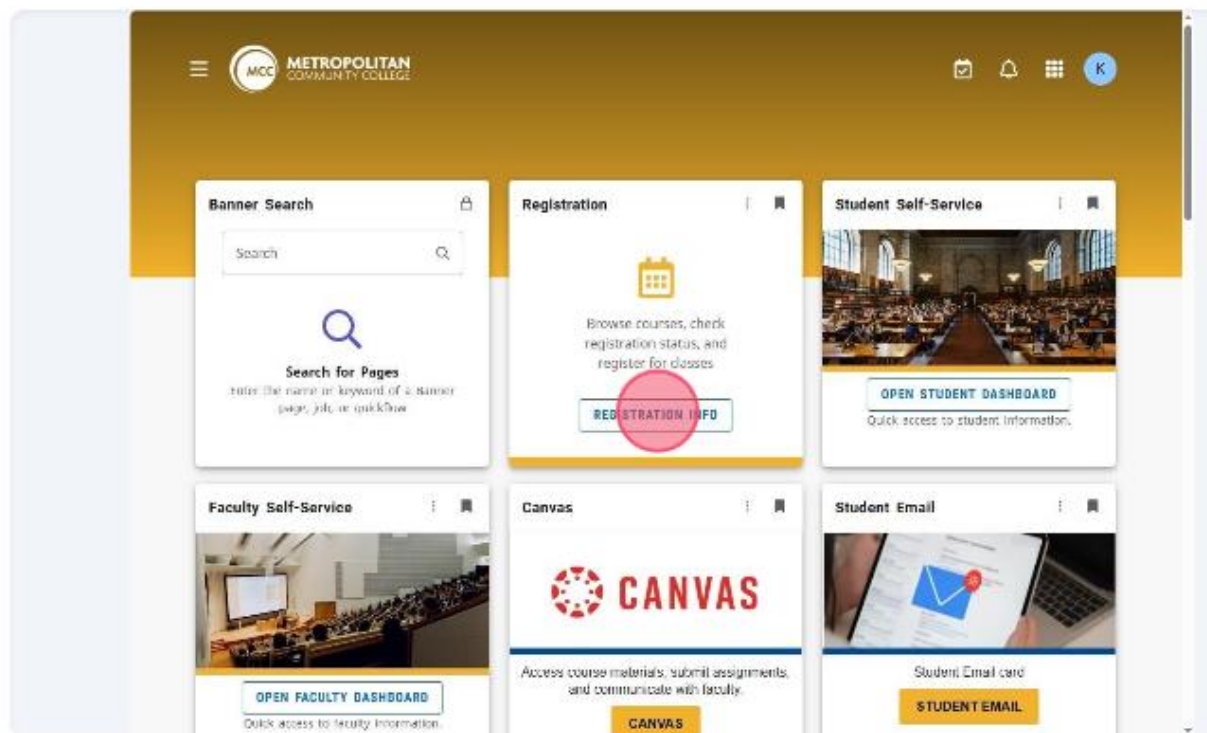# How to Register for Classes

38 steps

4 minutes

**1** From your myMCCKC portal, select the "Registration" card
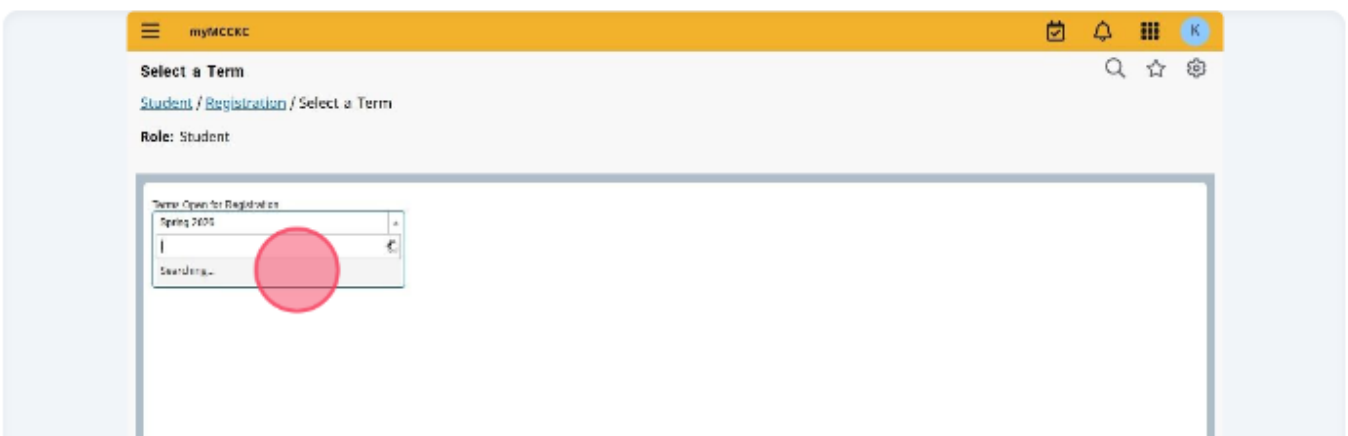
# How to Register for Classes

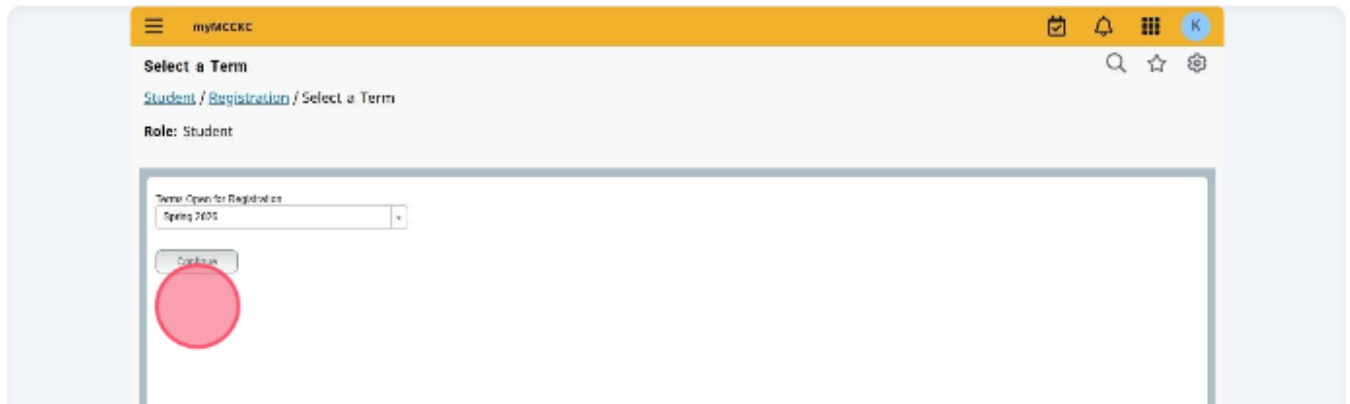## 2    Select the "Register for Classes" link

myMCCKC

gistration

ident / Registration

le: Student    SWITCH

**What would you like to do?**

**Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.

**Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

**View Registration Information**
View your past schedules and your ungraded 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.

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

myMCCKC

**Select a Term**

Student / Registration / Select a Term

**Role:** Student

Terms Open for Registration

Spring 2026

Searching...

