

## Registering for Classes through Self-Service at Montgomery Community College

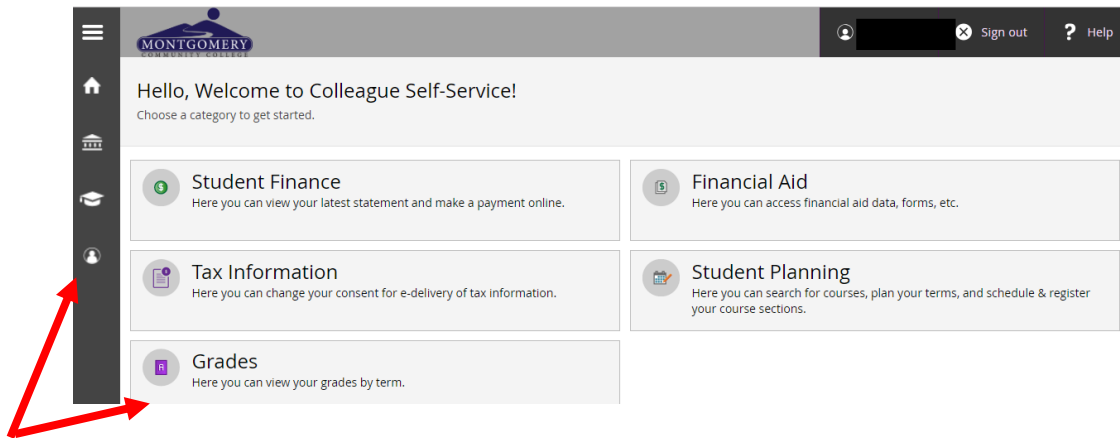
### What is Self-Service?

Self-Service is a web portal that gives you the ability to plan out courses in your program of study, register for classes, check on your financial aid status, view your transcript, and manage several other functions related to your enrollment at MCC.

### How do you log in to Self-Service?

Go to [www.montgomery.edu](http://www.montgomery.edu) and click on the Self-Service link you will see at the top of the home page. You will use the same username and password you use for accessing TrailMail (student email), Blackboard, and WebAdvisor. If you haven't yet set up your online accounts, visit [www.montgomery.edu/distance-learning](http://www.montgomery.edu/distance-learning) for instructions.

Your home screen in Self-Service will look similar to this:

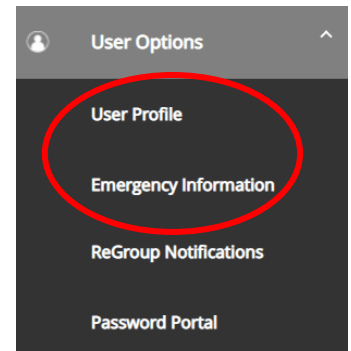


### Self-Service Menus

Check out the menus on your Self-Service home screen. There are drop-down lists under each of the icons on the sidebar menu. On the User Options drop-down list, please review information on the User Profile screen and either confirm that the information is correct or make the necessary changes. On the Emergency Information screen, you can add emergency contact information.

The ReGroup Notifications link takes you to the login page for our emergency notification system.

The Password Portal link takes you to the MCC web page where you can manage your password for TrailMail (student email), Blackboard, WebAdvisor, and Self-Service.



**Registration in Self-Service is done through the Student Planning menu.**

**Option 1: Self-Service Registration – Program Plan Pre-Loaded, pages 2-7.**

**Option 2: Self-Service Registration – Program Plan Not Pre-Loaded, pages 8-11.**

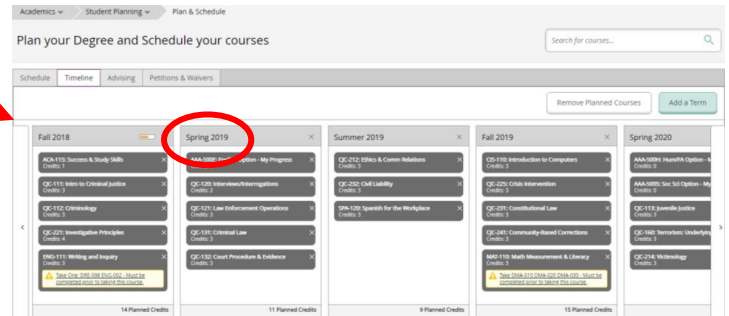
## Option 1: Self-Service Registration with Program Plan Pre-Loaded

### Quick Step Guide (screen shots and detailed instructions begin on page 3)

Go to [www.montgomery.edu](http://www.montgomery.edu) and click on the Self-Service link at the top of the home page. Log in to Self-Service using the same username and password you use for TrailMail (your student email), Blackboard, and WebAdvisor.

