MDConnect Student Self Service & Enrollment

The Fall Term is scheduled to begin on August 22, 2016. Let’s prepare you by showing you a preview of our new Student Center Portal and providing you with step-by-step instructions in how to self-enroll in your Virtual College classes.

Consider the following tips first:

- All students will receive a new 10-digit student ID number. Only new Fall Term students will receive a new MDC ID card. Continuing students will not need one.
- An enrollment date has been sent to you via email. You may also see your enrollment date in the new Student Center page. Please do not try to register before that specified date since you will not have access.
- Clear any holds and pay financial obligations before you attempt to register for your courses. Your registration will not process if you have holds or owe funds to the College.
- Consider a [Nelnet Payment Plan](https://www.mdc.edu) for uncovered expenses.

How to Self-Enroll:

- First go to the Student Portal by visiting the MDC’s homepage at [www.mdc.edu](http://www.mdc.edu) and click on the Portal link at the top, right corner

  - Click on the link in the orange box labelled **Fall Semester Login** and use the same username and password you typically use.
Once you’ve entered the Student Center page, you will have a quick view of several items:

1. Academics – To search and enroll in classes and view schedule.
2. Enrollment Dates – Specified dates of enrollment for upcoming term.
3. Advisor – The name of an advisor, if you have one assigned to you.
4. Holds – Holds preventing you access to enroll or retrieve transcripts.
5. To Do List – Lists any items you are required to complete prior to registration.
6. Finances – Information about statements and/or financial aid details.
7. Schedule – A quick view of past or current schedules.
8. Personal Information – Your contact information.
9. Educational Links – Quick access to the Campus Bookstore and Library.
10. Student Activities – Links to access Student Life, Arts and Culture, and Athletics.
Now that you’ve viewed the Student Self Service page, here’s how you can search for online courses and self-enroll – in only 3 simple steps:

**Step 1:** In Academics (section 1), click the **Search** link to search for courses by subject, course number, campus and/or location. Please select **Virtual College** as your Campus in the dropdown menu. You do not need to select a location for online classes.

**Step 2:** Once you’ve searched for classes, make sure you collect the Class Number for each course you plan to take. Then click on the **Enroll** link to add each course to your schedule. Here you can Add, Drop, Swap or Edit classes. After adding each course to your schedule, click on the **Finish Enrolling** button.

**Step 3:** Now that you’ve completed registration, you can return to the Student Center page to view your schedule. You may also use the **Weekly Schedule** link. This will bring up a **My Class Schedule** tab.
You will have the option to view a weekly calendar if you’ve also registered for face-to-face classes. This will allow you to view your schedule for the semester in a calendar format.

Questions?

Please visit the MDConnect Student Resource page for other helpful information. You may also contact the Virtual College Student Help Desk for support at (305) 237-3800 or at virtual@mdc.edu