Schedule Planner Login and Registration Instructions

All Law students are encouraged to consult with their advisor before registration. However, if you are on academic probation, or have ever been on academic probation you are required to get your schedule approved by the advisor assigned to you by the Academic Standards Committee. Law students under the supervision of the Academic Standards committee will have a hold on their student account until an approved schedule signed by the advisor has been submitted to the Director of Law School Records.

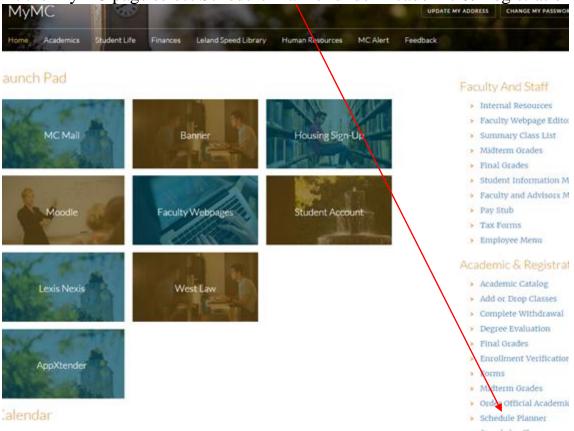
This guide is divided into four sections: Building an Entire Schedule, Dropping a Course, Adding a Course, and Paying Your Tuition.

BUILDING AN ENTIRE SCHEDULE

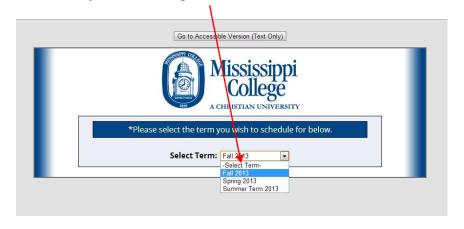
Go to MC Law website: law.mc.edu Select MY MC



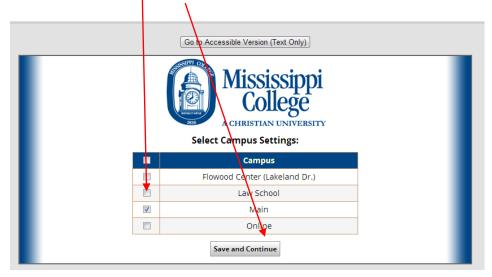
At the MyMC page select Schedule Planner under Academic & Registration



Select the term for which you wish to register.



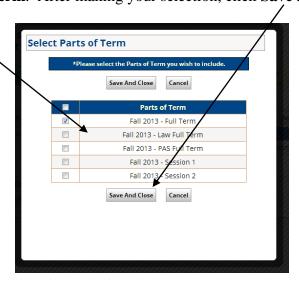
Select the **LAW SCHOOL CAMPUS.** The default is Main campus, you must select law school campus. Then click **Save and Continue**.



Choose **Open Classes Only** and then your preferred part(s) of term. If you want to limit search results to specific parts of term, (Law Intersession or Law Full Time) choose **Change Parts of Term Options**.



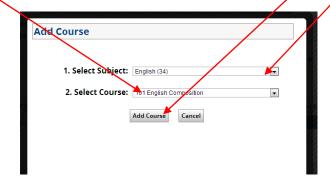
If you change parts of term options, you will be taken to a screen on which you can select **specific parts of term**. After making your selection, click **Save and Close**.



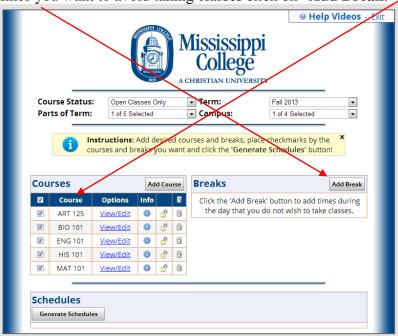
Click the **Add Course** button.



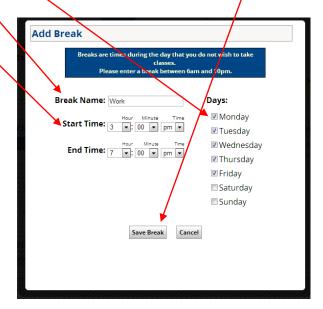
Based on the courses recommended to you by your advisor, choose the subject (Law) and specific course for which you want to search. Then click "Add Course" Repeat these steps for all the courses prescribed to you for the current semester.



