

Online Registration Instructions

You may want to print this page for future reference.

1. Go to EXWEB login page – <https://jics.mohave.edu>
2. Enter your username and password. User name is your MCC ID number. Your initial password is your birthdate: MMDDYY.
3. Click on the Student tab
 1. If you DO know the course PREFIX, NUMBER and SECTION, click on Add/Drop courses.
 - Under Course Code, enter the PREFIX, NUMBER and SECTION of the course. Make certain that there is a space between the PREFIX and the NUMBER.
EXAMPLE: PSY 101. If you are entering a LAB course, do NOT put a space between the NUMBER and the L. EXAMPLE: BIO 100L.
 - Under SECTION, enter the correct SECTION number.
 - Not sure about which section is at what campus?—See Section Numbers below.
 2. If you do NOT know the course PREFIX, NUMBER and SECTION, click on COURSE SEARCH
 - Select the correct term. EXAMPLE: FALL 2011-2012
 - If you know which department you need (English, Psychology, Mathematics, etc.) fill in the correct department from the dropdown list. If you do not know which department you need, select ALL
 - If you know the course number you need, fill in the COURSE RANGE NUMBER. If you do not know the course number, leave these fields blank.
 - Leave the TITLE field blank
 - Leave the COURSE CODE field blank
 - Set the DIVISION field to ALL
 - If you wish, set the days and times to your specifications.
 - Set the FACULTY field to ALL
 - To make your search easier, select the campus that you would like to attend in the CAMPUS FIELD.
 - BULLHEAD CITY CAMPUS
 - LAKE HAVASU CITY CAMPUS
 - NEAL CAMPUS KINGMAN
 - NORTH MOHAVE CAMPUS
 - DISTANCE EDUCATION (ONLINE AND ITV ON CAMPUS) *If you are not sure about which section is ON-LINE and which is ITV?—See Section Numbers below.*
 - Set the BUILDING field to ALL

- Set SECTION STATUS field to OPEN.
- Leave the MIN/MAX HOURS fields blank
- Click SEARCH
- Click on the box(es) in front of the course(s) you want to choose.
- When you have entered all of the courses you want to add on that page, click ADD
- When you completed adding all courses, go the bottom of the page
- At the bottom of the page, click on MY ACCOUNT INFO
- Click on COURSE and FEE STATEMENT
- Click on GENERATE MY COURSE AND FEE STATEMENT
- Click on VIEW MY COURSE and FEE STATEMENT
- This screen will show a copy of your schedule and your bill.
- Go back to COURSE SEARCH & REGISTRATION
- IF YOU WANT TO PAY BY CREDIT CARD: Click on MY ACCOUNT INFO
- Click on MY ACCOUNT BALANCES
- Click on MAKE A PAYMENT to pay online
- IF YOU WANT THE PAYMENT PLAN THROUGH NelNet: Click on PAYMENT PLAN SETUP

How to tell a Course's Campus by Section Number

If the second digit in the course's SECTION NUMBER is 1,
the course is located at the NEAL CAMPUS KINGMAN

EXAMPLE: PSY 101 111.

If the second digit in the course's SECTION NUMBER is 2,
the course is located at the LAKE HAVASU CAMPUS

EXAMPLE: PSY 101 121.

If the second digit in the course's SECTION NUMBER is 3,
the course is located at the BULLHEAD CITY CAMPUS

EXAMPLE: PSY 101 131.

If the second digit in the course's SECTION NUMBER is 4,
the course is located at the NORTH MOHAVE CAMPUS in COLORADO CITY.

EXAMPLE: PSY 101 141.

If the last two digits in the course's SECTION NUMBER are 51,
the course is located in the ITV room at the NEAL CAMPUS KINGMAN

EXAMPLE: PSY 101 151

If the last two digits in the course's SECTION NUMBER are 52,
the course is located in the ITV room at the LAKE HAVASU CAMPUS

EXAMPLE: PSY 101 152.

If the last two digits in the course's SECTION NUMBER are 53,
the course is located in the ITV room at the BULLHEAD CITY CAMPUS

EXAMPLE: PSY 101 153

If the last two digits in the course's SECTION NUMBER are 54,
the course is located in the ITV room at NORTH MOHAVE CAMPUS in COLORADO CITY.

EXAMPLE: PSY 101 154

If the first two digits in the course's SECTION NUMBER are 85,
the course is an ON-LINE course

EXAMPLE: PSY 101 851