A Guide to Online Registration in MMC Connect

# **ONLINE REGISTRATION PROCEDURE**

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# ADDING AND DROPPING COURSES

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**HELPFUL REGISTRATION TIPS** 

Page 16

# I. REGISTRATION

- A. If you are eligible for registration, you will receive an email with your assigned registration date and time for online registration. You can also view your assigned date and time by clicking the **Registration Menu** under the **Students** menu on MMC Connect.
- B. When it is your assigned date and time, log in to your MMC Connect (<u>http://mmcconnect.mmm.edu</u>) or use the MMC Connect link under QuickLinks on the MMC Home Page.

← → C 🗋 www.mmm.edu					@ ☆ @ ≡
APPLY NOW CL	urrent Students Faculty Staff Alumn	i Parents	Donate Now! MyMMC	QuickLinks V SEARCH	
	COLLEGE	Marymount		Academic Celendar Blackboard Course Listings Directory Email MMC IT Department Library Maps & Dire arions	
About Us	Academics Admissions	Student Life Gi	ving News Calen	MMC Connect vices Online Printing MMC Connect	
				Schooldude	

Image 1- MMC Connect Link on MMC Home Page

	Guests	
Icome Guest!		
bAdvisor gives students, staff, and the community ess to our databases.		
ect your point of entry to the right.		

Image 2 – MMC Connect Main Page

MMConnect		Log In Main Menu
		Welcome Guest!
User ID: Password:	Log In	
Show Hint:	SUBMIT	
		Log IN MAIN MENU WebAdvisor3.1



C. After logging in MMC Connect, go to the Students menu

MMConnec	:†		Log Out Main Menu
Welcome	main menu	Students Faculty Employees Advisors	main r
			Log Out Main Menu WebAdvisor Powere av dataset

D. Click on the Registration Menu under the Students menu

MMConnect	Log Out Main Menu Studients Menu
CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU	Welcome
The following links may display confidential information.	
Financial Information	Academic Planning
Bank Information (U.S.) Student Account Suite Student Restrictions/Cearances	Program Evaluation Apply for Graduation
Stotem Restrictions Generatives	Academic Profile
Financial aid status by year Financial aid status by year Financial aid status by term Financial aid status tettet	Academic History Program Evaluation Test Summary Mo. Laks Schedule Apple Control (Control (Co
Communication E-mail I/v Advisor(s)	Studen Restriction/Userrances Grant (offst Dearent)/Cuardian Add/Update Parent/Guardian/Other
Registration Regist	
	Log Out Man Menu Students Menu WebAdvisor j.1

You can skip the following instructions and go to page 5 if you see the REGISTRATION AGREEMENT page (below).

(	CURRENT STUDENTS Welcome Donald!
	Registration Menu
	REGISTRATION AGREEMENT I, the undersigned student, accept sole responsibility for registering for the following course(s), as approved by my faculty/academic advisor. I understand that failure to register for the course(s) for which I have been approved may impede my degree progress. By registering for classes at Marymount Manhattan College I promise to pay all charges assessed as a result of this registration. If I do not drop classes before the terms start date I understand thill be held responsible for all or promise to pay all charges assessed as a result of this registration. If I do not drop classes before the terms start date I understand that mylbe held responsible for all or promise to pay all charges assessed as a result of this registration. If I do not drop classes before the terms start date I understand that responsible for all or promise to pay all charges. Junderstand that the College is advancing value one in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay the costs of tuition and fees and any additional charges that may be assessed when those charges become due. I have read, understand and accept Marymount Manhattan's policy regarding the application of financial ald, late payment charges, placement of holds, collection for more numbers and email additional fees that may be incurred as a result, such as legal and collection fees incurred by the College as esult of my default will be added to the above acknowledged debt. Venue for any dispute shall be New York City unless otherwise designated by the College, I authorize the College to apply my Title IV federal funds to all eligible charges posted to my student account before they issue a refund to me. I further understand that I will not receive any official College documents until the balance is paid in full.
	I Agree
	Page 2 of 16

a) If you have not been assigned a time slot for registration, you will see the error below

