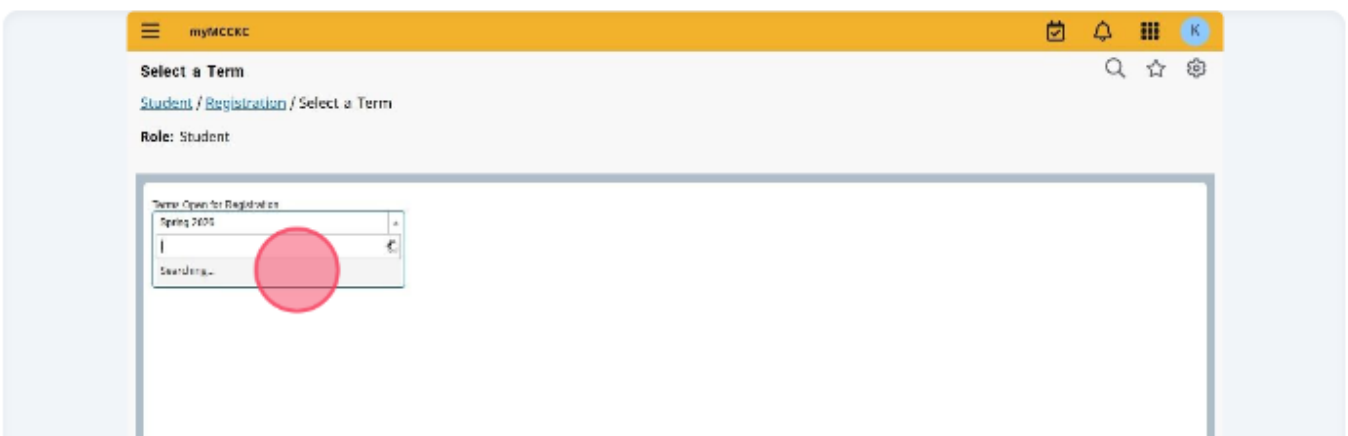


# How to Register for Classes

## 2 Select the "Register for Classes" link

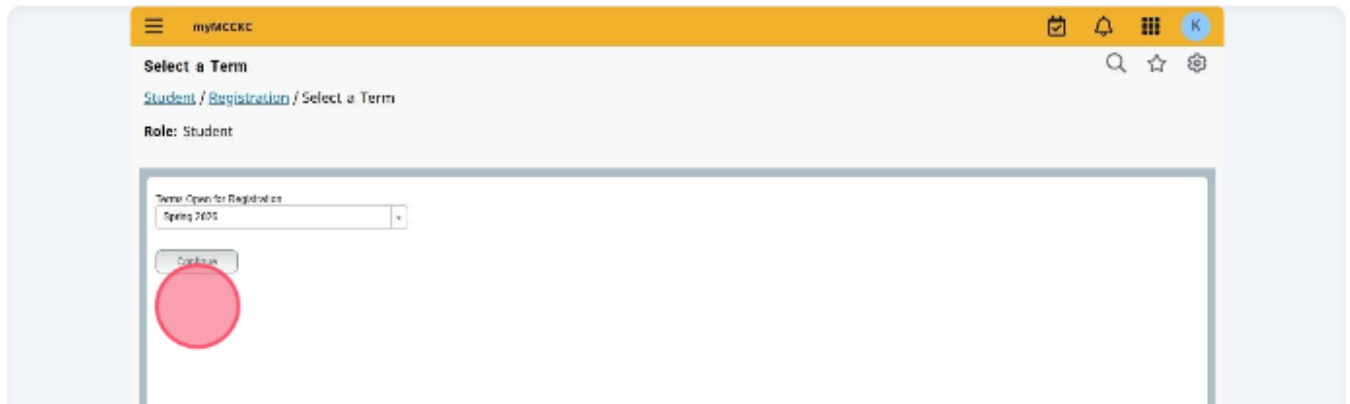


## 3 Select the term you are enrolling in - this is example uses Spring 2026



# How to Register for Classes

## 4 Click "Continue"



myMCCKC

Select a Term

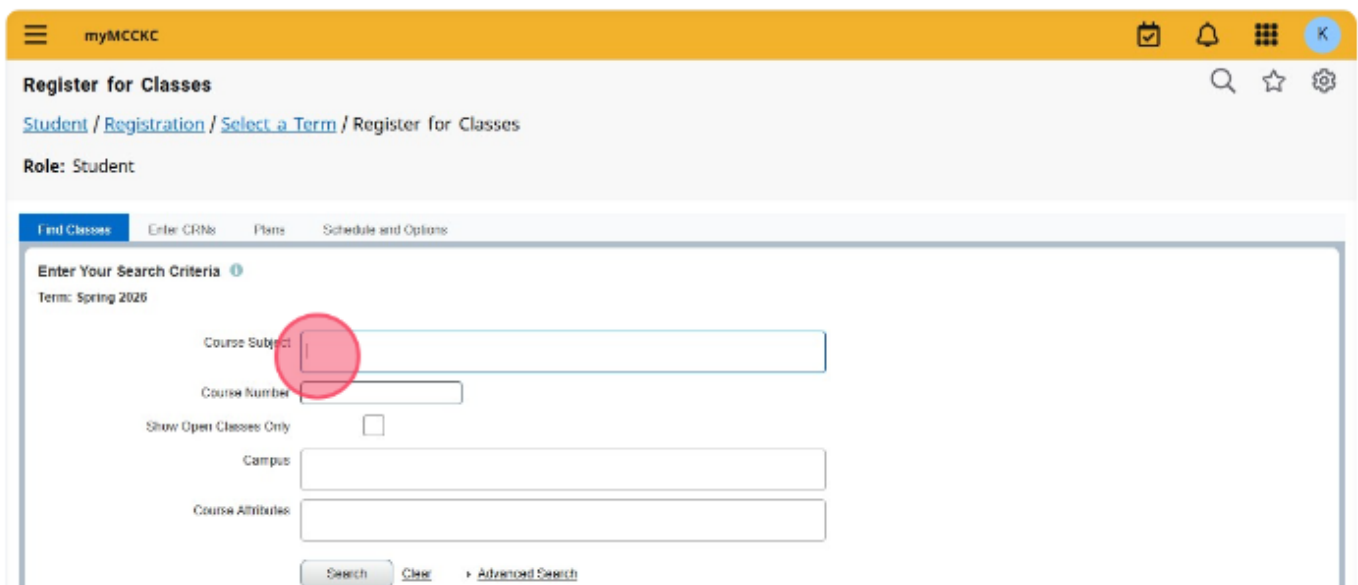
[Student](#) / [Registration](#) / [Select a Term](#)

