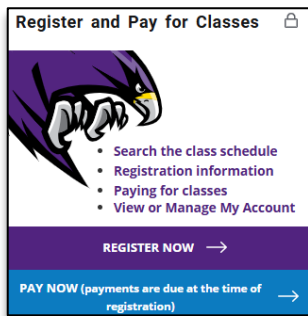
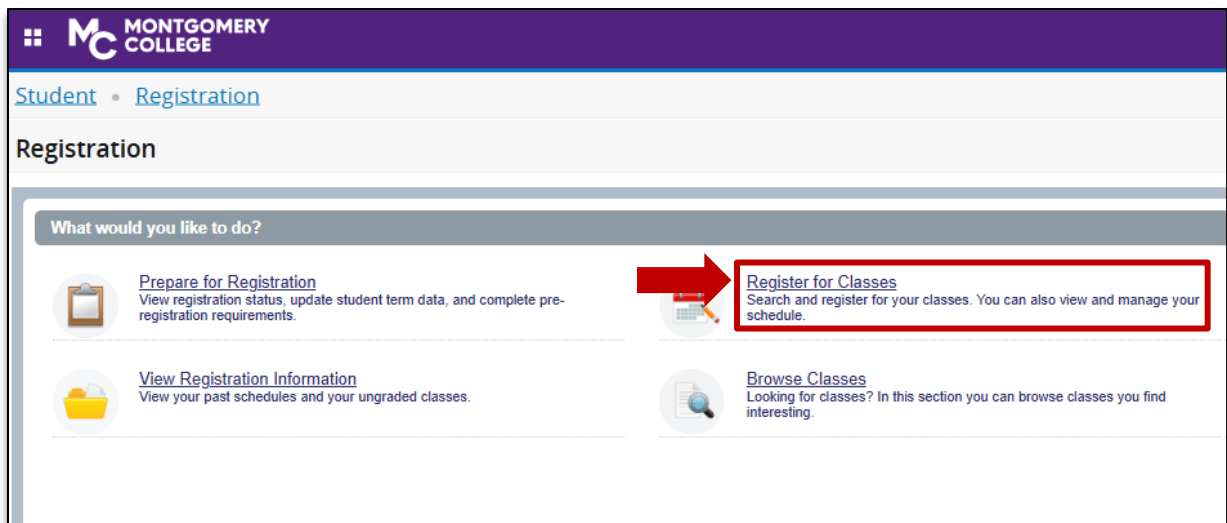


Registering for Classes

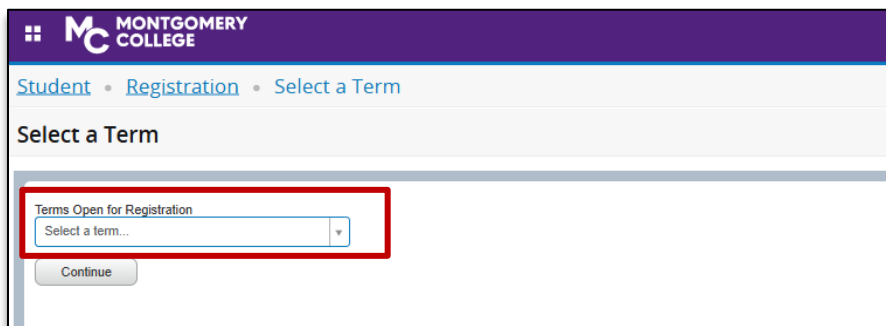
1. Log in to MyMC and go to the "Register and Pay for Classes" card.



2. Click the "Register Now" link.
3. On the Registration page, click "Register for Classes".



4. On the Select a Term page, click the drop-down menu and select the term for which you want to register. Then, click "Continue".