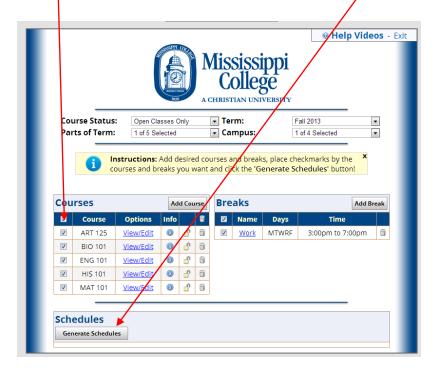
Once you have added all your courses, they will be displayed under the **Courses** heading. If you have any times you want to avoid taking classes click on "**Add Break**."



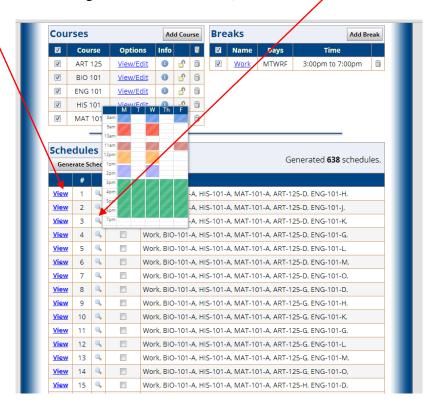
Enter a **name** for your break (i.e., work, practice, meal, volunteer, etc.) along with the **start/end times** and **days** for your break. Then click "**Save Break**." Your break will appear under the "Breaks" heading.



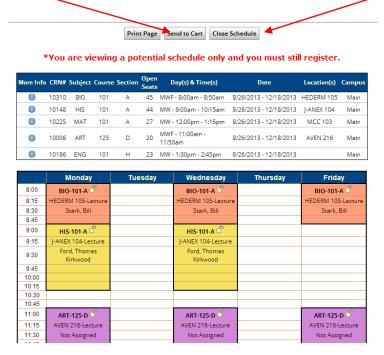
Once you have entered all the relevant courses and breaks, click "Generate Schedules." Make sure all the boxes are checked by all the courses and breaks you want to include in your schedule.



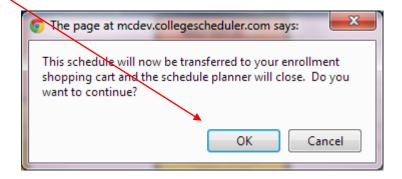
All possible combinations of the courses and breaks you entered will be returned. Click "View" on each one to examine the potential schedule, or hover your mouse over the magnifying glass to get a quick look at the schedule. If, after a quick look at the schedule, you want to register for that schedule, click "View."



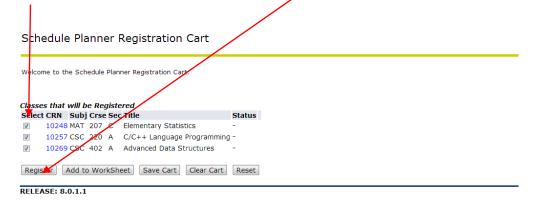
Once you have clicked **View**, the schedule will be returned. To register for that schedule, click **Send to Cart.** *If you do not want to register for that schedule*, click **Close Schedule** to be returned to the schedule menu.



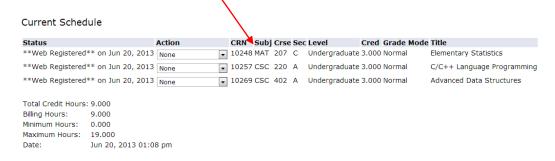
16. You will be informed that you will be transferred to your enrollment cart in Banner. Click **OK**.



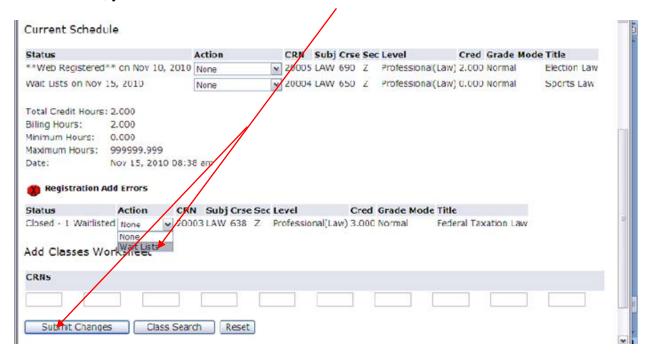
You will be taken to the Schedule Planner Registration Cart in Banner. Read the financial policy at the top. When registration opens, click **Register** (ensure that all desired sections are checked).



The screen will show all the classes for which you have registered.



