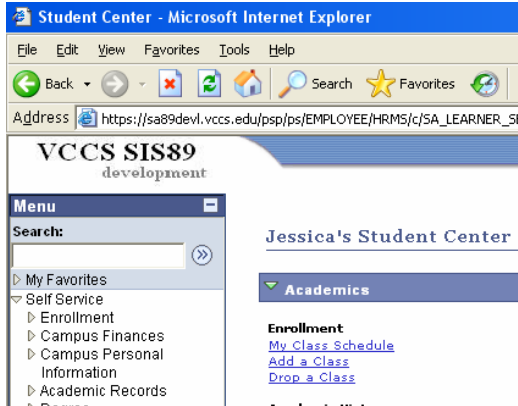


## Add Classes



- Log on to MECC webpage [www.mecc.edu](http://www.mecc.edu).
- Click on **MECC Online** to go to the MECC *Online* information page.
- Click on the **MECC Online Login** button.
- Enter your User Name and Password.
- Click on **VCCS SIS8.9 – Student Information System**
- Click **Self Service**.
- Click **Student Center**.
- Click **Add a Class** in the Academics area to go to Step 1 of 3.
- If the incorrect term is displayed select another term and click **Change**.
- **Enter Class Nbr** (example 22079) and click Enter, or **Search for Class**.
- After entering all Class Numbers click **Proceed to Step 2 of 3**.
- Confirm your class selection by clicking **Finish Enrolling**.
- Step 3 – **View Results**
  - a. ✓ indicates you are successfully enrolled in the class(es).
  - b. ✗ indicates you are unable to add this class.
    - i. If the class is Full see the Academic Division for permission to enroll **or** select another class by clicking **Fix Errors**.
    - ii. If you do not meet the pre-requisite for this class see your advisor or contact Registrar.
- Click **My Class Schedule** to view your class schedule.
- To print a copy of your class schedule click the **Print Icon** in the Standard Toolbar of your browser.