# ⬬ MPC

# **How to Register: WebReg Procedures**

Students register for classes online through WebReg. Before beginning you must either have submitted an application or be a continuing student. It is helpful to know your student ID number. It is also recommended that before you start, visit the class schedule and make a list of the section numbers and course titles you would like to take. The system will tell you if a class is closed or unavailable.  You may want to list alternate classes as well.

**STEP 1:** Log in to your student portal (WebReg), located in the top left corner of www.mpc.edu. To log in:

 a) Enter your Student ID Number

 b) Enter your PIN number

 *First time? Use your temporary PIN (your 8-digit birth date (MMDDYYYY), without spaces). Then the system will prompt you to enter your own unique PIN.  It is your responsibility to remember the PIN you entered. From this point, you will be using this PIN when using WebReg.

 c) If you need assistance logging in to your portal you may:

- Use the links on the left hand side of WebReg to request your ID number or PIN code be sent to your email address on file.
- Email admissions@mpc.edu, call (831) 646-4002, or come visit in person.

**STEP 2:** Click on Add/Drop/Register

**STEP 3:** Select the semester/session in which you are registering

**STEP 4:** Your personal information will come up.  Please review the information for accuracy. If you need to update any information make the changes and click "Update Account".  If not, click "No changes".

**STEP 5:** Enter the 4-digit section number of the class you wish to register for into the "Enter Section Number" box, and then click the "Add to Cart" button. If during late registration you will then need to enter an add code.

**STEP 6:** If the course you entered has the option of being taken for LG (Letter Grade) or P/NP (Pass/No Pass), you must now choose the grading option for which you wish to take the course. Click the option of your choice. If you have questions, please ask a counselor.

**STEP 7:** The information related to the section number you entered appears. If this is the correct course and you wish to add additional courses, click "More Schedule Changes." Continue this process until you have selected all your classes. If you have chosen the wrong course, click the shopping cart under the Remove button to drop the course.

**STEP 8:** After you have selected all your desired courses, continue your registration by clicking on "Checkout".

**STEP 9:** The amount of money you owe for this transaction appears. You must choose a payment option to finalize your registration. If you clicked on payment to be made by check or cash, this will defer you payment and creates an account balance.

**STEP 10:** Click on 'Class Schedule/Fees' to verify your registration. When adding or dropping courses, it is recommended that you always print or take a screenshot of your receipt. This will be your record of the courses that you have added and/or dropped through the WebReg.

Congratulations! You have registered for your course(s).

If you need to make schedule changes at a later time, you may. If the system tells you there is a conflict or you are already signed up for a class, you must first drop the courses that you no longer intend to take and then add the classes that you want to take instead.

If you wish to purchase a parking permit, please click on Optional Fees. Once payment is made, your parking permit will be mailed to you at the address we have on record. Note: parking permits begin to be mailed out a few weeks before the term begins.