Monroe Community College
STATE UNIVERSITY OF NEW YORK

Schedule Planner

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

MCC Network Login

MCC Email Address
jdoe9@student.monroecc.edu

MCC Network Password
Password

Sign-In

2 Within the Students Tab
- Click My Account
- Click **Schedule Planner** in the Registration & Records box

My Account

Registration & Records
- Add/Drop/Withdraw
- Schedule Planner
- Your Summary Schedule

3 Select Term

Schedule Planner   Text Only   ⑦ Help   ⮕ Sign out

Select Term

Term
- ○ Spring 2019
- ○ Summer 2019
- ○ Fall 2019

✓ Save and Continue

4 Select Campus

Schedule Planner   Text Only   ⑦ Help   ⮕ Sign out

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

Schedule Planner   Text Only   ⑦ Help   ⮕ Sign out

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

A Block off class-free times
B Search by course, instructor and/or attribute

B

Courses   + Add Course
- ☐ English - 101   ⚙ Edit ⊗
- ☐ Biology - 102   ⚙ Edit ⊗
- ☐ Accounting - 116   ⚙ Edit ⊗
- ☐ Mathematics - 116   ⚙ Edit ⊗

A

Breaks   + Add Break
- ☐   ⊗
- ☐ work
  MTWThF - 4:00pm to 11:00pm   ⚙ Edit ⊗

Schedules   ⚙ Advanced Options   📅 View Schedules

6 Generate
- All possible 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

7 View
- Your option(s) and check one

8 Send to Course Cart
- From the "View" screen and begin registration!*

*To make changes once registered, go to **Step 2** and select **Add/Drop/Withdraw**

🛒 Send to Cart   ◀ Schedule 2 of 50 ▶

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		ENG 101 🔒		ENG 101 🔒	
1					
2					
3	BIO 102 🔒		BIO 102 🔒		BIO 102 🔒

Schedule Planner works on any of your web-enabled devices