Role: Student

Term Open for Registration  
Spring 2026

Continue

## 5 This is the Class Search panel on the Registration Page



myMCCKC

Register for Classes

[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes

Role: Student

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2026

Course Subject

Course Number

Show Open Classes Only ☐

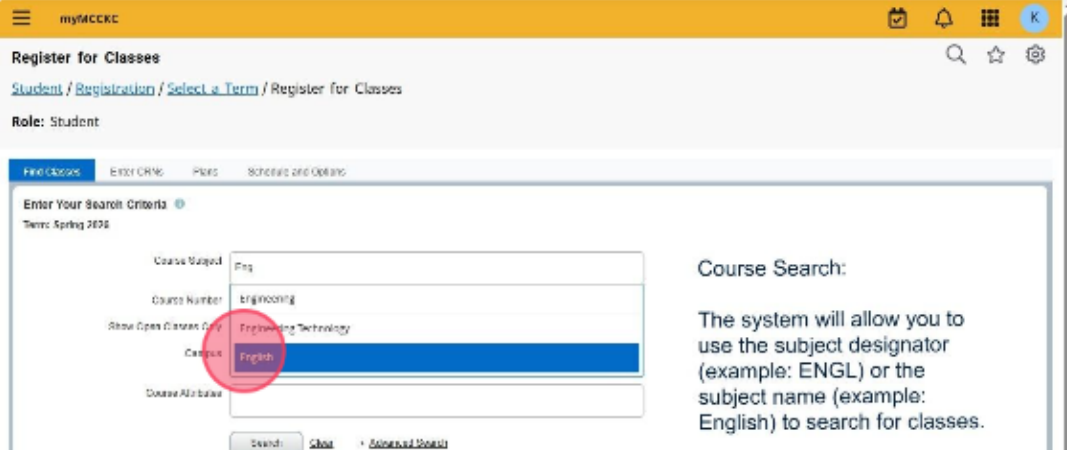
Campus

Course Attributes

Search Clear > Advanced Search

# How to Register for Classes

## 6 To begin we are going to search for English 101



**Register for Classes**  
[Student / Registration / Select a Term / Register for Classes](#)  
Role: Student

Find Classes | Enter CRNs | Plans | Schedule and Options

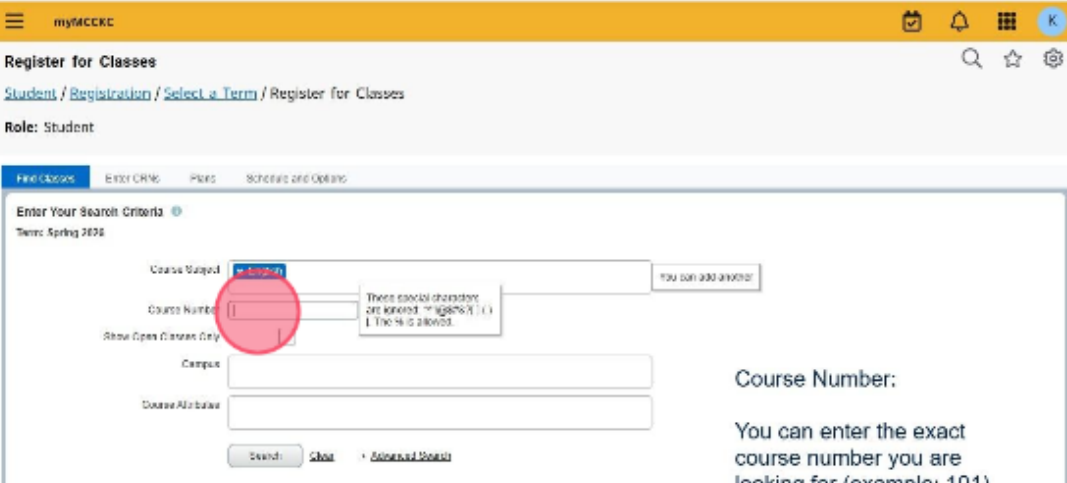
Enter Your Search Criteria ⓘ  
Term: Spring 2026

Course Subject: Eng  
Course Number: Engineering  
Show Open Classes Only: Engineering Technology  
Campus: English  
Course Attributes:

Search | Clear | Advanced Search

**Course Search:**  
The system will allow you to use the subject designator (example: ENGL) or the subject name (example: English) to search for classes.

## 7 Course Number



**Register for Classes**  
[Student / Registration / Select a Term / Register for Classes](#)  
Role: Student

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Spring 2026

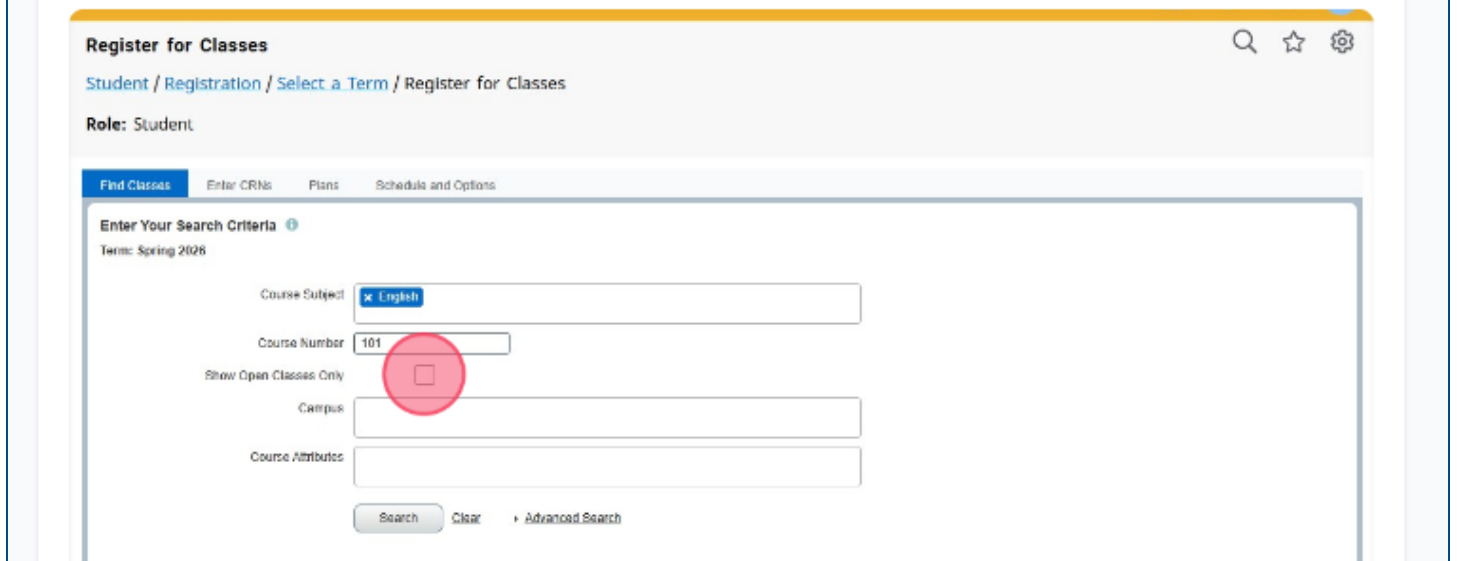
Course Subject: e-Engineering  
Course Number: [redacted]  
Show Open Classes Only: [redacted]  
Campus: [redacted]  
Course Attributes:

