



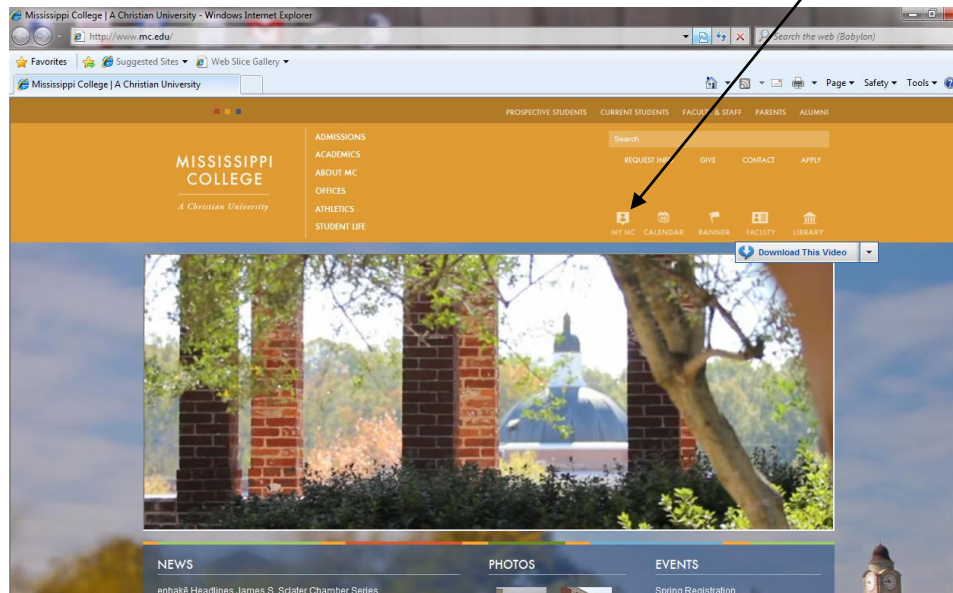
# Mississippi College

Updated 01.04.13

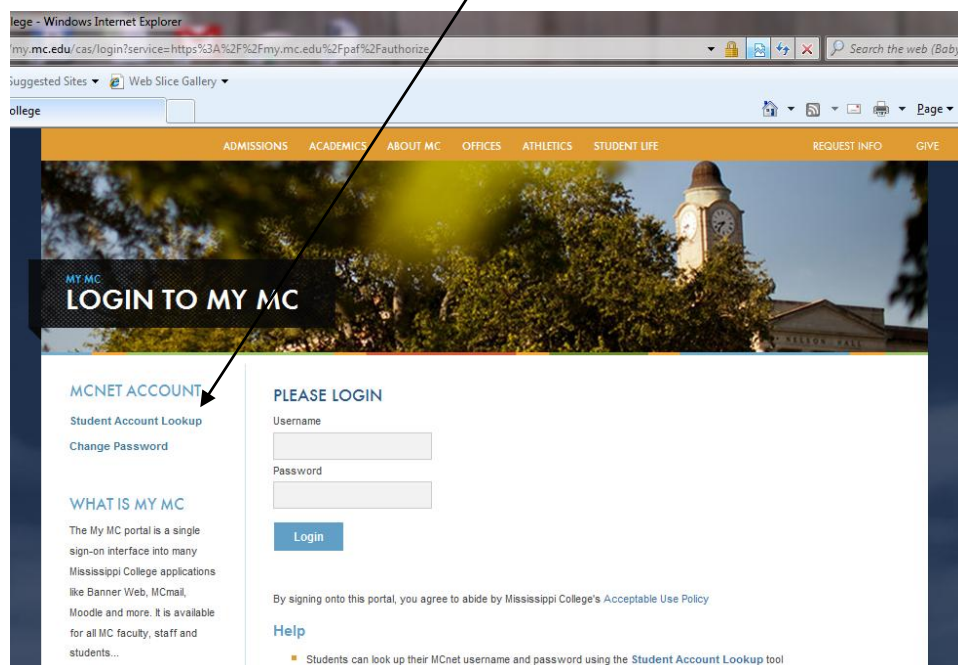
## Banner Web Login and Registration Instructions

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.

