REGISTERING FOR CLASSES

1. Go to www.montgomerycollege.edu Click on Access MYMC.
   *Some devices may require you to click on the menu option to click on the Access MyMC icon.

2. Log in using your MyMCID (username) and password.
   - If you do not know your MyMCID (username), click on “Find Your MyMC ID”. You will need your M#. To get your M# call 240-567-5188
   - If you do not know your password, click on “Password Reset”. You will need your username and M#.
3. Once you are logged in, click on Registration
   *Some devices may require you to click on the main menu option to view all the menu icons.

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

5. Select the term and click SUBMIT.
   PLEASE NOTE: Fall 2021 = CRN # that starts with a 2 _ _ _ _
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). Then click on Submit Changes.

*Visit WDCE Schedule for updates or click the link below: https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html

Add Classes Worksheet

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

Submit Changes  Class Search  Reset

7. Under Current Schedule, you will see the classes you are currently registered for, click on Pay for classes and complete registration (in red at the bottom menu option).

Add Classes Worksheet

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

Submit Changes  Class Search  Reset

[ View Holds ] Pay for classes and complete registration |
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>Tuition and Fees for FALL 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Detail Code</strong></td>
</tr>
<tr>
<td>CEFE</td>
</tr>
<tr>
<td>TUCE</td>
</tr>
<tr>
<td><strong>Total Charge:</strong></td>
</tr>
</tbody>
</table>

[Payment] | Week at a Glance | Student

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.

<table>
<thead>
<tr>
<th>Student Account</th>
<th>ID: xxxxx6203</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance</strong></td>
<td>$610.00</td>
</tr>
</tbody>
</table>

[View Activity] [Enroll in Payment Plan] [Make Payment]
10. Click on the “Add” button and click on **Continue**.

**Pay By Term**

Select ‘Add’ to add input amount or enter different amount by selecting input.

- **Fall 2021 | $610.00**
  - $610.00
  - Add

Select input to change payment amount

**Payment Total: $610.00**

11. Click on method, select “Credit or Debit Card” then click continue.
12. Fill out your credit card number and click continue.

**Account Information**
* Indicates required fields
* Card number: [Input field]

13. Fill out the rest of the credit card required fields and click continue.

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Submit your payment and please print your receipt for your use.

If you have any questions or need additional assistance please call: 240-567-5188
USE YOUR MYMC ACCOUNT:

Now that you are able to log into MyMC to register and pay, please note these other available tools in your MyMC account.

By clicking on “My Classes” on the top menu option, you can:

1. View your class schedule and find the instructors name and email. Click on the envelope icon to send an email to your instructor.

2. View the booklists to see if textbooks are required. Use your M# and select the term to see a list of required books.

3. Add or drop courses (before the start date). To drop courses after the start date, fill out and submit a WDCE Drop Form.