Search | Clear | Advanced Search

**Course Number:**  
You can enter the exact course number you are looking for (example: 101)

# How to Register for Classes

## 8 Check this box to only search for open classes



**Register for Classes** 🔍 ☆ ⚙️

[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes

**Role:** Student

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Spring 2028

Course Subject:

Course Number:

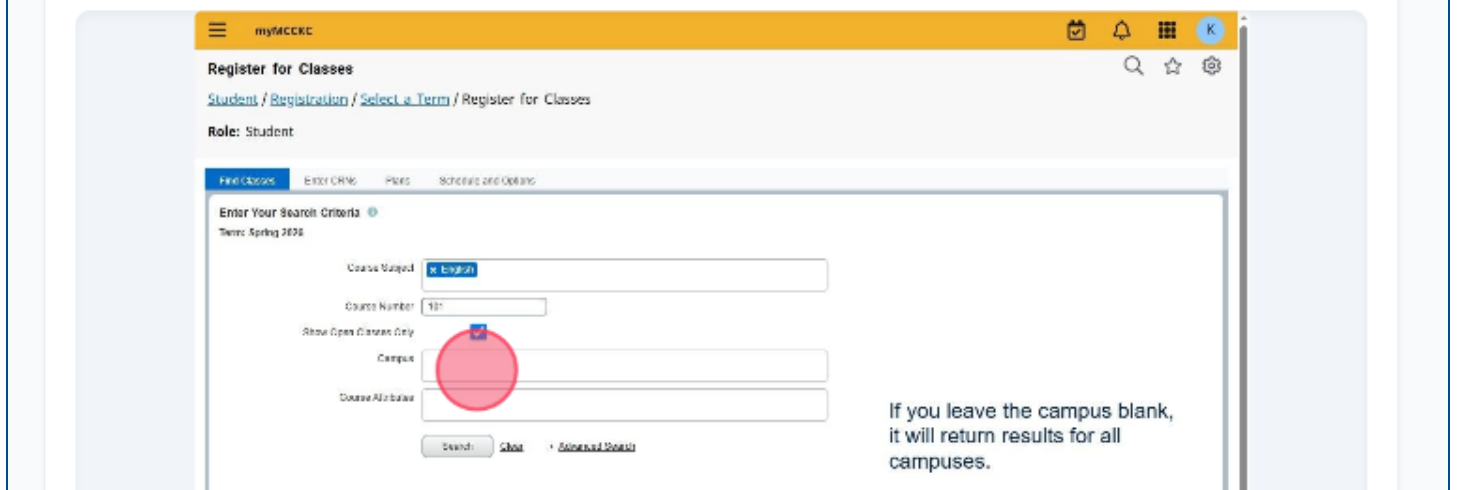
Show Open Classes Only: ☐

Campus:

Course Attributes:

[Advanced Search](#)

## 9 Select the "Campus" from the drop down list



**myMCCCKE** 📅 🔔 🗃️ K

**Register for Classes** 🔍 ☆ ⚙️

[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes

**Role:** Student

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Spring 2028

Course Subject:

Course Number:

Show Open Classes Only: ☐

Campus:

Course Attributes:

[Advanced Search](#)

If you leave the campus blank, it will return results for all campuses.

# How to Register for Classes

## 10 Click "Search"

The screenshot shows the 'Find Classes' search interface. At the top, there are tabs: 'Find Classes' (selected), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs is a section titled 'Enter Your Search Criteria' with a help icon. The search criteria include: 'Term: Spring 2026', 'Course Subject' (dropdown menu showing 'English'), 'Course Number' (text input with '101'), 'Show Open Classes Only' (checkbox checked), 'Campus' (dropdown menu showing 'Maple Woods' with a note 'You can add another'), and 'Course Attributes' (text input). At the bottom of the form, there are three buttons: 'Search' (highlighted with a red circle), 'Clear', and 'Advanced Search'.

## 11 Search Results - All of the classes that meet your search criteria

The screenshot shows the search results page. At the top, there is a navigation bar with 'myMCKC' and a user profile icon. Below the navigation bar is a section titled 'Register for Classes' with a search icon, a star icon, and a settings icon. Below this is a breadcrumb trail: 'Student / Registration / Select a Term / Register for Classes'. Below the breadcrumb trail is a section titled 'Role: Student'. Below the 'Role: Student' section is a tabbed interface with 'Find Classes' (selected), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs is a section titled 'Search Results — 34 Classes' with a 'Search Again' button. Below the 'Search Results' section is a table with the following columns: 'Course Title', 'Subject', 'Course', 'Hours', 'CRN', 'Instructor', 'Meeting Times (HOVER for INFO)', 'Campus', 'Status', 'Schedule T', 'Course Attributes', 'Linked Sections', 'Add', and a settings icon. The table contains one row with the following data: 'Composition & R...', 'English', '101', '3', '20...', 'S M T W T F S', '08:00 AM - 06:00 PM', '23 of 23 ...', 'Lecture', 'Full Employment Council', 'Ford Assoc Program', 'General Motors ASEP Prog...', 'Honors Class', 'IWI Contract Class', and 'MOTR ENGL 100'. The 'Add' button is highlighted with a red circle.