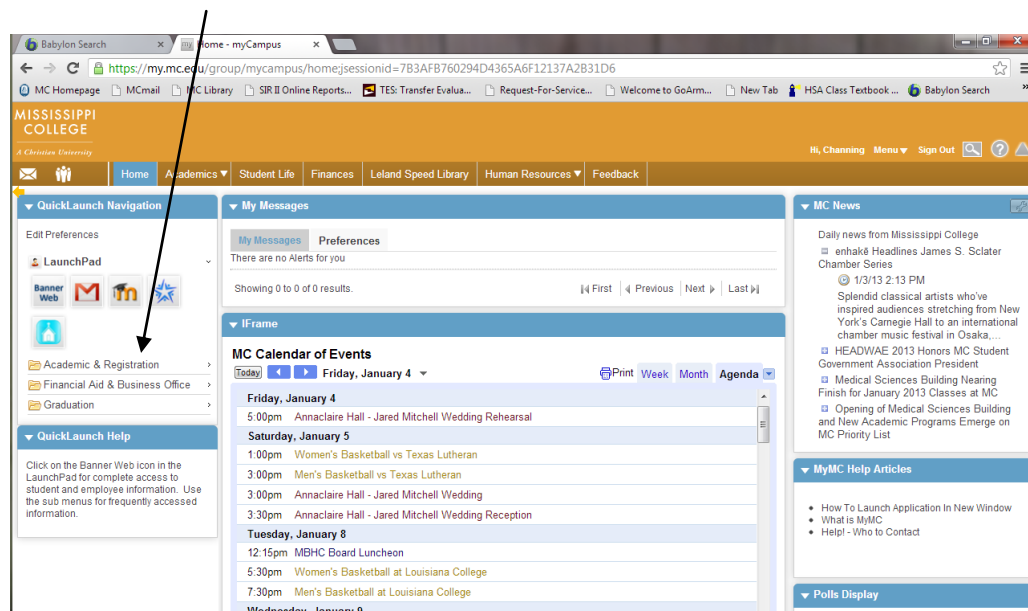
1. Go to the MC Home Page at <http://www.mc.edu> and click on **My MC**.



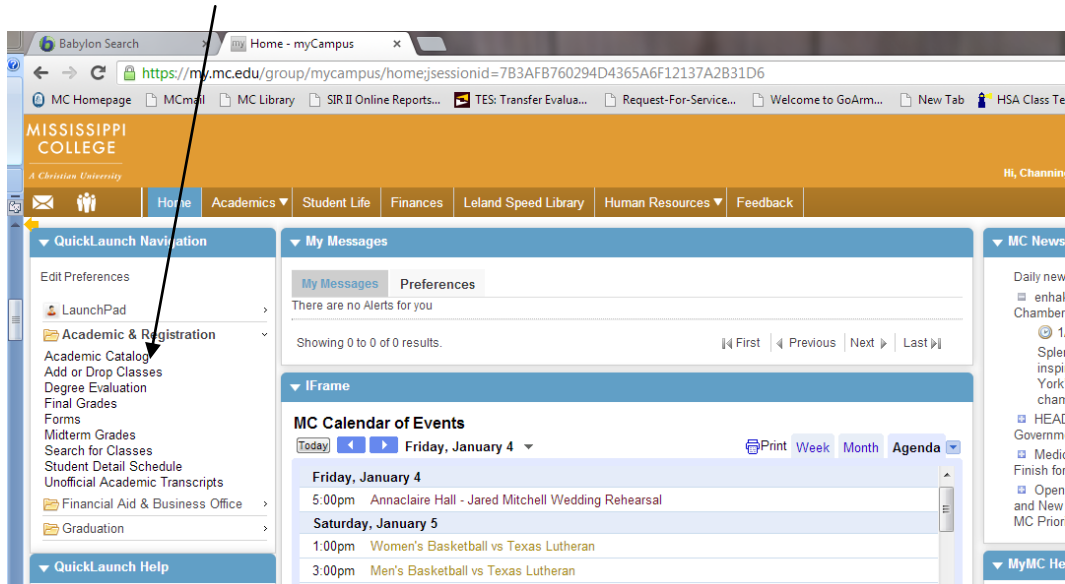
2. Then enter your MC network user name and password for the My MC portal. If you do not know this information, click on **Student Account Lookup** and enter the required information.



