

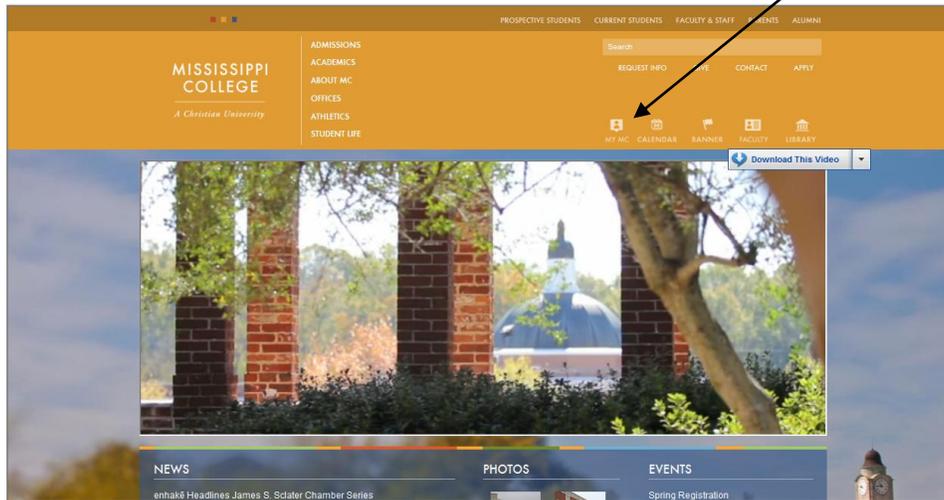


Schedule Planner Login and Registration Instructions

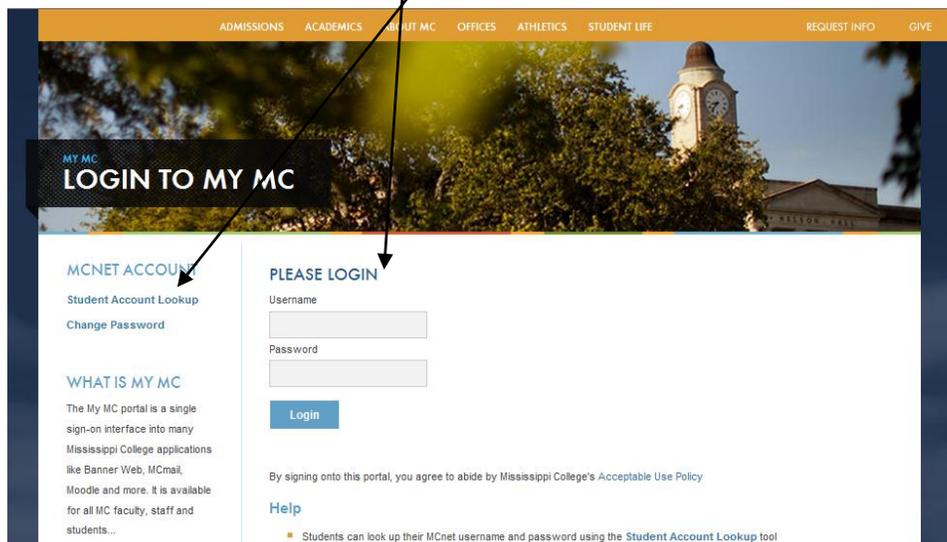
Before registering on-line, you must see your advisor to get your schedule approved. Your advisor will issue you an Alternate PIN that will be required to enter your classes on-line. This guide is divided into four sections: Building an Entire Schedule, Dropping a Course, Adding a Course, and Paying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

