MJC Registration Tutorial

Prepare before you Register:

- ✓ Search for classes from the MJC website at www.mjc.edu, class search in the upper right corner.

- ✓ Decide what classes you would like to try to register for, this should include the course/class name and synonym/section number (ex. Math 90, 1082).
- ✓ Make sure to plan out your schedule so that the selected class times do not conflict. (See the next slide for a Program Worksheet)
- ✓ Make sure to choose alternate classes just in case the ones that you would like are full or have a long wait list.
- ✓ Relax and take your time, high stress level will make the process seem more difficult than it is.

Program Worksheet

Use the space below to list your first choice and alternate choice. We encourage you to use this form as a guide in planning your program.

Preferred Courses

Section #	Course Name & Number	Units

Alternate Courses

Section #	Course Name & Number	Units

Use the space below to help plan your schedule and to insure your class choices do not overlap.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						
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11:00						
11:30						
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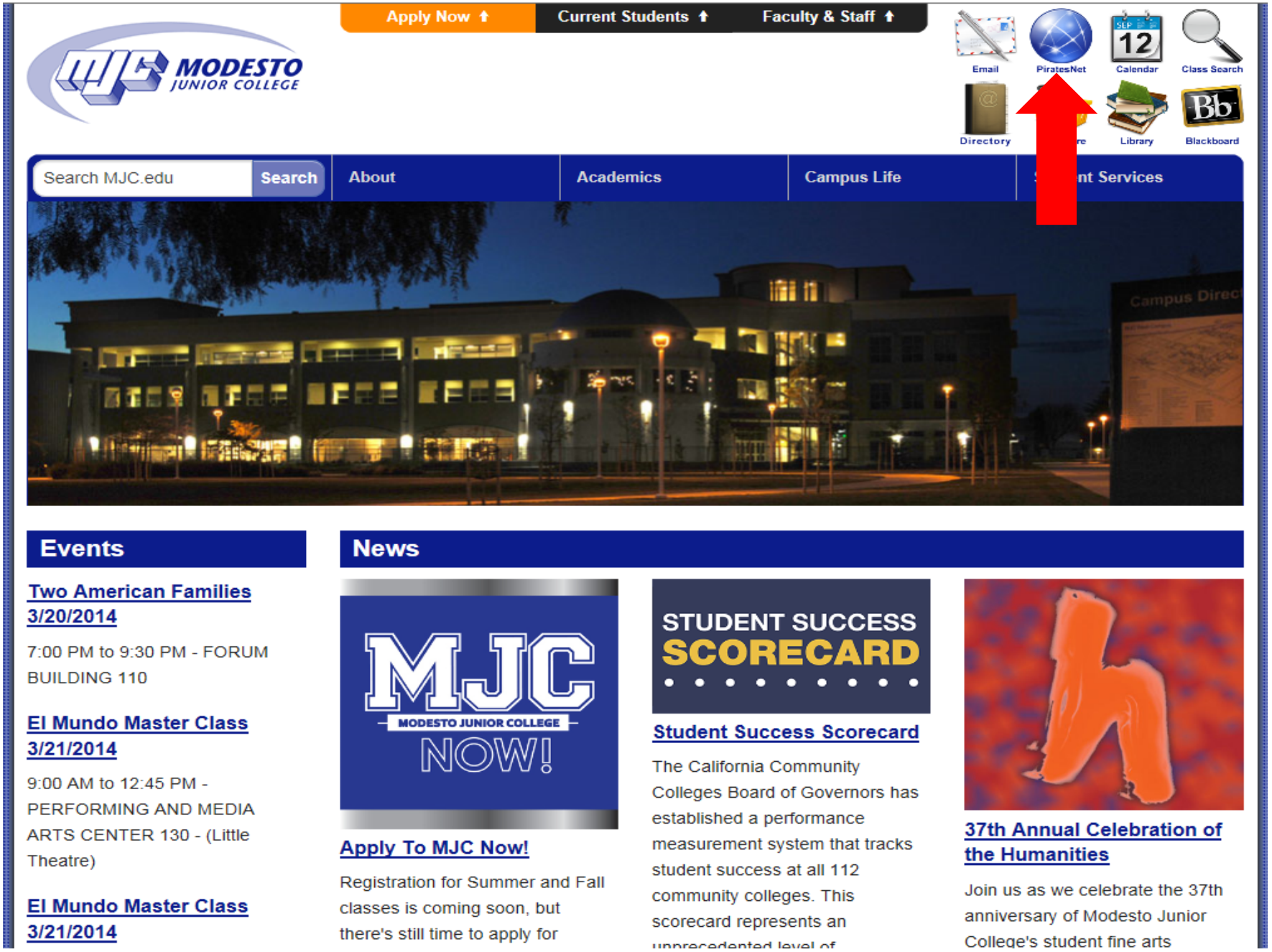
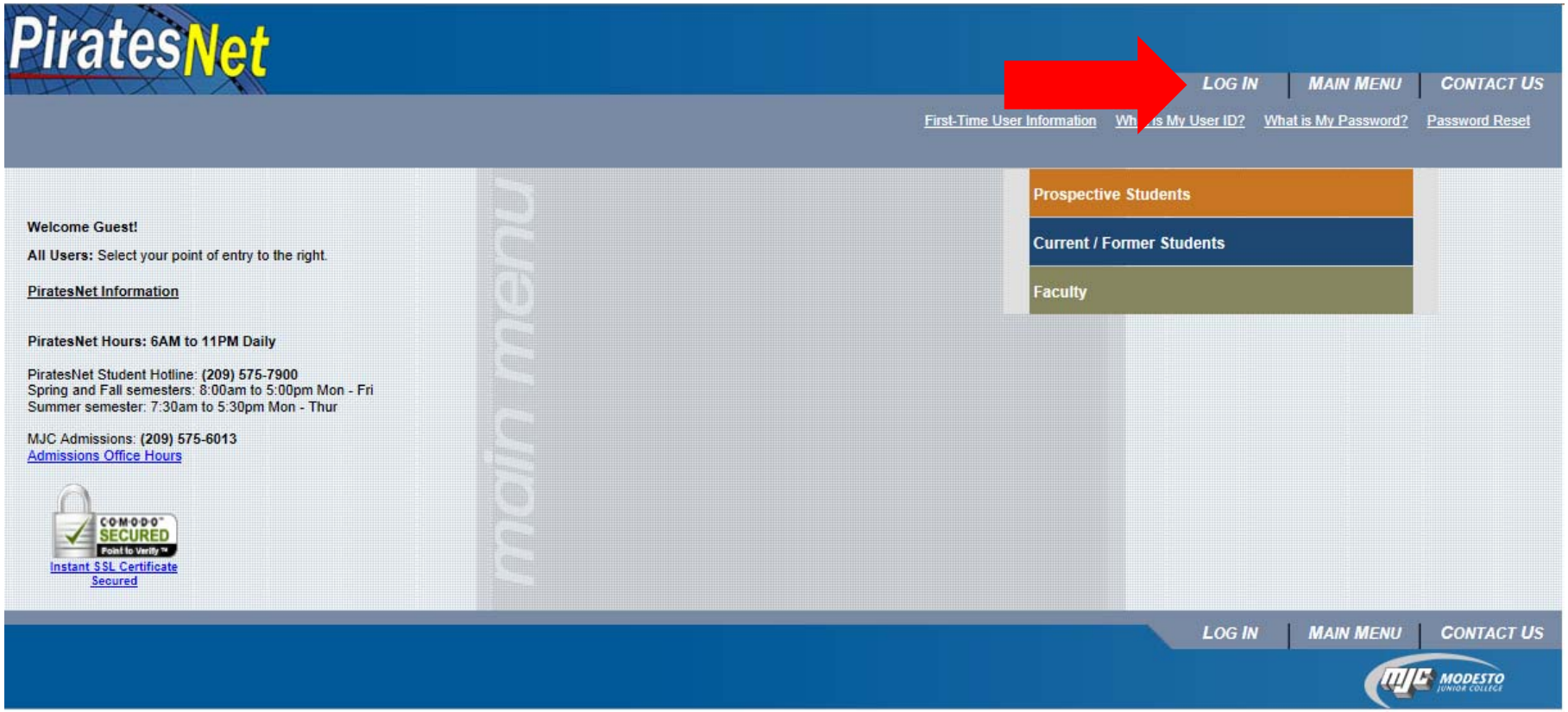
9:00						
9:30						
10:00						

