

Web Registration Instructions

Web is available 6am – 2am

(Warrior Web is unavailable between the hours of 2am and 6am daily)

Enter Netscape Navigator---OR -----Internet Explorer

Use Version 6.0 or higher

Use Version 5.0, there are problems with 5.50

- Go to the MGC web site: www.mgc.edu
- Click on “WARRIOR WEB” in the top right corner
- Click on Enter Secure Area
- Enter your **9 digit ID #** (Use “Lookup MGC ID” if you do not know this number)
- Enter PIN #
 - **If this is your first time accessing WARRIOR WEB, your PIN # is your six digit birth date (ex. 022784), and after logging in you will be asked to change it**
- Click on Login
- Select Student and Financial Aid Menu
- Select Registration menu

To Register:

- Click **'Select Term'**.
- Select the term needed.
- **'Submit Term'**
- **'Add/Drop Classes'**.

To add a course:

- Click on the CRN box. Enter the course number. Select 'submit changes'. Wait for screen to refresh.
- ****If registration errors occur on a class you register for, you will not be allowed to register for that class.**
- See section of Web Registration Errors and What They Mean. (below)
- If you register for a class that you would like to use to satisfy a College Prep deficiency from high school, input the CRN number and SAVE, then click on Grade Mode and choose CPC. Grade mode is on the right in **BLUE**. Click submit and then Click on Student Services tab again and Add/Drop and continue registering.

To Drop a course:

- Go to Student and Financial menu, then on Registration menu. Click on 'Select Term'. Click on down arrow button to the right of Term. Select the term needed. Click on 'Submit Term'. Select 'Add/Drop Classes'. Click on the drop down arrow box to the left of the course you wish to drop. Select 'drop/delete web' and submit changes.

Class Search:

- Click on 'Class Search'. Select options to be used in search. You must select at least one subject. If you want to search for a course on a specific campus, choose subject and also choose 'Main campus' for the Cochran campus or 'Dublin campus' for classes at our Dublin Campus. Click on 'Get Classes'. Click box on the left of the class you want to 'select' and click 'Register' to register for these classes immediately. Clicking on 'Add to Worksheet' will add it to the front screen but will not register you for the classes immediately. You will still have to submit changes.

Web Registration Error Messages and What They Mean:

Time conflict with #### - This course has a time conflict with a course already on your schedule. Drop that course and then do a class search and select the same class at another time. Don't forget to submit your changes!

Preg and Test Score Error – This course has a prerequisite which you have not met. You may seek special permission to take the course from your advisor or from the Division Chair but you will not be able to enter this course via the web. You will have to go to the Division Secretary for them to override this error.

Closed Section – The enrollment in this course has reached its limit. Please drop this course and execute a search. Select the same subject and course at a different time or with another instructor that still has seats available.

Maximum Hours Exceeded – You need overload permission from the Vice President of Academic Affairs office to exceed the maximum number of hours for a student as stated in the catalog. You will need to see a Division Secretary to override this error.

Dupl Crse with Sec ##### - This course has the same course number as a course already on your schedule.

Corq Req – This course has a co-requisite. You must register for both courses at the same time by entering the CRN's in the Add Class Block.

To exit the web page, click on the Exit button at bottom of page then click on X at top right corner of next page.

After 20 minutes of inactivity, the web session will timeout. At this time you have the option to login again or you may close down the Netscape/Internet Explorer session by clicking on File, Close OR clicking on X at the top right hand of the page. **Failure to completely logout or exit your browser may allow others to access your records.**