Error You have not been assigned a registration time slot. Contact the Center for Student Services. b) If you have a registration time slot but it is <u>not</u> your time yet, you will see a message similar to the one below	CURRENT STUDENTS	Welcome Donald!				
	You have not been as:					
	b)					
CURRENT STUDENTS Welcome Dona	CURRENT STUDENTS	Welcome Donald!				
Error Your registration time begins at 07:00 on 03/11/2016. Please come back later.						

c) If you have a registration time slot and it is the time you are scheduled to register **<u>but</u>** you have active restrictions on your account, you will see a message similar to the one below

CURRENT ST	TUDENTS						Welcome Donald!
			Error				
You have t	the following active restrictions	on file. Please contact as	sociated office(s) prior to	o your registi	ation.		
FA AL Not IC Not HBA	Financial Aid Restriction Library Restricition Immunization NOT Complete Has NOT been Advised						
					Log Ουτ	MAIN MENU	Students Menu

Note: please resolve any restriction on your file with the associated office(s) listed below prior to your registration.

- E. Registration Restrictions /Holds and Clearances You may also view your holds online through MMC Connect – Under Registration or Academic Profile – Click on "Student Restrictions/Clearances".
  - All holds must be lifted before attempting to register online. MMC Connect will prevent registration for any student with a restriction. In addition, you will need to have <u>HBA</u> (Has been Advised) and <u>IC</u> (Immunization Completed) clearances in order for you to register online. Please consult your advisor and have your immunization paperwork submitted to MMC prior to your registration.

1. <u>Academic Restrictions (HOLDS)</u> – consult the Office of Academic Advisement in the lower level of Nugent Hall to remove the holds.

•	AA	Academic Advisement Hold	P1 1 <sup>st</sup> Semester Probation
٠	AP	Academic Pursuit	P2 2 <sup>nd</sup> Semester Probation
٠	NDG	Non-Degree Advisement	P3 3 <sup>rd</sup> Semester Probation

2. <u>ADMINISTRATIVE RESTRICTIONS (HOLDS)</u> - consult the department indicated to remove the holds.

Code	Description	Department
HE	HEOP	HEOP Office-Nugent Hall 350
IM	Immunization	Counseling & Wellness Center – Carson Hall 806
IS	International	Center for Student Services- LL Nugent Hall 052
	Students	
RA	Re-Admit	Academic Advisement – LL Nugent Hall 053
RG	Registrar	Center for Student Services – LL Nugent Hall 052

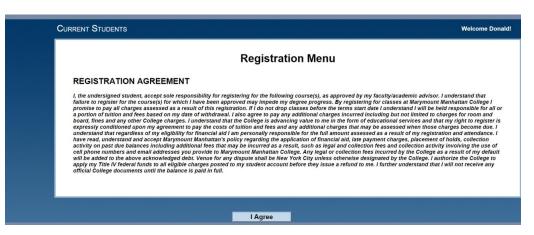
3. <u>FINANCIAL RESTRICTION (HOLDS)</u> - consult the department indicated to remove the holds.

Code	Description	Department
AR	Account	Center for Student Services – LL Nugent Hall 052
	Balance	
FA	Financial Aid	Center for Student Services – LL Nugent Hall 052
AL	Library	Nugent Hall – 250

4. CLEARANCES (cleared to register -no action needed)

Code	Description	Department
HBA	Have been advised	Faculty Advisor
IC	Immunization complete	Counseling & Wellness Center –
	-	Carson Hall 806

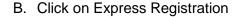
II. If you are cleared for registration, you will see the REGISTRATION AGREEMENT page.



A. Read the REGISTRATION AGREEMENT, and Click "I Agree"

You will be required to sign a *Registration Agreement* before registering online. Please note that if you have not followed the prescribed program as outlined in the Catalogue for the year you entered MMC, this may impede your academic progress. By signing the Registration Agreement, you accept all responsibility for any registration changes made that were not approved by an advisor. The *Registration Agreement* reads:

I, the undersigned student, accepts sole responsibility for registering for the following course(s), as approved by my faculty/academic advisor. I understand that failure to register for the course(s) for which I have been approved may impede my degree progress. By registering for classes at Marymount Manhattan College I promise to pay all charges assessed as a result of this registration. If I do not drop classes before the terms start date I understand I will be held responsible for all or a portion of tuition and fees based on my date of withdrawal. I also agree to pay any additional charges incurred including but not limited to charges for room and board, fines and any other College charges. I understand that the College is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay the costs of tuition and fees and any additional charges that may be assessed when those charges become due. I understand that regardless of my eligibility for financial aid I am personally responsible for the full amount assessed as a result of my registration and attendance. I have read, understand and accept Marymount Manhattan's policy regarding the application of financial aid, late payment charges, placement of holds, collection activity on past due balances including additional fees that may be incurred as a result, such as legal and collection fees and collection activity involving the use of cell phone numbers and email addresses you provide to Marymount Manhattan College. Any legal or collection fees incurred by the College as a result of my default will be added to the above acknowledged debt. Venue for any dispute shall be New York City unless otherwise designated by the College. I authorize the College to apply my Title IV federal funds to all eligible charges posted to my student account before they issue a refund to me. I further understand that I will not receive any official College documents until the balance is paid in full.



**Registration Menu** 

Register for Sections
Place more which use of registration you would like to use:
Express registration
Use this option if you know the exact section (subject\*course number\*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH\*100\*01 or DANC\*354\*HP01).
Calculate the add to adve already placed sections on your preferred list and would like to now register.
Drog section
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while registering for another.)
Magae my Wallis
Use this option if you would like to register or remove sections that you are currently wallisted in.

Return to MAIN menu
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- C. Express Registration Screen Fill in the following information for **all** courses you would like to register for:
  - \* Subject (i.e. ACCT, ART, BUS, etc.)
  - \* Course Number (i.e. 215, 111,100)
  - \* Section Number (i.e. 01, 02) The section number must have two digits!
  - \* Term for which you are registering (i.e.15/FA, 16/JA, 16/SP)

Subject	Course Number	Section Number	Term
•			•

Sample Registration

SUBMIT

Subject	Course Number	Section Number	Term	
ART 💌	210	01	14/JA January 2014 💌	Section Number - Make
BUS 💌	100	01	13/FA Fall 2013	sure you enter two – digits – 01, 02, 03, etc.!
ACCT 💌	215	01	13/FA Fall 2013 💌	

D. Make all changes to your schedule before you click "SUBMIT."

E. You will now be taken to a screen. You need to choose the action (register, audit, waitlist) for each course – There are two (2) ways to register:

Preferred Sections		
Action	Term	Section Name and Title
	January 2014	ART*210*01 (25986) DIGITAL IMAGING I
	Fall 2013	ACCT*215*01 (25772) PRINCIPLES OF ACC
	Fall 2013	BUS*100*01 (25355) THE CONTEMPORARY WORKPLACE
H,		
a. Action Options I	By Course – C	Choose an Action for each course in Preferred Sections
Click on Register to Enroll in the Class • • • •	Audit – You receive acad audit) Waitlist – Th Appearing or	bu want to enroll/register for this course and section want to audit this course and section as an Audit – You will not emic credit for the course (Some courses may not be available for e class is closed/full and want to be added to the Waitlist (Note – the waitlist does not guarantee a seat in the class) in list – You want drop a class.
Action		ection Name and Title
	January <u>AF</u> 2014	RT*210*01 (25986) DIGITAL IMAGING I
Remove from List 💌	Fall 2013 AC	CCT*215*01 (25772) PRINCIPLES OF ACCOUI
WAITLIST		JS*100*01 (25355) THE CONTEMPORARY ORKPLACE

- Use this option if you wish to register SOME courses for CREDIT, and others for AUDIT or WAITLIST, use the drop-down boxes next to the individual courses and choose "RG – Register" for those courses you will be taking for credit, "AU – Audit", and "WL – Waitlist" for those you will be auditing and click "Submit." A number of courses are not allowed to be taken as an Audit. Refer to the online course bulletin for more information.
  - b. Action Option to register ALL your courses for CREDIT

Instead of selecting an action for each course, you can use the "Action for All

Pref. Sections" option and choose "RG - Register" and click "Submit."

