# 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**.
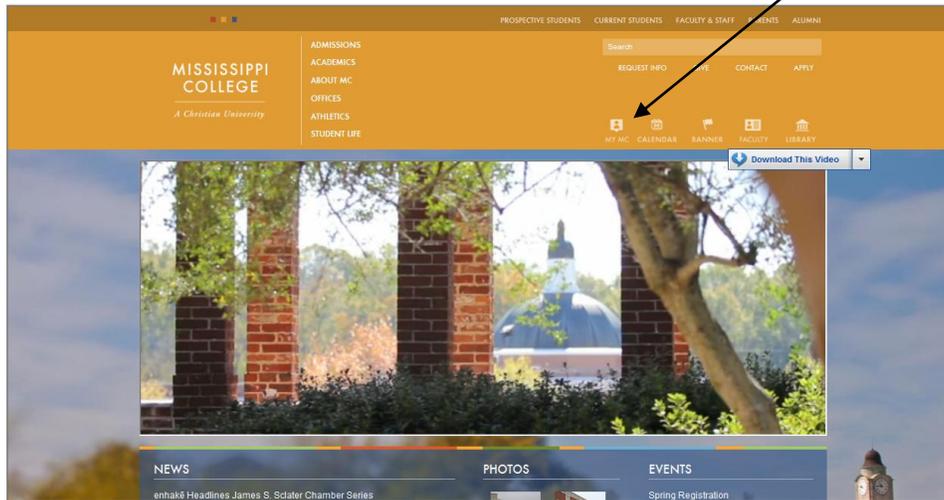

2. Then enter your MC network user name and password for the My MC portal. If you do not know this information, click on **Student Account Lookup** and enter the required information.