BUILDING AN ENTIRE SCHEDULE

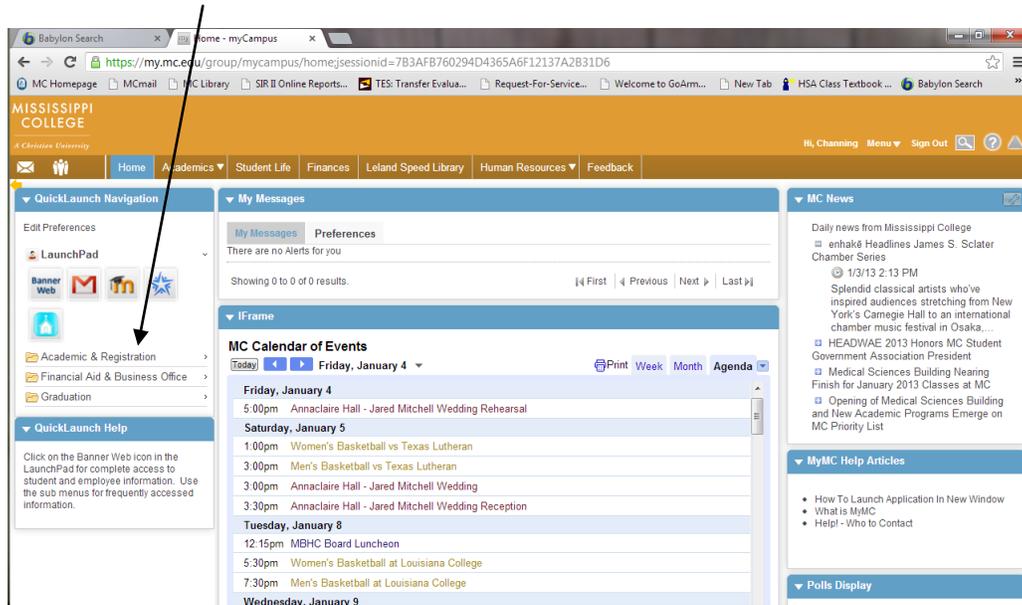
1. Go to the MC Home Page at <http://www.mc.edu> and click on **My MC**.



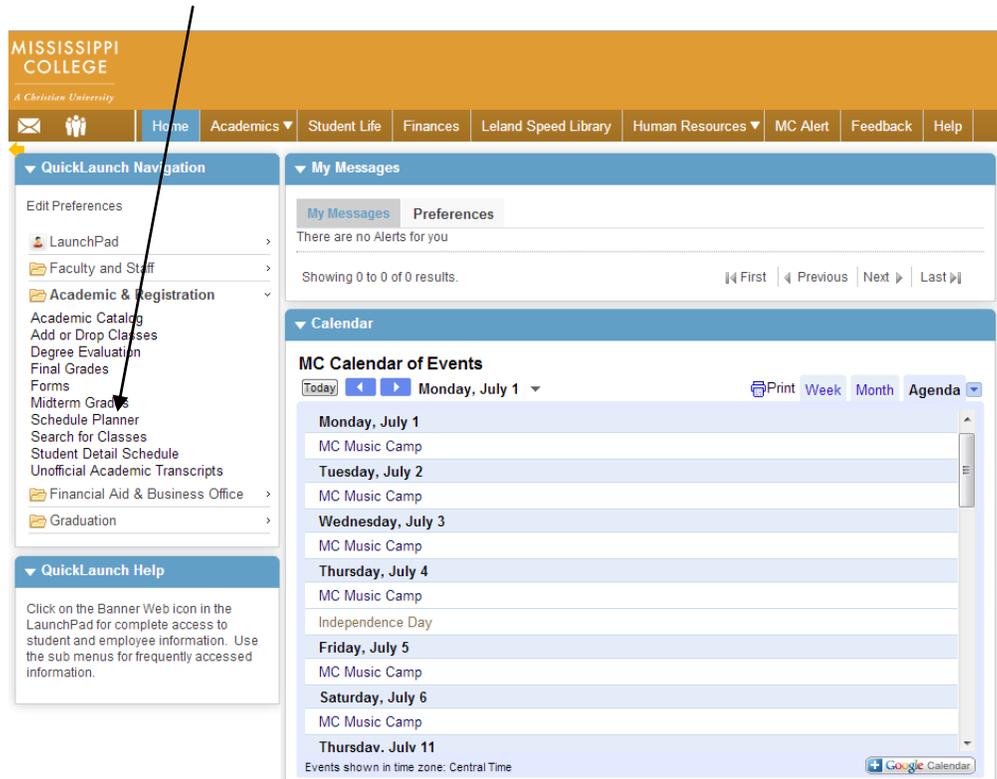
2. Then enter your MC network user name and password for the My MC portal. If you do not know this information, click on **Student Account Lookup** and enter the required information.



