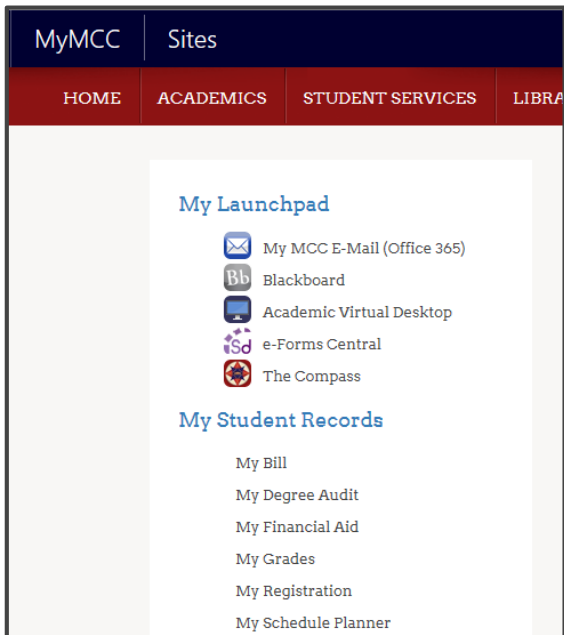


The Self Registration Process



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?catalogid=24&navoid=2190>

The Self Registration Process

The screenshot shows the DegreeWorks Academic Advising interface. At the top, there are navigation tabs for 'Print', 'Academic Maps', 'MiddleNet', and 'Log Out'. Below these are input fields for 'Student ID', 'Name', 'Degree' (set to 000000), 'Major' (set to Undecided), and 'Last Audit' (04/02/2018). There are also buttons for 'Worksheets', 'Planner', 'Notes', and 'GPA Calc'. A 'Format' dropdown is set to 'Student View', with buttons for 'View', 'Save as PDF', 'Process New', and 'Class History'. The main content area is titled 'Middlesex Community College - DW' and contains a 'Student View' section with a table of student information. Below this is a section for 'Undeclared' status for the 'Academic Year 2016-2017'. A 'Fallthrough Courses' table shows 'COM 103 Speech' with a grade of 'B-' and 3 credits applied in Summer 2017. A legend explains the status of courses, and a disclaimer is at the bottom.

Student	Level	Undergraduate	Degree
ID	Major	Undecided	Minor
Advisor	Registration PIN		Catalog
Academic Standing	MCC GPA	Cum GPA: Cum GPA (Less Dev):	Prior Des
Date of Birth	Gender		Ethnicity
MCC Email	Personal Email		Transfer
Address	Home Phone		Cell Phoi
Maximum Placement Scores	Active Holds		Midterm
English Level	Math Level		Common
High School GPA	SAT Scores		

Fallthrough Courses					Credits Applied: 3	Classes Applied: 1
COM 103	Speech	B-	3	Summer 2017		

Legend

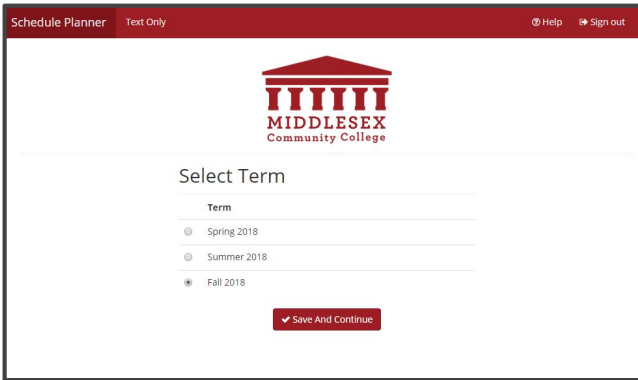
- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T) Transfer Class
- Any course number

Disclaimer
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office for more information.

The screenshot shows the Schedule Planner interface. At the top, there are tabs for 'Schedule Planner' and 'Text Only', along with 'Help' and 'Sign out' links. The Middlesex Community College logo is prominently displayed. Below the logo, the text 'Select Term' is followed by a dropdown menu with three options: 'Spring 2018' (selected), 'Summer 2018', and 'Fall 2018'. A red button labeled 'Save And Continue' is located below the dropdown.