Course Title	Subject	Course	Hours	CRN	Instructor	Meeting Times (HOVER for INFO)	Campus	Status	Schedule T	Course Attributes	Linked Sections	Add
Composition & R...	English	101	3	20...		S M T W T F S 08:00 AM - 06:00 PM		23 of 23 ...	Lecture	Full Employment Council Ford Assoc Program General Motors ASEP Prog... Honors Class IWI Contract Class MOTR ENGL 100		Add

## How to Register for Classes

## 12

Scroll to the bottom to see how many pages of results you have

Find Classes

Enter CRNs

Plans

Schedule and Options

Search Results — 34 Classes

Term: Spring 2026

Course Subject: English

Course Number: 101

Show Open Classes Only: True

Campus: Maple Woods

Composition & Re...	English	101	3	20...	SMTWTFSS	08:00 AM - 09:...	23 of 23 ...	Lecture	Ford Asset Program General Motors ASEP Prog... Honors Class IWI Contract Class MOTR ENGL 100
Composition & Re...	English	101	3	20...	SMTWTFSS	09:30 AM - 10:...	23 of 23 ...	Lecture	Full Employment Council Ford Asset Program General Motors ASEP Prog... Honors Class IWI Contract Class MOTR ENGL 100
Composition & Re...	English	101	3	20...	SMTWTFSS	09:30 AM - 10:...	23 of 23 ...	Lecture	Full Employment Council Ford Asset Program General Motors ASEP Prog... Honors Class IWI Contract Class MOTR ENGL 100

1 of 4

Page 1

10

Per Page

## How to Register for Classes

**13** When you find the class you want to add to your schedule, click "Add"

Find Classes

Enter CRNs

Plans

Schedule and Options

Search Results — 34 Classes

Term: Spring 2026

Course Subject: English

Course Number: 101

Show Open Classes Only: True

Campus: Maple Woods

Search Again

Composition & Re	English	101	3	20...	SMTWTFSS	08:00 AM - 01 M	23 of 23	Lecture	Ford Asset Program General Motors ASEFP Prog Honors Class IWI Contract Class MOTR ENGL 100	Add
Composition & Re	English	101	3	20...	SMTWTFSS	09:30 AM - 10 M	23 of 23	Lecture	Full Employment Council Ford Asset Program General Motors ASEFP Prog Honors Class IWI Contract Class MOTR ENGL 100	Add

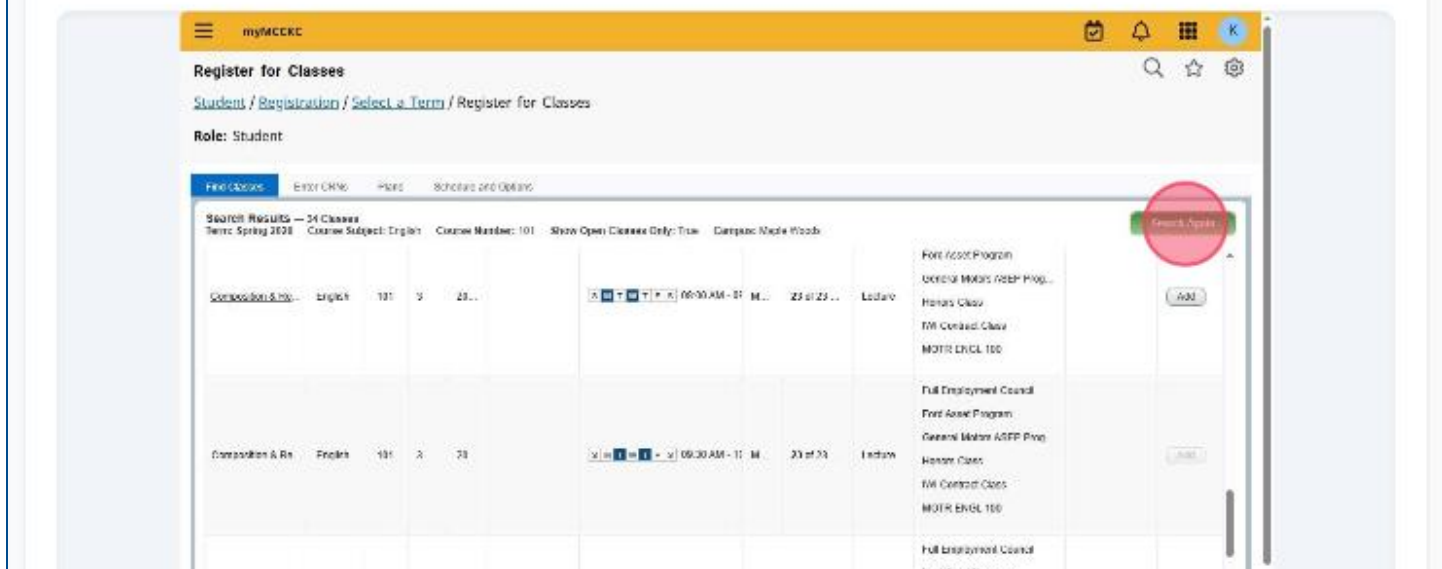
**14** Adding a class will open the Schedule and Summary panels

The screenshot displays the Blackboard interface. At the top, there's a navigation bar with 'Courses & My...' and 'English' selected. Below this, a table lists various courses. The 'Composition & Res...' course is highlighted. To the right, a sidebar shows a list of courses, including 'General Mktg. ACUM Prog...', 'Human Class', 'IM Contact Class', 'MKTG ENGL 100', 'Full Employment Council', 'Fast Asset Program', 'General Mktg. ASFP Prog.', 'Human Class', 'IM Contact Class', 'MKTG ENGL 100', 'Full Employment Council', and 'Fast Asset Program'. A red arrow points to the 'Pending' status in the 'Summary' section of the 'Composition & Res...' course. A text box explains: 'Note the status is Pending. This means you have added the to your "shopping cart" but you are not enrolled.' The 'Summary' section also shows details like 'Title', 'Grade', 'How', 'CRN', 'Schedule', 'Instructional Mtd', 'Status', and 'Action'. The 'Status' column shows 'Pending' for the 'Composition & Res...' course. At the bottom, there's a footer with 'Total (You): Registered: 0 | Billing: 0 | DU: 0 | Min: 0 | Max: 999.999.999' and a 'Cancel' button.