Click on the PiratesNet Globe

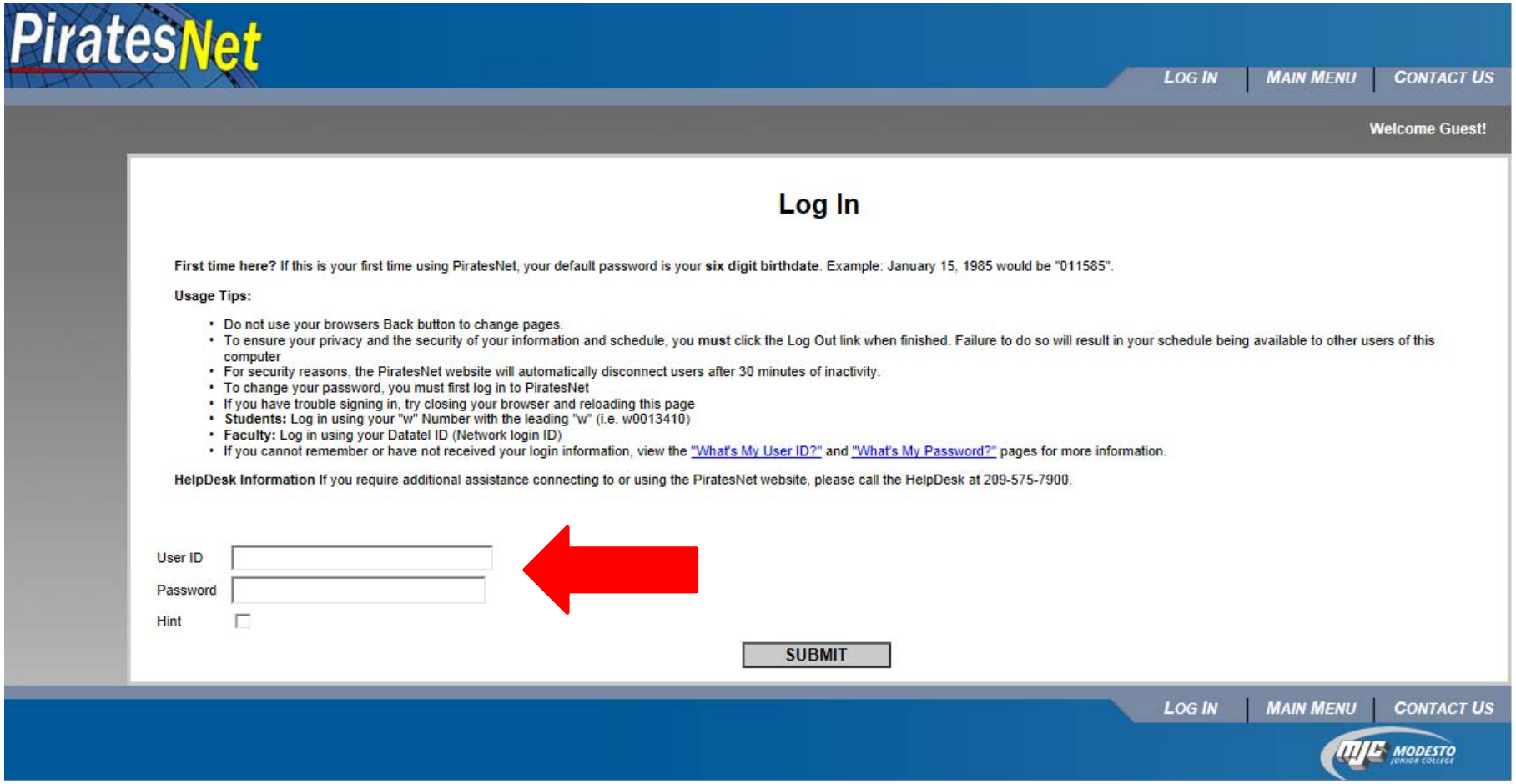


PiratesNet log-in screen

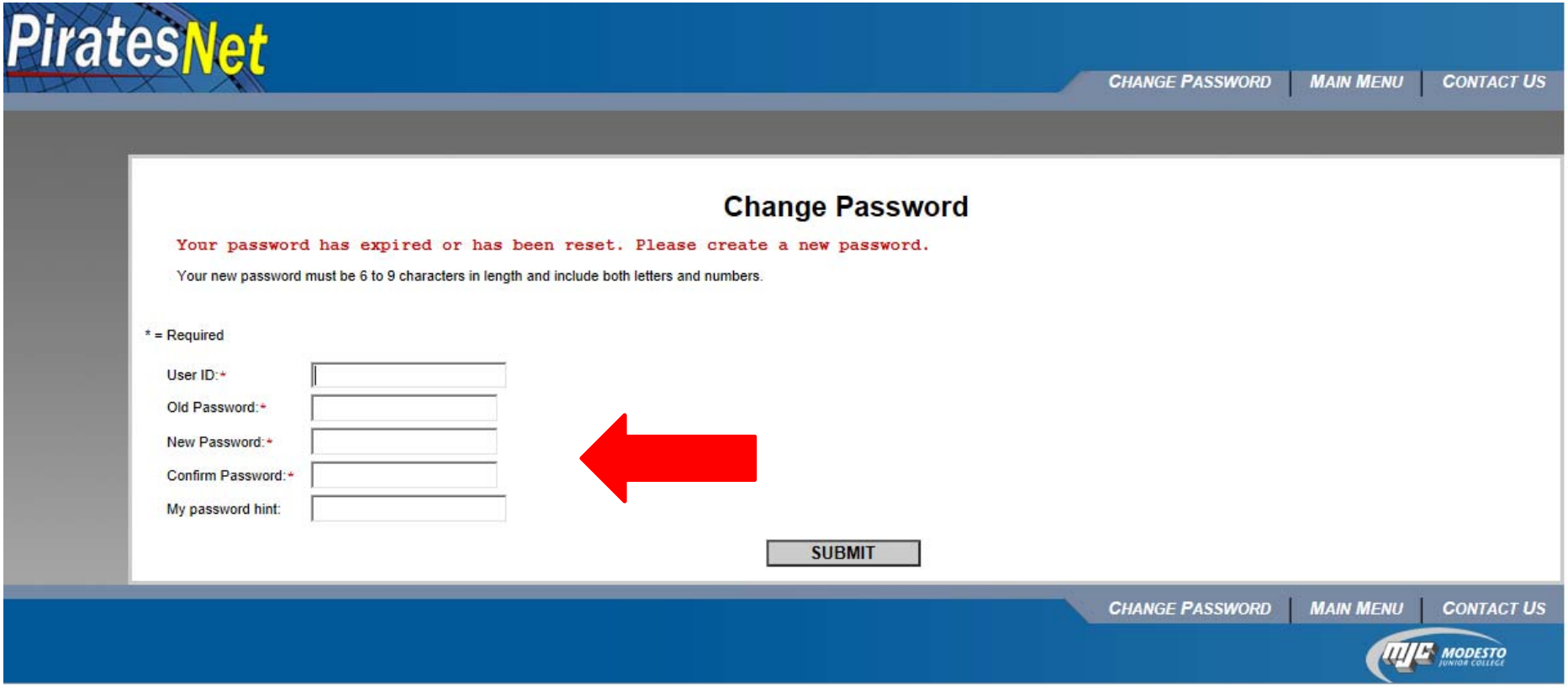


First time log-in

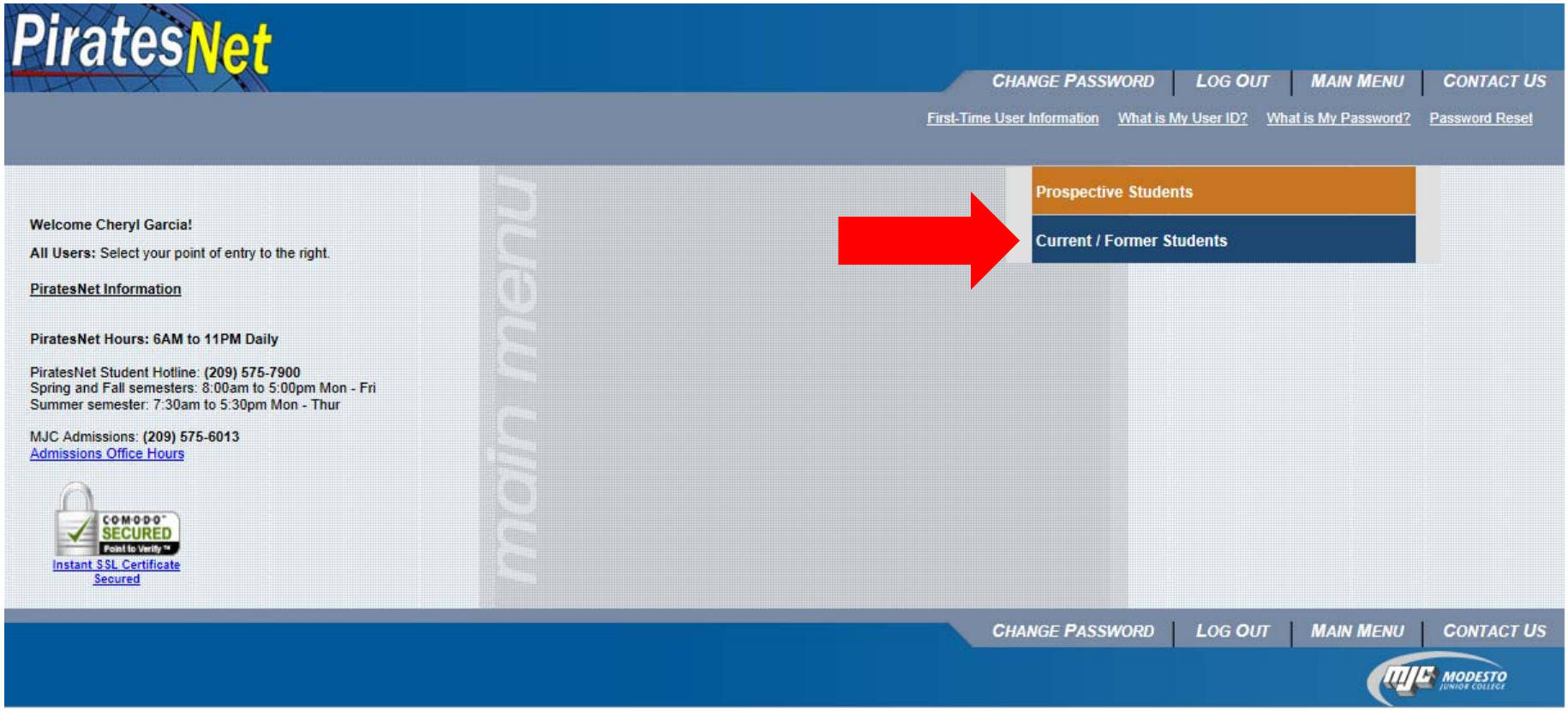
- type Student ID#
- six digit date of birth



You will be prompted to reset your password to a password that will be used each time you log-in to PiratesNet.