**1.** After you have logged in to Self-Service, click on **Student Planning**.

**2.** Choose **Go to Plan & Schedule** and click on **Timeline**. **If your screen looks similar to this example**, then the “plan” for your program of study has been added to your Self-Service record. **If your Timeline does not look like this**, go to **Option 2** on page 8 of this document for instructions on registering.



**3.** To get started, click on the term you are registering for. The courses planned for that term in the program will display on the **Schedule** screen.

**4.** Click **View other sections** under the course title on Schedule, then click on the section that fits best into your schedule. On the **Section Details** pop-up, select **Add Section**.

- **To add Electives to your schedule** - For courses beginning with AAA or BBB, go to **My Progress** and find that subject area in the Requirements section to determine what your elective course options are.
- Click on the course you want to take and **Add Course to Plan**.
- On the **Course Details** screen, **Select a Term**, then **Add Course to Plan**.
- Return to **Plan & Schedule**.
- Make sure the correct registration term is displayed; use the arrow tabs to move to a different term.
- Find the added course on your plan and click on **View other sections**.
- Click on the section that best fits your schedule.
- On **Section Details** screen, **Add Section**.

**5.** Click on **Register Now** to register for all planned courses. You may also click on **Register** to register for individual courses. Courses you are registered for will appear in green. Courses appearing in yellow are still in the “planned” stage because of a flag or hold of some type.

**6.** **Registration is not final until your tuition and fees have been paid or deferred to your financial aid account.** You may pay online through Self-Service or by check or cash. The payment plan (Nelnet) is also an option during designated time periods. If you have applied for financial aid, access the Self-Service Financial Aid menu for information about your financial aid status. Your charges and any payments made are available through the Student Finance menu.

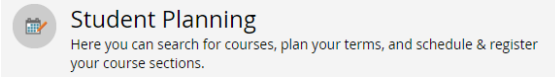
For assistance with Self-Service registration, you have options.

- Email [studenthelp@montgomery.edu](mailto:studenthelp@montgomery.edu).
- Call the Distance Learning Office at 910-898-9646.
- Stop by the CATS Lab in Capel Hall (at the back of the Library).
- Call the Enrollment Office at 910-898-9620.
- Stop by Student Services in Blair Hall.

# Registering for Classes through Self-Service

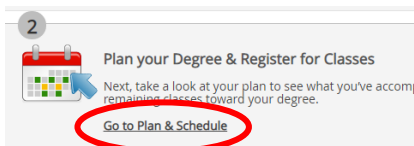
## Option 1: Program Plan Pre-Loaded in Self-Service

1. In Self-Service, click on the **Student Planning** link.

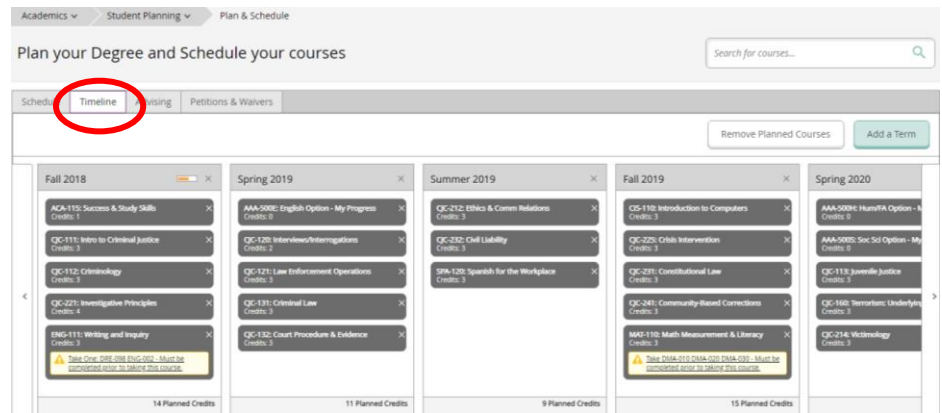


**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

2. Choose **Go to Plan & Schedule** and click on **Timeline**. **If your screen looks similar to the example below**, then the “plan” for your program of study has been added to your Self-Service record. If your Timeline does not look like this, go to **Option 2** on page 8 of this document for instructions on registering.