3. Click on **Academic and Registration**.



4. Click **Schedule Planner**.



5. Select the term for which you wish to register.

The screenshot shows the Mississippi College registration interface. At the top, there is a link for "Go to Accessible Version (Text Only)". Below the college logo and name, a blue box contains the instruction: "*Please select the term you wish to schedule for below." Underneath, the "Select Term:" dropdown menu is open, showing the following options: "Fall 2013" (highlighted in blue), "-Select Term-", "Fall 2013", "Spring 2013", and "Summer Term 2013".

6. Select the **campus(es)** for which you want to register. Then click **Save and Continue**.

The screenshot shows the "Select Campus Settings:" section of the registration page. It features a table with four rows, each representing a campus. The "Main" campus is selected with a checked checkbox. Below the table is a "Save and Continue" button. Arrows from the text above point to the checkboxes and the button.

<input type="checkbox"/>	Campus
<input type="checkbox"/>	Flowood Center (Lakeland Dr.)
<input type="checkbox"/>	Law School
<input checked="" type="checkbox"/>	Main
<input type="checkbox"/>	Online

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**.

The screenshot shows the registration page with the "Course Status:" dropdown menu set to "Open Classes Only" and the "Parts of Term:" dropdown menu open, showing "Change Parts of Term Options" as the selected option. Other fields include "Term:" set to "Fall 2013" and "Campus:" set to "1 of 4 Selected". Below these fields is an information box with instructions: "Instructions: Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!". At the bottom, there are sections for "Courses" and "Breaks", each with an "Add" button and a table. The "Breaks" table has one row with "work" listed under "Name", "TR" under "Days", and "5:00pm to 7:00pm" under "Time". A "Generate Schedules" button is located at the bottom left.

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**.

<input type="checkbox"/>	Parts of Term
<input checked="" type="checkbox"/>	Fall 2013 - Full Term
<input type="checkbox"/>	Fall 2013 - Law Full Term
<input type="checkbox"/>	Fall 2013 - PAS Full Term
<input type="checkbox"/>	Fall 2013 - Session 1
<input type="checkbox"/>	Fall 2013 - Session 2

9. Click the **Add Course** button.

Course Status: Open Classes Only Term: Fall 2013
Parts of Term: 1 of 5 Selected Campus: 1 of 4 Selected

Instructions: Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!

Courses Add Course
Click the 'Add Course' button to add courses.

Breaks Add Break

<input type="checkbox"/>	Name	Days	Time
<input type="checkbox"/>	work	TR	5:00pm to 7:00pm

Schedules
Generate Schedules

10. Based on the courses recommended 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.

Add Course

1. Select Subject: English (34)

2. Select Course: 101 English Composition

Add Course Cancel

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.**”

Help Videos - Exit

Mississippi College
A CHRISTIAN UNIVERSITY

Course Status: Open Classes Only Term: Fall 2013
Parts of Term: 1 of 5 Selected Campus: 1 of 4 Selected

Instructions: Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!

