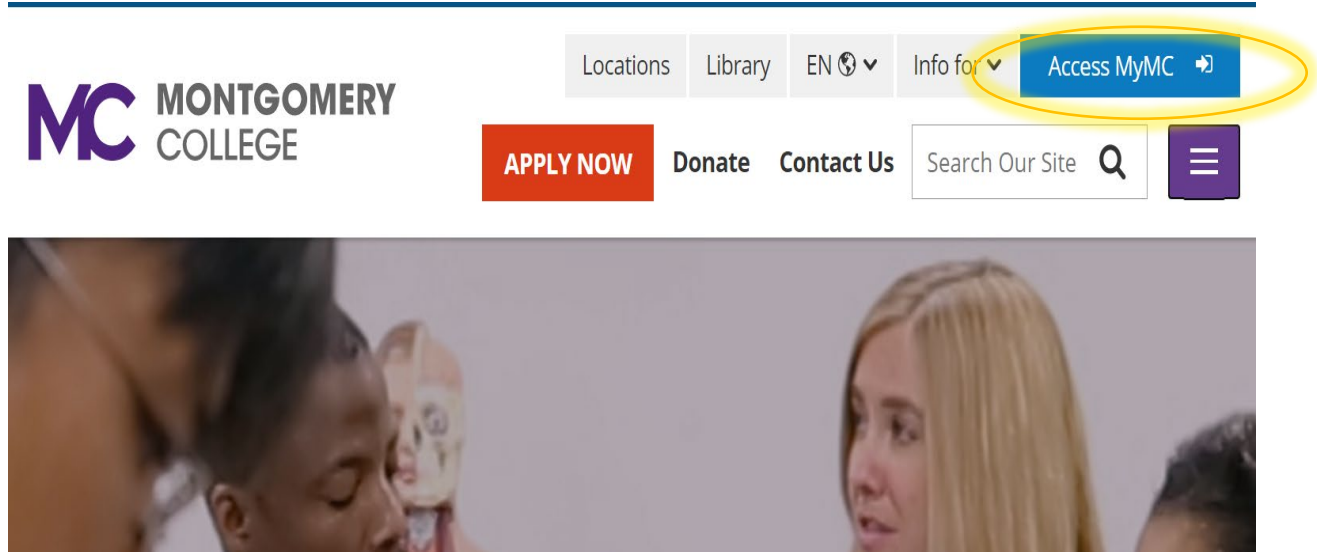


REGISTERING FOR CLASSES

1. Go to www.montgomerycollege.edu Click on [Access MYMC](#).

*Some devices may require you to click on the *menu option* to click on the **Access MyMC** icon.



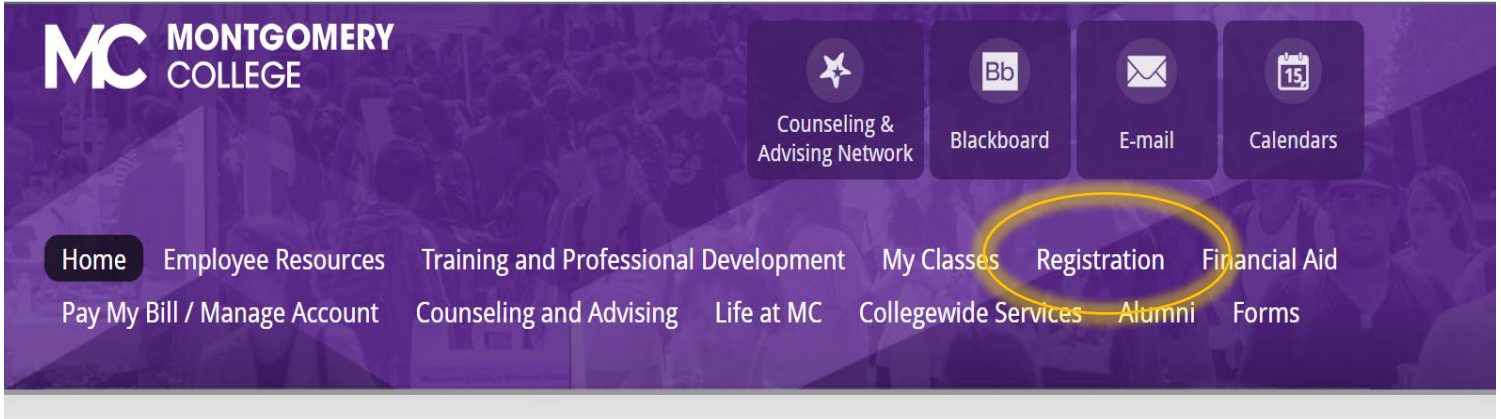
2. Log in using your MyMCID (username) and password.

- If you do not know your MyMCID (username), click on [“Find Your MyMC ID”](#). You will need your M#. To get your M# call 240-567-5188
- If you do not know your password, click on [“Password Reset”](#). You will need your username and M#.

