

LOCATING STUDENT REGISTRATION LINK

- **Step 1:** Log into your myMohave with your username and password to enter self-serve.
- **Step 2:** Before you can register for courses, you must accept the Student Registration Agreement (SRA) first.
- **Step 3:** Click on *User Options*, then click on *Required Agreements*.



Required Agreements

- **Step 4:** Click on *View* to open the SRA. Then select “Accept” to process the agreement in order to register for classes.

Title	Agreement Period	Due Date	Status	Action
Student Registration Agreement	2022-23 Academic Year	7/1/2022	Incomplete	View

Student Registration Agreement

Incomplete [Print](#)

I understand that:

MCC is advancing value to me in the form of educational services and my right to register is expressly conditioned upon my agreement to abide by the college academic and financial policies and to pay the cost of tuition, fees and any additional costs when those charges become due.

Regardless of my eligibility for financial aid, VA education benefits or any 3rd party

[Cancel](#) [Accept](#)

HOW TO FIND, ADD OR REMOVE COURSES ON YOUR SCHEDULE

- **Step 1:** From the student homepage, select *Course Catalog* tile.



Course Catalog

Here you can view and search the course catalog.

- **Step 2:** From the Search Courses and Section feature, select a term (Fall/Spring/Summer) and click on *Search*.
- **Step 3:** Locate course(s) you wish to add. Click on View Available sections. Then click on *Add Section to Schedule*. (See step 3 visuals below).

ACC-120 Using Quickbooks (2 Credits)

Provides an interactive tour of the QuickBooks software and demonstrates its features as journal entries, adjust entries, create financial statements, prepare budgets, help make business decisions.

Requisites:

PCS-023; min grade S - Must be completed prior to taking this course.
TRE-089; min grade S - Must be completed prior to taking this course.

Add Section to Schedule

View Available Sections for ACC-120

- **Step 4:** A separate Section Details box will appear with detailed course information; Select *Add Section* to add course. (See step 4 visuals below).

Section Details

ACC-120-851 Using Quickbooks
Fall 2022-23

Instructors Singh, B

Meeting Information 10/17/2022 - 12/9/2022
Distance Education, DE Online ONLINE (Online)

Dates 10/17/2022 - 12/9/2022

Seats Available 92 / 7 / 99 / 0

Credits 2

Grading Graded

Requisites

- ⚠ PCS-023: min grade S - Must be completed prior to taking this course.
- ⚠ TRE-089: min grade S - Must be completed prior to taking this course.

Course Description Provides an interactive tour of the QuickBooks software and demonstrates its features. Course takes students step-by-step through the QuickBooks program learning hands-on how to do the following: record business activities as journal entries, adjust entries, create financial statements, prepare budgets, income statements, balance sheets, business reports and payroll, reconcile bank statements and use the software to set-up a new business and help make business decisions.

Books Total

Close **Add Section**

✓ **ACC-120-851 has been planned on the schedule.**

- **Step 5:** To view all courses you have added to your schedule, click on your *Home* Icon and then click the *Student Planning* tile. (See steps 5 visuals below)

Hello, Welcome to Colleague
Choose a category to get started.


Register Now
Click the button to see available courses

Student Finance
Here you can view your latest financial information

Student Planning
Here you can search for courses and view your schedule

- **Step 6:** Click on *Go Plan & Schedule* option to view your course schedule.

2




Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished toward your degree.

Go to Plan & Schedule

- **Step 7:** Planned courses will appear Yellow in color. To REMOVE course from your planned schedule, click on the "X" next to the course description OR click on the "X" on the course box in the calendar view. A confirmation box will appear. Click *Remove*. (See step 7 visuals below).

[ACC-120-851: Using Quickbooks](#) X

 [PCS-023; min grade S - Must be completed prior to taking this course.](#)

✓ Planned

Wed

TRE-089-131 X

Confirm Remove Course



Are you sure you want to remove the following item from Fall 2022-23?