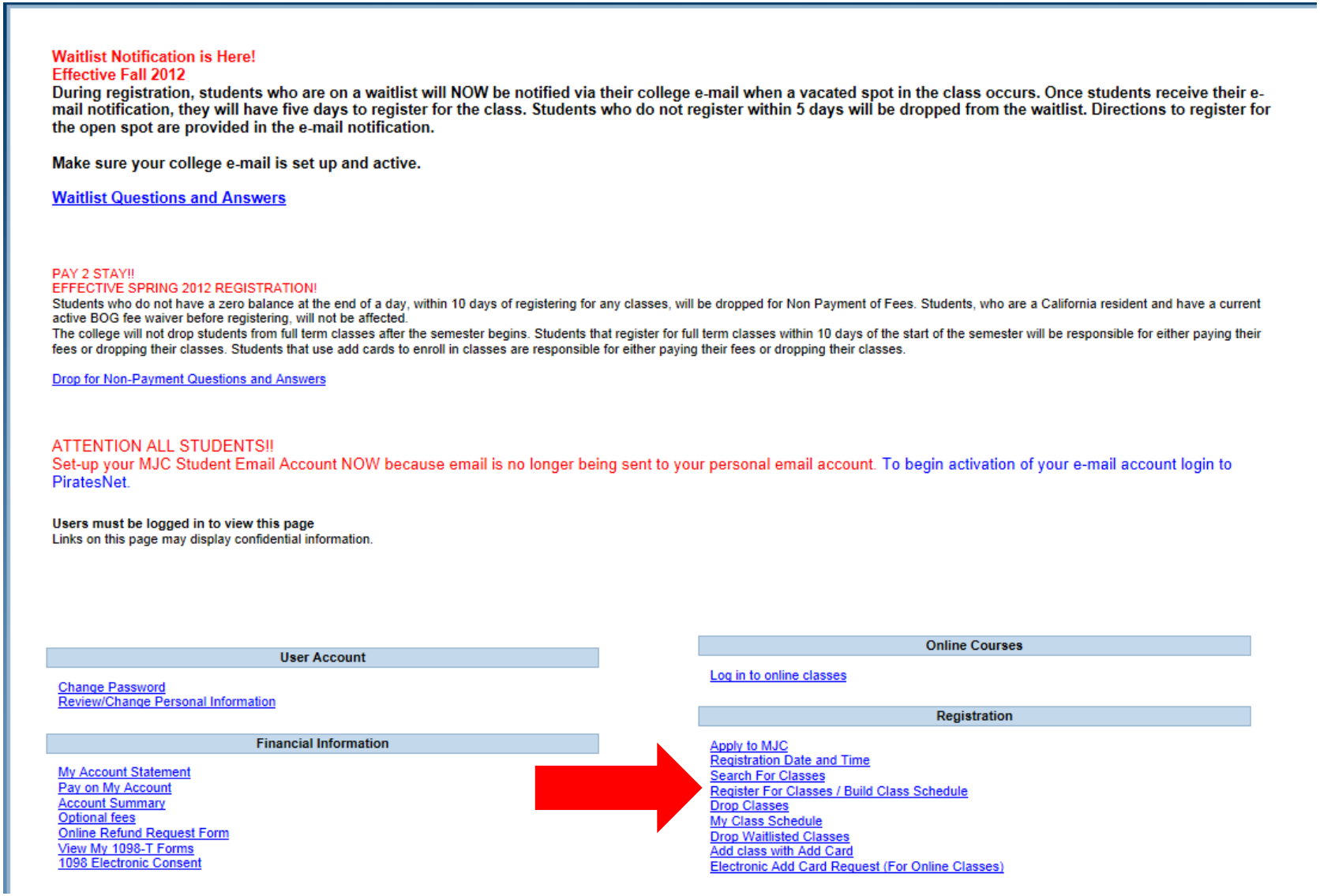
Once you are logged in click on Current/Former Students



PiratesNet can be a very useful tool.
You can perform several functions from the PiratesNet Menu. Some of the most popular are:

- Check your registration date and time
- Search for classes
- Register for classes/Build Class schedule
- Access your class schedule
- Drop classes
- Drop waitlisted classes
- Add classes with an Add Card
- Electronic Add Card Request for online classes
- Activate and check your student e-mail

Click on Register for Classes/Build Class Schedule



Waitlist Notification is Here!
Effective Fall 2012
During registration, students who are on a waitlist will NOW be notified via their college e-mail when a vacated spot in the class occurs. Once students receive their e-mail notification, they will have five days to register for the class. Students who do not register within 5 days will be dropped from the waitlist. Directions to register for the open spot are provided in the e-mail notification.

Make sure your college e-mail is set up and active.

Waitlist Questions and Answers

PAY 2 STAY!!
EFFECTIVE SPRING 2012 REGISTRATION!
Students who do not have a zero balance at the end of a day, within 10 days of registering for any classes, will be dropped for Non Payment of Fees. Students, who are a California resident and have a current active BOG fee waiver before registering, will not be affected.
The college will not drop students from full term classes after the semester begins. Students that register for full term classes within 10 days of the start of the semester will be responsible for either paying their fees or dropping their classes. Students that use add cards to enroll in classes are responsible for either paying their fees or dropping their classes.

Drop for Non-Payment Questions and Answers

ATTENTION ALL STUDENTS!!
Set-up your MJC Student Email Account NOW because email is no longer being sent to your personal email account. To begin activation of your e-mail account login to PiratesNet.

Users must be logged in to view this page
Links on this page may display confidential information.

User Account

Change Password
Review/Change Personal Information

Financial Information

My Account Statement
Pay on My Account
Account Summary
Optional fees
Online Refund Request Form
View My 1098-T Forms
1098 Electronic Consent