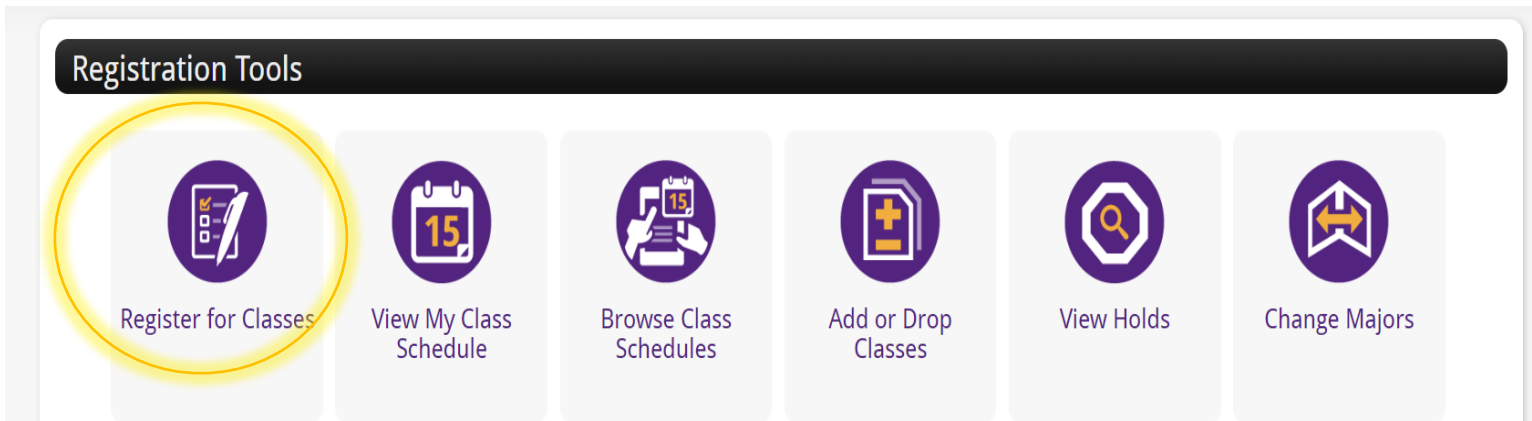


3. Once you are logged in, click on **Registration**

*Some devices may require you to click on the *main menu* option to view all the menu icons.



4. Under **Registration Tools**, click on **“Register for Classes”**

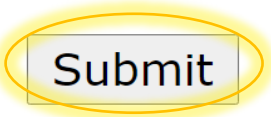


5. Select the term and click **SUBMIT**.

PLEASE NOTE: Fall CRN #s starts with 2_ _ _ _

Select Term

Select a Term: ▼



6. Inside the rectangle below CRNs, type in the CRN number of the class you would like to register for (this should be a 5 digit number). Then click on **Submit Changes**.

***Visit [WDCE Schedule](https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html) for updates or click the link below:**

<https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html>

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Under Current Schedule, you will see the classes you are currently registered for, click on **Pay for classes and complete registration** (in red at the bottom menu option).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
Registered	Counter on	Apr 05,2022	24287	ESL	320	2 Non Credit

Total Credit Hours: 0.000
Billing Hours: 0.000
CEU: 6.800
Minimum Hours: 0.000
Maximum Hours: 7.000
Date: Apr 05,2022 01:29 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[[View Holds](#) | **[Pay for classes and complete registration](#)** |]

8. You will see a summary of the total charges. **Click on Payment** (at the bottom of the screen)

*Please note: To complete your registration, you must pay for your class.

Total Credit Hours: 0.000

Tuition and Fees for FALL 2022

Detail Code	Description	Amount
CEFE	CE Fee	\$90.00
TUCE	CE Tuition	\$520.00
Total Charge:		\$610.00

[[Payment](#) | [Week at a Glance](#) | [Student](#)

9. You will be re-directed to another window to make a payment. **Click on Make Payment** in green.



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account

ID: xxxxx6203

Balance

\$610.00

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

10. Click on the "Add" button and click on **Continue**.

Pay By Term

Select 'Add' to add input amount or enter different amount by selecting input.

Fall 2022 \$610.00

\$ 610.00 **Add**

Select input to change payment amount

\$610.00

610.00

Payment Total: \$610.00

Continue

11. Click on method, select "Credit or Debit Card" then click continue.

Amount \$610.00

Method

Credit or Debit Card ▼
Select Method
Saved Payment Methods
Other Payment Methods
Credit or Debit Card

Back Cancel **Continue**

12. Fill out your credit card number and click continue.

Account Information

* Indicates required fields

*Card number:

13. Fill out the rest of the credit card required fields and click continue.



Amount



Method



Confirmation



Receipt

Amount \$610.00

Method

Account Information

* Indicates required fields

*Card account number: xxxxxxxxxxxx7906


*Name on card:

*Card expiration date: 02 2022

*Card Verification Value:

Card Verification Value Example

Card Verification
The card verification value is an extra 3 or 4 digit number printed on your credit card.



Option to Save

Save this payment method for future use

Save payment method as:

(example My CreditCard)


Submit your payment and please print your receipt for your use.

If you have any questions or need additional assistance please call: 240-567-5188

USE YOUR MYMC ACCOUNT:

Now that you are able to log into MyMC to register and pay, please note these other available tools in your MyMC account.

By clicking on “My Classes” on the top menu option, you can:

1. View your class schedule and find the instructors name and email.
Click on the envelope  icon to send an email to your instructor.



View My Class Schedule

2. View the booklists to see if textbooks are required.
Use your M# and select the term to see a list of required books.



View Booklists

3. Add or drop courses (before the start date).
To drop courses after the start date, fill out and submit a [WDCE Drop Form](#).



Add or Drop Classes

The screenshot shows the top navigation bar of the MyMC website with the following links: Home, Employee Resources, Training and Professional Development, My Classes (highlighted), Registration, Financial Aid, Pay My Bill / Manage Account, Counseling and Advising, Life at MC, Collegewide Services, Alumni, and Forms. Below the navigation bar is a section titled "Degree and Class Tools" containing a grid of 11 icons with labels: Blackboard, View My Grades, View My Class Schedule, Schedule an Exam, Change Majors, View Booklists, Add or Drop Classes, Request Transcript, Degree Audit, Request Enrollment Verification, and Apply for Graduation.