# How to Register for Classes

**4**     Click "Continue"



**5**     This is the Class Search panel on the Registration Page
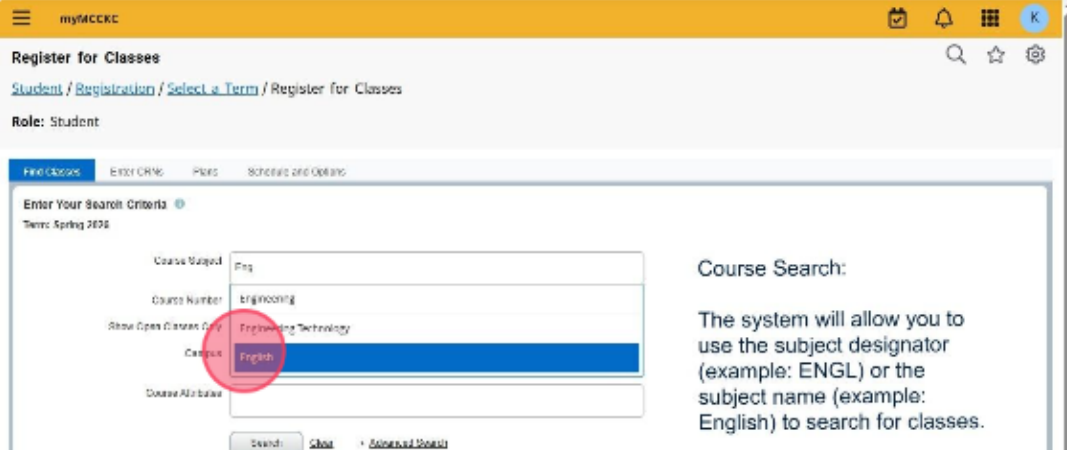
# How to Register for Classes

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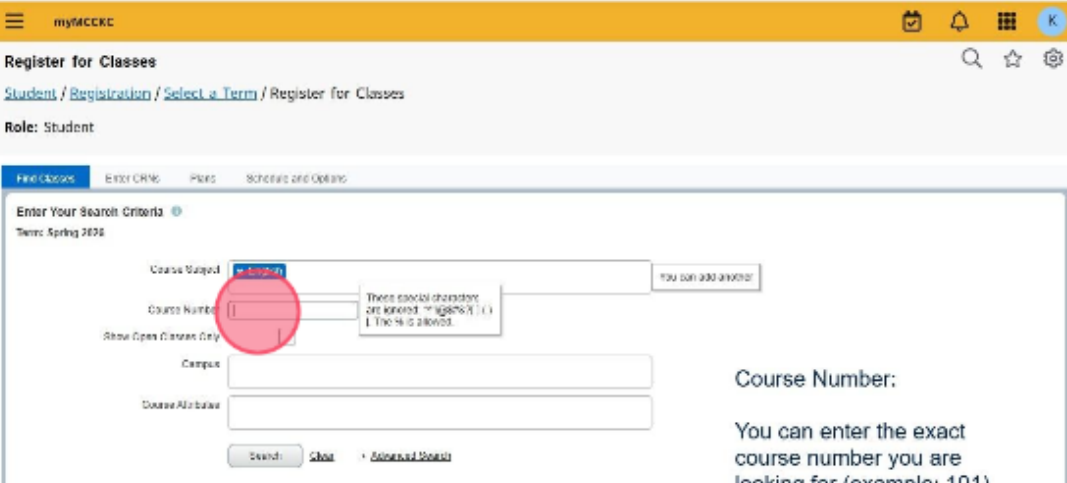


Course Search:

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
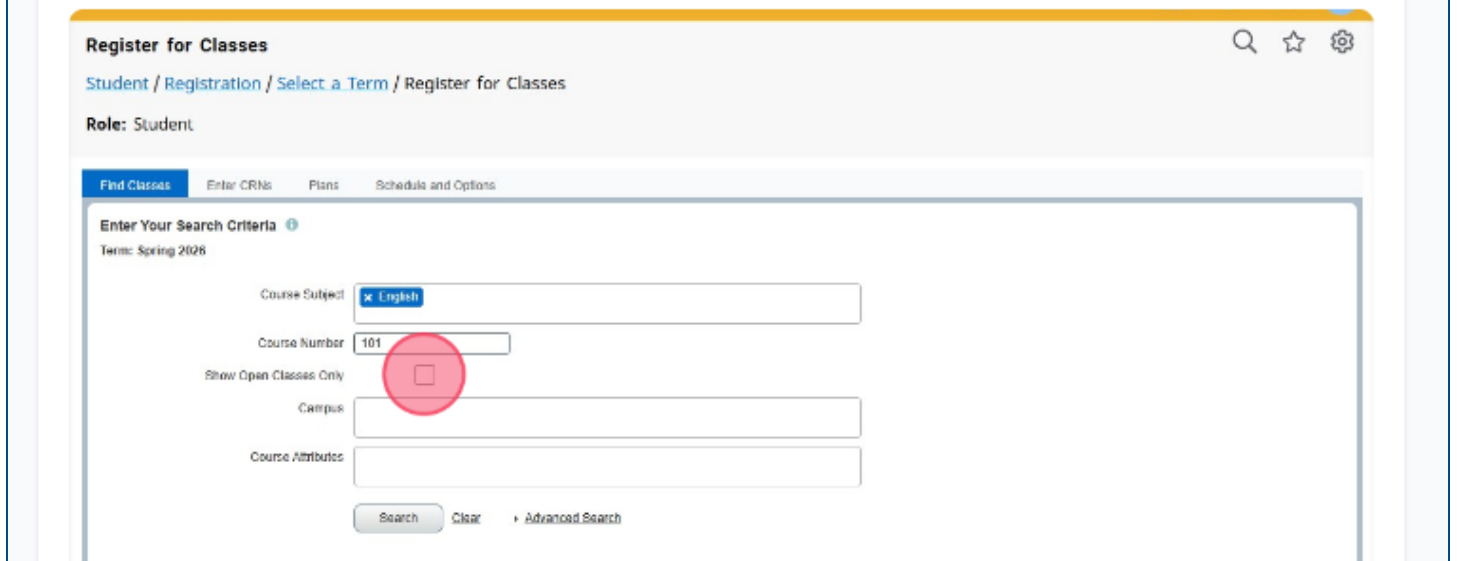


Course Number:

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 2026
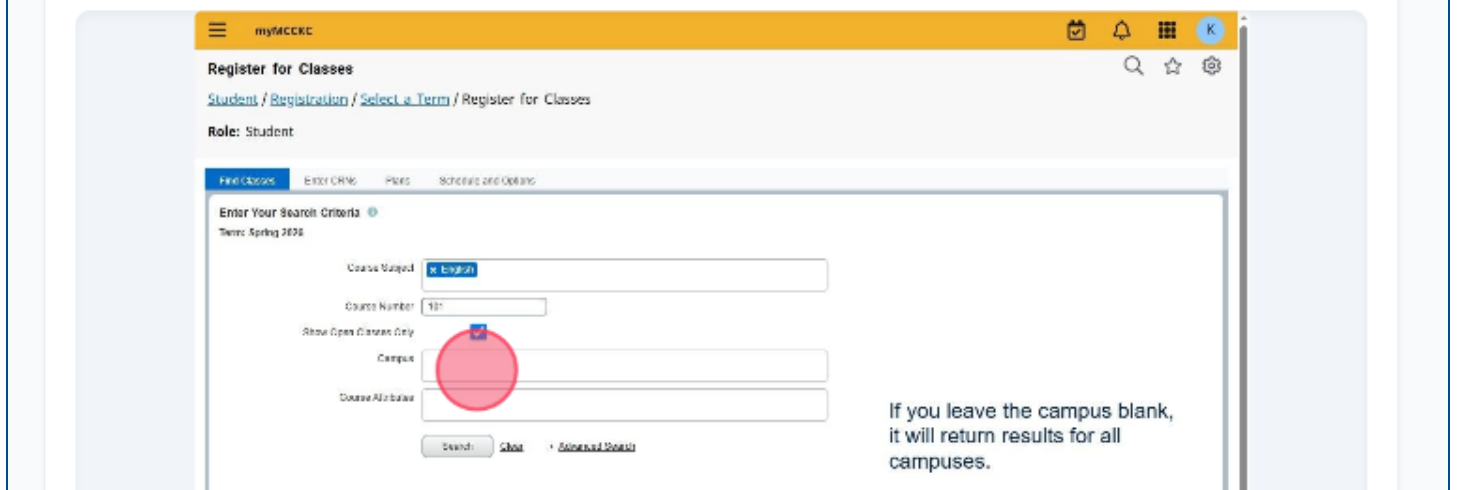
| | |
|---|---|
| Course Subject | ✕ English |
| Course Number | 101 |
| Show Open Classes Only | ☐ |
| Campus | |
| Course Attributes | |