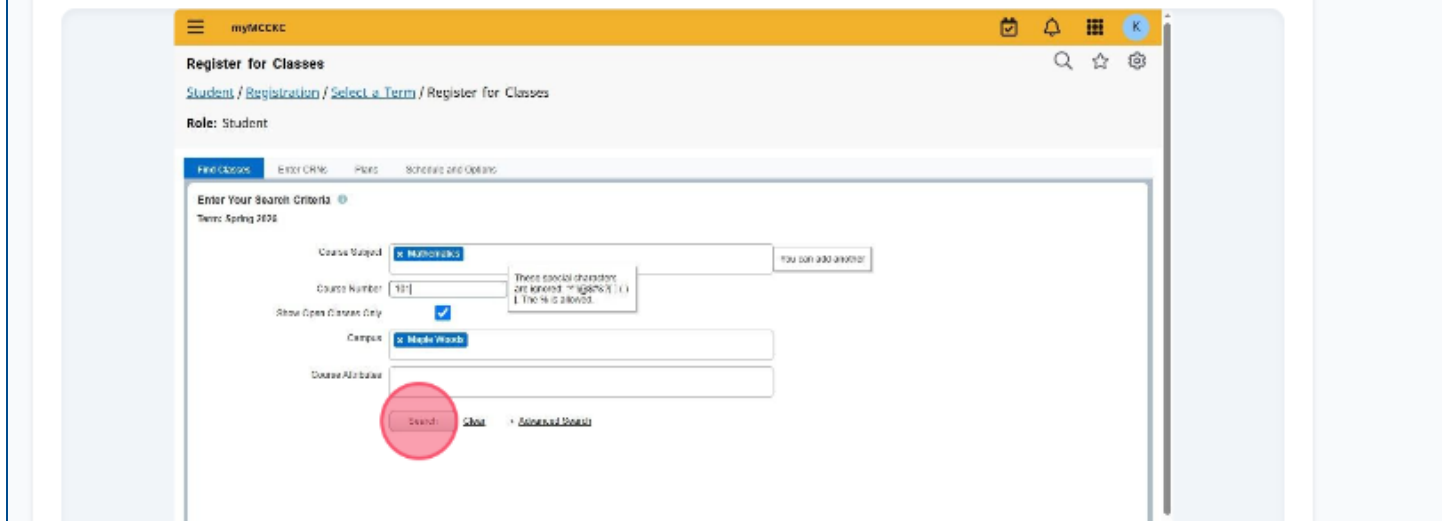


# How to Register for Classes

## 15 Click the green "Search Again" box to search for more classes



## 16 This time search for MATH 115 at Maple Woods



# How to Register for Classes

## 17 Select a course to add from the search results

**Register for Classes**

[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes

Role: Student

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 5 Classes**  
Term: Spring 2026 Course Subject: Mathematics Course Number: 115 Show Open Classes Only: True Campus: Maple Woods [Search Again](#)

Course Title	Subject *	Course	Hours	CRN	Instructor	Meeting Times (HOVER for INFO)	Campus	Status	Schedule T	Course Attributes	Linked Sections	Add
Statistics	Math...	115	3	20...		S M T W T F S 11:00 AM - 12	M...	15 of 15 ...	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	20...		S M T W T F S 11:00 AM - 12	M...	15 of 15	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	21...		S M T W T F S 11:00 AM - 12	M...	30 of 30 ...	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	21...		S M T W T F S 05:00 PM - 06	M...	15 of 15 ...	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	21...		S M T W T F S 05:00 PM - 06	M...	15 of 15 ...	Lecture	MOTR MATH 110		Add

## 18 Notice it will add the course to Schedule and Summary panels

Term: Spring 2026 Course Subject: Mathematics Course Number: 115 Show Open Classes Only: True Campus: Maple Woods

Course Title	Subject *	Course	Hours	CRN	Instructor	Meeting Times (HOVER for INFO)	Campus	Status	Schedule T	Course Attributes	Linked Sections	Add
Statistics	Math...	115	3	20...		S M T W T F S 11:00 AM - 12	M...	15 of 15 ...	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	20...		S M T W T F S 11:00 AM - 12	M...	15 of 15	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	21...		S M T W T F S 11:00 AM - 12	M...	30 of 30 ...	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	21...		S M T W T F S 05:00 PM - 06	M...	15 of 15	Lecture	MOTR MATH 110		Add
Statistics	Math...	115	3	21...		S M T W T F S 05:00 PM - 06	M...	15 of 15	Lecture	MOTR MATH 110		Add

Page 1 of 1 10 Per Page Records: 5

# How to Register for Classes

## 19 Click "Search Again" to add more classes

**Register for Classes**

[Student / Registration / Select a Term / Register for Classes](#)

Role: Student

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Search Results** — 5 Classes  
Term: Spring 2026 Course Subject: Mathematics Course Number: 115 Show Open Classes Only: True Campus: Maple Woods

**Search Again**

Course Title	Subject	Course	Hours	CRN	Instructor	Meeting Times (HOVER for INFO)	Campu	Status	Schedule T	Course Attributes	Linked Sections	Add
Statistics	Mathe...	115	3	20...		S M W F S 11:00 AM - 12	M...	15 of 15 ...	Lecture	MOTR MATH 110		Add
Statistics	Mathe...	115	3	20...		S M W F S 11:00 AM - 12	M...	15 of 15 ...	Lecture	MOTR MATH 110		Add
Statistics	Mathe...	115	3	21...		S M W F S 11:00 AM - 12	M...	30 of 30 ...	Lecture	MOTR MATH 110		Add
Statistics	Mathe...	115	3	21...		S M W F S 05:00 PM - 06	M...	15 of 15 ...	Lecture	MOTR MATH 110		Add

## 20 You can click on "Clear" to clear the filters and start a new search

**Register for Classes**

[Student / Registration / Select a Term / Register for Classes](#)

Role: Student

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Spring 2026

Course Subject:  You can add another

Course Number:

Show Open Classes Only: ☒

Campus:

Course Attributes:

# How to Register for Classes

21

The screenshot shows the myMCCRC 'Register for Classes' page. The breadcrumb trail is 'Student / Registration / Select a Term / Register for Classes'. The role is 'Student'. The 'Find Classes' tab is active. The 'Enter Your Search Criteria' section shows 'Term: Spring 2026'. The 'Course Subject' field is highlighted with a red circle. The 'Course Number' field is empty. The 'Show Open Classes Only' checkbox is checked. The 'Campus' field is empty. The 'Course Attributes' field is empty. The 'Search' button is highlighted with a red circle. The 'Clear' and 'Advanced Search' links are also visible.