# Register and Drop Sections NAME Sample Student Action FOR ALL PREF. SECTIONS (OR CHOOSE BELO 1) Preferred Sections Action Meeting Information Spring 2013 ACCT\*215\*01 (25069) PRINCIPLES OF ACCOUNTING1 MAIN CAMPUS 01/30/2013-05/20/2013 LECTURE Mondsr, Wednesday 11:30AM - 01:20PM.

- J. Once you have made your final selections, click "**Submit**." If you don't see any errors returned, please skip STEP (K) and go to STEP (L).
- K. If any registration errors occur, the system will return you to the page with a list of the errors or problems displayed. You will need to resolve the registration error(s) caused by either one or several of your submitted courses. Once you resolve <u>all</u> your registration issues, you need to re-submit your registration.
  - If a course is closed, change the action for that course to BLANK, REMOVE FROM LIST or WAITLIST.
  - If you fail a registration rule, change the action for that course to BLANK or REMOVE FROM LIST.
  - If there is a time conflict, change the action on ONE of the courses to BLANK or REMOVE FROM LIST.

Note: You will not be enrolled in the classes in which you have problems in (i.e. class is closed, missing a pre-requisite, caused a time conflict another class, etc.)

If an error persists for one or several of your selected courses when you click "Submit", you may remove the course(s) from your **Preferred Sections** list and finish the registration for all other courses first, and go back to through Express Registration to:

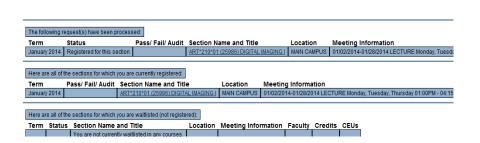
- a) Add the same course but a different section number (if a class was closed or previous section caused a time conflict)
- b) Add a different course
- c) Change Action to Waitlist

<u>Warning</u>: You should remove the classes in which you are missing pre-requisites or time conflicts. These classes will have to be processed manually in the CSS with the approved forms (e.g. prerequisite waiver form)

- L. Completing Your Registration When your registration has been processed a confirmation screen will display. There are 3 boxes of information:
  - 1. Registration Request Processed This box displays the sections you selected from your list, and tells you the action that occurred.
  - 2. Current Section Registrations This box will display all of the courses that you are officially registered for. This will include current AND future semester courses
  - 3. Waitlisted, but not Registered this box will display any sections for which you asked to be placed on the registrar's waitlist. These courses will only display while the waitlist feature is active.

To confirm your registration, we recommend that print your confirmation page once you have completed your registration, and view your schedule in MMC Connect. A sample confirmation page is below.

**Registration Results** 



- Courses that are <u>successfully processed</u> will display a message that indicates which registrations were processed.
- Courses <u>not successfully processed</u> will display a message that indicates which courses failed to register and an explanation as to why it was not successful (i.e. pre-requisites, closed course, etc.)
- If any courses Fail, you should return to Express Registration and re-submit alternate courses.
- 4. Once your registration has been processed, you will receive a confirmation email similar to below:

From: To: Cc: Subject:	noreply@mmm.edu Student Reg Online	Sent:	Thu 7/11/2013 2:00
Dearl	Student		
We ar	e in receipt of your online registration for 14/JA.		
	use MMC Connect to review your class selection. You may do this by clicking on My Class Schedule under Academic Profile. You nt balance by clicking on Account Summary by Term under Financial Profile, as well as, make a payment.	u may als	o review your
Thank	you.		

# **II. ADDING AND DROPPING COURSES**

MMC Connect will allow you to add and drop courses during the registration period.

A. TO ADD COURSES: Follow the same Registration procedure as indicated in section II part D.

Only enter information for courses you wish to **add.** It is not necessary to re-enter your entire class schedule.

