Instructions for Online Registration and Payment - Fall 2020

1. Go to www.montgomerycollege.edu Click on Access MyMC.

2. Log in using your User Name and Password

3. Click on Registration
Instructions for Online Registration and Payment - Fall 2020

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

5. Select the term: **Fall 2020** and click **SUBMIT**.
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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, Fall CRNs start with a 2_ _ _ _ ). Then click on Submit Changes.

*Visit WDCE Schedule for updates or click the link below:

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

[ Submit Changes | Class Search | Reset ]

[ View Holds | Complete Registration | View Drop Deadline ]

Update Your Contact Information ]

7. Under Current Schedule, you will see the classes you are currently registered in. Click on Complete Registration (in red at the bottom menu option).

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Web</td>
<td>None</td>
<td>24642</td>
<td>ESL</td>
<td>166</td>
<td>3</td>
<td>Non Credit</td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000
Billing Hours: 0.000
CEU: 6.800
Minimum Hours: 0.000
Maximum Hours: 7.000
Date: May 28, 2020 09:50 am

Add Classes Worksheet

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

[ Submit Changes | Class Search | Reset ]

[ View Holds | Complete Registration | View Drop Deadline ]
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

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEFE</td>
<td>CE Fee</td>
<td>$90.00</td>
</tr>
<tr>
<td>TUCE</td>
<td>CE Tuition</td>
<td>$520.00</td>
</tr>
</tbody>
</table>

**Total Charge:** $610.00

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.
10. Click on the small box next to Fall 2020 and click on Continue.
11. Click on "Select Method", select “Credit or Debit Card”, and click continue. Enter your credit or debit card information and click continue.

12. Please print your receipt for your use.

13. If you have any questions, please call us at 240-567-5188