ACC-120: Using Quickbooks

Cancel
Remove

List Calendar

Approve
Deny
Protect
Unprotect

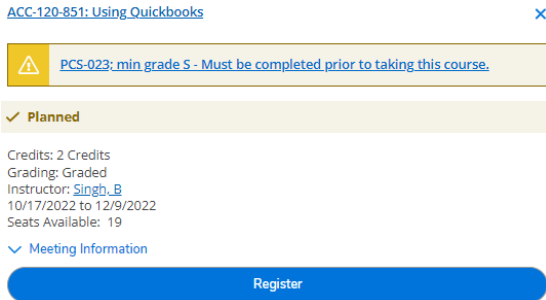
	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ACC-120-851: Using Quickbooks <div style="border: 1px solid black; padding: 2px; margin: 2px 0;">  PCS-023; min grade S - Must be completed prior to taking this course. </div> <div style="border: 1px solid black; padding: 2px; margin: 2px 0;">  TRE-089; min grade S - Must be completed prior to taking this course. </div>	2 Credits	Singh, B	10/17/2022 - 12/9/2022	Distance Education DE Online, ONLINE Online
<input type="checkbox"/>		TRE-089-131: Transitional English	3 Credits	Rogers, B	W 1:00 PM - 4:15 PM 8/22/2022 - 12/9/2022	Bullhead City Campus BHC Building 500, 507 Lecture
<input type="checkbox"/>		TRM-090-111: Prealgebra	4 Credits	Girdiron, G	MW 9:00 AM - 10:30 AM 8/22/2022 - 12/9/2022	Neal Campus Kingman NCK Building 300, 303 Lecture

HOW TO REGISTER FOR A COURSE

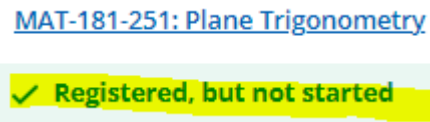
- **Step 1:** Click the “Register Now” blue button on the top righthand side of the Option Tabs.



OR click on the blue Register button on the individual planned course.

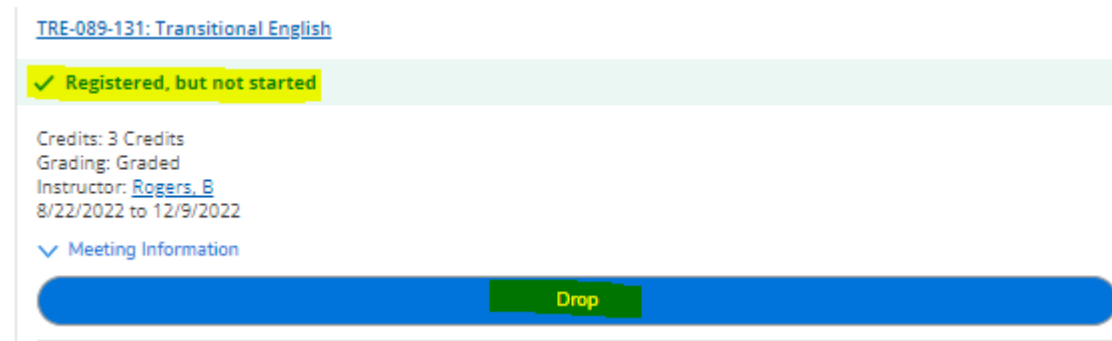


Your course(s) will now display as “Registered but not started” with a GREEN check mark.



HOW TO DROP A COURSE AFTER REGISTERING

- **Step 1:** To drop a registered course click the blue “Drop” button in the bottom of the Registered Course. (See step 1 visual below).



- **Step 2:** A new “Register and Drop Sections” box will appear. Click the course(s) you wish to drop, then click *Update*. (See step 2 visual below).

Register and Drop Sections

You have elected to drop: MAT-181-251 (3 Credits)

Select sections to drop:

MAT-181-251 (3 Credits)

PSY-101-151 (3 Credits)

Select sections to add:

ACC-120-851 (2 Credits)

ACC-120-851 (2 Credits)

Cancel

Update

HOW TO VIEW YOUR REGISTERED COURSE SCHEDULE

- **Step 1:** Click on your *Home* Icon and then click the *Student Planning* tile. (See steps 1 visuals below).