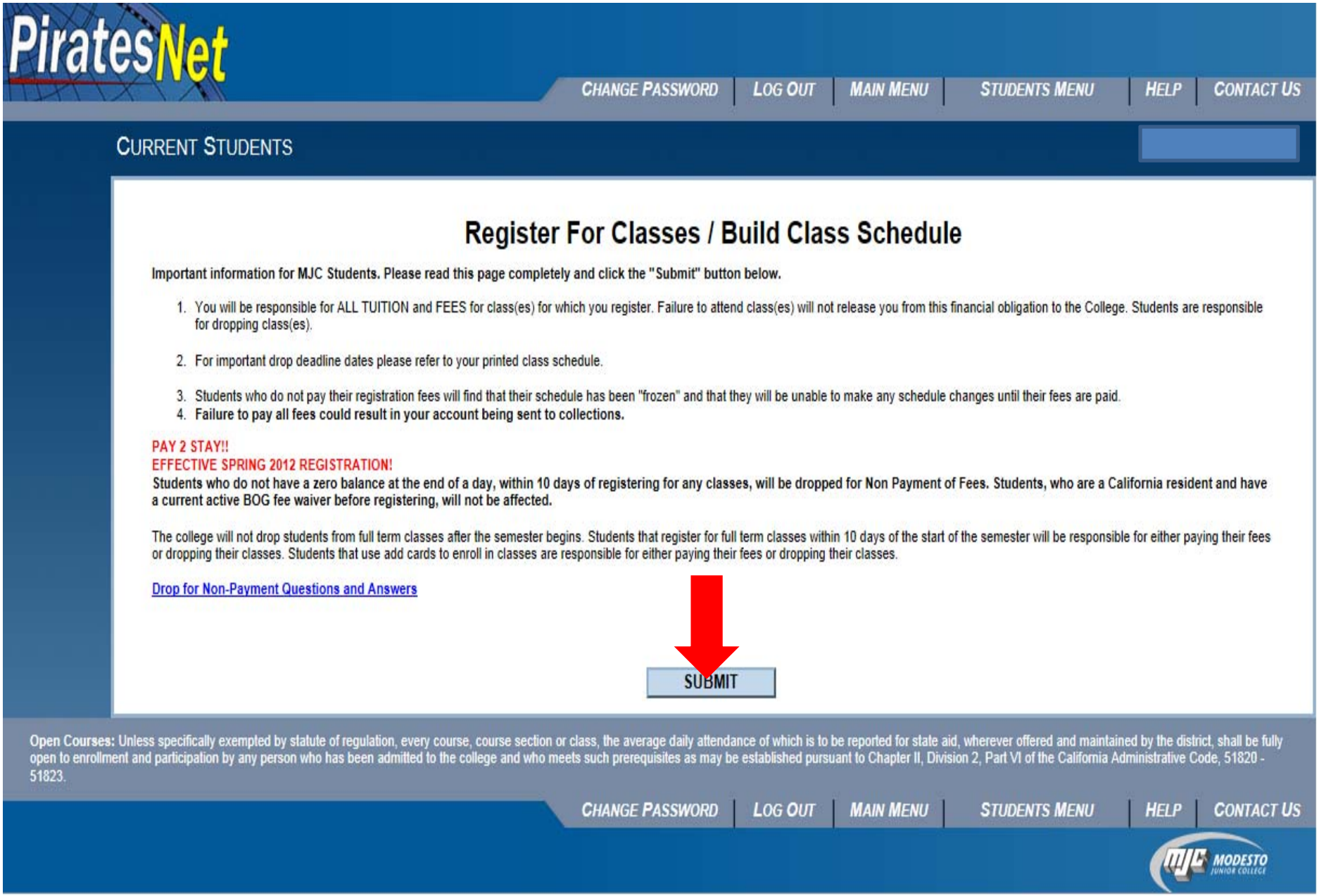
Online Courses

Log in to online classes

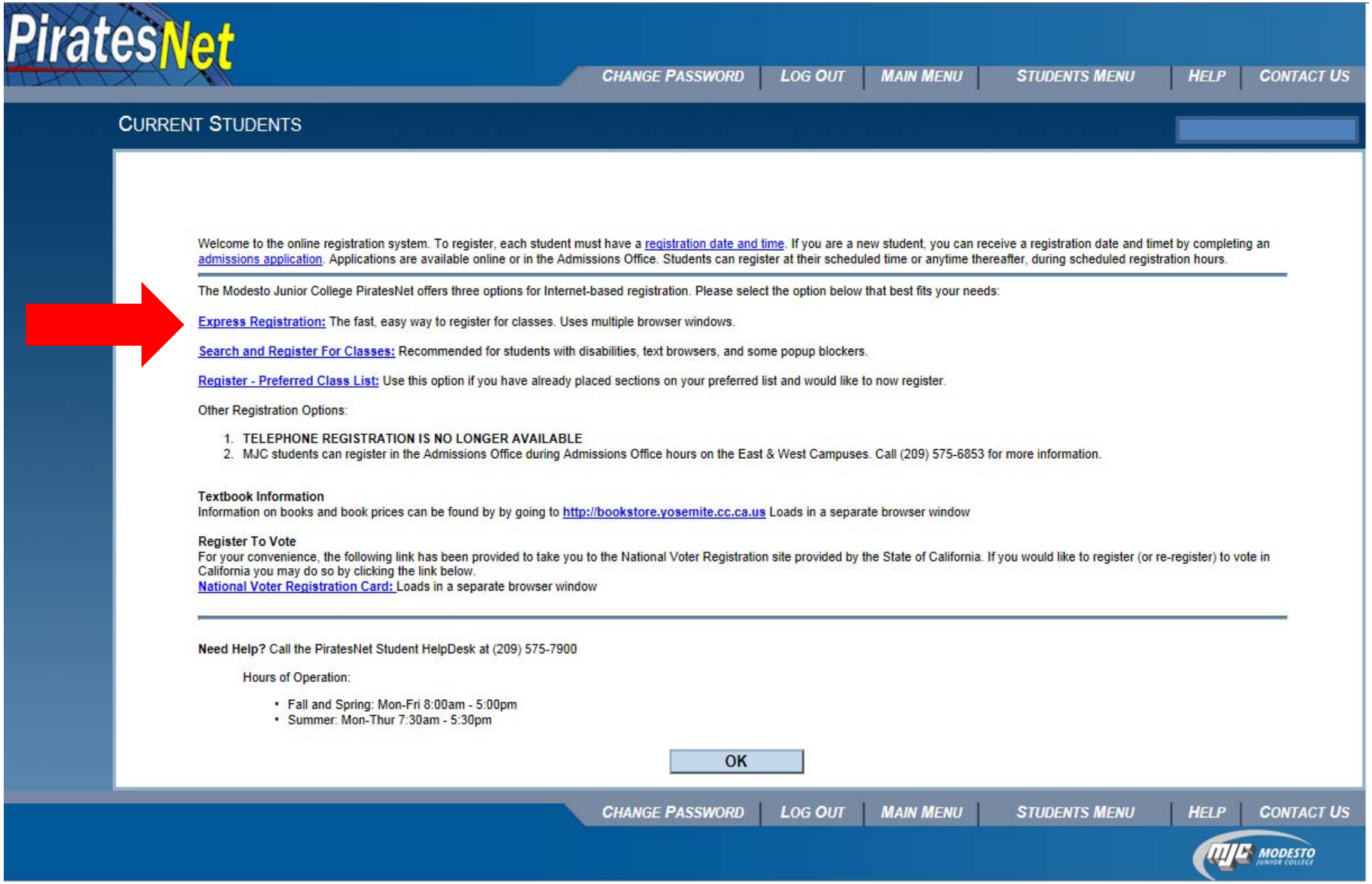
Registration

Apply to MJC
Registration Date and Time
Search For Classes
Register For Classes / Build Class Schedule
Drop Classes
My Class Schedule
Drop Waitlisted Classes
Add class with Add Card
Electronic Add Card Request (For Online Classes)

Read and click submit



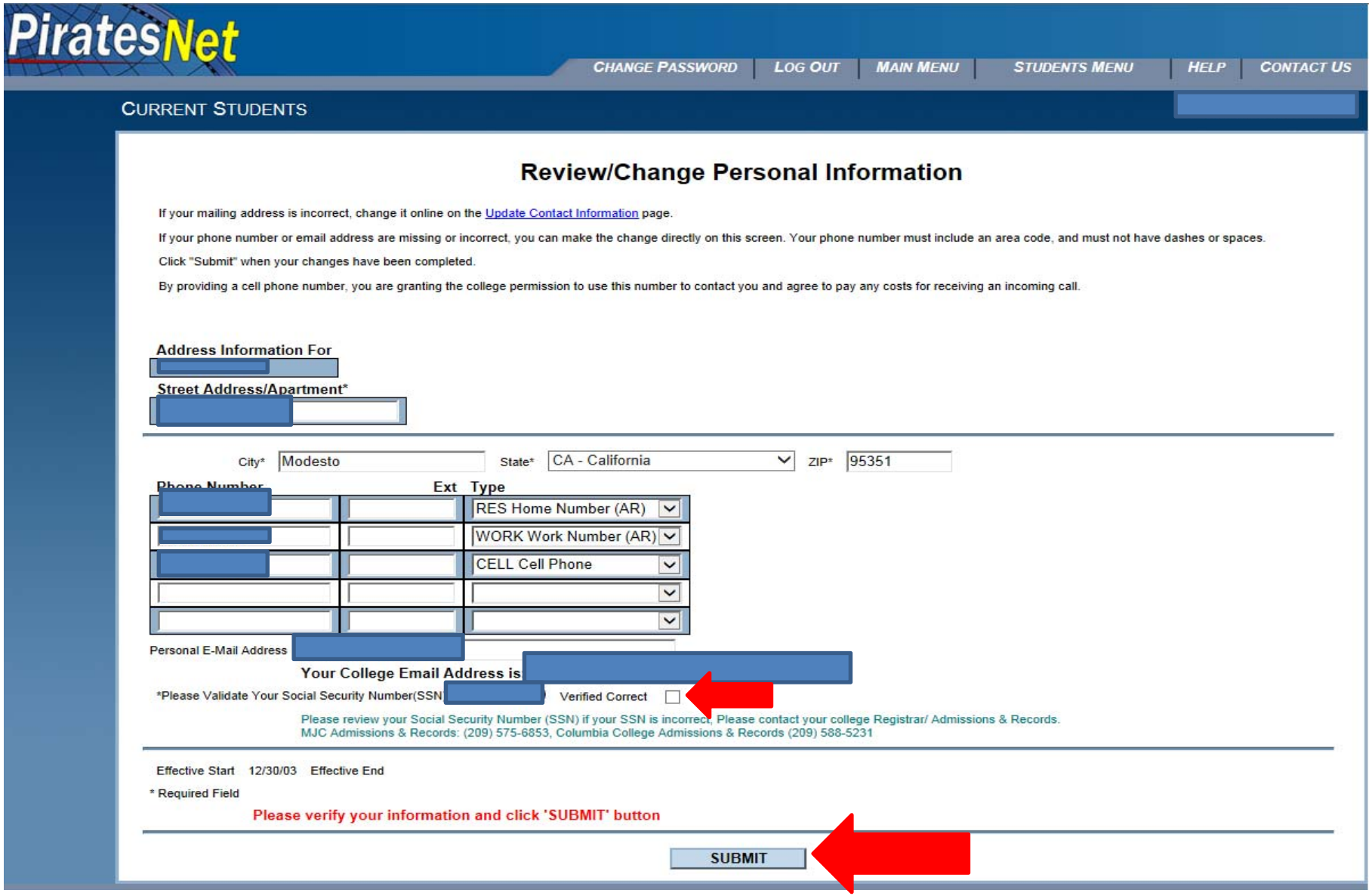
Click on Express Registration for the fastest way to register



