

# To register for courses online.

Log into the portal <https://portal.wccc.me.edu/ICS/>

Go the Academics Tab, Online Course Registration page and click on Add/Drop Courses.

The screenshot shows the MyWCCC portal interface. The top navigation bar includes links for Home, Academics, CoursEval, Admissions, Financial Aid, Bookstore, Student Life, Student Accounts, Library, Committees, and More. The Academics tab is selected. Below the navigation bar, the breadcrumb trail reads: You are here: Academics > Online Course Registration. The main content area is titled 'Online Course Registration' and contains an 'Add/Drop' section. A red callout box with white text says: 'Go to Academics and Select on ONLINE COURSE REGISTRATION. Click on Add/Drop Courses'. An arrow points from this box to the 'Add/Drop Courses' link in the 'Add/Drop' section. Below the link, there is a search bar labeled 'Course Search'.

Select the Term you want to register for and then click More Search Options.

The screenshot shows the 'Add/Drop Courses' page. The breadcrumb trail is: You are here: Academics > Online Course Registration > Online Course Registration > Add/Drop > Add/Drop Courses > Add/Drop Courses. The main content area is titled 'Online Course Registration - Add/Drop Courses'. The 'Add/Drop' section has a 'Term:' dropdown menu set to '2020-2021 - Fall'. A red callout box with white text says: 'Make sure you select the term you are looking to register for.' Below this, there is a search form with fields for 'Title: Begins With', 'Course Code: Begins With', 'Term: 2020-2021 - Fall', 'Department: All', and 'Division: Credit'. A 'Search' button and a 'More Search Options' link are also present. A red callout box with white text says: 'If you know the name or course code of all the course you are looking for you can fill this and press search.' Another red callout box with white text says: 'If you want more search options click on More Search Options.' The footer includes links for Privacy policy, About us, Contact us, and Campus directory, and a note 'Powered by jenzabar. v9.2.1'.

The More Search Options lets you look for courses based on day, time, faculty, course code or course title.

Home Academics CourseEval Admissions Financial Aid Bookstore Student Life Student Accounts Library Committees More ▾

You are here: Academics > Online Course Registration > Online Course Registration > Add/Drop > Add/Drop Courses > Add/Drop Courses > Course Search

### Online Course Registration

Online Course Registration - Course Search

**Course Search**

Term: 2020-2021 - Fall  
Department: All  
Course Number Range: to  
Title: Begins With  
Course Code: Begins With mdt  
Division: Credit  
Time: To:  
 Meets on any day(s)  
 Meets only on the selected days  
 Monday  Friday  
 Tuesday  Saturday  
 Wednesday  Sunday  
 Thursday  
Faculty: All  
Campus: All  
Building: All  
Section Status: Open or Full  
Min/Max Hours: to  
Search

More search options lets you look for courses based on time and days, as well as faculty.

In this example I used the course code MDT to do a general search for all the MDT courses.

When ready press Search.

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Once you press search a list of courses will appear. Select the box beside the course(s) you want to add and press Add Courses.

MyWCCC

Home Academics CourseEval Admissions Financial Aid Bookstore Student Life Student Accounts Library Committees More ▾

You are here: Academics > Online Course Registration > Online Course Registration > Add/Drop > Add/Drop Courses > Add/Drop Courses > Course Search > Results