Courses Add Course

<input checked="" type="checkbox"/>	Course	Options	Info	
<input checked="" type="checkbox"/>	ART 125	View/Edit		
<input checked="" type="checkbox"/>	BIO 101	View/Edit		
<input checked="" type="checkbox"/>	ENG 101	View/Edit		
<input checked="" type="checkbox"/>	HIS 101	View/Edit		
<input checked="" type="checkbox"/>	MAT 101	View/Edit		

Breaks Add Break

Click the 'Add Break' button to add times during the day that you do not wish to take classes.

Schedules
Generate Schedules

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.

Add Break

Breaks are times during the day that you do not wish to take classes.
Please enter a break between 6am and 10pm.

Break Name:

Start Time: Hour, Minute, Time

End Time: Hour, Minute, Time

Days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

13. Once you have entered all the relevant courses and breaks, click “**Generate Schedules.**” Make sure all the boxes are checked by all the courses and breaks you want to include in your schedule.

Mississippi College
A CHRISTIAN UNIVERSITY

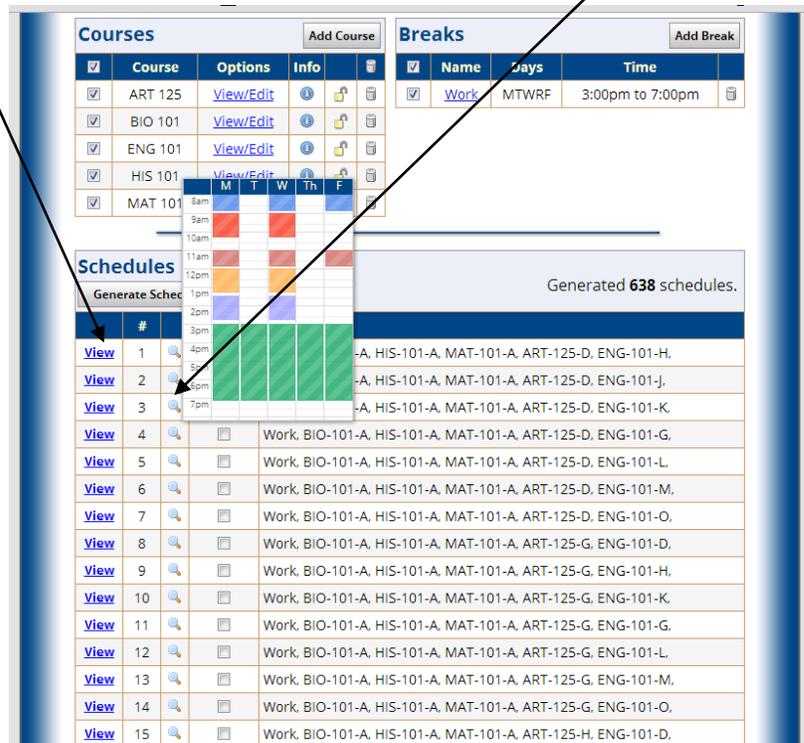
Course Status: Term:
 Parts of Term: Campus:

Instructions: Add desired courses and breaks, place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!

Courses					Breaks			
<input checked="" type="checkbox"/>	Course	Options	Info		<input checked="" type="checkbox"/>	Name	Days	Time
<input checked="" type="checkbox"/>	ART 125	View/Edit	Info	Add	<input checked="" type="checkbox"/>	Work	MTWRF	3:00pm to 7:00pm
<input checked="" type="checkbox"/>	BIO 101	View/Edit	Info	Add				
<input checked="" type="checkbox"/>	ENG 101	View/Edit	Info	Add				
<input checked="" type="checkbox"/>	HIS 101	View/Edit	Info	Add				
<input checked="" type="checkbox"/>	MAT 101	View/Edit	Info	Add				

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 magnifying glass** 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.”**



Generated 638 schedules.

