1. Log Into myMCC
   - Go to my.monroecc.edu

2. Within the Students Tab
   - Click on Schedule Planner under Registration & Records box

3. Select Term

4. Select Campus
   - Courses offered at these campuses will show up in your class search

5. Add Breaks (A), then Courses (B)
   A. Block off times you are unavailable
   B. Search by course, instructor and/or attribute

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!

Turn page for instructions on registering for courses in Banner.
9. Course Cart View
   - Click Register

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.

11. If the class is closed and you would like to waitlist:
    - Enter the CRN number in the boxes on the worksheet. Click on: Submit Changes. 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.

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: Course Search
B. Choose the Course Number (i.e. English = ENG)
C. Choose the appropriate section by clicking: View Sections
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: Register, 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: Submit Changes 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.