1
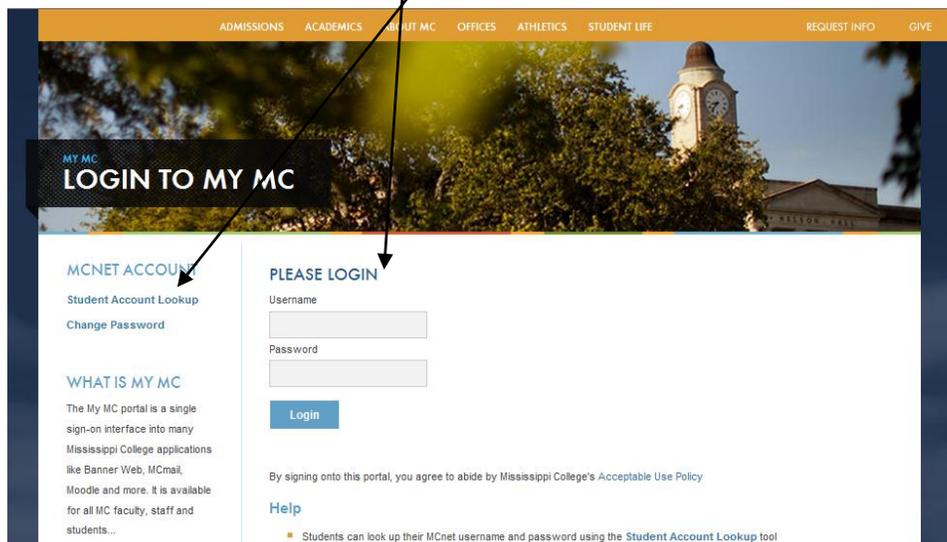
3.   Click on **Academic and Registration.**
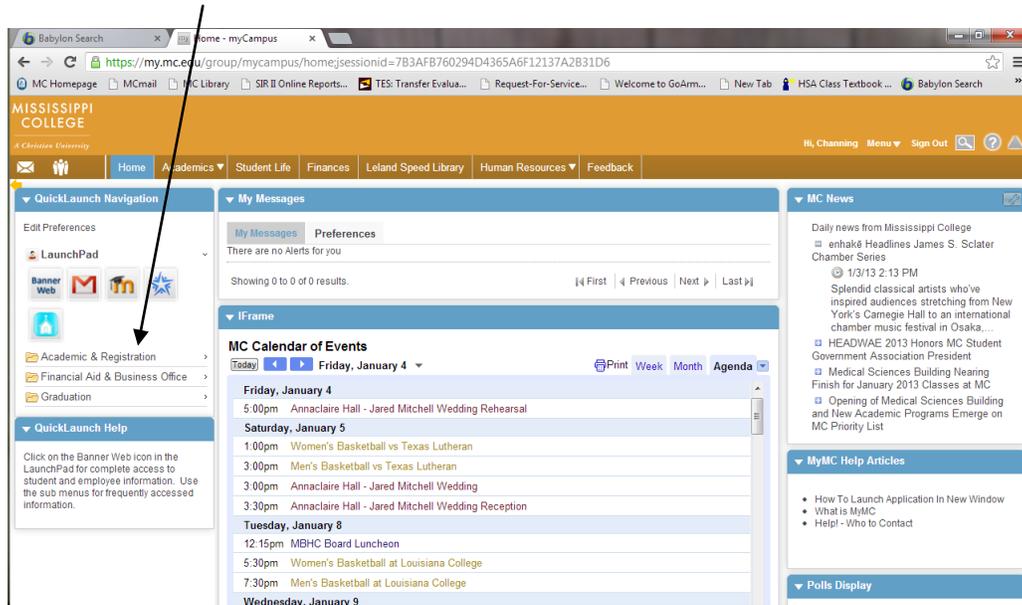
4.   Click **Schedule Planner.**
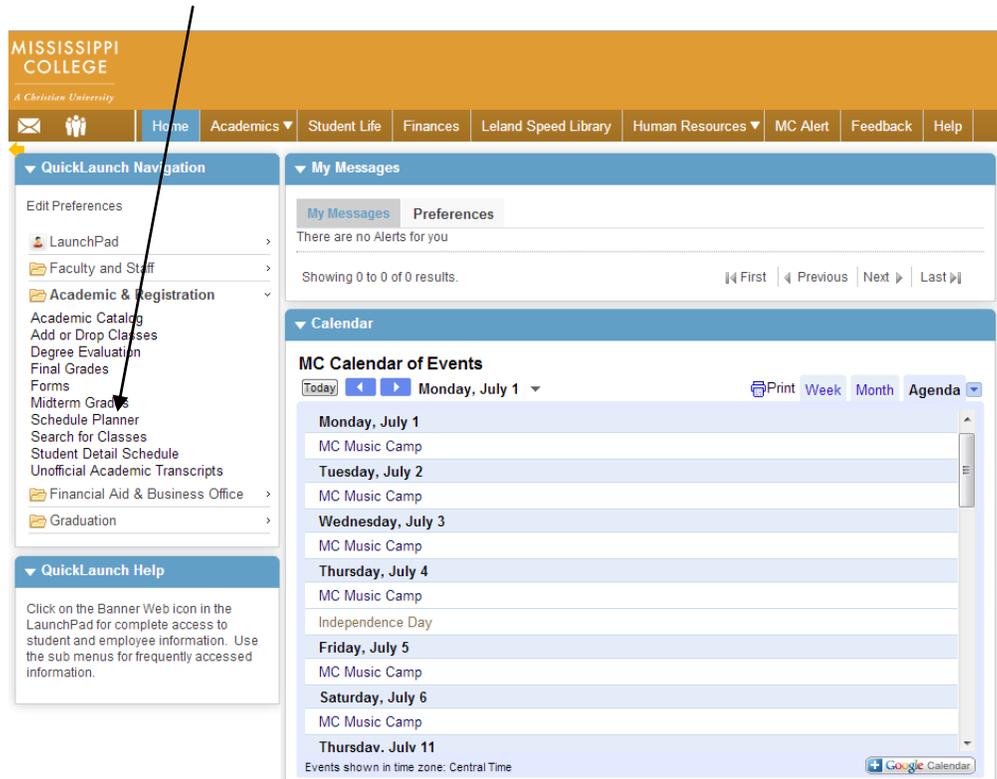
5.   Select the term for which you wish to register.

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 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.

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**." Make sure all the boxes are checked by all the courses and breaks you want to include in your schedule.

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**."

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**.

The page at mcdev.collegescheduler.com says:

This schedule will now be transferred to your enrollment shopping cart and the schedule planner will close. Do you want to continue?

OK   Cancel
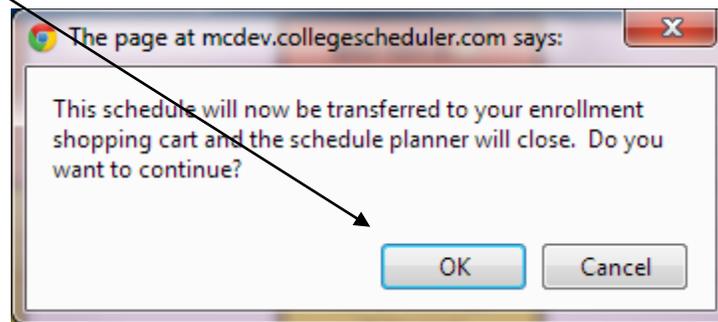
17. You will be taken to the Schedule Planner Registration Cart in Banner. Read the financial policy at the top. When ready to proceed, click **Register** (ensure that all desired sections are checked).