2  
**Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and what classes remain to complete your degree.  
**Go to Plan & Schedule**



Academics > Student Planning > Plan & Schedule

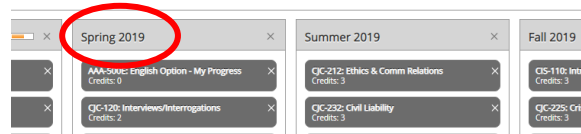
Plan your Degree and Schedule your courses

Schedule | **Timeline** | Advising | Petitions & Waivers

Remove Planned Courses Add a Term

Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020
AAA-110: Success & Study Skills Credits: 3	AAA-500E: English Option - My Progress Credits: 3	QC-212: Ethics & Comm Relations Credits: 3	CS-110: Introduction to Computers Credits: 3	AAA-500H: Hum/FA Option - My Progress Credits: 3
QC-111: Intro to Criminal Justice Credits: 3	QC-120: Interviews/Interrogations Credits: 3	QC-225: Civil Liability Credits: 3	QC-225: Crisis Intervention Credits: 3	AAA-500S: Soc Sci Option - My Progress Credits: 3
QC-112: Criminology Credits: 3	QC-121: Law Enforcement Operations Credits: 3	SPA-120: Spanish for the Workplace Credits: 3	QC-231: Constitutional Law Credits: 3	QC-113: Juvenile Justice Credits: 3
QC-221: Investigative Principles Credits: 4	QC-131: Criminal Law Credits: 3		QC-240: Community-Based Corrections Credits: 3	QC-188: Terrorism: Underlying Causes Credits: 3
WRI-111: Writing and Inquiry Credits: 4	QC-132: Court Procedure & Evidence Credits: 3		WRI-110: Math Measurement & Literacy Credits: 3	QC-214: Victimology Credits: 3

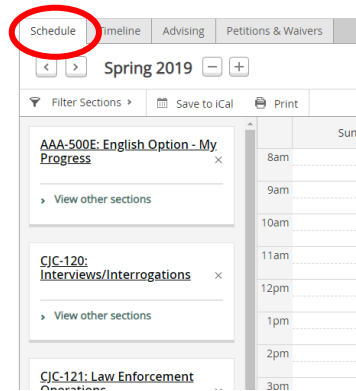
3. Click on the registration term.



Spring 2019 | Summer 2019 | Fall 2019

Spring 2019	Summer 2019	Fall 2019
AAA-500E: English Option - My Progress Credits: 0	QC-212: Ethics & Comm Relations Credits: 3	CS-110: Intro Credits: 3
QC-120: Interviews/Interrogations Credits: 2	QC-225: Civil Liability Credits: 3	QC-225: Crisis Credits: 3

The courses planned for that term in the program will display on the Schedule screen.



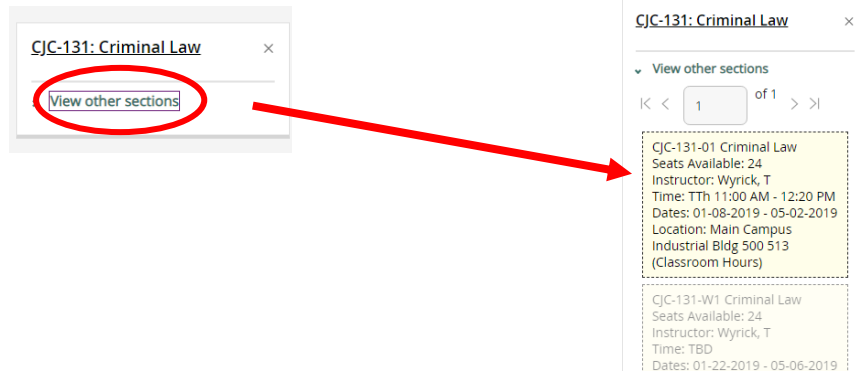
**Schedule** | Timeline | Advising | Petitions & Waivers