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



4. Click **Add or Drop Classes**.



5. If the correct term is not showing, click the drop down arrow and choose the correct term for your registration and then click **Submit**. If the correct term is showing, click **Submit**.

The screenshot shows the myCampus portal for Mississippi College. The navigation bar includes links for Home, Academics, Student Life, Finances, Leland Speed Library, Human Resources, and Feedback. The QuickLaunch Navigation menu on the left lists various academic and administrative services. The main content area is titled "Registration Term" and features a "Select a Term:" dropdown menu currently set to "Spring 2013". A "Submit" button is located below the dropdown. A "RELEASE: 8.1" notice is visible at the bottom of the page.

6. In order to register you must enter your Alternate Pin number. Your faculty advisor will give you this number when you are advised. Your Alternate Pin number will change each semester. Enter your **Alternate Pin** number and click Submit.

The screenshot shows the myCampus portal for Mississippi College, specifically the "Alternate PIN Verification" screen. The navigation bar and QuickLaunch Navigation menu are consistent with the previous screenshot. The main content area is titled "Alternate PIN Verification" and includes a message: "Please enter your Alternate PIN to access registration." Below this message is a text input field labeled "Alternate PIN:" and a "Submit" button. A "RELEASE: 8.3.0.1" notice is visible at the bottom of the page.

7. You can type the 5 digit CRN(Course Reference Number) for each class and then click **Submit**. If you do not know the CRN, click the **Class Search** button and this will take you to the online class schedule.

Mississippi College  
A CHRISTIAN UNIVERSITY

Personal Information **Student** Faculty Services Finance

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Add or Drop Classes

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.

By 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.

#### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[\[ View Holds | Registration Fee Assessment \]](#)

8. To use the **Class Search**, you must select a **Subject** in the **Subject** window. Then click **Submit** at the bottom of the screen. Detail searches may be performed by entering additional information; ex: course number, part of term, instructor, etc., but a **Subject** must always be entered for any search.

Personal Information **Student** Financial Aid

Search   [RETURN TO MENU](#)

### 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 Subject. Select Class Search when your selection is complete.

Subject:  (dropdown menu open showing: French, General Business, Geography)

Course Number:

Title:

Schedule Type:  (dropdown menu open showing: All, Activity, Contest Debate)

Instructional Method:  (dropdown menu open showing: All, Fully Online, Online with classroom meetings)

Credit Range:  hours to

Campus:  (dropdown menu open showing: All, Flowwood Center (Lakeland Dr.), Law School)

Course Level:  (dropdown menu open showing: All, Doctorate, Education Specialist)

Part of Term:  (dropdown menu open showing: All, Non-class based courses only, Full Term, Law Full Term)

Instructor:  (dropdown menu open showing: All, Adams, Nell C., Aden, Meredith B.)

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Done

Trusted sites | Protected Mode: On

9. Sections meeting the search criteria will be returned. To choose a section, click the **SELECT** button to the far left of the desired section and click the **REGISTER** button at the bottom left of the page.

A CHRISTIAN UNIVERSITY

Personal Information Student Financial Aid

Search  Go RETURN TC

### Look Up Classes

---

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

**Sections Found**

**French**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)
<input checked="" type="checkbox"/>	10122	FRE	101	A	1	3.000	Elementary French I	MWF	10:00 am-10:50 am	25	24	1	Agnes M. Man-Bourdon (P)	08/22-1
<input type="checkbox"/>	10123	FRE	201	A	1	3.000	Intermediate French I	MWF	11:00 am-11:50 am	25	12	13	Agnes M. Man-Bourdon (P)	08/22-1
<input type="checkbox"/>	10943	FRE	209	A	1	3.000	Adv Fre Conversn & Compstn I	TR	09:25 am-10:40 am	20	5	15	Agnes M. Man-Bourdon (P)	08/23-1
<input type="checkbox"/>	11268	FRE	440	A	1	3.000	ST:Adv Comp & Translation	MW	12:00 pm-01:15 pm	10	2	8	Agnes M. Man-Bourdon (P)	08/22-1

Register Add to WorkSheet Class Search

10. 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. NOTE: The CRNs in this example may not be current, be sure and enter the correct CRNs.