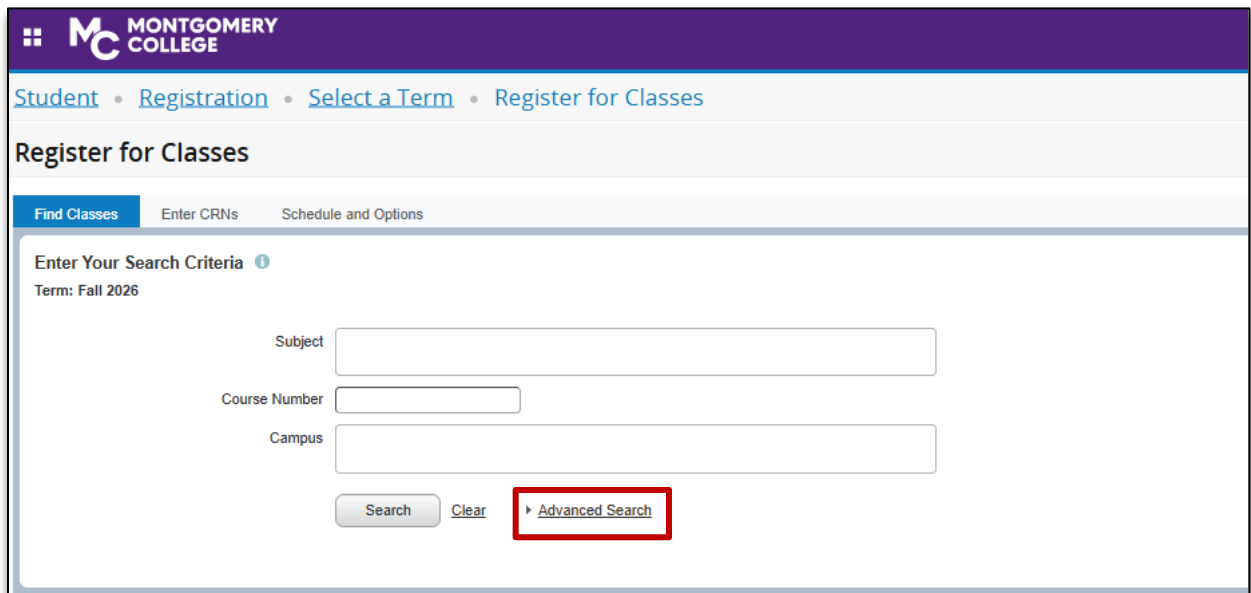


5. On the Register for Classes page, enter your search criteria. Click **“Search”** or **“Advanced Search”** to open additional search options.

Note: **Distance Learning courses** are searchable under the **Campus** field. Select Distance Learning. The building location in the schedule will be **“Distance Learning”** and the Room will be **“Web.”** These classes are fully online with no scheduled meeting times.

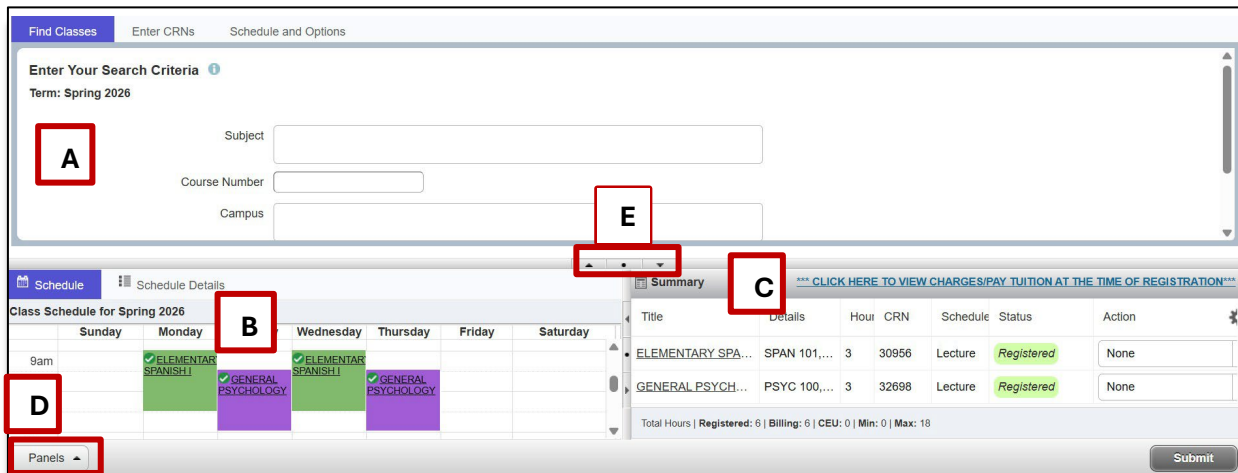
Remote courses are searchable under the **Campus** field. The building location in the schedule will be **“Remote Learning,”** and the Room will be **“None.”** These classes will not meet on campus. Instead, they will meet remotely at the scheduled times.

