



Schedule Planner Login and Registration Instructions

Before registering online, you must see your advisor to get your schedule approved. Your advisor will issue you an Alternate PIN that will be required to enter your classes on-line. This guide is divided into four sections: Building an Entire Schedule, Dropping a Course, Adding a Course, and Paying Your Tuition.

BUILDING AN ENTIRE SCHEDULE

1. Go to the MC Home Page at <http://www.mc.edu> and click on **My MC**.
2. Then enter your MC network user name and password for the My MC portal. If you do not know this information, click on **Student Account Lookup** and enter the required information.
3. Click on **Academic and Registration**.
4. Click **Schedule Planner**.
5. Select the term for which you wish to register.
6. Select the **campus(es)** for which you want to register. Then click **Save and Continue**.
7. Choose **Open Classes Only** and then your preferred part(s) of term. The options are Full Term, Law School Full Term, PAS Full Term, Session 1 (ADP/1st 8 weeks), and Session 2 (ADP/2nd 8 weeks). If you want to limit search results to specific parts of term, choose **Change Parts of Term Options**.
8. If you change parts of term options, you will be taken to a screen on which you can select **specific parts of term**. After making your selection, click **Save and Close**.
9. Click the **Add Course** button.
10. Based on the courses prescribed to you by your advisor, choose the subject and specific course for which you want to search. Then click "**Add Course**." Repeat these steps for all the courses prescribed to you for the current semester.
11. Once you have added all your courses, they will be displayed under the **Courses** heading. If you have any times you want to avoid taking classes (for work, athletic practice, etc.,) click on "**Add Break**."
12. Enter a **name** for your break (i.e., work, practice, meal, volunteer, etc.) along with the **start/end times** and **days** for your break. Then click "**Save Break**." Your break will appear under the "Breaks" heading.
13. Once you have entered all the relevant courses and breaks, click "**Generate Schedules**."

14. All possible combinations of the courses and breaks you entered will be returned. Click “**View**” on each one to examine the potential schedule, or **hover your mouse over the hourglass** to get a quick look at the schedule. If, after a quick look at the schedule, you want to register for that schedule, click “**View**.”
15. Once you have clicked **View**, the schedule will be returned. To register for that schedule, click **Send to Cart**. *If you do not want to register for that schedule*, click **Close Schedule** to be returned to the schedule menu.
16. You will be informed that you will be transferred to your enrollment cart in Banner. Click **OK**.
17. You will be taken to the Schedule Planner Registration Cart in Banner. Read the financial policy at the top. When ready to proceed, click **Register** (ensure that all desired sections are checked).
18. The screen will show all the classes for which you have registered.
19. Occasionally you will receive a registration error message, noted by a red icon with an X. If you receive a registration error message, you have NOT been registered for that section. For example, when registering for a course that also has a co-requisite, like English 102, you must also register for the co-requisite, which in this case is English 099 Writing Proficiency Exam. If you only select English 102, you will receive a Registration Error Message.
20. Once you submit your courses, click on **Student Detail Schedule**. You will need this schedule to purchase your books at the bookstore. The schedule opens in a new window. You can print it by using the CNTRL-P function of your browser.
21. See **Viewing and Paying Your Bill** at the end of this set of instructions.

DROPPING A CLASS

1. If you need to drop a class for which you are registered, log into My.MC portal and click **Academic & Registration** to expand the quicklinks. Then click **Add or Drop classes**. Click on the down arrow next to the course. Select **Web Drop**. Click **Submit Changes**.

ADDING A CLASS

1. Log into the My.MC portal and click **Academic & Registration** to expand the quicklinks. Then click **Add or Drop** classes. Click **Class Search** at the bottom of the page.
2. Choose the subject area of interest and click **Course Search**. Then find the course in which you are interested and click View Sections.
3. Click the box next the section for which you want to register. Then click **Register**.

VIEWING AND PAYING YOUR BILL

1. Once fees have been assessed by the Bursar's Office, you may view your charges. Click on **Financial Aid & Business Office**, and then click **Student Account – Charges Payments**.
2. Please read the disclaimer and then click **Continue**.
3. A new page will open with your current account status.