



1 Log Into myMCC

- Go to my.monroecc.edu

MCC Network Login

MCC Email Address

MCC Network Password

Sign-In

2 Within the Students Tab

- Click on **Schedule Planner** under Registration & Records box

My Account

Registration & Records

- [Add/Drop/Withdraw](#)
- **Schedule Planner**
- [Your Summary Schedule](#)

3 Select Term

Schedule Planner Text Only Help Sign out

Select Term

Term

- Spring 2019
- Summer 2019
- Fall 2019

Save and Continue

4 Select Campus

- Courses offered at these campuses will show up in your class search

Schedule Planner Text Only Help Sign out

Select Campus

- Select All Campuses
- Applied Technologies Center
- Brighton Campus
- Downtown Campus
- Hospital
- Off Campus

5 Add Breaks (A), then Courses (B)

- A** Block off times you are unavailable
- B** Search by course, instructor and/or attribute

Schedule Planner Text Only Help Sign out

Courses **+ Add Course**

- English - 101 Edit X
- Biology - 102 Edit X
- Accounting - 116 Edit X
- Mathematics - 116 Edit X

Breaks **+ Add Break**

- work Edit X
- MTWThF - 4:00pm to 11:00pm Edit X

Schedules **Generate Schedules** **Advanced Options** **View Schedules**

View 1 ACC 116 - 2, BIO 102 - 3, ENG 101 - 1, MTH 109 - 7

View 2 ACC 116 - 1, BIO 102 - 5, ENG 101 - 7, MTH 109 - 2

View 3 ACC 116 - 3, BIO 102 - 5, ENG 101 - 4, MTH 109 - 1

6 Generate

- All possible schedules

7 View and Compare

- Hover over the magnifying glass to preview – Open to view schedule detail
- Select best schedule for your life and learning style

8 Send to Course Cart

- From the “View” screen and begin registration!

Send to Cart **Schedule 2 of 50**

COURSE	CRN	SECT	CAMPUS	DAYS	TIME
ENGLISH	101	2	MAIN CAMPUS	TH	12:00-2:00
BIOLOGY	102	5	MAIN CAMPUS	MWF	2:00-3:30
ACCOUNTING	116	3	MAIN CAMPUS	TH	9:00-10:30
MATHEMATICS	109	8	MAIN CAMPUS	MW	4:00-5:00

	MON	TUES	WED	THR	FRI
8					
9	WORK	ACC 116	WORK	ACC 116	
10					
11					
12					
1		ENG 101		ENG 101	

Schedule Planner works on any of your web-enabled devices



Turn page for instructions on registering for courses in Banner.



9 Course Cart View

- Click **Register**

Schedule Planner Registration Cart

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	10015	ANT	102	007	Cultural Anthropology-WR	-
<input checked="" type="checkbox"/>	10246	ECO	103	029	Personal Money Management	-

Register Add to WorkSheet Save Cart Clear Cart

10

Verify that your courses say **Web Registered**

- If you receive a Waitlist message, refer to Step #11. If you receive a prerequisite error message, refer to the course prerequisite. If you receive a time conflict alert, choose a different time.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 07, 2020	None	10015	ANT	102	007	Undergraduate 3.000 Standard Letter				Cultural Anthropology-WR
Web Registered on Apr 07, 2020	None	10246	ECO	103	029	Undergraduate 3.000 Standard Letter				Personal Money Management

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

11

If the class is closed and you would like to waitlist:

- Enter the **CRN** number in the boxes on the worksheet. Click on: . Then select **Wait List** from the drop down **Action** menu.
- Click on: to officially add the waitlisted class. Make sure the waitlisted course is appearing in your **Student Detail Schedule**.

Add Classes Worksheet

CRNs

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
CLOSED - 006	WAITLISTED	10015	ANT	102	007	Undergraduate 3.000 Standard Letter				Cultural Anthropology-WR
CLOSED - 006	WAITLISTED	10246	ECO	103	029	Undergraduate 3.000 Standard Letter				Personal Money Management

12

Scroll down and click on **Student Summary Schedule**

- To print: **Right Click** or **Press CTRL P**, then **Click** on **Print** in the dialog box that appears.

13

If you want to add or change your schedule:

- To add an additional course or change your schedule, click on **Class Search** at the bottom of the Add/Drop classes screen. Continue with steps A - D as shown below.

A. In the **Subject** box, scroll down to the subject you wish to take. Click on:

B. Choose the Course Number (i.e. English = ENG)

C. Choose the appropriate section by clicking:

D. Once you have chosen the class you want to take click the box , then scroll to the bottom of the page and click on: , or **HIT ENTER ON KEY PAD**.

14

Click on **Return to Menu**

15

If you have the **CRN** (Course Reference Number) number(s), enter them in the boxes provided on the Add Classes Worksheet. Click on: after you have entered all of the CRNs.

16

When you are finished setting up your schedule, go to the top center of the page. Click on: **RETURN TO MENU**. Scroll down to **Student Summary Schedule**.