On-Campus courses: In the campus field, select Germantown, Rockville, Takoma Park/Silver Spring, or Off-Campus. On-campus classes are listed in the course schedule with specific times and on-campus class locations.



The screenshot shows the Montgomery College website's 'Register for Classes' page. At the top, there is a navigation breadcrumb: 'Student • Registration • Select a Term • Register for Classes'. Below this is a section titled 'Register for Classes' with three tabs: 'Find Classes' (selected), 'Enter CRNs', and 'Schedule and Options'. Under the 'Find Classes' tab, there is a section 'Enter Your Search Criteria' with a help icon. The current term is set to 'Fall 2026'. There are three input fields: 'Subject', 'Course Number', and 'Campus'. At the bottom of the search criteria section, there are three buttons: 'Search', 'Clear', and 'Advanced Search' (which is highlighted with a red box).

Note: The Register for Classes screen is divided into three main parts: Search, Schedule, and Summary. There are two options to change the look of the screens (panels and arrows).



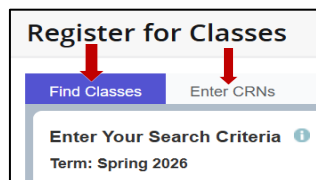
- Search** – the top half of the screen allows you to search for classes using basic search options or advanced search options. You can also search by CRNs (Course Reference Numbers) and view your course schedule and options.
- Schedule** – the bottom left side of the screen allows you to view your class schedule in either a calendar view or a detailed view to ensure there are no conflicts.
- Summary** – the bottom right side of the screen displays a **“CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION”** link to view your bill and pay tuition, as well as a summary of registered or pending courses.

Note: If you have not paid your tuition, you must pay today or your schedule of classes may be dropped. Please note that if you don't drop your courses before the semester begins, you may be held financially responsible for any outstanding balance. Log in to MyMC now to complete payment or make payment arrangements.

- Panels** – click the "Panels" button to turn the Schedule and Summary panels on/off.
- Up & Down Arrow Buttons** – up arrow to toggle the upper panels, down arrow to close the bottom panels. The middle circle button resets the panels to the default view.

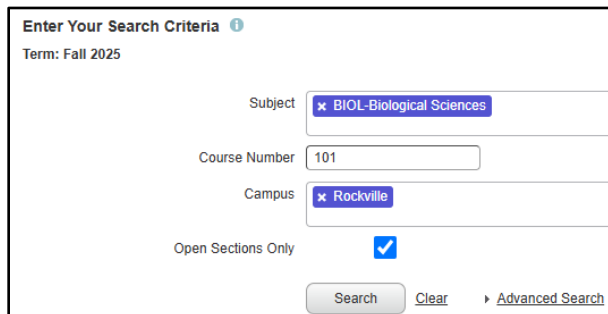
Register for Classes

There are two ways to register for classes: by the "Find Classes" tab or by the "Enter CRNs" tab.



Find Classes – Simple Search

1. By default, the "**Find Classes**" tab is highlighted. Enter your search criteria (Subject, Course Number, Campus, and Open Sections Only).



Enter Your Search Criteria ⓘ
Term: Fall 2025

Subject

Course Number

Campus

Open Sections Only

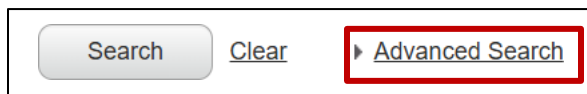
[▶ Advanced Search](#)

To search by:

- a. **Subject:** In the subject field, begin typing the course subject and select it from the list.
- b. **Course Number:** Complete the subject field and then enter the course number in the text box, or leave it blank, and when you click search, it will show all courses by the subject you selected.
- c. **Campus:** Click in the campus field and select a campus from the drop-down menu.
- d. To only show courses with seats available, click the "**Open Sections Only**" box. After making your selections, click "**Search**".

Find Classes – Advanced Search

To use the advanced search feature, click the "**Advanced Search**" link near the bottom of the page to open additional search options.