Search | Clear | › Advanced Search

---

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

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 | ✕ English |
| Course Number | 101 |
| Show Open Classes Only | ☑ |
| Campus | |
| Course Attributes | |

Search | Clear | › Advanced Search

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

# How to Register for Classes



**10**  Click "Search"

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2026

Course Subject: × English
Course Number: 101
Show Open Classes Only: ✔
Campus: × Maple Woods        You can add another
Course Attributes:

Search    Clear    ▸ Advanced Search

---

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



≡  myMCCKC

**Register for Classes**

Student / Registration / Select a Term / Register for Classes

**Role:** Student

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

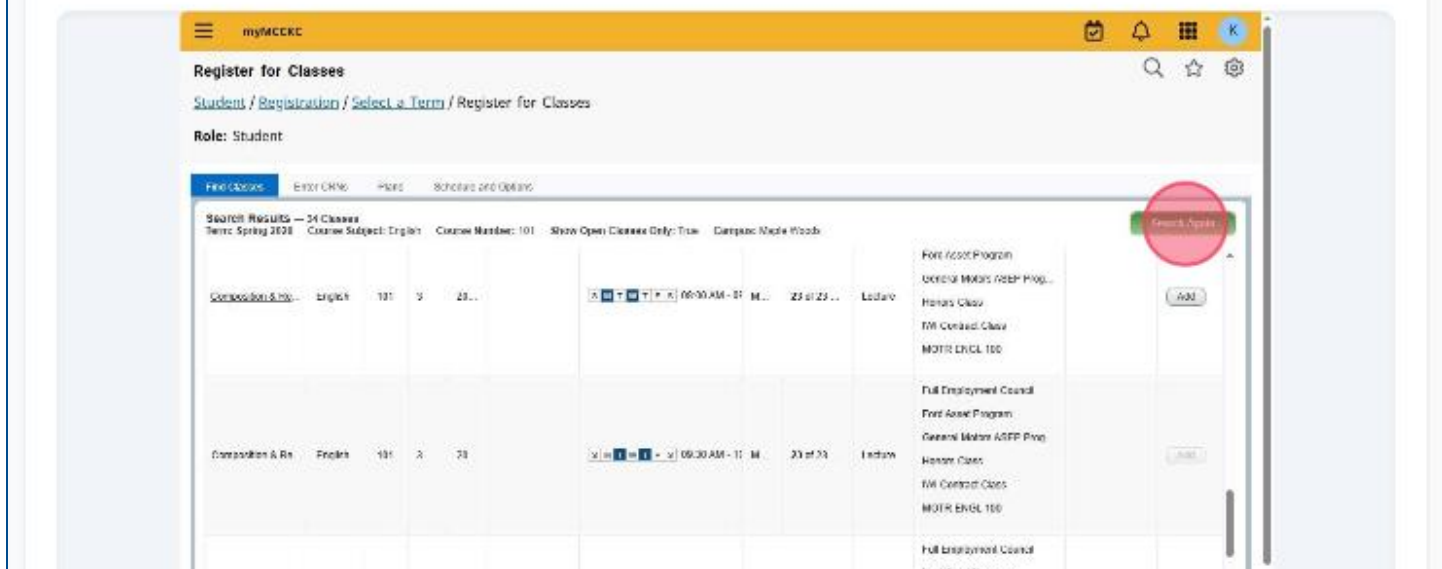| Course Title | Subject | Course | Hours | CRN | Instructor | Meeting Times (HOVER for INFO) | Campus | Status | Schedule T | Course Attributes | Linked Sections | Add | ⚙ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Composition & Re... | English | 101 | 3 | 20... | | S M T W T F S 08:00 AM - 0° | M... | 23 of 23 ... | Lecture | Full Employment Council<br>Ford Asset Program<br>General Motors ASEP Prog...<br>Honors Class<br>IWI Contract Class<br>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... | S M T W T F S 08:00 AM - 0{ M... | 23 of 23 ... | Lecture | Ford Asset Program<br>General Motors ASEP Prog...<br>Honors Class<br>IWI Contract Class<br>MOTR ENGL 100 |
| Composition & Re... | English | 101 | 3 | 20... | S M T W T F S 09:30 AM - 1( M... | 23 of 23 ... | Lecture | Full Employment Council<br>Ford Asset Program<br>General Motors ASEP Prog...<br>Honors Class<br>IWI Contract Class<br>MOTR ENGL 100 |
| Composition & Re... | English | 101 | 3 | 20... | S M T W T F S 09:30 AM - 1( M... | 23 of 23 ... | Lecture | Full Employment Council<br>Ford Asset Program<br>General Motors ASEP Prog...<br>Honors Class<br>IWI Contract Class<br>MOTR ENGL 100 |

