How does the system work?
The SMART Registration System is designed to enable MCCC students to register for classes from a touch-tone telephone anywhere, anytime the system is available. System availability and registration times are published in this schedule.

The computer recognizes the tones of a touch-tone phone. That is why only touch-tone phones will work (or a phone you can switch from pulse to tone). The red phones in the hallways of MCCC buildings are all touch-tone phones, as are cell phones and the pay phones located in each building.

You will be asked to respond by pressing number keys on the touch-tone telephone keypad. SMART will guide you through the necessary responses. Be sure to be prepared, listen carefully and respond as appropriate.

Once you become familiar with SMART and the instructions, you may press the appropriate key without waiting for the instruction to end.

SMART may be used to:
- Listen to a general set of instructions
- Register for classes
- Add your name to the waitlist for a closed class
- Add a class(es) — (Be sure to verify)
- Drop a class(es) — (Be sure to verify)

To get the SMART number or verify your add or drop, choose “Listen to My Class Schedule”

- Listen for your class schedule
- Listen for your charges/financial aid
- Pay your tuition/fees by credit card (VISA and MasterCard only)
- Listen for your grades for the term just ended

What can be done in advance?
Prepare your schedule by listing the courses you want and possible alternates. Having this schedule prepared in advance and having alternate classes available will save you time and make the process much easier!

Have the following information ready:
- a) Your Social Security number or your seven-digit student ID number
- b) Your Personal Identification Number (PIN). This is a six-digit number consisting of your birth month, day and year; use zeros for spaces. Example: February 8, 1983 = 020883
- c) Your schedule, including the five-digit SMART numbers
- d) If paying by credit card, your MasterCard or VISA number and expiration date
Telephone Registration Worksheet Instructions

Step By Step

- See your faculty advisor or counselor.
- Complete your schedule before calling. Be sure to have alternate choices available.

Call SMART – the MCCC telephone registration system.
- 4100 From an on-campus phone.
- 384-4100 From a local phone or in the local dialing area.
- 1 (734) 384-4100 Long distance.

- Follow the instructions given by the SMART system; listen carefully to the prompts, and respond as necessary.
- Enter your nine-digit Social Security number or your seven-digit student ID number.
- Enter your PIN (Personal Identification Number.) This is your birth month, day and year. Use zeros where a space would be. Example: February 8, 1983, would be 020883.
- Select the term you wish to register for.

When you get to the “main menu,” you will be asked to choose from the following options:
- Press 1 to register or add a course.
- Press 2 to drop a course (Listen to your schedule first to hear the SMART numbers.)
- Press 3 to listen to your schedule.
- Press 6 to hear your account balance and/or pay by credit card.

Listen carefully and make your appropriate selections.

When you are asked for the course number of your selections, you will enter the five-digit SMART number found in the class schedule.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>00421</td>
<td>03</td>
<td>5:35 p.m.- 8:00 p.m.</td>
</tr>
<tr>
<td>00030</td>
<td>51</td>
<td>1:05 p.m.- 3:30 p.m.</td>
</tr>
<tr>
<td>00121</td>
<td>52</td>
<td>5:35 p.m.- 8:00 p.m.</td>
</tr>
</tbody>
</table>

By completing a schedule it will be easier for you to respond. SMART will make a number of checks (time conflict, pre-requisites, whether the class status is open or closed) and, if everything is OK, you will be registered in the class.

If the class you selected is closed, you will not be registered in that section. However, if alternate sections of that class are available and do not cause a time conflict, you will hear them. If you wish to register in one of the alternate sections, follow the instructions and press the appropriate number.

You will have the opportunity to listen to your class schedule (main menu option 3). SMART can also tell you the amount of your tuition and fees (main menu option 6).

You will have the opportunity to pay your tuition and fees by credit card. The SMART system accepts MasterCard and VISA only. If you choose this option, please have your credit card available. You will be asked to enter the account number and the expiration month and year. Example: May 2008 = 0508.
# SMART

**Telephone Registration Worksheet**

- This form may not be used for Walk-in Registration

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NUMBER</th>
<th>6-DIGIT PIN</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
</tr>
</thead>
</table>

Semester: ☐ Fall ☐ Winter ☐ Spring/Summer Year: __________

## First Choice Course Selections

<table>
<thead>
<tr>
<th>SMART Number</th>
<th>Subject</th>
<th>Course Number</th>
<th>Sect. No.</th>
<th>Course Title</th>
<th>Time</th>
<th>Cr. Hrs.</th>
<th>Days</th>
<th>Location</th>
<th>Lab Fees</th>
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</table>

## Alternate Choice Course Selections

<table>
<thead>
<tr>
<th>SMART Number</th>
<th>Subject</th>
<th>Course Number</th>
<th>Sect. No.</th>
<th>Course Title</th>
<th>Time</th>
<th>Cr. Hrs.</th>
<th>Days</th>
<th>Location</th>
<th>Lab Fees</th>
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