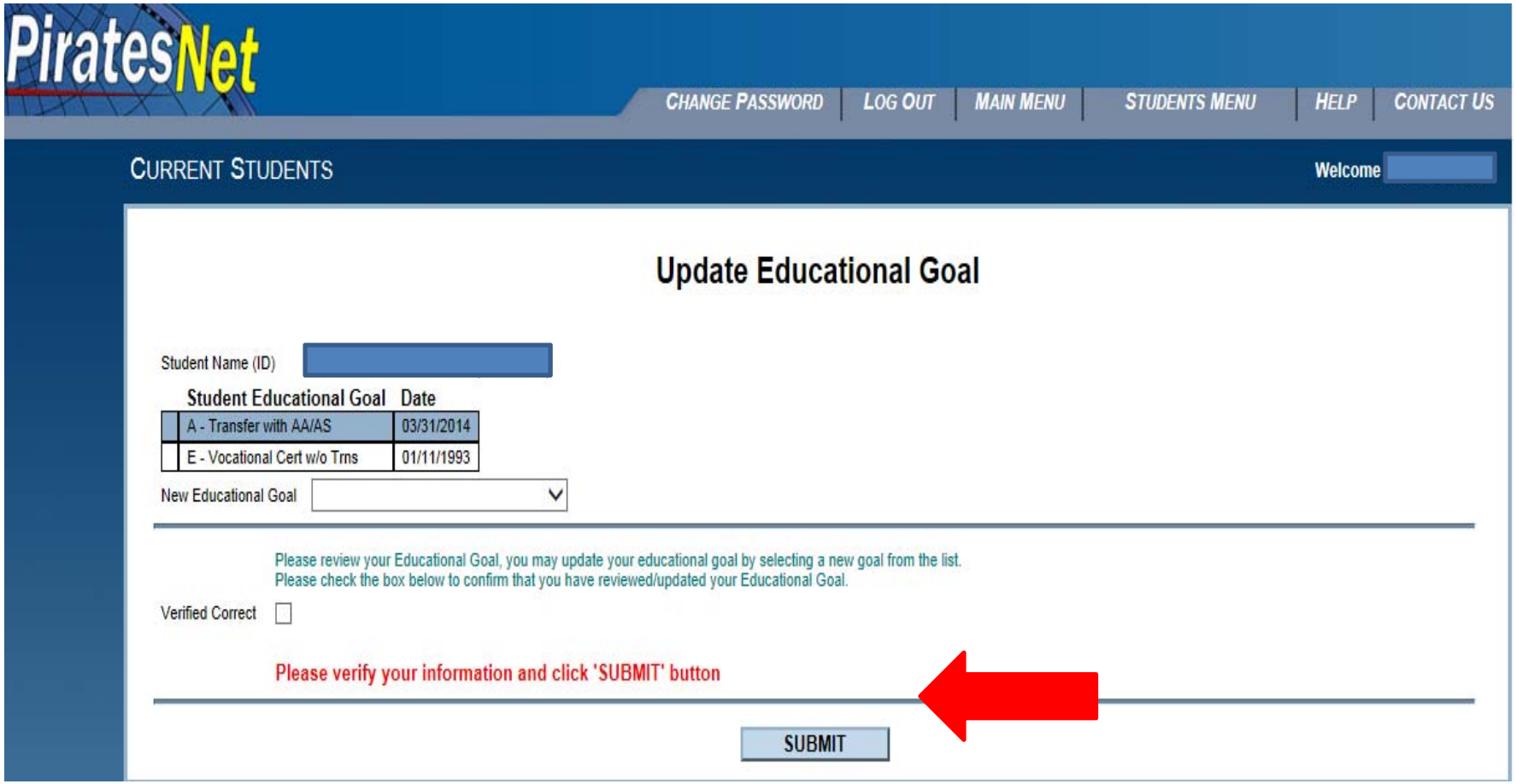
Verify the Personal Information

If something is not correct click on Update Contact Information.

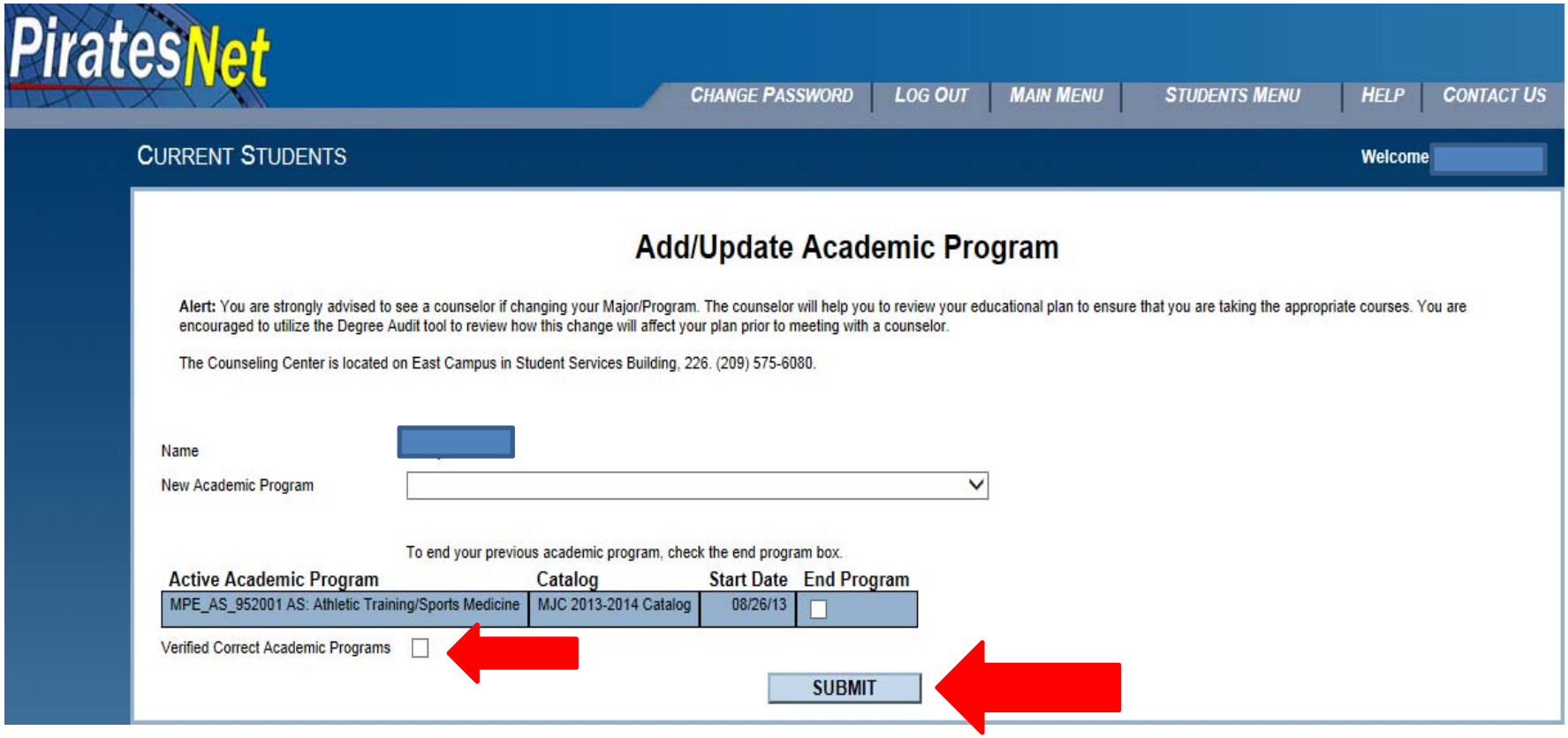
If the Social Security Number is correct mark the box “Verified Correct” then click submit.