**Registration Menu** 

- B. TO DROP COURSES: There are two (2) ways to drop classes on MMC Connect:
- 1. Register for Previous Selected Preferred Sections Using "Action" drop down box

-
Register for Sections
Please choose which type of registration you would like to use:
Express registration Use this option if you know the exact section (subject*course number*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH*100*01 or DANC*354*HP01). Register for previously selected 'preferred' sections
Use this option if you have already placed sections on your preferred list and would like to now register. Drop sections
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while registering for another.)
Manage my Waitlist Use this option if you would like to register or remove sections that you are currently waitlisted in.
Return to MAIN menu

A. For the course/section you want to drop, change the Action to "Remove from List" and "Submit"

						Regist	er and Dro	p Sections
NAME Sa	ample Stu	dent						
ACTION FOR ALL PR	EF. SECTIONS (OR C	HOOSE BELOW)						
Action	Term	Section Na	me and Title		Location	Meeting Infor	mation	
Remove from			1 (25069) PRINCIPLES	OF ACCOUNTING	and the second se			nday, Wednesday 11:30AM - 01:20
Current Registration	ons							
Drop Term		ection Name ar ou are not currently	nd Title registered for any section		Meeting Infor	mation Facult	Credits CEUs	]
	es is not available							
ALL Allow me	e to adjust all						-	
						(	SUBMIT	

B. The next screen will confirm that you have requested to drop the class

**Registration Results** 

The following request(s) have been process	ed
Term Status Spring 2013 Removed from Preferred Sed	Pass/ Fail/ Audit Section Name and Title Location Meeting Information dions ACCT*215*01 (25089) PRINCIPLES OF ACCOUNTING   MAIN CAMPUS 01/30/2013-05/20/2013 LECTURE Monday, Wednes
oping zoro Transfer nanit resined and	
Here are all of the sections for which you are	
Term Pass/ Fail/ Audit Section Na You are not of	ame and Title Location Meeting Information Faculty Credits CEUs urrently registered for any sections
11	
Here are all of the sections for which you are Term Status Section Name and T	
You are not currently wait	isted in any courses.
	ОК
C. Click "OK" to pr	rocess the drop
	sing Drop box in Current Sections
A. Go back to the	Registration Menu, and Click on Drop Sections
	Registration Menu
Register for Sections	
Please choose which type of registration you v Express registration	would like to use:
Use this option if you know the exact section	ion (subject*course number*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH*100*01 or DANC*354#HP01).
Register for previously selected 'preferred' sec Use this option if you have already placed	ctions sections on your preferred list and would like to now register.
Drop sections Use this option if you would like to drop a s	section. (Other choices also allow you to drop a section while registering for another.)
Manage my Waitlist	r or remove sections that you are currently waitlisted in.
Use this option if you would like to register	or remove sections that you are contently waillisted in.
	Return to MAIN menu

B. Click on Drop Sections

C. Under "Current Registrations", click on the "Drop" box next to the courses you want to drop

			R	egister a	nd Drop Sections			
Na	me							
Action for	r ALL Pref. Sec	ions (or choose	e below) 🔻					
Dester								
Acti	ed Sections	Torm	Section Name and Title Location Me	ating Informatio	on Faculty Available/Capacity/Waitlist Credits CEUs			
Acti	on	•	You do not have any preferred sections.	eung informatio	Faculty Available/ Capacity/ Waltist Credits CEOS			
-								
Current	Registrations	Pass/						
Drop	p Term	Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CE
	Spring 2016		ART*121*01 (30733) PHOTOGRAPHY I	MAIN CAMPUS	02/08/2016-05/23/2016 LECTURE Monday 10:00AM - 12:50PM, MAIN, Room 803	T. Partin	3.00	
	Spring 2016		BUS*100*BL01 (30670) THE CONTEMPORARY WORKPLACE	MAIN CAMPUS	02/05/2016-05/20/2016 LECTURE Friday 02:30PM - 05:21PM, MAIN, Room 410	R. Sheldon, X. Cui	3.00	
	Spring 2016		COMM*109*01 (30583) SENSE AND MEDIUM:INTRO CREAT	MAIN	02/02/2016-05/25/2016 LECTURE Wednesday 02:30PM - 05:20PM, Nugent, Room 554	S. Wright	3.00	
	Spring 2016		COMM*308*01 (30601) ST: COMMUNICATING IMAGE	MAIN	02/02/2016-05/24/2016 LECTURE Tuesday, Thursday 08:30AM - 09:50AM, Nugent, Room 553	D. Werner	3.00	
	Spring 2016		WRIT*102*20 (30459) WSII:NOVEL & FILM	MAIN CAMPUS	02/02/2016-05/24/2016 LECTURE Tuesday, Thursday 10:00AM - 11:20AM, MAIN, Room 510	M. Bissell	3.00	
	Fall 2015		BUS*210*03 (29207) MARKETING	MAIN	09/02/2015-12/16/2015 LECTURE Wednesday 10:00AM - 12:50PM, Nugent, Room 458	Khan	3.00	
	Fall 2015		COMM*104*03 (29271) INTERPERSONAL COMMUNICATION	MAIN	09/01/2015-12/17/2015 LECTURE Tuesday, Thursday 10:00AM - 11:20AM, Nugent, Room 553	D. Werner	3.00	
	Fall 2015		COMMUNICATION COMMUNICATION COMMUNICATION	MAIN CAMPUS	09/01/2015-12/17/2015 LECTURE Tuesday, Thursday 08:30AM - 09:50AM, Nugent, Room 553	D. Werner	3.00	-
	Fall 2015		PSYCH*101703 (29877) GEN PSYCH:SOC & CLIN	MAIN	09/01/2015-12/17/2015 LECTURE Tuesday, Thursday 01:00PM - 02:20PM, MAIN, Room 701	TIETZE, R	3.00	
	Fall 2015		TCW*101*02 (29945) TRANSFER COMMUNITY WKSP	CAMPUS MAIN	09/02/2015-12/16/2015 LECTURE Wednesday 01:00PM - 02:20PM, Nugent, Room 458	To be	0.00	-
				CAMPUS		Announced		L
								_