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

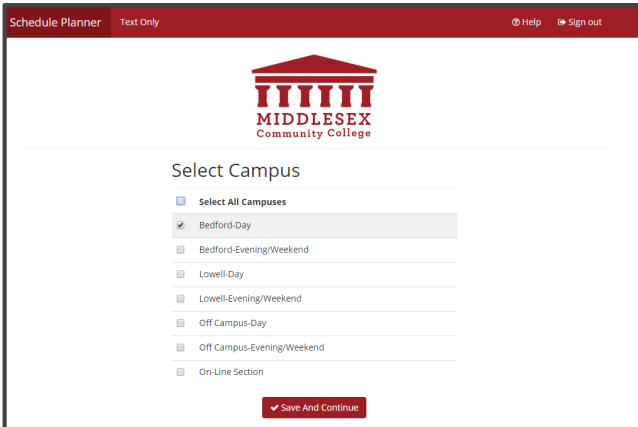


Screenshot of the 'Select Term' step in the Middlesex Community College Schedule Planner. The page header includes 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. The Middlesex Community College logo is displayed. The 'Select Term' section contains a 'Term' label and three radio button options: 'Spring 2018', 'Summer 2018', and 'Fall 2018'. The 'Fall 2018' option is selected. A 'Save And Continue' button is located at the bottom.

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.)



Screenshot of the 'Select Campus' step in the Middlesex Community College Schedule Planner. The page header includes 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. The Middlesex Community College logo is displayed. The 'Select Campus' section contains a 'Select All Campuses' checkbox and a list of campus options with checkboxes: 'Bedford-Day' (checked), 'Bedford-Evening/Weekend', 'Lowell-Day', 'Lowell-Evening/Weekend', 'Off Campus-Day', 'Off Campus-Evening/Weekend', and 'On-Line Section'. A 'Save And Continue' button is located at the bottom.

The Self Registration Process

Schedule Planner Text Only Help Sign out


MIDDLESEX
Community College

Course Status Open Classes Only **Term** Fall 2018

Campuses 1 of 7 Selected **Parts of Term** All Parts of Term Selected

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses **Breaks**

Courses

Breaks

Schedules

6. Add Courses according to what is needed in your Degreeworks degree audit

The Self Registration Process

Schedule Planner

Text Only

Help

Sign out

Add Course

By Subject

Search By
Instructor

Subject

Select Subject

Course

Select Course

Done

+ Add Course

Courses



Choose a Course and click **Add Course**

The Self Registration Process

Schedule Planner Text Only Help Sign out

Add Course

By Subject Search By Instructor

Subject BIO - Biology

Course 231 Anatomy And Physiology I

< Done + Add Course

Courses

Choose a Course and click Add Course

Biology 231 - Anatomy And Physiology I

This course is the first half of an intensive two-semester sequence designed to integrate the study of the structure and function of the human body. The semester begins with a study of the chemical and cellular levels of organization as related to molecular biology, cellular transport, and histology. The central theme of homeostasis then is applied to the integumentary, skeletal, muscular systems and nervous system. 3 hours lecture/2 hours laboratory

ISLOs: This course supports student development of Critical Thinking, Quantitative Literacy, and Personal and Professional Development.

Prerequisite: Completion of or concurrent enrollment in ENG 101; completion of BIO 131 in the last five years with a C or better or 73% or better on the A & P Prerequisite Exam.

General Education Elective: Science

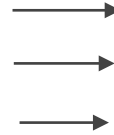
Note: This course has been approved to meet the Core Curriculum General Education requirement.

7. Be sure to read the notes in the course description. Do you meet the prerequisites?

Then select
"+ Add Course"

The Self Registration Process

Screenshot of the 'Add Course' screen in the Schedule Planner. The interface shows search filters for 'Subject' (THE - Theater) and 'Course' (103 Theatre Appreciation). A list of courses is displayed on the right, including BIO 231, HST 122, MAT 177, and THE 103. A 'Done' button and an 'Add Course' button are visible at the bottom.



Screenshot of the 'Courses' screen in the Schedule Planner. The interface shows a list of selected courses: BIO 231, HST 122, MAT 177, and THE 103. Each course has a 'Generate Schedules' button and an 'Options' button. A 'Breaks' section is also visible, allowing users to add times during the day they do not wish to take classes. A 'Generate Schedules' button is located at the bottom left.