22

## Search for HIST 120 or 121 at Maple Woods

The screenshot shows the myMCCRC 'Register for Classes' page with the search criteria filled out. The breadcrumb trail is 'Student / Registration / Select a Term / Register for Classes'. The role is 'Student'. The 'Find Classes' tab is active. The 'Enter Your Search Criteria' section shows 'Term: Spring 2026'. The 'Course Subject' field is filled with 'HIST'. The 'Course Number' field is filled with '12%'. The 'Show Open Classes Only' checkbox is checked. The 'Campus' field is filled with 'Maple Woods'. The 'Course Attributes' field is empty. The 'Search' button is highlighted with a red circle. An arrow points from the '12%' in the 'Course Number' field to the text on the right. The text on the right explains that the user is looking for a history class that begins with the course number 12, and they are using the % as a wildcard. It also states that this will return any history class that begins with the numbers '12' in the search results.

In this case I'm looking for a history class that begins with the course number 12, and I'm using the % as wildcard - 12%

This will return any history class that begins with the numbers "12" in my search results.

## How to Register for Classes

**23** Note that the system tells you if a selection conflicts with a class you've already selected

The screenshot shows the 'myUCCU' website's 'Register for Classes' page. The user is logged in as 'Student'. The page displays search results for 'United States Hist.' classes. A red circle highlights the 'Add' button for the 'United States Hist.' class. A blue arrow points to the 'Add' button for the 'United States Hist.' class.

**Register for Classes**

[Student / Registration / Select a Term / Register for Classes](#)

**Role:** Student

**Find Classes** | **Enter CRNs** | **Plans** | **Schedule and Options**

**Search Results — 14 Classes**  
Term: Spring 2020 | Course Subject: History | Course Number: 120 | Show Open Classes Only: Yes | Campus: Maple Woods

Course Title	Subject	CRN	Hours	CRN	Instructor	Meeting Times (in OVER 15 MIN)	Campus	Status	Schedule T	Course Attributes	Linked Sections	Add
United States Hist.	History	120	3	21...		M Tu W Th F Sa Su 06:00 AM - 07:00 AM	Maple Woods	30 of 30 ...	Lecture	EW Contract Class MOTR HIST 101		Add
United States Hist.	History	120	3	21...		Sa Su M Tu W Th F 08:00 AM - 09:00 AM	Maple Woods	30 of 30 ...	Lecture	EW Contract Class MOTR HIST 101		Add
United States Hist.	History	120	3	21...		M Tu W Th F Sa Su 09:00 AM - 10:00 AM	Maple Woods	30 of 30 ...	Lecture	EW Contract Class MOTR HIST 101		Add
United States Hist.	History	120	3	21...		M Tu W Th F Sa Su 09:00 AM - 10:00 AM	Maple Woods	30 of 30 ... Time Co.	Lecture	EW Contract Class MOTR HIST 101		Add
United States Hist.	History	120	3	21...		M Tu W Th F Sa Su 11:00 AM - 12:00 PM	Maple Woods	30 of 30 ...	Lecture	EW Contract Class MOTR HIST 101		Add

**24** When you add the class, it will again be added to the Schedule and Summary panels

Find Classes:									
Enter CRNs:		Plans:		Schedule and Options:					
Search Results — 14 Classes Term: Spring 2026    Course Subject: History    Course Number: 12%    Show Open Classes Only: True    Campus: Maple Woods									
United States Hist...	History	120	3	21...	S M T W T F S	11:00 AM - 12: M...	30 of 30 ...	Lecture	MOTR HIST 101
United States Hist...	History	120	3	21...	S M T W T F S	12:30 PM - 0: M...	30 of 30 ...	Lecture	MOTR HIST 101
United States Hist...	History	120	3	21	S M T W T F S	12:30 PM - 0: M...	30 of 30	Lecture	MOTR HIST 101
United States Hist...	History	120	3	21...	S M T W T F S	03:30 PM - 0: M...	30 of 30 ...	Lecture	MOTR HIST 101
United States Hist...	History	121	3	21	S M T W T F S	08:00 AM - 0: M...	30 of 30	Lecture	MOTR HIST 102
United States Hist...	History	121	3	21	S M T W T F S	09:30 AM - 10: M...	30 of 30	Lecture	MOTR HIST 102

# How to Register for Classes

## 25 Add an additional class by clicking "Search Again"

Role: Student

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 14 Classes  
Term: Spring 2026 Course Subject: History Course Number: 12% Show Open Classes Only: True Campus: Maple Woods

United States Hist...	History	120	3	21...	S M T W T F S	11:00 AM - 12: M...	30 of 30 ...	Lecture	MOTR HIST 101	Add
United States Hist...	History	120	3	21...	S M T W T F S	12:30 PM - 01 M...	30 of 30 ...	Lecture	IWI Contract Class MOTR HIST 101	Add
United States Hist...	History	120	3	21	S M T W T F S	12:30 PM - 01 M...	30 of 30	Lecture	IWI Contract Class MOTR HIST 101	Add
United States Hist...	History	120	3	21...	S M T W T F S	03:30 PM - 04 M...	30 of 30 ...	Lecture	IWI Contract Class MOTR HIST 101	Add
United States Hist...	History	121	3	21...	S M T W T F S	08:00 AM - 09 M...	30 of 30 ...	Lecture	MOTR HIST 102	Add

Search Again

## 26 This time search for a Sociology course at the Online campus

Enter Your Search Criteria ⓘ  
Term: Spring 2026

Course Subject

Course Number

Show Open Classes Only ☒

Campus

Course Attributes

- Blue River
- Longview
- Maple Woods
- Online**
- Park Valley

# How to Register for Classes

**27** Scroll to the bottom of the page to click submit to register for the 4 classes

The screenshot displays a web interface for course registration. At the top, a list of courses is shown with columns for Course Title, Subject, Course, Hours, CRN, Instructor, Meeting Times, Days, Type, Date, Status, Schedule, Course Attributes, Linked Sections, and Add. Below this, a 'Class Schedule for Spring 2023' calendar view shows the days of the week and the corresponding class times. To the right, a 'Summary' table lists the selected courses with columns for Title, Credits, Hours, CRN, Schedule, Instructional Method, Status, and Action. At the bottom right, a red 'Submit' button is visible, along with a checkbox for 'Conditional Add and Drop'.