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

Classes that will be Registered

Select	CRN	Subj	Crse	Sec	Title	Status
☑	10248	MAT	207	C	Elementary Statistics	-
☑	10257	CSC	220	A	C/C++ Language Programming	-
☑	10269	CSC	402	A	Advanced Data Structures	-

Register   Add to WorkSheet   Save Cart   Clear Cart   Reset

RELEASE: 8.0.1.1
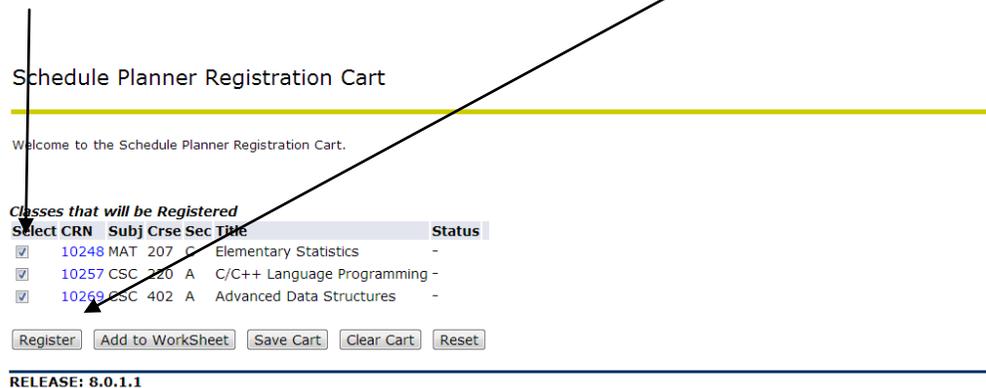
18. The screen will show all the classes for which you have registered.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 20, 2013	None	10248	MAT	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 Programming
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 01:08 pm

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.

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.

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	MAT	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

Submit Changes   Class Search   Reset

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
*my*BANNER**WEB**

Personal Information **Student** Financial Aid
Search [ ] Go   RETURN T

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 leas
Search when your selection is complete.

Subject:
Nursing
Paralegal Studies
Philosophy
Physical Education
Physician Assistant
Physics
Political Science
Psychology
Social Work
Sociology

Course Search   Advanced Search

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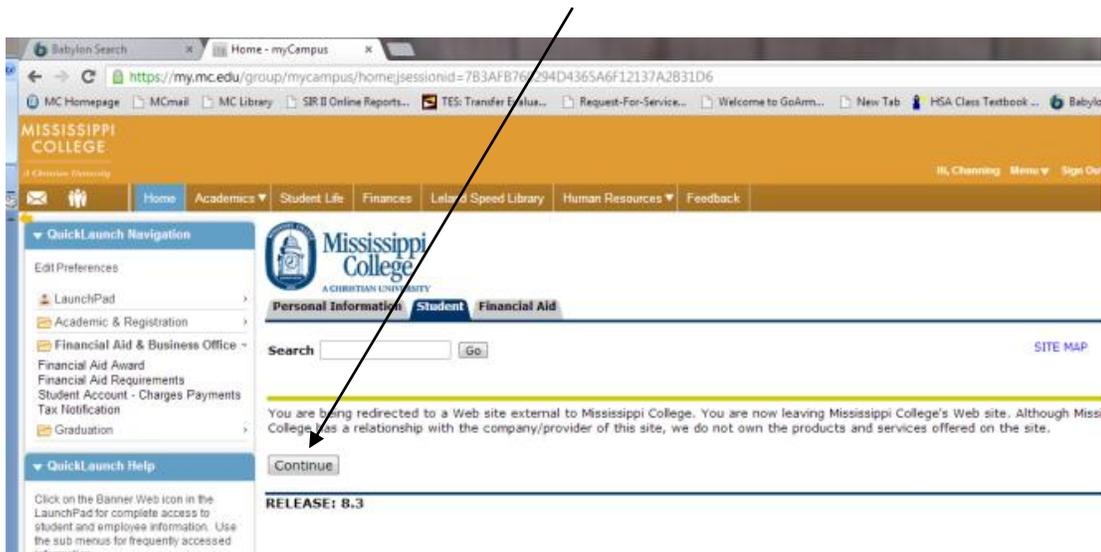
3. A new page will open with your current account status.