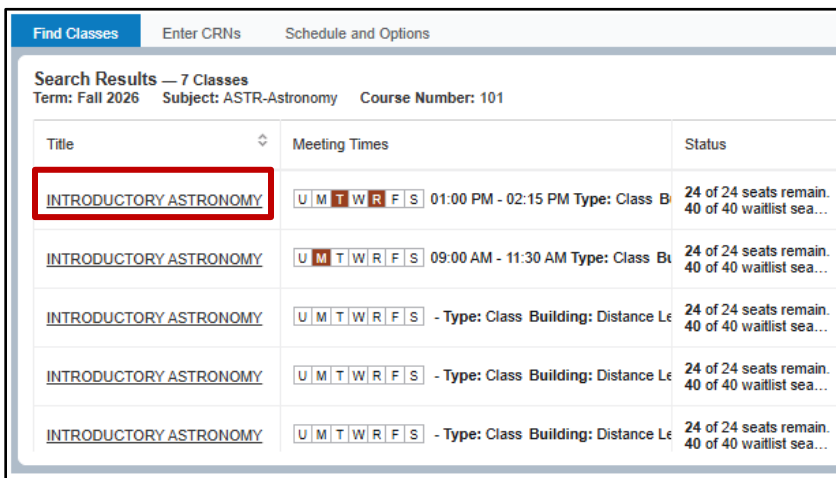


Note: The advanced search feature allows you to further refine your course search by adding an instructor, specifying course number ranges, credit hour ranges, meeting days, and start and end times. You can also search for special course options, including late-starting classes, z-courses that don't require purchased textbooks, and dual-language support classes. After making your advanced selections, click "**Search**".

Blended Courses are searchable under the **Campus** field. Blended courses include both online and on-campus instruction, and students must participate in both. To find blended classes, select the on-campus location (such as Rockville, Germantown, or Takoma Park/Silver Spring) in the Campus field—do not select Distance Learning.

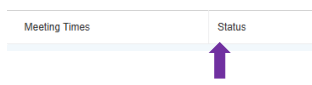
On-campus attendance requirements vary by course, so be sure to review the details listed for each class section.

- a. Once the search results appear, click the course title, which is a hyperlink that opens the course details.

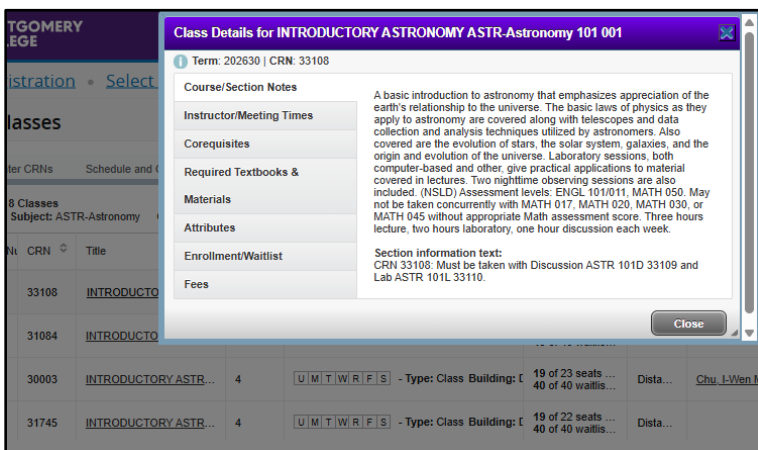


Tip: Resize the Column

Place your cursor on the boundary between the column headers until it becomes a double-headed arrow, then click and drag left or right to your desired width.

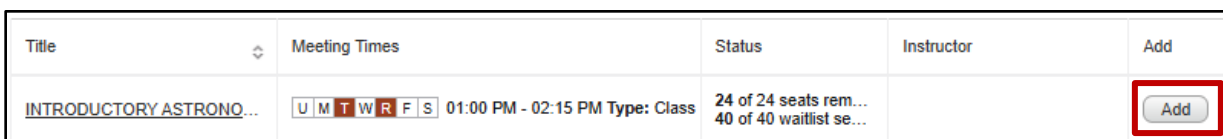


- b. The pop-up window displays course details, including the instructor, meeting times, corequisites, bookstore links, enrollment/waitlist information, attributes, course description, and fees. Click "Close" to return to the search results.