#	View	Schedule
1		-A, HIS-101-A, MAT-101-A, ART-125-D, ENG-101-H,
2		-A, HIS-101-A, MAT-101-A, ART-125-D, ENG-101-J,
3		-A, HIS-101-A, MAT-101-A, ART-125-D, ENG-101-K,
4		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-D, ENG-101-G,
5		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-D, ENG-101-L,
6		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-D, ENG-101-M,
7		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-D, ENG-101-O,
8		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-G, ENG-101-D,
9		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-G, ENG-101-H,
10		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-G, ENG-101-K,
11		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-G, ENG-101-G,
12		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-G, ENG-101-L,
13		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-G, ENG-101-M,
14		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-G, ENG-101-O,
15		Work, BIO-101-A, HIS-101-A, MAT-101-A, ART-125-H, ENG-101-D,

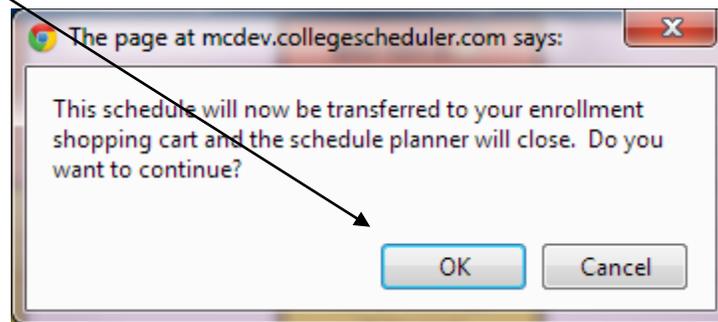
15. Once you have clicked **View**, the schedule will be returned. To register for that schedule, click **Send to Cart**. If you do not want to register for that schedule, click **Close Schedule** to be returned to the schedule menu.

*You are viewing a potential schedule only and you must still register.

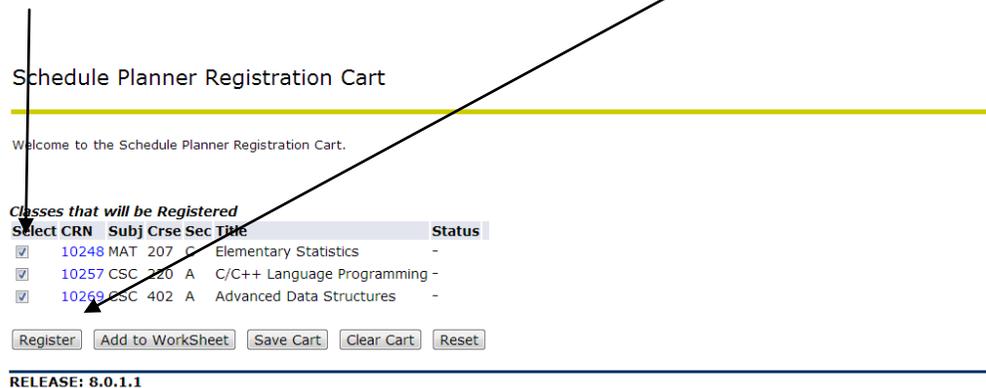
More Info	CRN#	Subject	Course	Section	Open Seats	Day(s) & Time(s)	Date	Location(s)	Campus
	10310	BIO	101	A	45	MWF - 8:00am - 8:50am	8/26/2013 - 12/18/2013	HEDERM 105	Main
	10148	HIS	101	A	44	MW - 9:00am - 10:15am	8/26/2013 - 12/18/2013	J-ANEX 104	Main
	10225	MAT	101	A	27	MW - 12:00pm - 1:15pm	8/26/2013 - 12/18/2013	MCC 103	Main
	10006	ART	125	D	20	MWF - 11:00am - 11:50am	8/26/2013 - 12/18/2013	AVEN 216	Main
	10186	ENG	101	H	23	MW - 1:30pm - 2:45pm	8/26/2013 - 12/18/2013		Main