D. Click Submit to process the Drop

# **III. WAITLISTING PROCEDURE**

- A. Add or register for the desired course/course section by following the instructions in Section II. Click the [submit] button. If the course section is closed, you will encounter one of the scenarios below:
  - 1. Course is not available for waitlisting (for explanation purposes: COMM\*102\*02 is used):

You may see one of the following messages:

e.g. "COMM\*102\*02 - Course is filled. Waitlisting is not allowed for this section"

OR

### **Register and Drop Sections**

COMM#102#02 - Section COMM#102#02 is "Closed" (0/0). Enrollment not allowed.

- You need to remove this course from your preferred section list:
  - 1. On Action drop down Menu, click RM Remove;
  - 2. Click "Submit";
  - 3. Go back to "**Register for Classes**" and choose another course.
- 2. This course/course section is available to be waitlisted:
  - If you prefer to be on a waitlist, you need to go back to the action drop down window
    - A. Click on WL Waitlist

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
WL Wait List 💙	Fall 2008	COMM*102*02 (16121) COMMUNICATIONS TODAY	MAIN CAMPUS	09/02/2008- 12/18/2008 LECTURE Monday, Wednesday 10:00AM - 11:20AM, Nugent,	D. Werner	0/0/0	3.00

- B. Click Submit
- C. You will now see a new highlighted row:

The foll	The following request(s) have been processed:									
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs		
Fall 2008	On waitlist		COMM*102*02 (16121) COMMUNICATIONS TODAY	MAIN CAMPUS	09/02/2008-12/18/2008 LECTURE Monday, Wednesday 10:00AM - 11:20AM, Nugent, Room 557	D. Werner	3.00			

### B. Approval to Register for Classes on the Waitlist

A faculty member or division Chairperson will review the waitlist. If you are approved to enroll in the waitlisted course section, you will receive an email to your MMC account from MMCCONNECT@Colleague.mmm.edu.

The subject line will read "Waitlisting Seat Availability". The email will inform you of the process you need to follow if you still wish to enroll in the class. There is also a 3 day time limit for how long you have to register into that particular course section. If you exceed the 3 day time limit, the seat originally reserved for you will be offered to the next student on the waitlist.

## Sample Email for Approved Student on Waitlist:

From: MMCCONNECT@colleague.mmm.edu [mailto:MMCCONNECT@colleague.mmm.edu] Sent: Monday, November 11, 2013 12:37 PM To: Student Name Subject: Waitlisting Seat Availability

Dear Student,

You have been approved to register for COMMUNICATIONS TODAY. Section: COMM\*102\*02 Term: 14/SP

To claim the seat, you must register for this section no later than 11:59 pm on 11/14/13.

