MORAINE PARK TECHNICAL COLLEGE
1-800-472-4554 | TTY/VP. Use Relay/VRS

UNDERGRADUATE COURSE REGISTRATION

Registration Steps by Student Type

The Academic Calendar identifies each semester start date, end date, and registration dates. Registration priority dates, news, and other important details will be posted on the myMPTC Student Portal. There are three types of students who may register for undergraduate courses:

Returning Program Students

- **Who:** Currently enrolled in an MPTC program and returning after at least one semester. We recommend meeting with your academic advisor to help you select classes.
- **When to Register:** On or after the priority registration date for returning program students - refer to Important Dates (https://www.morainepark.edu/experience-mptc/student-resources/important-student-dates/). (Veterans and Active Service Members may register 1 day earlier.)
- **How to Register:** Log in to myMPTC Student Portal (https://www.morainepark.edu/login/) # myMPTC # My Student Center # Registration and Planning.

New Program Students

- **Who:** Recently admitted to an MPTC program with no prior program enrollment. We recommend meeting with your academic advisor to help you select classes.
- **When to Register:** On or after the priority registration date for new program students - refer to Important Dates (https://www.morainepark.edu/experience-mptc/student-resources/important-student-dates/). (Veterans and Active Service Members may register 1 day earlier.)
- **How to Register:** Log in to myMPTC Student Portal (https://www.morainepark.edu/login/) # myMPTC # My Student Center # Registration and Planning.

Non-Program Students (Course-Takers)

- **Who:** Not admitted to an MPTC program but wants to take one or more undergraduate-level courses for credit.
- **When to Register:** On or after open registration begins - refer to Important Dates (https://www.morainepark.edu/experience-mptc/student-resources/important-student-dates/). (High School students in the Start College Now Program may register 1 day after open registration begins.)
- **How to Register:** Go to Register for Classes (https://www.morainepark.edu/admissions/registration/) and follow instructions for Non-Program Course Takers.

Registration Requirements

- **Students must register themselves.** MPTC does not allow anyone other than the student to make changes to their record (i.e. add a class, drop a class, change address or phone, etc.).
- Registration begins each semester during specific dates and priority is based on student type (i.e. returning program student, new program student, non-degree seeking student, etc.).
- After priority registration dates have passed, registration is open to everyone.

- Classes are filled on a first-come, first-served basis.
- All course prerequisites, co-requisites, or program restrictions must be met, or dean permission must be obtained.
- Review the Underage Registration (https://catalog.morainepark.edu/registration/register-underage/) section of this catalog for students under 18 years of age.
- Students may not register for a course after the start date of the course without approval.
- Students may not register for courses in which scheduled meeting times overlap in full or in part.
- Registration is not complete, nor are students permitted to attend classes, until all fees are paid.
- Any holds on the student's account may prevent registration.
- For the purpose of awarding financial aid, enrollment verification, and degree conferment, any undergraduate course that starts between the dates indicated below belongs to the semester designated.

Date	Event
August 15 - December 31	Fall Semester
January 1 - May 31	Spring Semester
June 1 - August 14	Summer Semester

Priority Registration Dates

Regardless of priority, all standard registration requirements apply. Registration dates will be posted on the myMPTC Student Portal.

Program Students receive priority registration.

- Specific dates and times are designated for **returning program students** and **new program students**.
- All program students may continue to register after their priority date has passed.
- After priority registration dates have passed, registration is open to everyone.

Veterans and Active Service Members receive priority registration.

- Those eligible include veterans and service members who are currently active or have an honorable or general under honorable discharge and reside in Wisconsin.
- In accordance with 2013 Wisconsin Act 56 (https://docs.legis.wisconsin.gov/2013/related/acts/56/), Moraine Park Technical College allows eligible veterans and service members (not including dependents) to begin registering one (1) day prior to the standard registration date.
- In order to setup priority registration, a student must supply the college with documentation to verify veteran/active service member status. This documentation must be received 7 days prior to your standard designated registration date to be confirmed, processed, and ready to take advantage of this option. Acceptable documentation includes:
  - DD214 (Member 4)
  - DD215
  - NGB22/22A
  - Reserve Credit Report, and Discharge Order, and Point Summary
  - Commander's Letter
  - Current Orders

- Letter from County Veterans Service Officer
- Photocopy of Driver's License with VETERAN Indicator

Start College Now

- High school students approved for MPTC's Start College Now program may begin registering one (1) day after open registration begins.

Waitlisted Course

If a course section is full, students may request to be placed on the waiting list. To be placed on the waitlist, the student must meet all course prerequisites, co-requisites, or program restrictions; dean permission must be obtained.

The waiting list is compiled on a first-come, first-serve basis. If an opening should occur, the next student on the list will be **notified via email**. Students have **24 hours to register for the class**. If a student does not respond or register within 24 hours, they will be removed from the waitlist and the next person on the list will be notified.

Student email addresses (**username@student.morainepark.edu**) are the primary email used for official communication. If another email address is listed as the student's preferred contact, waitlist notifications may be sent there instead. It is the student's responsibility to regularly check their email. Missed notifications due to an unmonitored email address are not the responsibility of the College.