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	BIO-101-A		BIO-101-A		BIO-101-A
8:15	HEDERM 105-Lecture Stark, Bill		HEDERM 105-Lecture Stark, Bill		HEDERM 105-Lecture Stark, Bill
8:30					
8:45					
9:00	HIS-101-A		HIS-101-A		
9:15	J-ANEX 104-Lecture Ford, Thomas Kirkwood		J-ANEX 104-Lecture Ford, Thomas Kirkwood		
9:30					
9:45					
10:00					
10:15					
10:30					
10:45					
11:00	ART-125-D		ART-125-D		ART-125-D
11:15	AVEN 216-Lecture Not Assigned		AVEN 216-Lecture Not Assigned		AVEN 216-Lecture Not Assigned
11:30					

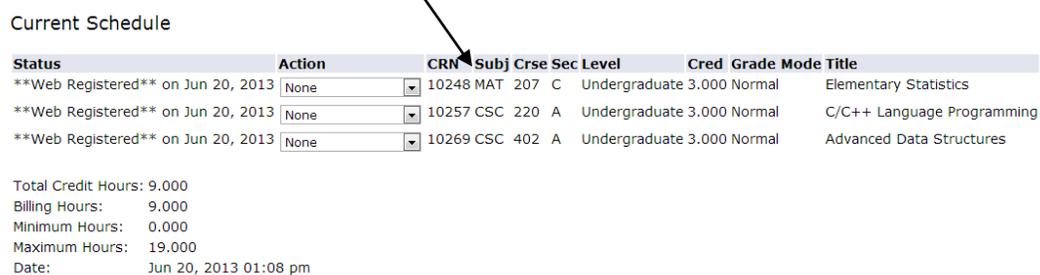
16. You will be informed that you will be transferred to your enrollment cart in Banner. Click **OK**.



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 this Registration Error Message.

The screenshot shows a web browser window titled "Add or Drop Classes". It displays a list of registered courses with columns for status, date, dropdown menu, CRN, KIN, level, grade, mode, and title. Below the list, it shows "Total Credit Hours: 15.000", "Billing Hours: 15.000", "Maximum Hours: 15.000", and "Date: Jun 15, 2009 03:34 pm". A red "X" icon is next to the heading "Registration Add Errors". Below this is a table with the following data:

Status	CRN	Subj Crse Sec Level	Cred	Grade Mode	Title
	CORQ_ENG 099 REQ 10232	ENG 102 B	Undergraduate 3.000	Normal	English Composition

Below the table is an "Add Classes Worksheet" section with a row of input fields for CRNs. The first two fields contain "10232" and "10233". There are buttons for "Submit Changes", "Class Search", and "Reset".

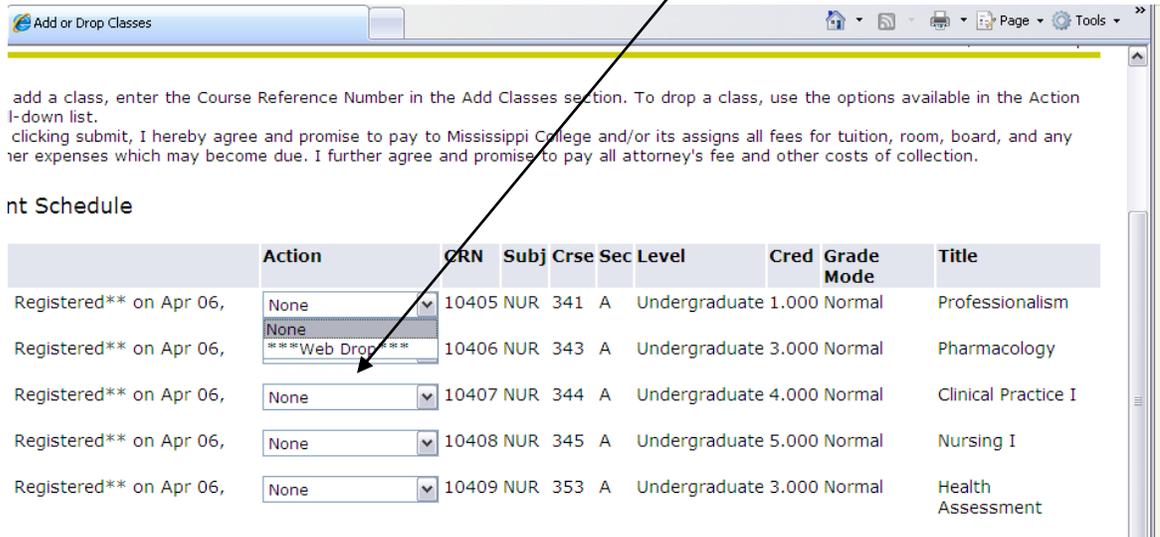
20. Once you submit your courses, click on **Student Detail Schedule**. You will need this schedule to purchase your books at the bookstore. The schedule opens in a new window. You can print it by using the CNTRL-P function of your browser.

