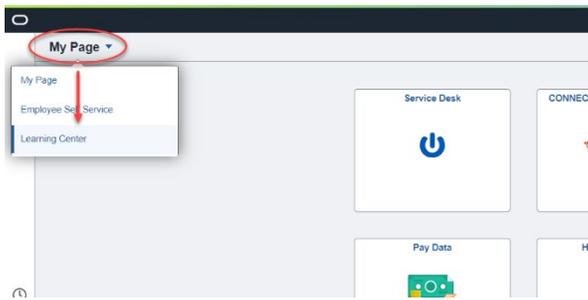
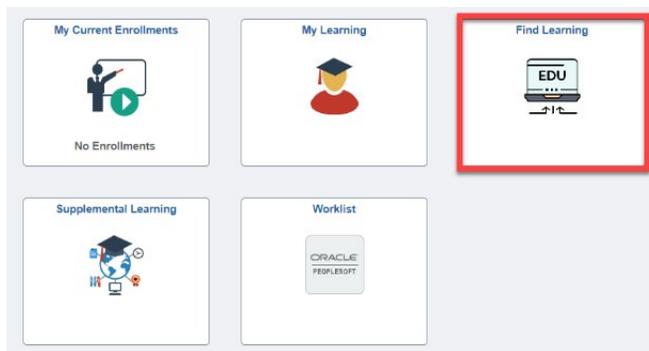


To register for a class using CONNECT:

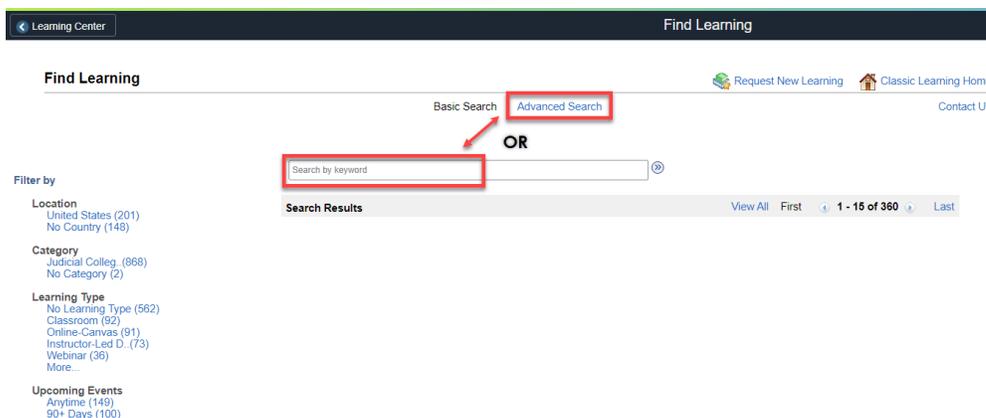
1. Log into CONNECT.
2. Click **My Page** and scroll down and click **Learning Center**.



3. Click **Find Learning** and search and enroll in courses.



4. Search for courses by *keyword* using the basic search feature or click on **Advanced Search** for more searching options, such as by *learning type*, *title*, *keyword*, or *date*.



5. Select the course and session you are interested in, click **Enroll**, then click **Submit Enrollment**.
6. You will receive a message stating your enrollment requires approval. Your manager will receive an email notification stating there is a pending enrollment request.

7. Once your manager approves the enrollment, you will receive an email notification.

To cancel your registration using CONNECT:

1. Log into CONNECT.
2. Click **My Page** and click **Learning Center**.
3. Click **My Learning** to view your current learning.
4. Scroll down and click **Drop** and then click **Drop** again to confirm.
5. You'll receive a message indicating the drop was successful.

For registration assistance and questions, please contact the Education Registrar via email at educationregistrar@mdcourts.gov or 410-260-3660 and ask to speak to the registrar's office.

Locally-Paid Employees

If you are a county employee and do not have access to CONNECT, please contact the College Registrar via email for registration assistance at educationregistrar@mdcourts.gov or 410-260-3660 and ask to speak to the registrar's office.

Cancellation of your Registration

We understand that work obligations and staffing changes may cause you to cancel your course registration. We ask that you cancel with as much advance notice as possible, so that we may offer the seat to another person on the waitlist.

Lodging

If you are attending a course at the Maryland Judicial Center (MJC) and your place of work is more than 50 miles from the MJC, you may be eligible for overnight lodging. Please contact Allison Leebrick at Allison.Leebrick@mdcourts.gov via e-mail with your requests. Please provide your supervisor's approval when requesting lodging.

Inclement Weather

In the event of inclement weather, contact the AOC Information Line at 410-260-1555 to determine if the sessions are being held. If the sessions are cancelled, participants should notify their supervisor or manager.

Reasonable Accommodation

The Administrative Office of the Courts is committed to ensuring individuals with disabilities the opportunity to fully participate in our programs. If you need an accommodation, please contact the Judicial College at 410-260-3660, or use the Maryland Relay Service (TT/Voice) at 711.

Any other tips?

Be sure to dress in layers when visiting the MJC. The rooms may be chilly. However, remember you should still wear your normal business attire.