

ONLINE REGISTRATION CHECKLIST

HAVE YOU...

- Activated your MMC Email and MMC Connect accounts?
- Updated your mailing and/or local address on MMC Connect?
- Checked MMC Connect for your faculty advisor(s), and any holds that may be assigned to your account?
- Downloaded the Advisement Planning Worksheet and Scheduling Grid from your email/MMC Connect account?
- Cleared all holds from your account?
- Printed a copy of your program evaluation before the portal link shuts down?
- Met with your Faculty Advisor?
- Asked your Faculty Advisor if the “HBA – Has Been Advised” code is in the computer?
- Had your Faculty Advisor sign a Registration Agreement Form in case you need to register manually with the Center for Student Services?
- Satisfied *all* prerequisites for the courses you want to take?
- Submitted an online prerequisite/restriction waiver form, if you received faculty approval to taking the pre-requisite course as a co-requisite(concurrently)?
- Submitted an online prerequisite/restriction waiver form, if you received faculty approval for taking the class without the prerequisite or to override course restrictions (e.g. majors only)?
- Registered for 12 or more credits if you are an international student attending MMC on an F1 visa, or if you are a HEOP student?

[Online Registration Manual](#) is available to access all registration info, and check your MMC email regularly for registration updates.