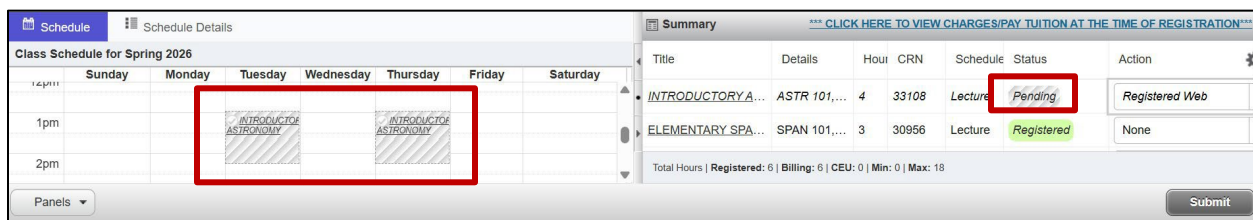


Class Section Notes:	Special info about the section: read for format, location, or requirements.
Instructor/ Meeting Times:	List the instructor, days, times, and where or how the class meets.
Corequisites:	Courses you must register for at the same time as this one.
Bookstore Links	Access to the online bookstore to find course materials.
Enrollment/ Waitlist:	Shows open seats or waitlist capacity.
Attributes:	Includes both special course options (such as Z-courses) and degree-related attributes (such as general education or elective designation).
Course Description:	Short summary of topics covered and any assessment levels/prerequisites.

- c. Review the course details and make your selection by clicking the "Add" button to add it to your summary.

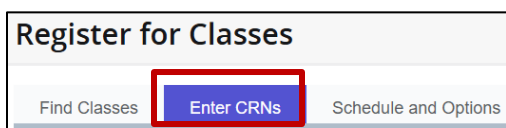


- d. The course appears in the summary and schedule panels as "Pending" until you click submit. Be sure to click **"Submit"** to register for the course.

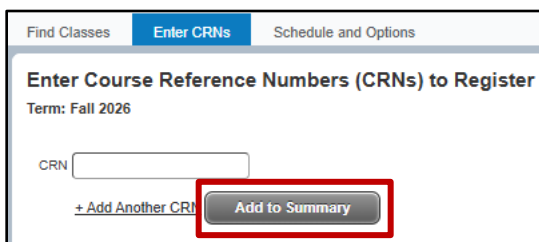


Register with CRNs

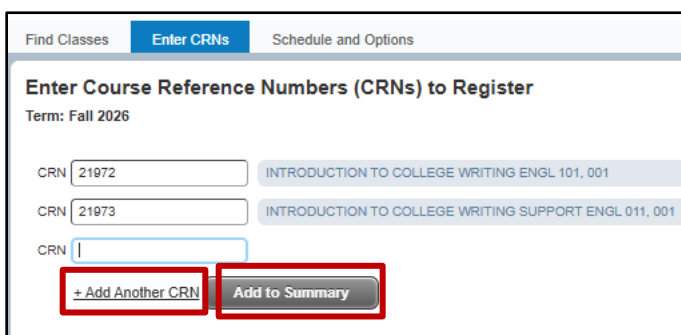
1. Click the **"Enter CRNs"** tab at the top of the Registration page to search by the course reference number. This feature can be helpful when registering for a section with corequisites (i.e., ENGL 101 & ENGL 011 or CHEM 131, CHEM 131L, and CHEM 131D).



2. If you know the CRN (5-digit course registration number) for the course you want to take, enter the CRN in the field and click **"Add to Summary"**.



Note: You can add multiple courses by clicking **"Add Another CRN"**. After inputting all of the CRNs, click **"Add to Summary"**.



- The course(s) will be listed as "Pending" on your summary screen until you submit the course.

Title	Details	Hours	CRN	Schedule Type	Status	Action
INTRODUCTION TO COLLEGE ...	ENGL 011, 001	2	21973	Lecture	Pending	Registered Web <input type="button" value="v"/>
INTRODUCTION TO COLLEGE ...	ENGL 101, 001	3	21972	Lecture	Pending	Registered Web <input type="button" value="v"/>

- After clicking "**Submit**," your summary screen will show that you are registered.

Title	Details	Hours	CRN	Schedule Type	Status
INTRODUCTION TO COLLEGE ...	ENGL 011, 001	2	21973	Lecture	Registered
INTRODUCTION TO COLLEGE ...	ENGL 101, 001	3	21972	Lecture	Registered