Spring 2019

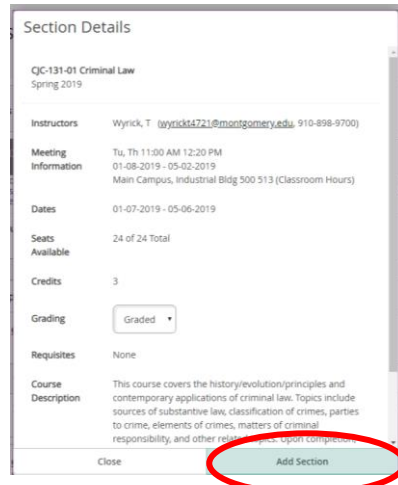
Filter Sections > Save to iCal Print

Course	Time
AAA-500E: English Option - My Progress	8am
CJC-120: Interviews/Interrogations	9am
CJC-121: Law Enforcement Operations	10am
	11am
	12pm
	1pm
	2pm
	3pm

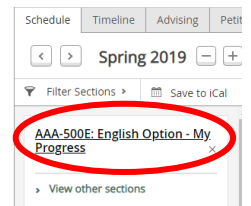
4. Click **View other sections**, then click on the section that fits best into your schedule.



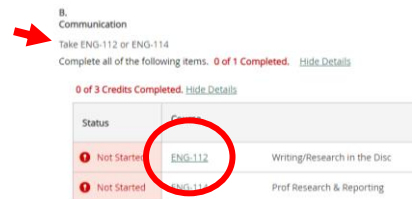
On the **Section Details** pop-up, select **Add Section**.



**To add ELECTIVES to your schedule:** If you see a course that begins with a prefix of AAA or BBB, that means there is more than one course that would satisfy this requirement. For example, the program may allow a choice of either ENG 112 or ENG 114; you choose which one you want to take. In the AAA/BBB title, you will see a brief description of the subject area that is involved. It could be English, Hum/FA (Humanities/Fine Arts elective), SocSci (Social/Behavioral Science elective), NatSci/M (Natural Science/Math elective), etc.

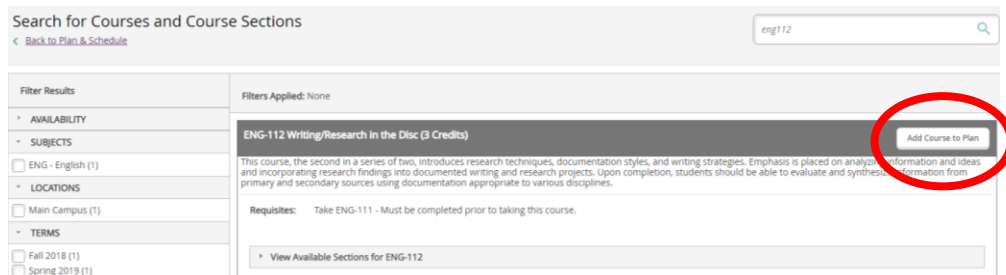


➔ To determine what your course options are, go to **My Progress** and find that subject area in the Requirements section.

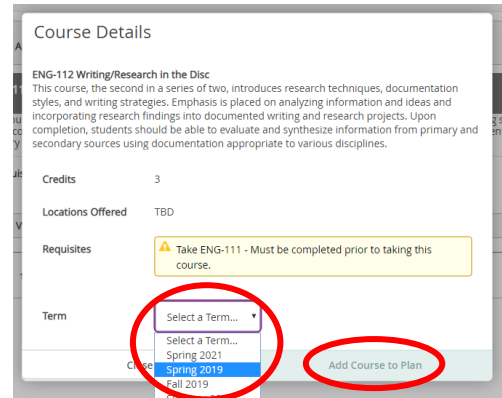


➔ Click on the course you want to take.