The screenshot shows the Mississippi College website. The "QuickLaunch Navigation" menu is open, showing options like "LaunchPad", "Academic & Registration", "Financial Aid & Business Office", and "Graduation". The "Academic & Registration" menu is expanded, showing "Add or Drop Classes" and "Student Detail Schedule". The "Student Detail Schedule" option is highlighted with a red arrow. The main content area shows the "Add or Drop Classes" page with a search bar and a "Go" button.

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**.



add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action I-down list.
clicking submit, I hereby agree and promise to pay to Mississippi College and/or its assigns all fees for tuition, room, board, and any other expenses which may become due. I further agree and promise to pay all attorney's fee and other costs of collection.

nt Schedule

	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered** on Apr 06,	None	10405	NUR	341	A	Undergraduate	1.000	Normal	Professionalism
Registered** on Apr 06,	None ***Web Drop***	10406	NUR	343	A	Undergraduate	3.000	Normal	Pharmacology
Registered** on Apr 06,	None	10407	NUR	344	A	Undergraduate	4.000	Normal	Clinical Practice I
Registered** on Apr 06,	None	10408	NUR	345	A	Undergraduate	5.000	Normal	Nursing I
Registered** on Apr 06,	None	10409	NUR	353	A	Undergraduate	3.000	Normal	Health Assessment

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.

Add or Drop Classes

Before adding courses, you must read the [Mississippi College Student Enrollment and Financial Agreement](#).
By clicking "Submit Changes" at the bottom of this page, you acknowledge that you have read and accept the Agreement.
Billing hours over 18 will result in additional tuition charges.
To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Jun 20, 2013	None	10248	MAF	207	C	Undergraduate	3.000	Normal		Elementary Statistics
Web Registered on Jun 20, 2013	None	10257	CSC	220	A	Undergraduate	3.000	Normal		C/C++ Language Program
Web Registered on Jun 20, 2013	None	10269	CSC	402	A	Undergraduate	3.000	Normal		Advanced Data Structures

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jun 20, 2013 01:24 pm

Add Classes Worksheet

CRNs

<input type="text"/>									
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2. Choose the subject area of interest and click **Course Search**. Then find the course in which you are interested and click View Sections.

MISSISSIPPI COLLEGE
A Christian University

myBANNERWEB

Personal Information **Student** Financial Aid

Search RETURN 1

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one field when your selection is complete.

Subject:

- Click the box next the section for which you want to register. Then click **Register**.

MISSISSIPPI COLLEGE
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Search Go RETURN TO

Look Up Classes

Sections Found

Physical Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Lo
<input checked="" type="checkbox"/>	10464	PED	106	A	1	1.000	Deep Water Running(Swim Req)	MW	12:00 pm-12:50 pm	20	0	20	Pamela Gene Milling (P)	08/26-12/18	AL PO
<input type="checkbox"/>	10465	PED	106	B	1	1.000	Deep Water Running(Swim Req)	TR	03:00 pm-03:50 pm	20	0	20	Pamela Gene Milling (P)	08/26-12/18	AL PO

Register Add to WorkSheet New Search

VIEWING AND PAYING YOUR BILL

- 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**.