Page 1 of 4 ▶ ▶|   10 ⌄ Per Page

# How to Register for Classes

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



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



Note the status is Pending. This means you have added the to your "shopping cart" but you are not enrolled.
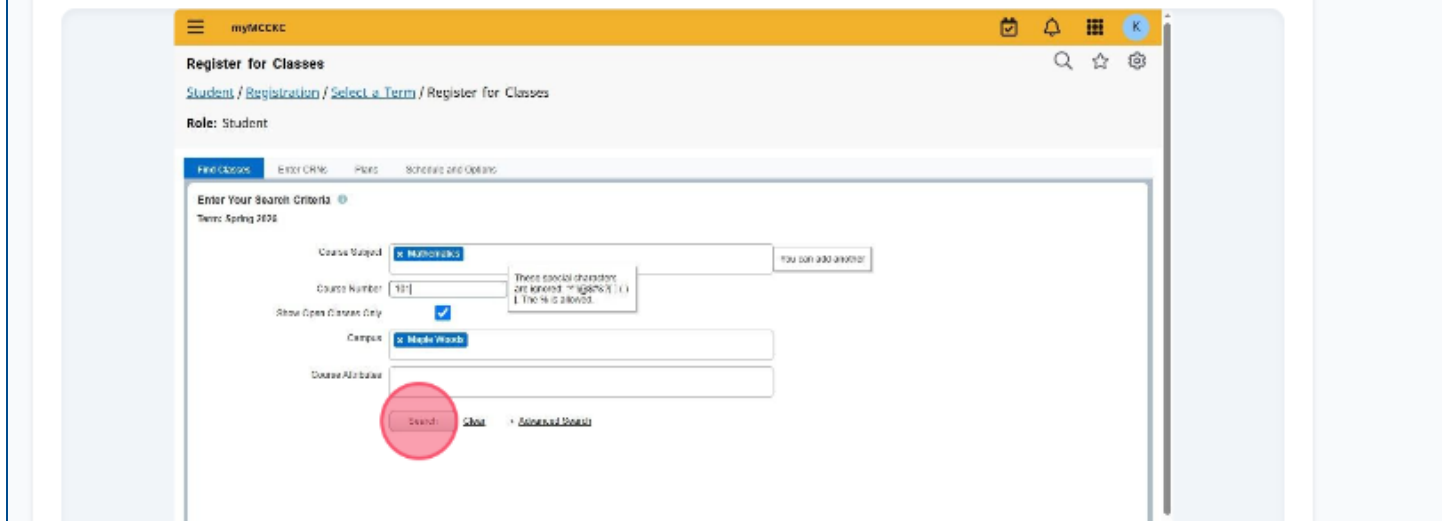
# How to Register for Classes