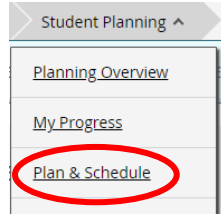
➔ **Add Course to Plan.**



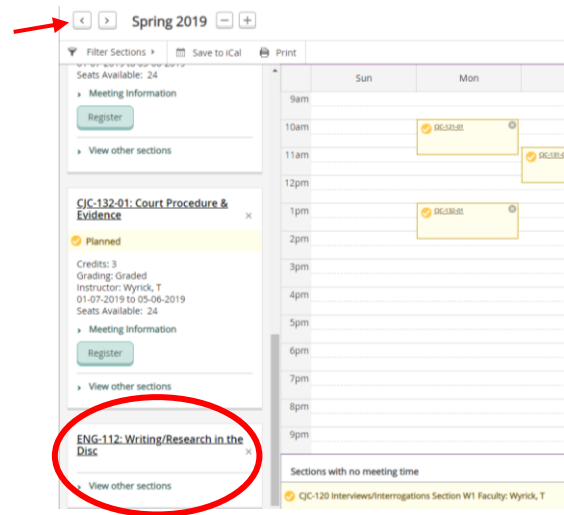
- ➔ On the **Course Details** screen, **Select a Term**, then **Add Course to Plan**.



- ➔ Return to **Plan & Schedule**.

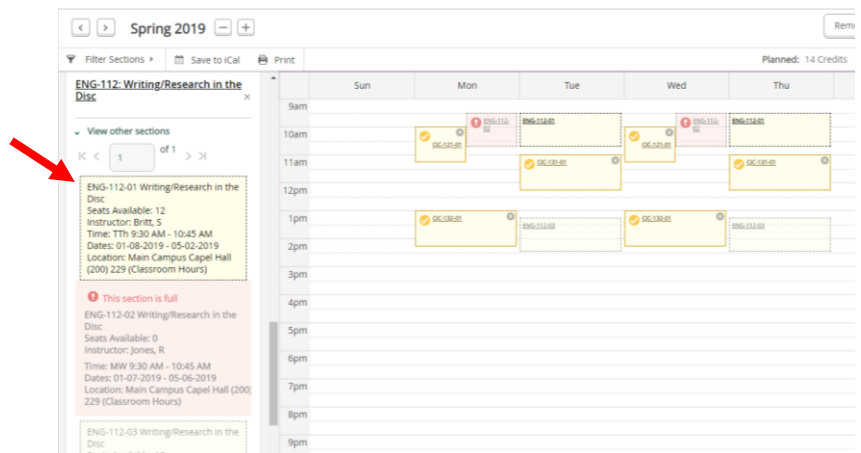


- ➔ Make sure the correct registration term is displayed. If necessary, use the arrow tabs to change terms.

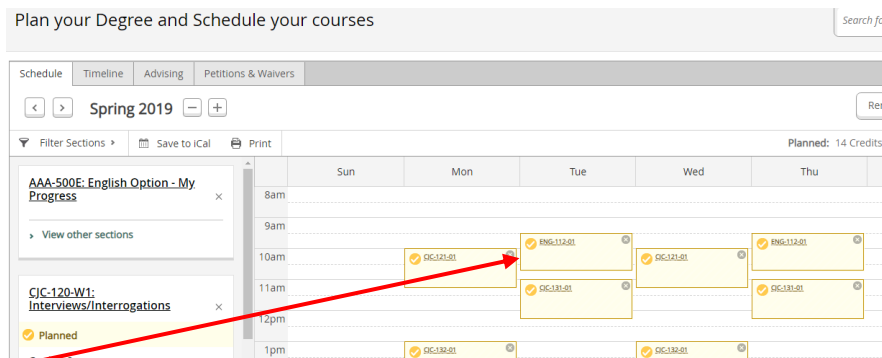
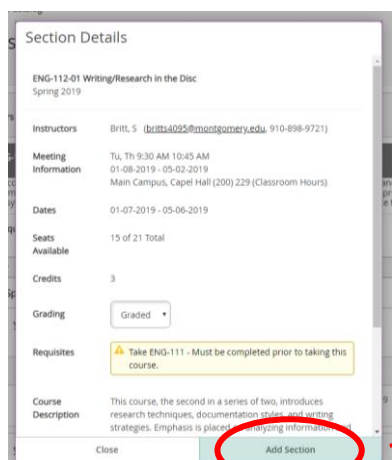


- ➔ You will see the course you added to your plan. Click on **View other sections**.

