

## Step-by-Step Guide to Registration

- Go to [Connect.mta.ca](http://Connect.mta.ca)
- Click **Log In**.
- Enter your username and password and click **Submit**.
- Choose the **Connect for Students** menu. This menu gives many different options: you can access your exam schedule, your grades, and financial information as well as register for courses.
- Click **Register for Classes**.
- Choose **Search and Register for Classes**.
- Fill in the Term, Subject and Course Level fields. Click **Submit**.
- Courses that meet your criteria will show up in your results. You can check the availability (how many spots are left) and the waitlist (if the class is already full, how many people are waiting for a spot). You can also see the time, location, and professor for the course.
- Once you've made your selection, ensure that it fits in your schedule and click **Submit**. If a lab or tutorial is offered with a course you must register for that as well (e.g. you must register for CHEM 1001 and CHEM 100L simultaneously).
- The course you've selected will appear in the Register and Drop Classes menu in your Preferred Sections list. The drop-down menu to the left of the course name will give three options: Register, Waitlist and Remove from List.
  - To register for a course with spaces available, choose "Register" from the drop-down menu and click **Submit**.
  - It's best to register for your courses one at a time by semester except when a course has a lab or tutorial, in which case you should register for both simultaneously.
  - Connect will notify you if there are any conflicts/problems or if you do not meet the requirements to take the course you have selected.
  - Choose "Waitlist" if the course is full and you would like to be registered if a spot opens up. Click **Submit**. Ensure that you do not register for a course that happens at the same time as a course in which you are waitlisted.
- If you have any further problems, do not hesitate to contact us at [reghelp@mta.ca](mailto:reghelp@mta.ca)