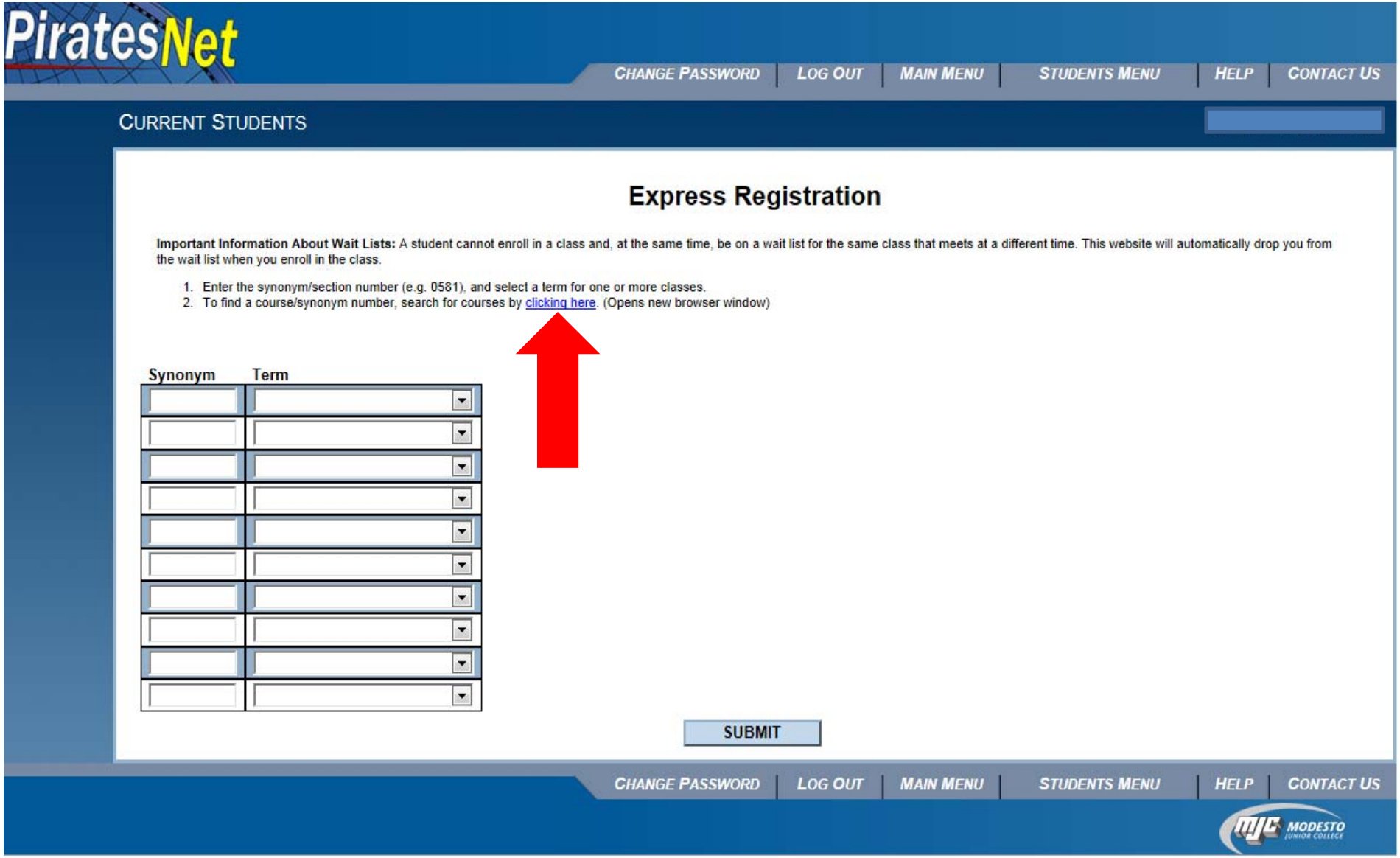
Verify your Educational Goal; once it is correct mark “Verified Correct” and click submit.



Verify your Academic Program; once it is correct mark “Verified Correct Academic Programs” and click submit.



You can click on clicking here if you do not have your classes pre-selected



PiratesNet

MAIN MENU | STUDENTS MENU | CONTACT US

Class Search

Class Search: To limit your search, select additional criteria and press "Submit".

Term: MJC Spring 2013

Subjects:

All
ADJU: Administration of Justice
AG: Agricultural, Voc & Tech
AGEC: Agricultural Economics
AGGE: Agricultural General
AGM: Agricultural Mechanics
ANAT: Anatomy
ANSC: Animal Science

Can't find your subject?

Course Number:

Section Number:

Submit Reset fields

Filter your search results

Where is the class offered?

☐ East ☐ West

☐ Off-Campus

How is the class offered?

☐ Online ☐ Telecourse ☐ Hybrid (Meets in person and online)

When does the class meet?

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Between these dates: Start Date (mm/dd/yy): End Date (mm/dd/yy):

or

☐ Late Start Classes (Classes that start after the first week of the term.)

Between these start and end times: Start Time: End Time:

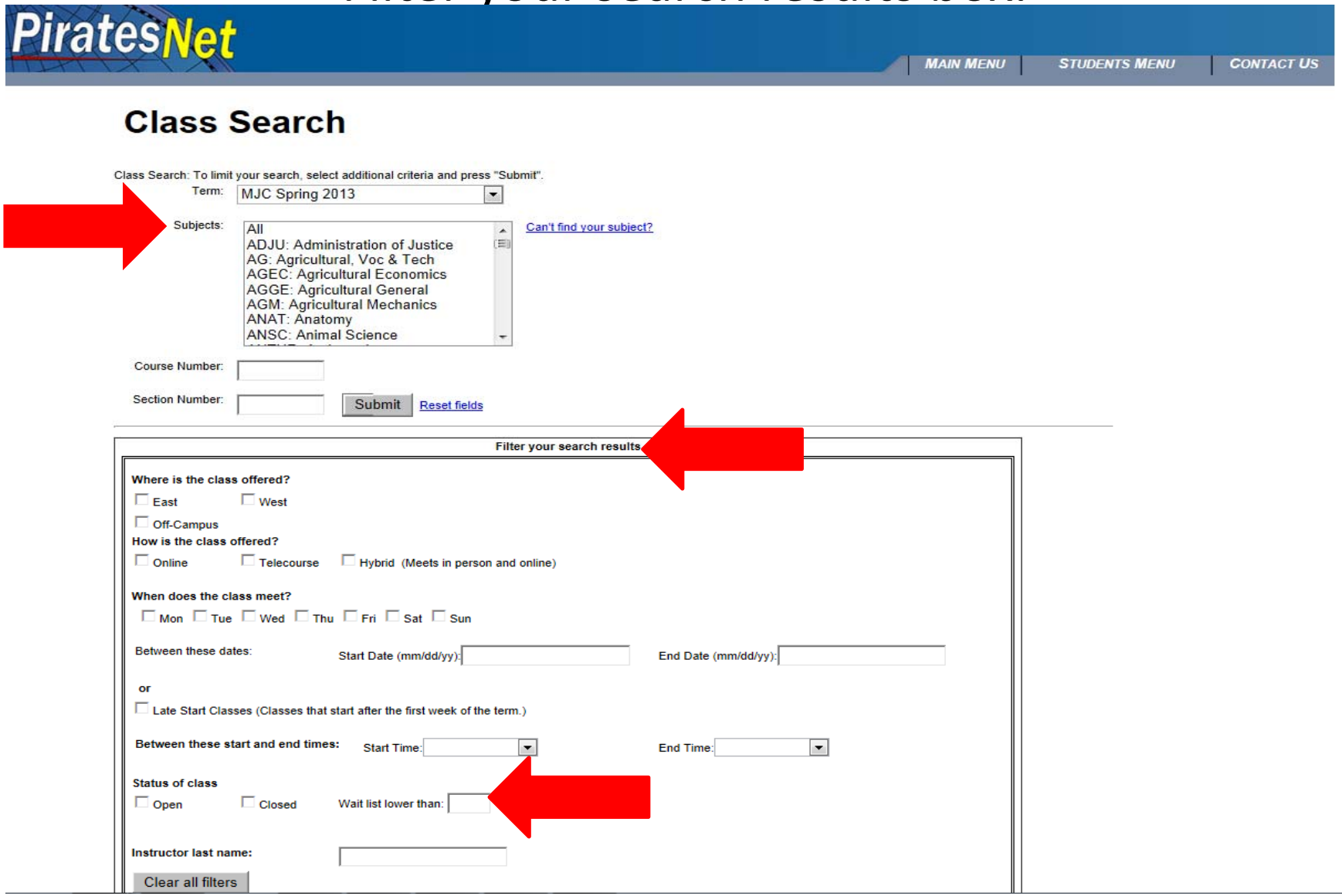
Status of class

☐ Open ☐ Closed Wait list lower than:

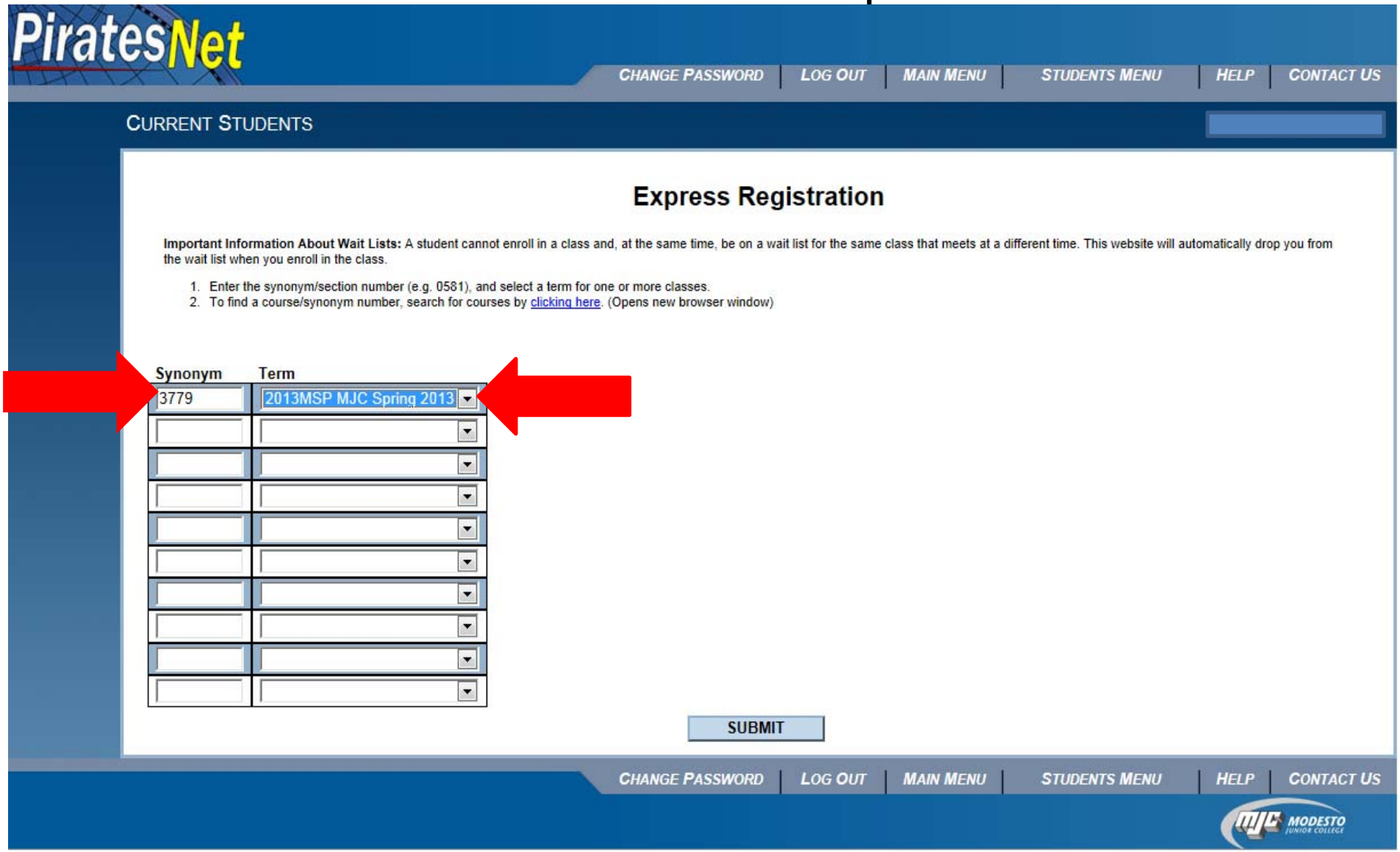
Instructor last name:

Clear all filters

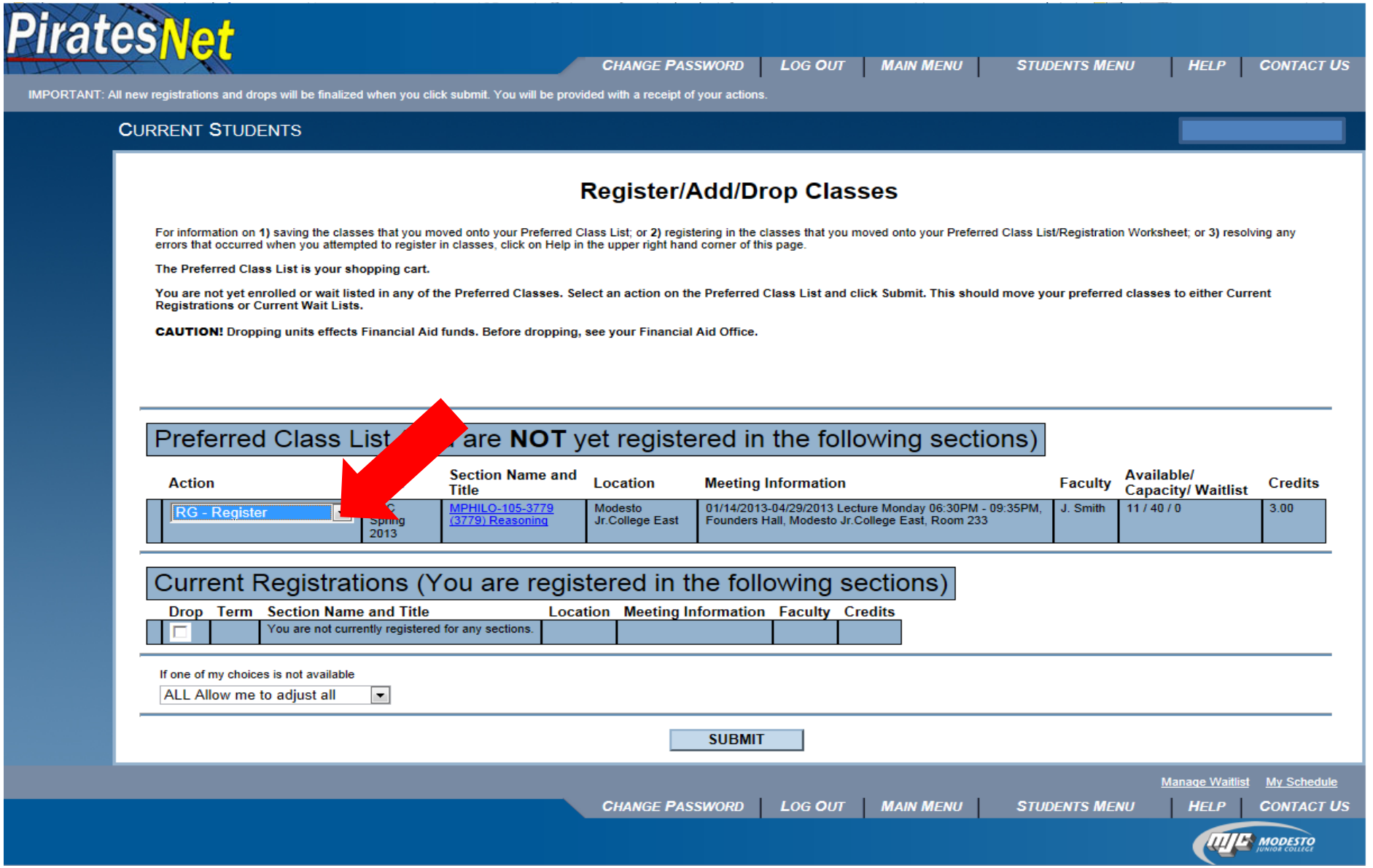
Click on the Subject that you are interested in taking or narrow your search by selecting certain criteria in the Filter your search results box.



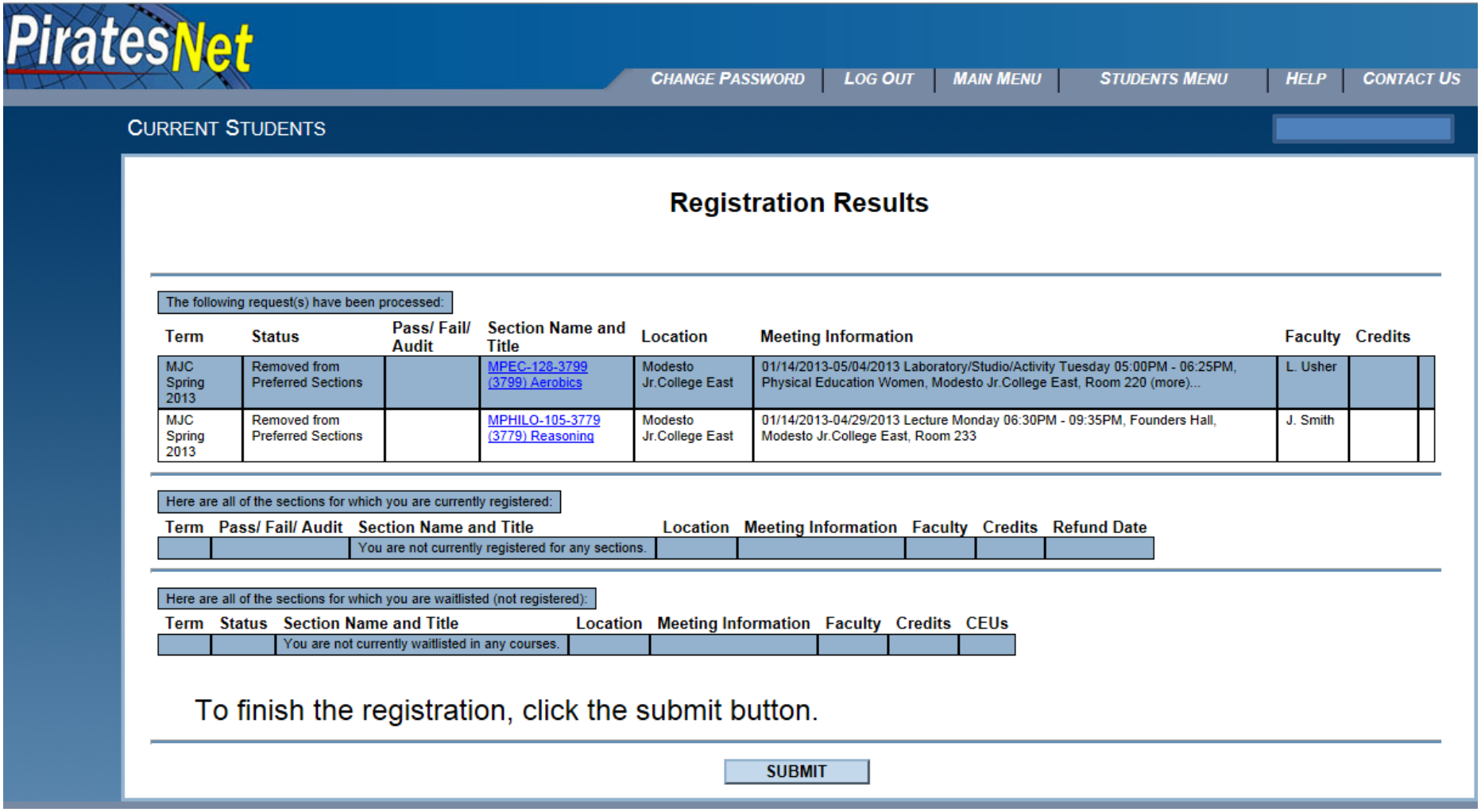
Type in the Synonym/Section # (this is the number used to register for the class) and select the term from the drop down arrow