Course Title	Subject	Course	Hours	CRN	Instructor	Meeting Times (O-V-E-R for INFO)	Days	Type	Date	Status	Schedule	Course Attributes	Linked Sections	Add
SEX ROLES AND SO...	SOCIO...	101	3	21...		9:00 AM - 10:00 AM	T	Lecture	0...	28 of 28	Lecture			Add
SEX ROLES AND SO...	SOCIO...	101	3	21...		9:00 AM - 10:00 AM	T	Lecture	0...	28 of 28	Lecture			Add
SEX ROLES AND SO...	SOCIO...	101	3	21...		9:00 AM - 10:00 AM	T	Lecture	0...	28 of 28	Lecture			Add
Sociology	Social...	101	3	21...		9:00 AM - 10:00 AM	T	Lecture	0...	28 of 28	Lecture	Early Morning History Class MOTR SOCI 101		Add
Sociology	Social...	101	3	21...		9:00 AM - 10:00 AM	T	Lecture	0...	28 of 28	Lecture	Early Morning History Class MOTR SOCI 101		Add

Title	Credits	Hours	CRN	Schedule	Instructional Meth	Status	Action
Sex Roles and So...	3	9	21553	Lecture	In Person	Pending	Web 2
United States Histor...	3	9	21555	Lecture	In Person	Pending	Web 2
Sociology	3	9	21554	Lecture	In Person	Pending	Web 2
Sociology & History	3	9	21556	Lecture	In Person	Pending	Web 2

Total Hours Registered: 12 | Billing: 0 | COU: 0 | Min: 0 | Max: 9999999

☐ Conditional Add and Drop **Submit**

## How to Register for Classes

**28** 4 green boxes that shows the status has changed from "Pending" to "Registered"

Course Title	Subject	Course	Section	CRN	Instructor	Meeting Times (0-1600 for INTC)	Camps	Status	Schedule T	Course Attributes	Linked Sections	Add
Sec Roles and Se	Secul...	101	A	21		<a href="#">[X][M][T][W][T][F]</a> - Type: Onli	O	20 of 20	Lecture			<a href="#">Add</a>
Sec Roles and Se	Secul...	101	A	21		<a href="#">[S][M][T][W][T][F]</a> - Type: Onli	O	20 of 20	Lecture			<a href="#">Add</a>
Sec Roles and Se	Secul...	101	A	21...		<a href="#">[S][M][T][W][T][F]</a> - Type: Onli	O	20 of 20...	Lecture			<a href="#">Add</a>
Sec Roles and Se	Secul...	101	A	21...		<a href="#">[X][M][T][W][T][F]</a> - Type: Onli	O	20 of 20...	Lecture	Early Rising Honor Class MOTR SOCL 101		<a href="#">Add</a>
Sec Roles and Se	Secul...	101	A	21...		<a href="#">[S][M][T][W][T][F]</a> - Type: Onli	O	20 of 20...	Lecture	Early Rising Honor Class MOTR SOCL 101		<a href="#">Add</a>
Sec Roles and Se	Secul...	101	A	21...		<a href="#">[S][M][T][W][T][F]</a> - Type: Onli	O	20 of 20...	Lecture	Early Rising Honor Class MOTR SOCL 101		<a href="#">Add</a>

The screenshot displays the Canvas LMS interface, specifically the 'Schedule' and 'Summary' tabs for a course. The 'Schedule' tab on the left shows a weekly grid for Spring 2024, with activities color-coded by day: Monday (green), Tuesday (purple), Wednesday (green), Thursday (purple), and Friday (blue). The 'Summary' tab on the right lists activities with columns for Title, Details, Hall, CRN, Schedule, Instructions, and Status. A blue arrow points to the 'Required' status of the 'Competition & Review' activity.

Title	Details	Hall	CRN	Schedule	Instructions	Notes	Status
Monday	SOCI 100, 0	3	21253	Lecture	Internal		Required
United States History	HIST 100, 0	3	21035	Lecture	In Person		Required
Statistics	MATH 100, 0	3	20794	Lecture	In Person		Required
Competition & Review	PHIL 100, 0	3	20778	Lecture	In Person		Required



# How to Register for Classes

## 29 To drop a course navigate to the Summary panel

The screenshot shows a web interface for course registration. At the top, there is a list of courses with columns for course name, section number, credits, and a status. Below this, there is a 'Class Schedule for Spring 2025' section with a grid showing days of the week and times. To the right, there is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule, Instructional Methods, Status, and Action. The 'Action' column contains a dropdown menu with 'None' selected. A red circle highlights the 'None' option in the dropdown menu.

Title	Details	Hours	CRN	Schedule	Instructional Methods	Status	Action
Sociology	SOCI 100, 0	3	21263	Lecture	Internet	Registered	None
United States History	HIST 120, 0	3	21035	Lecture	In Person	Registered	None
Statistics	MATH 115, 0	3	20294	Lecture	In Person	Registered	None
Composition & Reading	ENGL 101, 0	3	20778	Lecture	In Person	Registered	None

## 30 Select the option "Drop Before Class Starts"

The screenshot shows the same web interface as above, but with the 'Action' dropdown menu open. The 'Drop Before Class Starts' option is highlighted with a red circle.

Title	Details	Hours	CRN	Schedule Type	Instructional Methods	Status	Action
Sociology	SOCI 100, 0	3	21263	Lecture	Internet	Registered	None
United States History In 1885	HIST 120, 0	3	21035	Lecture	In Person	Registered	None
Statistics	MATH 115, 0	3	20294	Lecture	In Person	Registered	None
Composition & Reading I	ENGL 101, 0	3	20778	Lecture	In Person	Registered	Drop Before Class Starts

# How to Register for Classes

## 31 Click "Submit"

Title	Details	Hours	CRN	Schedule Type	Instructional Methods	Status	Action
<u>Sociology</u>	SOCI 160, 0	3	21263	Lecture	Internet	Registered	None +
<u>United States History In 1865</u>	HIST 120, 0	3	21035	Lecture	In Person	Registered	None +
<u>Statistics</u>	MATH 115, 0	3	20294	Lecture	In Person	Registered	Drop Before Class ... +
<u>Composition &amp; Reading I</u>	ENGL 101, 0	3	20778	Lecture	In Person	Registered	None +

Total Hours | Registered: 12 | Rolling: 12 | CRN: 0 | Min: 0 | Max: 999 999 999

☐ Conditional Add and Drop

Submit

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It will show the course as dropped in the Summary panel

