

How do I enroll in classes?

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Select Validate to have the system check for possible conflicts prior to enrolling.

Search Planner Schedule Builder Schedule Validate Enroll Delete Select None

Filter items

Shopping Cart Classes

<input checked="" type="checkbox"/>	MS Excel Intermediate COMP PRO 47103534-0401 (33535) Days/Times: Tu 6:00 pm - 9:00 pm Room: West Rm 124 Instructor: Holly Heggestad Units: 0.4 Status: Open
<input checked="" type="checkbox"/>	Google Docs COMPBASIC 47103414-0401 (33899) Days/Times: Th 2:30 pm - 5:30 pm Room: Truax-Foundation Centre Rm 114 Instructor: Mary Black Units: 0.15 Status: Open

1. Add classes to your shopping cart.
2. Check the box for each class you wish to enroll. Confirm all class details and click **Enroll**.
3. Read the **Terms and Conditions**. If you agree, check **I Agree**, then click **Enroll**.
4. If enrollment is successful, click the **Okay** button to return to the shopping cart.
5. Review any error messages that may appear.
6. Click the **Schedule** button to see the class schedule for enrolled classes.

Additional Resources

1. Video guides are available on madisoncollege.edu/register under Registration Help.
2. More step-by-step help is available at madisoncollege.edu/registration-guides.
3. If you still need help planning your classes, schedule an appointment with your program advisor by calling (608) 246-6076. Visit madisoncollege.edu/contact-locations to contact your regional campus. Check out madisoncollege.edu/advising-transfer-events to stay up to date on advising events.
4. Contact Enrollment Services at (608) 246-6210 or EnrollmentServices@madisoncollege.edu if you've selected your classes and just need help registering.

Other myMadisonCollege Services

- View your class schedule and textbooks
- Pay your bill
- Check your final grades
- Update contact information
- Helpful links to college information and services

Transferring to a UW School?

Check the Transfer Wizard at www.wisconsin.edu/transfer/wizards/ to make sure your classes will transfer. Visit madisoncollege.edu/transfer-opportunities to learn about pathways to 4-year colleges.



Step-by-Step Class Registration Guide



How do I know when to register?

Simply login to myMadisonCollege, click Add/Drop Classes, select Enrollment Date and then choose your term to find out which date you can register for classes.

While you can't officially enroll until your Enrollment Date, it's best to start adding classes to your shopping cart now.

I'm in a program, how do I know which classes to register for?

You can use your Degree Progress Report

1. Login to myMadisonCollege on any device; the Navigation Menu appears on the left (on mobile, press the ☰ button first.)
2. Open [Academic Record](#), then click on [Degree Progress](#).
3. Open the [Degree Career Summary](#) to see GPA, transfer credit, and more.
4. Open your program requirements to see what has/has not been completed.
5. Depending on your program, your required classes will be listed either by subject area or by term.
6. Each requirement will have a status; **Not Satisfied** or **Satisfied**.
7. Click the plus sign to open the requirement.
8. For **Satisfied** requirements, [View Courses](#) displays the class taken and grade earned.
9. For **Not Satisfied** requirements, [View Courses](#) displays the courses that meet that requirement.
10. Select a class to see the class details.
11. Under Offering, click on [View Sections](#).
12. Review the sections offered. Open one to view details of that specific section. If this is the section you wish to enroll in, click [Add to Cart](#).
13. You will be asked if you want to go onto the waitlist if the class is full. Choose **Yes** or **No**, then **Save**. You can enroll in classes after they are in your shopping cart.
14. Return to your Degree Progress Report to add more classes.

I'm just taking a course/undeclared, how do I search for classes?

Perform a class search to look for classes you are interested in.

1. Login to myMadisonCollege on any device; the Navigation Menu appears on the left (on mobile, press ☰ button first.)
2. Open Add/Drop Classes and choose [Add Classes/Shopping Cart](#).
3. Click the [Search](#) Button.
4. Enter the required fields (Term and Class Type).
5. Enter at least one other search criteria. Additional search options are below the Search button. Note: uncheck **Show Open Classes Only**, if you want the option to add yourself onto a waitlist.
6. Click [Search](#). Results appear on the right or below the search options if on mobile. You can view class details by clicking on the class.
7. Click the [Add to Cart](#) button below the class details to place the class into your shopping cart.

You will be asked if you would like to go onto the wait list if the class is full. Click **Yes** or **No** and then click **Save**.

For instructions on how to enroll, view the last page of this guide.

Did you know you can build multiple schedule options?

1. From your Shopping Cart, click [Schedule Builder](#).
2. Select the appropriate Term and Career.
3. Select the days and times you are NOT available for classes.
4. Use Subject and Catalog Number to find courses. Click [Add](#) to select.
5. When finished adding courses, click the [Build](#) button.
6. Schedules are displayed in a weekly format. Online courses appear in the Other section.
7. [Pin](#) sections you are interested in keeping. This reduces the number of potential schedules that exist.
8. Click [Add to Cart](#) to move the selected class sections into your shopping cart.

For instructions on how to enroll, view the last page of this guide.