**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) | Campu | Status | Schedule T | Course Attributes | Linked Sections | Add |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Statistics | Mathe... | 115 | 3 | 20... | | S M T W T F S 11:00 AM - 12 | M... | 15 of 15 | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 115 | 3 | 20... | | S M T W T F S 11:00 AM - 12 | M... | 15 of 15 | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 115 | 3 | 21... | | S M T W T F S 11:00 AM - 12 | M... | 30 of 30 | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 115 | 3 | 21... | | S M T W T F S 05:00 PM - 06 | M... | 15 of 15 ... | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 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) | Campu | Status | Schedule T | Course Attributes | Linked Sections | Add |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Statistics | Mathe... | 115 | 3 | 20... | | S M T W T F S 11:00 AM - 12 | M... | 15 of 15 ... | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 115 | 3 | 20... | | S M T W T F S 11:00 AM - 12 | M... | 15 of 15 | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 115 | 3 | 21... | | S M T W T F S 11:00 AM - 12 | M... | 30 of 30 | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 115 | 3 | 21... | | S M T W T F S 05:00 PM - 06 | M... | 15 of 15 | Lecture | MOTR MATH 110 | | Add |
| Statistics | Mathe... | 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



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

# How to Register for Classes

**21**

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 [                    ]

Search    Clear    ▸ Advanced Search

---

**22** Search for HIST 120 or 121 at Maple Woods

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 [x History]

Course Number [12%]

Show Open Classes Only ☑

Campus [x Maple Woods] You can add another

Course Attributes [          ]

Search    Clear    ▸ Advanced Search

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



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

# 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

Search Again

| 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 - 0' 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 - 0' 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 |

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

Enter Your Search Criteria
Term: Spring 2026

Course Subject: x Sociology

Course Number:

Show Open Classes Only: ✓

Campus:

Course Attributes:
Blue River
Longview
Maple Woods
Online
Penn Valley

# How to Register for Classes

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

# How to Register for Classes

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

# How to Register for Classes

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



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

# How to Register for Classes

**31** Click "Submit"

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Sociology | Social... | 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 | Social... | 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 |
| | | | | | | | | | Early Nursing | |

☐ Summary

| Title | Details | Hours | CRN | Schedule Type | Instructional Methods | Status | Action | |
|---|---|---|---|---|---|---|---|---|
| Sociology | SOCI 160, 0 | 3 | 21283 | Lecture | Internet | Registered | None | ▾ |
| United States History to 1865 | HIST 120, 0 | 3 | 21035 | Lecture | In Person | Registered | None | ▾ |
| Statistics | MATH 115, 0 | 3 | 20294 | Lecture | In Person | Registered | Drop Before Class ... | ▾ |
| Composition & Reading I | ENGL 101, 0 | 3 | 20778 | Lecture | In Person | Registered | None | ▾ |

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 999.999.999

Panels ▾                    ☐ Conditional Add and Drop    Sub...

# How to Register for Classes

**32** It will show the course as dropped in the Summary panel



**33** Search Again to find another class

# 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 [ × Mathematics ]

Course Number [ 120 ]

Show Open Classes Only ☑

Campus [ × Maple Woods ]     You can add another

Course Attributes [ ]

Search   Clear   ▸ 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     [Search Again]

| Course Title | Subject | Cours | Hours | CRN | Instructor | Meeting Times (HOVER for INFO) | Campu | 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 | | 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 | | Add |
| College Algebra | Mathe... | 120 | 3 | 21... | | S M T W T F S 08:00 AM - 10 | M... | 30 of 30 ... | Lecture | MOTR MATH 130 | | 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 | | 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 | | 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 | | 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 | | Add |
| College Algebra | Mathe... | 120 | 3 | 21... | | S M T W T F S 12:30 PM - 01 | M... | 15 of 15 ... | Lecture | MOTR MATH 130 | | Add |

# How to Register for Classes



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

# How to Register for Classes

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



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