8. After selecting all of your courses select "< Done"

Your home screen should look like the picture to the right.

The Self Registration Process

Schedule Planner Text Only

Add New Break

i Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

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!

The Self Registration Process

Schedule Planner Text Only Help Sign out

Schedules

Advanced Options View Schedules

Generate Schedules

Generated 22 Schedules

Compare Select at least two schedules to compare side by side #1 #2 #3 #4

View 1 No Friday, BIO-231-03, HST-122-01, MAT-177-03, THE-103-01

View 2 No Friday, BIO-231-05, HST-122-01, MAT-177-09, THE-103-01

View 3 No Friday, BIO-231-05, HST-122-01, MAT-177-08, THE-103-01

View 4 No Friday, BIO-231-05, HST-122-01, MAT-177-06, THE-103-01

10. Click “Generate Schedules” and then select a few schedules to compare.

When you find a schedule that works for you, select “Open #”

Schedule Planner Text Only Help Sign out

Schedules

Generate Schedules

Generated 22 Schedules

Compare Select at least two schedules to compare side by side #1 #2 #3 #4

View 1 No Friday, BIO-231-03, HST-122-01, MAT-177-03, THE-103-01

View 2 No Friday, BIO-231-05, HST-122-01, MAT-177-09, THE-103-01

View 3 No Friday, BIO-231-05, HST-122-01, MAT-177-08, THE-103-01

View 4 No Friday, BIO-231-05, HST-122-01, MAT-177-06, THE-103-01

View 5 No Friday, BIO-231-03, HST-122-01, MAT-177-03, THE-103-01

View 6 No Friday, BIO-231-05, HST-122-01, MAT-177-09, THE-103-01

View 7 No Friday, BIO-231-05, HST-122-01, MAT-177-08, THE-103-01

View 8 No Friday, BIO-231-03, HST-122-01, MAT-177-03, THE-103-01

View 9 No Friday, BIO-231-05, HST-122-01, MAT-177-09, THE-103-01

View 10 No Friday, BIO-231-05, HST-122-01, MAT-177-08, THE-103-01

View 11 No Friday, BIO-231-01, HST-122-01, MAT-177-05, THE-103-01

Open #1

Open #2

Open #3

Open #4

Close

The Self Registration Process

Schedule Planner Text Only Help Sign out

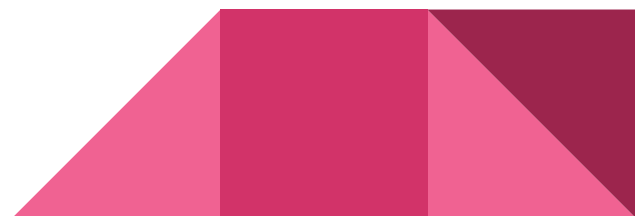
Back Print Email Send to Shopping Cart Schedule 1 of 22

You are viewing a potential schedule only and you must still register.

	CRN #	Section	Subject	Course	Seats Open	Instructor	Day(s) & Location(s)	Dates	Campus
Info Lock	10372	03	BIO	231	23	TBA, TBA	MW 2:00pm - 3:15pm - HH 215 Th 2:00pm - 4:00pm - HH 215	09/05/2018 - 12/19/2018 09/06/2018 - 12/20/2018	Bedford-Day
Prerequisites									
Info Lock	10248	01	HST	122	27	Johnian, John	MW 11:00am - 12:15pm - HH 112	09/05/2018 - 12/19/2018	Bedford-Day
Prerequisites									
Info Lock	13383	03	MAT	177	24	TBA, TBA	MW 12:30pm - 1:45pm - HH 306	09/05/2018 - 12/19/2018	Bedford-Day
Prerequisites Writing Enhanced									
Info Lock	14779	01	THE	103	10	Ritchey, Korinne	TTh 9:30am - 10:45am - NA G17	09/04/2018 - 12/20/2018	Bedford-Day

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

The screenshot shows a course schedule table with a modal dialog box overlaid. The dialog box contains the text: "This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?". Below the text are two buttons: "Cancel" and "Continue".