- ➔ Click on the section that best fits your schedule.



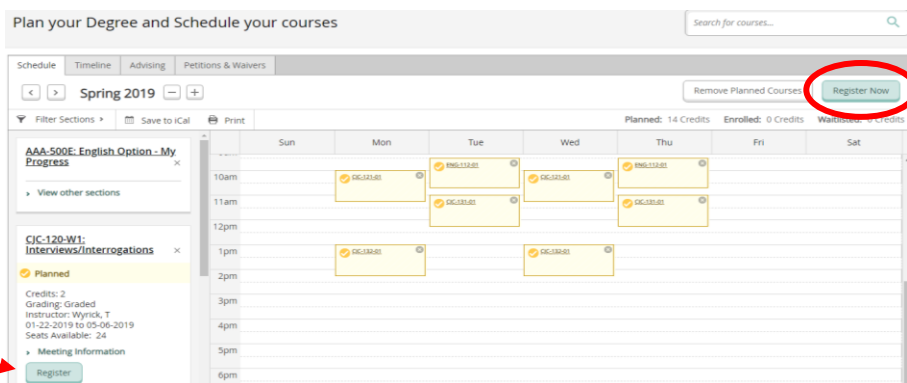
➔ On **Section Details** screen, **Add Section**. The added elective will appear on your schedule.



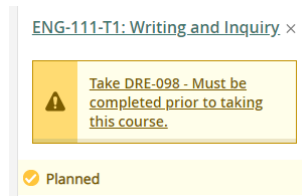
**5.** On your Schedule screen, the sections you chose will appear in yellow, indicating that they are “planned.” Any fully online sections are listed at the bottom.

Click on **Register Now** to register for all planned courses.

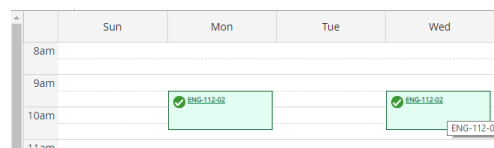
You may click on **Register** to register for individual courses.



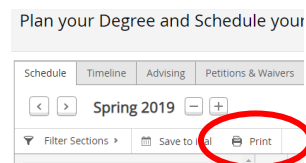
On your Planned courses, you may see a variety of messages or alerts. Be aware that some of the alerts may delay your registration for the course. If you have questions about a message or alert, please contact the MCC Enrollment Office.



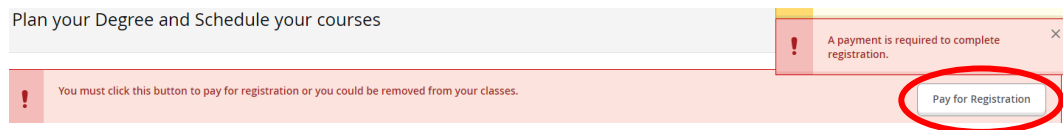
You will know you are registered for a class if it appears in green. You will also receive a confirmation email.



You may print your schedule if you want a copy for your records.



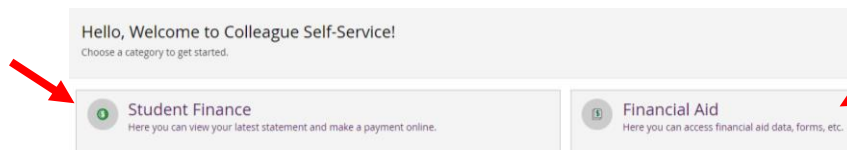
6. Please note that your **registration is not final** until your tuition and fees have been paid or deferred to your financial aid account.



You may pay online through Self-Service or by cash, check, or credit card through our Business Office. MCC also offers a payment plan option through Nelnet during time periods specified on the Business Office page of our website.