Add or Drop Classes

**Web Registered** on Apr 07, 2009	None	10489	KIN	211	A	Undergraduate 3.000 Normal	Basic Principles of Nutrition
**Web Registered** on Apr 07, 2009	None	10492	KIN	401	A	Undergraduate 3.000 Normal	Facility Design & Event Mgt
**Web Registered** on Apr 07, 2009	None	11737	KIN	315	A	Undergraduate 2.000 Normal	Prncpls of Coaching Baseball

Total Credit Hours: 15.000  
Billing Hours: 15.000  
Maximum Hours: 19.000  
Date: Jun 15, 2009 03:34 pm

**Registration Add Errors**

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

Add Classes Worksheet

**CRNs**

10232 10233

Submit Changes Class Search Reset

11. If you need to drop a class in which you are registered, go to **Registration**, select the term, select **Add or Drop classes**. Click on the down arrow next to the course. Select **Web Drop**. Click **Submit Changes**. To add a class see step 12.

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.

By 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.

Current 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

12. 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.

MISSISSIPPI COLLEGE  
A Christian University

Home Academics Student Life Finances Leland Speed Library Human Resources Feedback

QuickLaunch Navigation

- Edit Preferences
- LaunchPad
- Academic & Registration
  - Academic Catalog
  - Add or Drop Classes
  - Degree Evaluation
  - Final Grades
  - Forms
  - Midterm Grades
  - Search for Classes
  - Student Detail Schedule
  - Unofficial Academic Transcripts
- Financial Aid & Business Office
- 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 M

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the option pull-down list.

By 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.

**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	22156	MAT	213	A	Undergraduate	3.000	Normal



13. 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**.

The screenshot shows the myCampus website for Mississippi College. The left sidebar contains a 'QuickLaunch Navigation' menu with options like LaunchPad, Academic & Registration, and Financial Aid & Business Office. The 'Financial Aid & Business Office' menu is expanded, showing sub-options including 'Student Account - Charges Payments'. The main content area has tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar and a section titled 'Add or Drop Classes'. A disclaimer text is present, followed by a 'Current Schedule' table.

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

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

The screenshot shows the same myCampus website, but with a disclaimer message displayed. The disclaimer states: 'You are being redirected to a Web site external to Mississippi College. You are now leaving Mississippi College's Web site. Although Mississippi College has a relationship with the company/provider of this site, we do not own the products and services offered on the site.' Below the disclaimer is a 'Continue' button. The 'QuickLaunch Navigation' menu is still visible on the left, and the 'Financial Aid & Business Office' menu is expanded.

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

The screenshot displays the Mississippi College student account portal. The header features the college's logo and name, "Mississippi College A CHRISTIAN UNIVERSITY". Below the header is a navigation bar with tabs for "My Account", "Payments", "Payment Plans", "eBills", and "eDeposits". A secondary navigation bar includes "Account Activity", "My Profiles", and "Authorized Users".

The main content area is divided into two columns. The left column contains "Account Alerts" (showing "No alerts at this time.") and "Announcements" (a message about the Spring balance due by Friday, January 11, 2013, and payment plan enrollment from November 30 to January 11, 2013). The right column contains "My Account" information, including "Current Account Status" (Balance, Estimated Financial Aid, Balance Including Estimated Aid) with buttons for "Make a Payment" and "View Account Activity". Below this is the "Statements" section, which includes an "eBill Statement" and a notice about a new bill delivered on 12/17/12. The "Term Balances" section shows the balance for Spring 2013.

Current Account Status	
Balance:	\$
Estimated Financial Aid:	\$
Balance Including Estimated Aid:	\$

Term Balances	
Spring 2013	\$