After 3 days, the seat that has been reserved for you will be offered to another student.

Please remove yourself from the waitlist if you are no longer interested in taking this course.

You can register via MMC Connect using Manage My Waitlist at: http://mmcconnect.mmm.edu

If you need assistance, please contact the Office of Academic Advisement at 212-517-0568.

We hope that you enjoy this section. Office of Academic Advisement Marymount Manhattan College

When you receive this email, you have 3 days to register online for the class that you were waitlisted in. You can go back to MMC Connect and go to the **Registration Menu;** Click on **"Register for previously selected 'preferred' sections**" and register that course.

### 1. Click on Register for previously selected 'preferred

**Registration Menu** 

### Register for Sections

Please choose which type of registration you would like to use:
Express registration
Use this option if you know the exact section (subject\*course number\*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH\*100\*01 or DANC\*354\*HP01).
Register for previously selected 'preferred' sections
Use this option if you have already placed sections on your preferred list and would like to now register.
Prop sections
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while registering for another.)
Manage my. Weitlist
Use this option if you would like to register or remove sections that you are currently waitlisted in.

Return to MAIN menu

2. Click "Register" under the Actions dropdown box for the course you were approved in and click "Submit"

Action	Term	Section Name and Title	Location	Meeting Information
Register	Spring 2013	ACCT'215'01 (25069) PRINCIPLES OF ACCOUNTING I	MAIN CAMPUS	01/30/2013-05/20/2013 LECTURE Monday,
	Spring 2013	ART*210*01 (25090) DIGITAL IMAGING I	MAIN CAMPUS	02/04/2013-05/20/2013 LECTURE Monday
	Spring 2013	ENV'115'01 (24717) ENVIRONMENTAL SCIENCE	MAIN CAMPUS	01/31/2013-05/21/2013 LECTURE Tuesda
	January 2013	ART*210*01 (24119) DIGITAL IMAGING I	MAIN CAMPUS	01/03/2013-01/29/2013 LECTURE Monday Room 559
Current Registrations Drop Term Pass		on Name and Title Location	Meeting Info	rmation Faculty Credits CEUs
-		on Name and Title Location e not currently registered for any sections.	Meeting Info	rmation Faculty Credits CEUs

### C. Removing your name from the Waitlist

As a courtesy to fellow students if you change your mind and decide to add a different course or section, instead of the waitlisted course, you need to go back and remove your name from the waitlist.

### To remove your name from the waitlist

- 1. Go back to the Registration Menu;
- 2. Click on Manage My Waitlist;

CURRENT STUDENTS Welcome	Donald!
Registration Menu	
Register for Sections	
Please choose which type of registration you would like to use:	
Express registration Use this option if you know the exact section (subject*course number*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH*100*01 or DANC*354*HP01).	
Register for previously selected 'preferred' sections Use this option if you have already placed sections on your preferred list and would like to now register.	
Drop sections Use this option if you would like to drop a section. (Other choices also allow you to drop a section while registering for another.)	
Manage my Wallist Use this option if you would like to register or remove sections that you are currently wallisted in.	
Return to MAIN menu	
Log Out Main Menu Students Menu	HELP

3. Click "Remove" in the Action drop down box for the courses you want to remove from the waitlist

Waltlisted Sections				
Action		Waitlist Status	Expire Date	Term §
Remove	•			N 1
Registered Sections				
Drop Pass/Audit	Term	Section Name a	and Title	
		You are not current	ly registered for a	iny section:

4. Click Submit

### **IV. HELPFUL REGISTRATION TIPS:**

Classes that may be closed, cause a time conflict or have prerequisite/restriction issues may prevent your registration from going through successfully. As popular classes are being filled up quickly, it is recommended that you:

- Register a few classes at a time.
  - a. **Register for the classes that have no problems or issues** (i.e. classes that you know are open, cause no time conflicts, have no restrictions, etc.) so that you can obtain a seat in these classes. You can, then, go back on MMC Connect and add the other classes once you resolve your issues.
  - b. Don't wait to solve all your issues at once. You could be losing your seat in the other classes.

Online registration will be available beginning from your assigned time until Midnight daily, including weekends.