Students receiving Financial Aid will find details about their aid status on the **Financial Aid** tab of their Self-Service home screen. If you have applied for aid, but do not see an Award Letter available on your Self-Service screen, please contact our Financial Aid Office at 910-898-9614 for assistance. The Award Letter typically indicates that your Financial Aid file is complete.


To pay online





To check on your financial aid status


## Messages and Alerts

You may see a variety of notifications in Self-Service.

Messages with a  indicate that registration is NOT complete for some reason. Your record may have a registration hold because of an overdue library book, an outstanding balance in the Business Office, an academic issue, or an incomplete admissions file. In some cases, a course cannot be added to your schedule because of a prerequisite or corequisite issue.

 For messages indicating a Library hold, visit the Library in Capel Hall, call Shaquille Little at 910-898-9648, or email her at [littles5046@montgomery.edu](mailto:littles5046@montgomery.edu) for details about the hold.

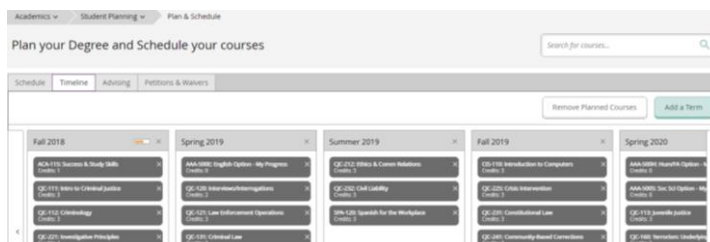
 For messages indicating a Business Office hold (usually an overdue balance), stop by the Cashier's Window in Blair Hall, call Jessica Blanchard at 910-898-9633, or email her at [blanchardj5921@montgomery.edu](mailto:blanchardj5921@montgomery.edu) for more information.

 For messages concerning requisites, academic standing, an incomplete file, or other enrollment-related issues, stop by Student Services in Blair Hall, call Karen Frye at 910-898-9620, or email her at [fryek5721@montgomery.edu](mailto:fryek5721@montgomery.edu) to find out more about the hold(s) on your record.

**Option 2: Self-Service Registration – Program Plan Not Pre-Loaded**  
**Quick Step Guide (screen shots and step-by-step instructions begin on page 9)**

Reminder: Check your Timeline (under **Plan & Schedule**).

If it looks similar to this example, your program plan has been pre-loaded and you should use Option 1 to register.



Go to [www.montgomery.edu](http://www.montgomery.edu) and click on the Self-Service link at the top of the home page. Log in to Self-Service using the same username and password you use for TrailMail (your student email), Blackboard, and WebAdvisor.

- 1.** After you have logged in to Self-Service, click on **Student Planning**.
- 2.** Choose **Go to My Progress**.
- 3.** Make sure the correct program is displayed and scroll through the **Requirements** sections to locate the courses you wish to register for, then
  - a. Click on the course.
  - b. Choose the **Term**.
  - c. **View Available Sections for \_\_\_\_\_.**
  - d. Choose the section that best fits your schedule and **Add Section to Schedule**.
  - e. On the **Section Details** pop-up, select **Add Section**.
- 4.** Once you have received the email, go to **Plan & Schedule** and select **Register Now** to register for all planned courses. You may also click on **Register** (displayed with the course information on your Schedule) to register for individual courses. Review any notifications that appear.
- 5.** Courses you are registered for will appear in green. Courses appearing in yellow are still in the “planned” stage because of a flag or hold of some type.
- 6.** Pay your tuition and fees or verify payment through financial aid. You may pay online through Self-Service or by check or cash. The payment plan (Nelnet) is also an option during designated time periods.

For assistance with Self-Service registration, you have options.

- Email [studenthelp@montgomery.edu](mailto:studenthelp@montgomery.edu).
- Call the Distance Learning Office at 910-898-9646.
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# Registering for Classes through Self-Service

## Option 2: Program Plan Not Pre-Loaded in Self-Service

1. In Self-Service, click on the **Student Planning** link.

2. Choose **Go to My Progress**.

3. If you have more than one program on your record, use the arrow tab to move to the appropriate program.

Scroll through the **Requirements** sections and look for the courses you are interested in taking.

