How to Register for Online Courses

1. Go to [www.mbts.edu](http://www.mbts.edu) and view the schedule. Click “Academics” then “Schedules.”

Click the appropriate schedule and view it to plan your semester.
2. To access the student portal, click “current students”
3. Log in to the Student Portal.

4. Under your name on the top left in your student portal, click “Change” to change the term to the one you are registering for.
After you select the term, your screen will look like this:

5. Click on “Registration”

The link will take you to a page that looks like this:
6. Here you can filter the results of the courses you are searching for.

Click "show filter" to filter out all the on campus courses.

1. M in the department will bring up only MATS courses.

2. Check only online to further narrow the search.

C will bring up undergraduate online courses.

Click apply filter.
7. On this page, you can finally register for your courses. Check the box of the courses you would like to register for, then click “process registration.”
8. Check the list of courses you have registered for to make sure it is correct. If it is not correct, click on Registration again and you will find an option to “drop” the courses.

If you try to register for your courses, and you get an error message that says you have business holds, contact Cynthia Elder, celder@mbts.edu and she can help get your account up-to-date.

If you have any other issues or questions:

Graduate students contact Hanna Hickman: hhickman@mbs.edu

Undergraduate students contact Victoria Little vlittle@mbts.edu