The Self Registration Process

1. Log into your MyMCC account
2. On the left hand side select open your “My Degree Audit” and “My Schedule Planner” in two separate windows.
3. You can view your academic program map to see the recommended order of courses for your major at: https://catalog.middlesex.mass.edu/content.php?catid=24&navoid=2190
The Self Registration Process

3. With DegreeWorks (your degree audit) open, you can see what classes you need to take to complete your degree. (Generally courses in red)
The Self Registration Process

4. Select the term you want to schedule for

5. Select the campus (campuses) you wish to take classes at.

(Note: You may have to add more campuses later to increase your course options.)
The Self Registration Process

6. Add Courses according to what is needed in your Degreeworks degree audit.
The Self Registration Process

Add Course

- Select Subject
- Select Course
- Add Course

Courses

Choose a Course and click Add Course
7. Be sure to read the notes in the course description. Do you meet the prerequisites?

Then select “+ Add Course”
The Self Registration Process

8. After selecting all of your courses select “<Done”

Your home screen should look like the picture to the right.
9. Add Breaks to block out which days and times during the week you cannot attend class.

You can add multiple breaks to narrow down which schedule works best for you!
10. Click “Generate Schedules” and then select a few schedules to compare.

When you find a schedule that works for you, select “Open #”
The Self Registration Process

11. You have found a schedule that works for you!

12. Click the “Send to Shopping Cart” button, which will take you to your shopping cart.
The Self Registration Process

13. Schedule Planner will ask permission to send you to your shopping cart. Please click Continue.
The Self Registration Process

13. Once in your Schedule Planner Registration Cart, you will have the ability to review classes before registering. (Uncheck any classes you do not want to register for right now.)

14. Click the “Register” button to enroll in the classes you selected.

15. To confirm that you have successfully registered for classes, click the Return to Menu button towards the top right of the screen.

16. Select “Step 5: View Your Class Schedule Detail” to see the days, times, and locations for each of your classes.