Home - myCampus

https://my.mc.edu/group/mycampus/home;jsessionid=7B3AFB760294D4365A6F12537A2B31D6

MISSISSIPPI COLLEGE
A Christian University

Hi, Char

Home Academics Student Life Finances Leland Speed Library Human Resources Feedback

QuickLaunch Navigation

- Edit Preferences
- LaunchPad
- Academic & Registration
- Financial Aid & Business Office**
 - Financial Aid Award
 - Financial Aid Requirements
 - Student Account - Charges Payments**
 - Tax Notification
 - Graduation

QuickLaunch Help

Click on the Banner Web icon in the LaunchPad for complete access to student and employee information. Use the sub menus for frequently accessed information.

Personal Information Student Financial Aid

Search Go RETURN TO

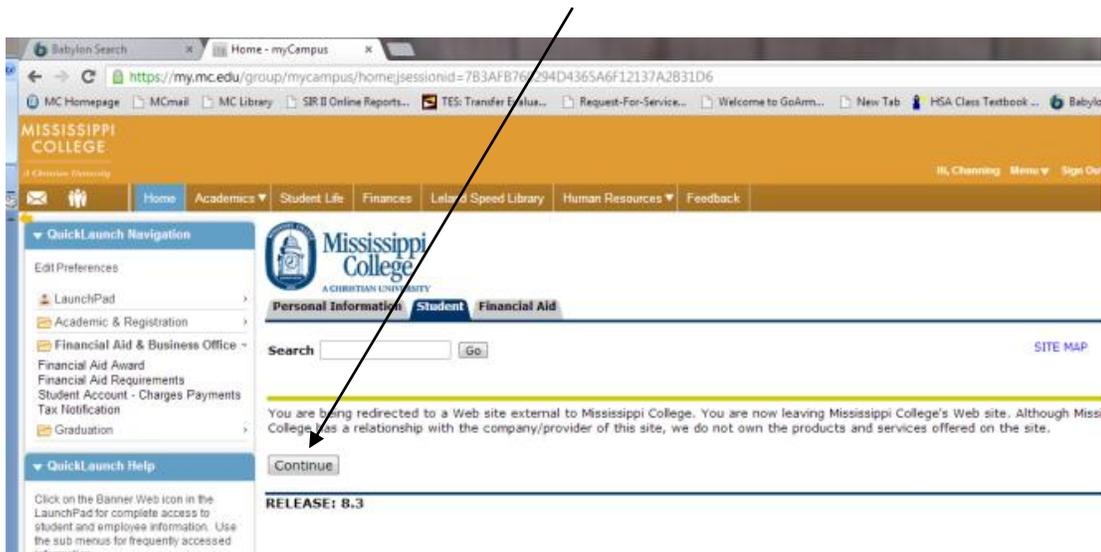
Add or Drop Classes 70

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the optional pull-down list.
By clicking submit, I hereby agree and promise to pay to Mississippi College and/or its assigns all fees for tuition other expenses which may become due. I further agree and promise to pay all attorney's fee and other costs (NOTE: Billing hours over 18 will result in additional tuition charges).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode
Web Registered on Nov 07, 2012	None	20634	CSC	309	A	Undergraduate	3.000	Normal
Web Registered on Nov 07, 2012	None	20636	CSC	416	A	Undergraduate	3.000	Normal
Web Registered on Nov 07, 2012	None	22392	CSC	404	A	Undergraduate	3.000	Normal
Web Registered on Nov 07, 2012	None	23156	MAT	213	A	Undergraduate	3.000	Normal

2. Please read the disclaimer and then click **Continue**.



3. A new page will open with your current account status.

