

# Online Registration

**STEP 1.** Log on to: *my.mtsac.edu*

**STEP 2.** You will see **Login to *my.mtsac.edu***. You will need to enter your **Student ID number** and your PIN to login.

**STEP 3.** Click the **Continue** button to display the Main Menu. Use the scroll bar to display the remaining selections on the Main Menu.

**STEP 4.** Click on **Register for Credit Classes**.

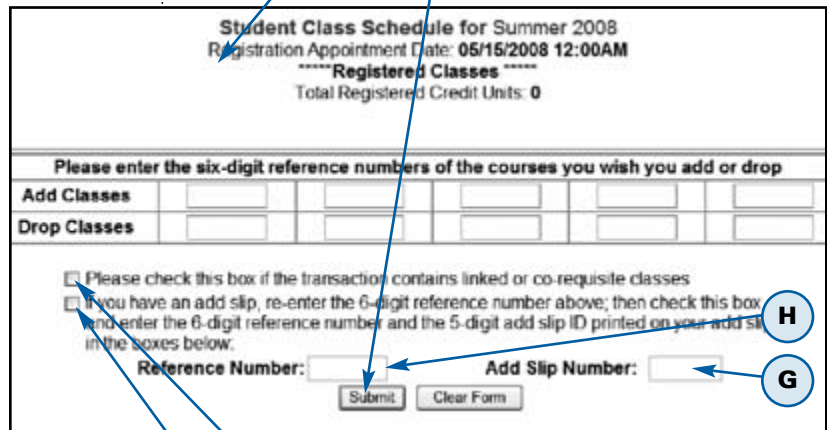
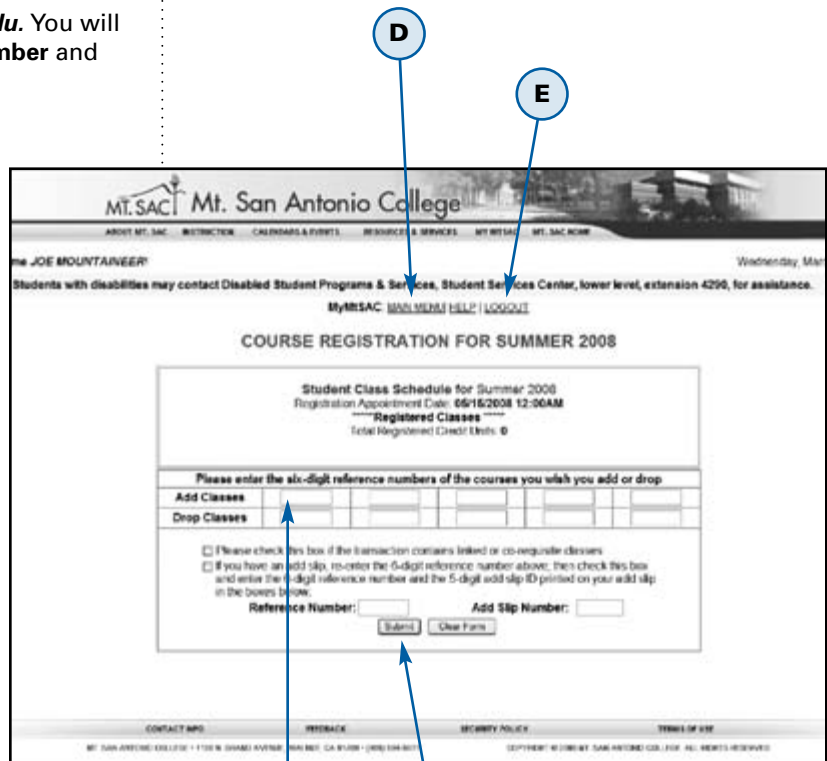
**STEP 5.** **(A)** Type the six-digit reference number in the area provided for each course you are trying to add (*up to 5 classes may be added at one time*).  
**(B)** If you are adding linked or co-requisite classes, be sure to click in the box provided.  
**(C)** Click the **Submit** button after you have entered all of your numbers.

**STEP 6.** **(D)** To check for open or alternate courses, go to the Main Menu and select Credit Class Schedule Search.

**STEP 7.** **(E)** When you have added or dropped all of your courses, be sure to logout completely by clicking on Logout.

**STEP 8.** You may now proceed to pay fees online. If you are dropping classes, you must submit a Refund Application to the Bursar's Office by June 30, 2008.

**NOTE:** Effective June 1, 2004, Mt. SAC converted from using Social Security Numbers as the student identification number, to a system-assigned Mt. SAC Student Identification Number. You may use your SSN to locate your Mt. SAC Student Identification Number when you access My MtSAC, Telephone Registration or the Student Services Kiosks. Write it down for future reference.



**(F) To add using an ADD Label:** Enter the Reference Number **(A)** and the ADD Number **(G)** and re-enter the reference number **(H)** and check box **(F)**. Submit your entry. You must use the ADD Label on or before the expiration date printed on the ADD Label.