Steps for Becoming a Guest / Visiting Student

If you are interested in taking one or more courses with us as a guest or visiting student, first make sure you meet the requirements by visiting the College webpage for guests and visiting students. If you are a student at another college or university, before taking any steps to register with us, it is important that you first check with your institution to learn the necessary credit transfer process and to find out which credits will be accepted.

You can find specific steps below for becoming a guest or visiting student at Montgomery County Community College divided into four sections:

1. Finding your class
2. Registering
3. Paying for and getting ready for your class
4. Transferring your credits

1 – Finding Your Class

If you need to browse our offerings, you can check out our course descriptions, or you can view our course catalog. If you want to see which of our courses we regularly offer online, we have listed them by division on our Virtual Campus Courses webpage.

Once you identify the course you are looking for, follow these steps to find an available section:

1. Go to the College’s webpage for guests and visiting students
2. Scroll to the bottom and select search for courses

On the next page, fill out the following search fields:

1. For Term, enter in the term you are interested in (if you don’t see the term you are interested in, it has not yet been posted)
2. For Subject, select the subject
3. For Course Number, enter in the course number (if you don’t enter in a course number, you can still get a list of all courses in the subject)
4. Go down to Location, and enter in the location where you wish to take courses. Select Virtual Campus (Online) if you want to take online classes only

Click SUBMIT (term is a required field and at least one other field must be selected in order to produce a search result)
Please see the image below for guidance in which fields to fill out to get the best results. You can narrow your search further by time of day and day of week. It is recommended to search by term instead of starting on/after date and ending by/after date, as that functionality is not available on all browsers and may produce an empty result.

Upon clicking submit, this will bring up a list of all sections available for the course you are interested in for the term you are interested in at the location you are interested in.
Please pay attention to the **meeting information** as well as the **comments** column for classes, as some are late-start classes, and some online classes are “mostly online” and require you to come to campus occasionally. Write down the **Department, Course, Section, Course Title**, and **Credit** information for filling out the guest/visiting student registration form in step 2 below.

### 2 – Registering

Next, fill out our **Guest/Visiting Student Registration Form** with the information from above. Please consult our **registration calendar** to see the dates when registration becomes available. Guest students register according to the dates set for Open Registration.

### 3 – Pay For and Get Ready For Your Class

Within 24-48 hours after applying you should receive confirmation of your registration along with your username and password. Use your username and password to log into your **MyMc3 Student Portal**.

Once inside your student portal, click on **Student Self Service** at the top of your page. There is a Student Finance tab where you can view and pay your account balance. Make sure you pay for your course before the **tuition payment deadline** (see tuition payment due by) or you will be deregistered from the class.

To see your textbook information, from the student portal click on **WebAdvisor** at the top of your page and under registration you can see your class schedule and textbooks.

Online classes will be available in Blackboard the day they start. Sometimes instructors will make classes available beforehand, but they are not required to.

We have additional resources to help you succeed as an online learner. You are automatically enrolled in our **Online Learning Readiness Resource**, which has modules to assist you with technical literacy, learning blackboard, communication and time management.

### 4 – Transferring your Credits

If you are guest student from another college or university, you must request that a copy of your Montgomery County Community College transcript be sent to your home college/university upon completion of the course. Please refer to Montgomery County Community College’s webpage for **requesting a transcript** for information on how to make an in-person or online request.

If you have any questions about becoming a guest or visiting student, please contact:

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