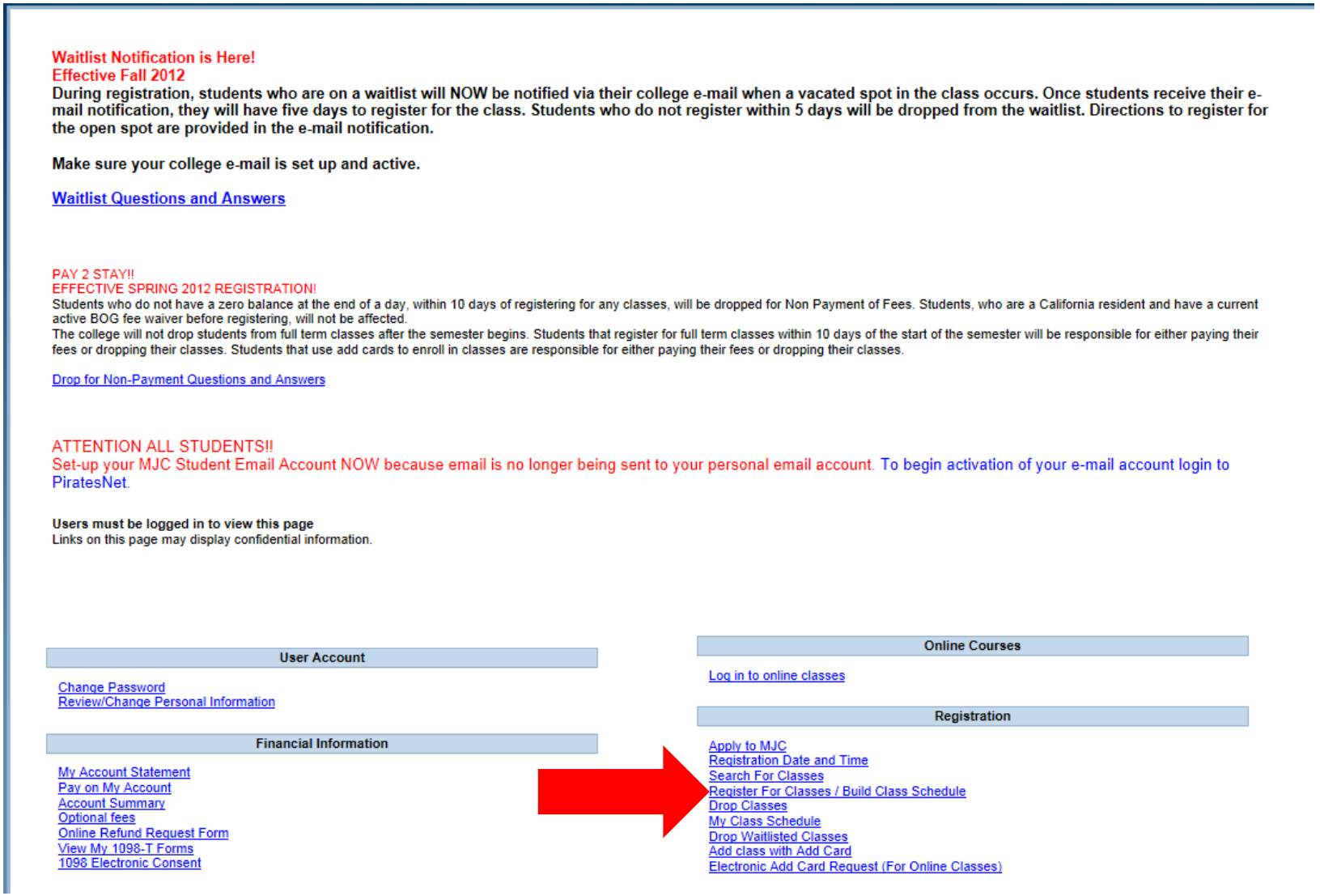
Select the Action you would like to take from the drop down and then click Submit



Verify that the added information is correct and click submit. If you are only building your class schedule then you can just exit your account and return to complete the process on your registration date and time.



If you only *Built Your Class Schedule* you can return to the Current Students Menu in the PiratesNet and click Register For Classes/Build Class Schedule to complete the registration process.



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Users must be logged in to view this page
Links on this page may display confidential information.

User Account

Change Password
Review/Change Personal Information

Financial Information

My Account Statement
Pay on My Account
Account Summary
Optional fees
Online Refund Request Form
View My 1098-T Forms
1098 Electronic Consent

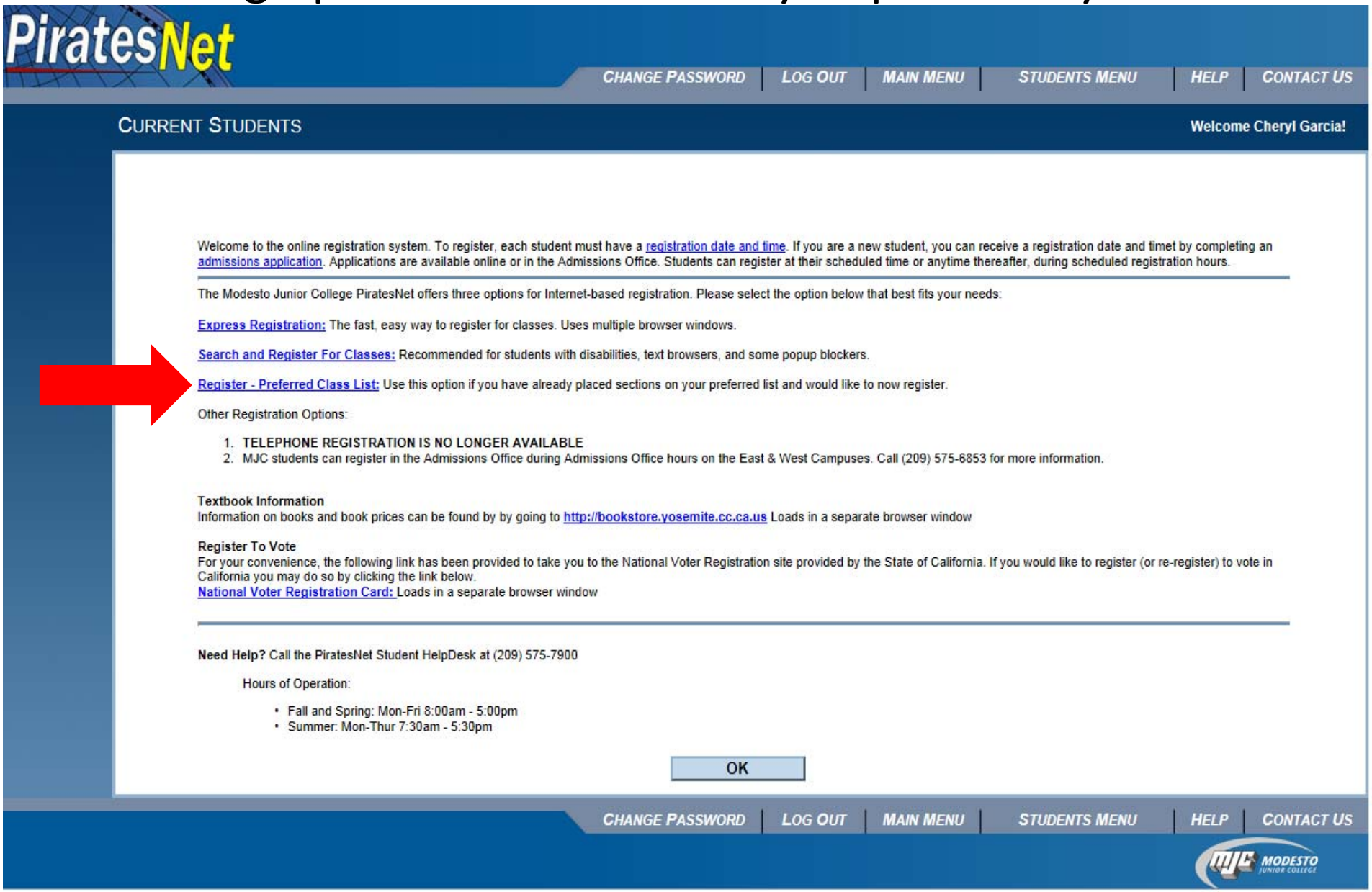
Online Courses

Log in to online classes

Registration

Apply to MJC
Registration Date and Time
Search For Classes
Register For Classes / Build Class Schedule
Drop Classes
My Class Schedule
Drop Waitlisted Classes
Add class with Add Card
Electronic Add Card Request (For Online Classes)

Click on Register – Preferred Class List in order to bring up the class schedule you previously built



Important Information you should know:

- If there is an error while registering for a class(es) when registering online there will be a red pop up error code, which will give you an explanation for the error and who to contact for assistance.
- Very important!! Fees are due upon registration. You will be given a 10 day grace period, this includes weekends and holidays. Please keep in mind that day one begins the day you register.
- Students that do not have an active fee waiver will be dropped from the class on the 10^{th} day if they have not paid their fees.
- If a student is on a waitlist and a seat becomes available then the students on the waitlist will be sent an e-mail to their student e-mail account giving them permission to add in order of their waitlist number.
- It is very important to activate and check your student e-mail for important information from the college including the permission to add if on a waitlist. Students will not be notified any other way.

Thank you for viewing this tutorial, we hope it was helpful!!

If you have any additional questions please call (209)575-6853.