### Online Course Registration

Online Course Registration - Results

**Search Results**

Search Again Term: 2020-2021 - Fall Division: Credit Search Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		<a href="#">MDT_103_HY_01</a>	Intro to MA	Moholland, Cynthia E	18/18	Open	T 12:30 PM-1:50 PM; WCCC Main Campus, Riverview Hall, Computer Classroom T 8:00 AM-9:20 AM; WCCC Main Campus, Riverview Hall, Academic Classroom - MA Lab	3.00	9/9/2020	12/15/2020
<input type="checkbox"/>		<a href="#">MDT_103_HY_02</a>	Intro to MA	Moholland, Cynthia E	18/18	Open	R 8:00 AM-9:20 AM; WCCC Main Campus, Riverview Hall, Academic Classroom - MA Lab T 12:30 PM-1:50 PM; WCCC Main Campus, Riverview Hall, Computer Classroom	3.00	9/10/2020	12/17/2020
<input type="checkbox"/>		<a href="#">MDT_125_01</a>	Medical Termin.	Dubey, Nickey	17/18	Open	TR 9:30 AM-10:50 AM; WCCC Main Campus, Riverview Hall, Computer Classroom	3.00	9/10/2020	12/17/2020
<input type="checkbox"/>		<a href="#">MDT_125_HY</a>	Medical Termin.	Dubey, Nickey	18/18	Open	M 12:30 PM-1:50 PM; WCCC Main Campus, Riverview Hall, Computer Classroom	3.00	9/14/2020	12/14/2020
<input type="checkbox"/>		<a href="#">MDT_223_01</a>	Phlebot&InfCont	Moholland, Cynthia E	14/14	Open	W 12:30 PM-3:20 PM; WCCC Main Campus, Riverview Hall, Academic Classroom - MA Lab	3.00	9/9/2020	12/16/2020
<input type="checkbox"/>		<a href="#">MDT_223_02</a>	Phlebot&InfCont	Moholland, Cynthia E	13/14	Open	W 8:00 AM-11:00 AM; WCCC Main Campus, Riverview Hall, Academic Classroom - MA Lab	3.00	9/16/2020	12/16/2020
<input type="checkbox"/>		<a href="#">MDT_227_01</a>	Intro to Pharm	Assigned, Instructor Not	19/19	Open	TR 9:30 AM-10:50 AM; WCCC Main Campus, Riverview Hall, Academic Classroom - MA Lab	3.00	9/10/2020	12/17/2020
<input type="checkbox"/>		<a href="#">MDT_235_01</a>	ClinOffProcl	Dubey, Nickey	14/14	Open	M 8:30 PM-11:20 PM; WCCC Main Campus, Riverview Hall, Academic Classroom - MA Lab	3.00	9/14/2020	12/14/2020

Add Courses

A list of available MDT courses comes up. Put a check beside the course(s) you want to add and press Add Courses

An information page about the course will come up. This is the final step to add the course. If you want this course, Select Add this Course.

**Online Course Registration - Course Details**

**Course Details**

**Medical Termin. (MDT 125 01)**  
Instructor(s): Dubey, Nickey

2020-2021 - Fall, Credit 3.00 Credit(s)  
Dept: MDT Clock Hours: 0.00  
Status: Open (17 out of 18 seats)

**Note:** No note is available for this course.

**Course Schedules**

Day & Time	Date(s)	Location
TR 9:30 AM-10:50 AM	9/10/2020 - 12/17/2020	WCCC Main Campus, Riverview Hall, 316

Course Description  
Students become familiar with the most commonly used medical terms that are encountered in physical exams, medical correspondence, x-ray and pathological reports. Students will learn pronunciation rules for medical terms and are introduced to the rules of punctuation, abbreviation, format, style, and grammar as they apply to medical transcription. This course must be passed with a B- or better.  
[All courses in the Department, Credit Division](#)

**Cross-listed Courses**

Course	Type	Title	Capacity	Enrollment	Waitlisted
MDT 125 01	Parent	Medical Termin.	18	1	0
<b>Totals:</b>			<b>18</b>	<b>1</b>	<b>0</b>

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Your course has been added to your schedule. If you want to add more continue with another search. If you decide you wish to drop any of the courses you have added then select the box beside the course and press the Drop Course(s) button.

**Online Course Registration - Add/Drop Courses**

**Add/Drop**

Term: 2020-2021 - Fall  
Add Period Open / Drop Period Open  
You are currently registered for **3 credits**.

MDT 125 01 - Successfully added with warnings: This course does not contribute to the academic program and will not count towards the financial aid enrollment status. It may impact the financial aid award.

**Course Search**

Add by Course Code:  Course Search

Title: Begins With   
Course Code: Begins With  mdt  
Term: 2020-2021 - Fall  
Department: All  
Division: Credit

**Your Schedule**

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	MDT 125 01	Medical Termin.	TR 9:30 - 10:50 AM	WCCC Main Campus Riverview Hall 316	3.00	Credit	Credit

[Drop Course\(s\)](#)

[My Account Info](#)