CRN #	Section #	Subject	Course	Seats	Instructor	Days	Times	Dates	Campus
10429								01/23/2020 - 05/14/2020	Bedford-Day
10894	52	HST	122	14	Johnian, John	TTh	9:30am - 10:45am - LC 210	01/23/2020 - 05/14/2020	Lowell-Day
17990	07	MAT	177	5	Baryakhtar, Igor	TTh	12:30pm - 1:45pm - HH 109	01/23/2020 - 05/14/2020	Bedford-Day
10403	50	THE	101	2	Oster, Karen	TTh	11:00am - 12:15pm - LA	01/23/2020 -	Lowell-Day

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

The Self Registration Process



Middlesex Community College

[Enrollment Services & Financial Aid](#) [Personal Information](#) [Middlesex Home Page](#)

Search

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

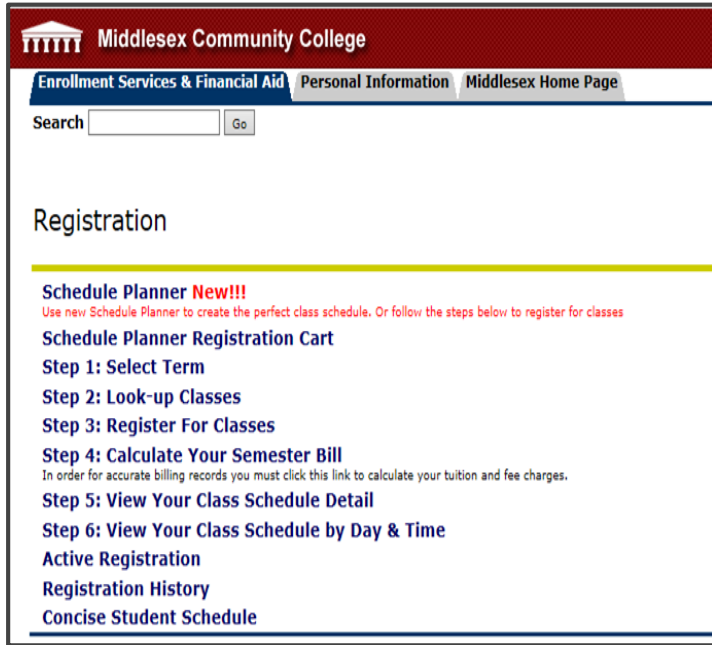
Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	10429	BIO	231	01	Anatomy And Physiology I -	-
<input checked="" type="checkbox"/>	10894	HST	122	52	US History After 1876	-
<input checked="" type="checkbox"/>	17990	MAT	177	07	Statistics	-
<input checked="" type="checkbox"/>	19493	THE	101	50	Introduction to Acting	-

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.

The Self Registration Process



The screenshot shows the Middlesex Community College website. The header includes the college logo and name. Below the header is a navigation menu with links for Enrollment Services & Financial Aid, Personal Information, and Middlesex Home Page. A search bar is located below the navigation menu. The main content area is titled "Registration" and features a yellow horizontal line. Below the line, there is a section for "Schedule Planner New!!!" with a red sub-header and a red link. The main content area lists several steps for registration, including "Step 1: Select Term", "Step 2: Look-up Classes", "Step 3: Register For Classes", "Step 4: Calculate Your Semester Bill", "Step 5: View Your Class Schedule Detail", and "Step 6: View Your Class Schedule by Day & Time". There are also links for "Active Registration", "Registration History", and "Concise Student Schedule".

Middlesex Community College

Enrollment Services & Financial Aid | Personal Information | Middlesex Home Page

Search

Registration

Schedule Planner New!!!
Use new Schedule Planner to create the perfect class schedule. Or follow the steps below to register for classes

Schedule Planner Registration Cart

Step 1: Select Term

Step 2: Look-up Classes

Step 3: Register For Classes

Step 4: Calculate Your Semester Bill
In order for accurate billing records you must click this link to calculate your tuition and fee charges.

Step 5: View Your Class Schedule Detail

Step 6: View Your Class Schedule by Day & Time

Active Registration

Registration History

Concise Student Schedule

14. Congratulations! You've registered.

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.