Status	Course	Course Name
In-Progress	CJC-111	Intro to Criminal Justice
In-Progress	CJC-112	Criminology
In-Progress	CJC-231	Investigative Principles
Not Started	CJC-113	Juvenile Justice

a. Click on the course.

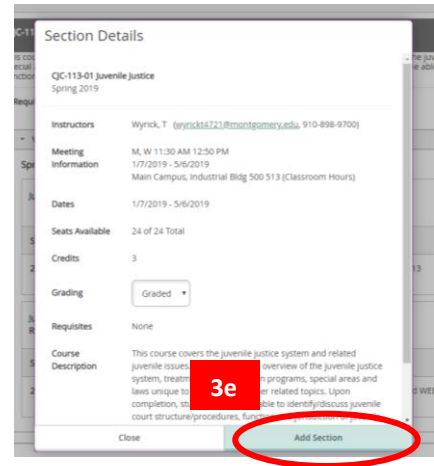
b. Choose the **Term**.

c. **View Available Sections for** \_\_\_\_\_.

d. Choose the section that best fits your schedule and **Add Section to Schedule**.

Seats	Times	Locations	Instructors
24	M/W 11:30 AM - 12:50 PM	Main Campus, Industrial Bldg 500 513	Wyrnick, T

e. On the **Section Details** pop-up, select **Add Section**.



Once you have added the section to your plan, go back to **My Progress** on the Student Planning drop down menu (or click on **Back to My Progress** if you see that option on your screen) and choose your next course.

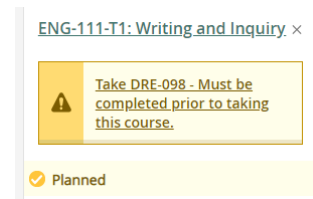
You will see the sections you choose on the screen in yellow, indicating that they are “planned.”

A  
Core Requirements  
Take CJC-111, CJC-112, CJC-113, CJC-131, CJC-212, CJC-221, and CJC-231  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

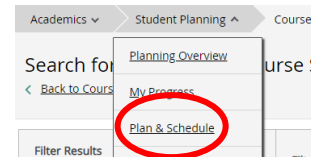
**0 of 22 Credits Completed.** [Hide Details](#)

Status	Course
Planned	CJC-113 Juvenile Justice
Not Started	CJC-111 Intro to Criminal Justice

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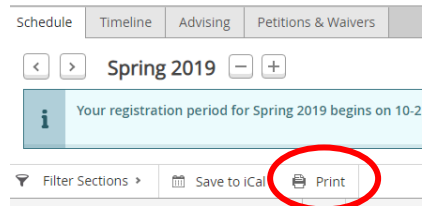
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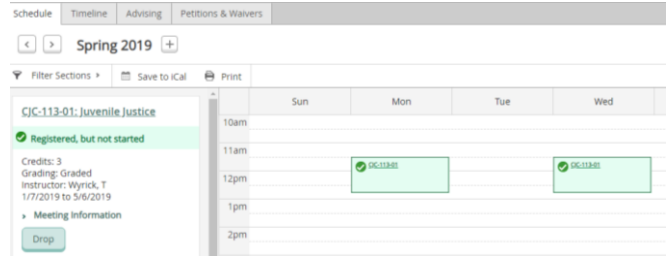
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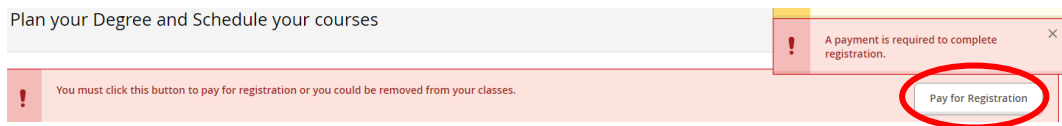
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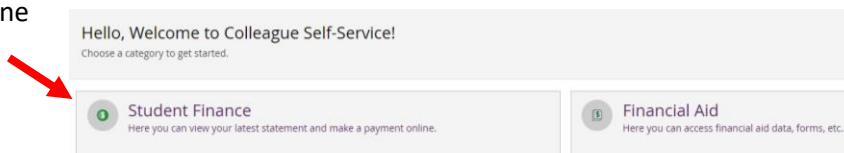
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