Course Title	Subject	Course	Hours	CRN	Instructor	Meeting Times (HOVER for INFO)	Campus	Status	Schedule T	Course Attributes	Linked Sections	Add
SEX ROLES AND SE...	Sociol...	101	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture			Add
SEX ROLES AND SE...	Sociol...	101	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture			Add
SEX ROLES AND SE...	Sociol...	101	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture			Add
Sociology	Sociol...	160	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture	Early Nursing Honors Class MOTR SOCI 101		Add
Sociology	Sociol...	160	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture	Early Nursing Honors Class MOTR SOCI 101		Add

Title	Details	Course	CRN	Schedule Type	Instructional Methods	Status	Action
Sex Roles	SOCL 101, S	3	21003	Lecture	Internet	Accepted	Room
United States History to 1865	HIST 120, S	3	21085	Lecture	In Person	Accepted	Room
SEX ROLES	SOCL 101, S	3	21004	Lecture	In Person	Dropped	Room
SEX ROLES AND SEXUALITY	SOCL 101, S	3	21076	Lecture	In Person	Accepted	Room

Total Hours Registered: 9 | Dropped: 3 | COU: 3 | Min: 0 | Max: 1000000000

Cancel ☐ Conditional Add and Drop

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Search Again to find another class

Role: Student

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 11 Classes  
Term: Spring 2026 Course Subject: Sociology Show Open Classes Only: True Campus: Online

Course Title	Subject	Course	Hours	CRN	Instructor	Meeting Times (HOVER for INFO)	Campus	Status	Schedule T	Course Attributes	Linked Sections	Add
Sex Roles and Se...	Sociol...	101	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture			Add
Sex Roles and Se...	Sociol...	101	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture			Add
Sex Roles and Se...	Sociol...	101	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture			Add
Sociology	Sociol...	160	3	21...		S M T W T F S - Type: Onlin	O...	28 of 28 ...	Lecture	Early Nursing Honors Class MOTR SOCI 101		Add

Search Again

# How to Register for Classes

## 34 Search for MATH 120 at Maple Woods

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2026

Course Subject

Course Number

Show Open Classes Only ☒

Campus  You can add another

Course Attributes

[Advanced Search](#)

## 35 Select the course to add

Search Results — 12 Classes

Term: Spring 2026 Course Subject: Mathematics Course Number: 120 Show Open Classes Only: True Campus: Maple Woods

Course Title	Subject	Course	Hours	CRN	Instructor	Meeting Times (HOVER for INFO)	Campus	Status	Schedule T	Course Attributes	Linked Sections	Add
College Algebra	Mathe...	120	3	21...		S M T W T F S 08:00 AM - 09: M...		30 of 30 ...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>
College Algebra	Mathe...	120	3	21...		S M T W T F S 08:00 AM - 09: M...		30 of 30 ...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>
College Algebra	Mathe...	120	3	21...		R M T W T F S 08:00 AM - 10: M...		30 of 30 ...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>
College Algebra	Mathe...	120	3	21...		S M T W T F S 09:30 AM - 10: M...		30 of 30 ...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>
College Algebra	Mathe...	120	3	21...		S M T W T F S 09:30 AM - 10: M...		30 of 30 ... Time Co...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>
College Algebra	Mathe...	120	3	21...		S M T W T F S 11:00 AM - 12: M...		30 of 30 ...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>
College Algebra	Mathe...	120	3	21...		S M T W T F S 11:00 AM - 12: M...		30 of 30 ...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>
College Algebra	Mathe...	120	3	21...		R M T W T F S 12:30 PM - 01: M...		15 of 15 ... Times P...	Lecture	MOTR MATH 130		<input type="button" value="Add"/>

# How to Register for Classes

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Note the class I just added is listed as "Pending" until I click on "Submit"

The screenshot displays a class registration interface. At the top, a table lists available courses with columns for Course Title, Subject, Course, Hours, CRN, Instructor, Meeting Times, Days, Status, Section T, Course Attribute, Linked Sections, and Add. Below this, a 'Class Schedule for Spring 2020' calendar shows selected classes for Tuesday, Wednesday, and Thursday. To the right, a 'Summary' table provides details for the selected classes, including Title, Details, Hours, CRN, Schedule, Instructional Meth, Status, and Action. A red arrow points to the 'Status' column, highlighting the 'Pending' status of the last class.

Course Title	Subject	Course	Hours	CRN	Instructor	Meeting Times	Days	Status	Section T	Course Attribute	Linked Sections	Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add
College Algebra	Math	120	3	21...		08:00 AM - 11:00 AM	M..	30 of 30	Lecture	MOTR MATH 120		Add

Title	Details	Hours	CRN	Schedule	Instructional Meth	Status	Action
College Algebra	MATH 120, 0	3	21000	Lecture	In Person	Pending	Wait R
Sociology	SOCI 100, 0	3	21000	Lecture	Internet	Registered	None
UNESCO World Heritage	HIST 120, 0	3	21000	Lecture	Internet	Registered	None
Mathematics	MATH 120, 0	3	21000	Lecture	In Person	Registered	None
Calculus & Linear Algebra	LMUL 101, 0	3	21000	Lecture	In Person	Registered	None

# How to Register for Classes

**37** In the Schedule panel, you can click on "Schedule Detail" tab to see more info

The screenshot displays the registration interface. At the top, a table lists available classes with columns for Course Title, Subject, Course, Hours, CRN, Instructor, Meeting Times, Campus, Status, Schedule T, Course/Prerequisite, Linked Sections, and an Add button. Below this table, the 'Schedule Detail' tab is selected, showing information for 'College Algebra | Mathematics 120 Section 0 | Class Begins: 01/09/2020'. The details include a message about registration, institutional methods, and a 'Summary' table. The 'Summary' table lists the following classes:

Title	Details	Hours	CRN	Schedule	Institutional Meth	Status	Action
College Algebra	MATH 120.0	3	2166	Lecture	In Person	Registered	None
Statistics	SOCI 193.0	3	2168	Lecture	Internet	Registered	None
United States History	HIST 120.0	3	2169	Lecture	In Person	Registered	None
Computer Science	ENGL 101.0	3	2170	Lecture	In Person	Registered	None

At the bottom of the interface, there is a 'Schedule' button and a checkbox for 'Conditional Add and Drop'.

**38** At this point you are done.