If a class is closed, but has seats available for the Wait List, you will receive a Registration Add Error message. If you would like to be put on the waitlist for this course, you must choose Wait Lists under the Action tab. Then click Submit



When someone drops the class you are wait listed for, and you are next on the waitlist, you will receive an email, to your MC email address, notifying you that you now have the option to web register the class. The email will read as follows:

WAITLIST REGISTRATION

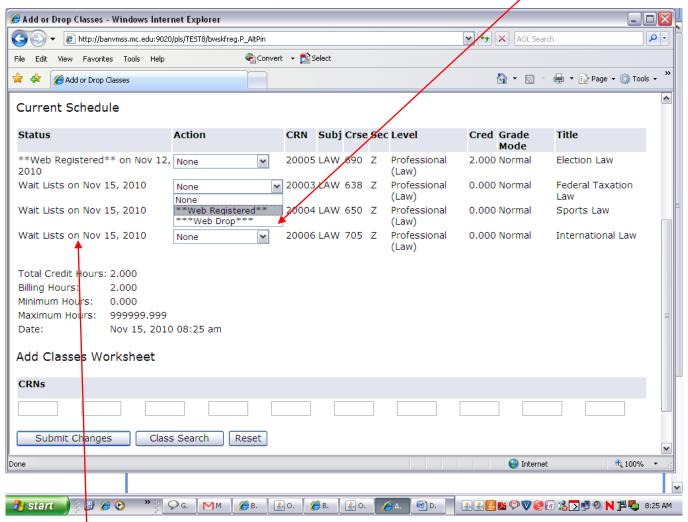
Student's Name, a course that you have waitlisted on your schedule is now eligible to be web registered. You have 24 hours to complete the process. If you do not, you will be removed from the waitlist.

- 1. Login to Banner Web
- 2. Select Registration from Student menu
- 3. Choose Add or Drop Classes
- 4. Choose drop down box by course that is waitlisted and select **Web Register**.

NOTE: A waitlisted course is eligible for registration only when **Web Registered** is an option under the Action drop-down box.

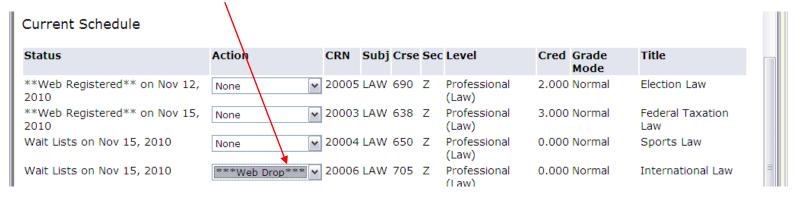
5. Click Submit

To register for the waitlisted class, click the drop-down under the Action tab beside the course and choose **Web Registered**. Click Submit



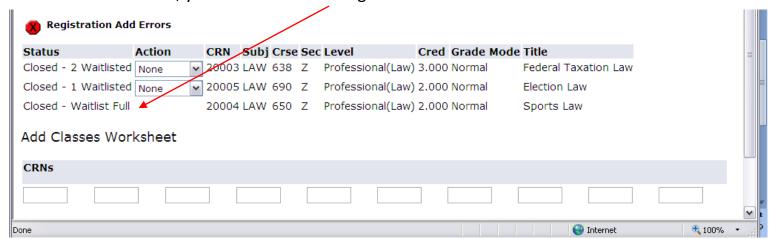
NOTE: If you are on the Wait Lists for a class, you will notice that your status, on the Banner Web Add or Drop Classes screen, reflects Wait Lists and the date.

If you decide you do not want to be on the waitlist for a course, choose the drop-down box under Action and select ***Web Drop***. Click Submit



This option only applies as long as the web drop date is valid for the term.

If the waitlist is full, you will see this message.



You may view your position on the Wait Lists by going to the Registration menu and select Student Detail Schedule



Your Waitlist Position displays for you

Federal Taxation Law - LAW 638 - Z

Associated Term: Spring 2011 CRN: Spring 2003

Status: Wait Lists on Nov 15, 2010

Waitlist Position:
Notification Expires:
Assigned Instructor:

Grade Mode: Normal Credits: 0.000

Level: Professional(Law)

Campus: Main

The time your Waitlist notification expires, will also display once you have been emailed that you are eligible to register for the class

Election Law - LAW 690 - Z

Associated Term: Spring 2011 CRN: 20005

Status: Wait Lists on Nov 15, 2019

Waitlist Position: 0

Notification Expires: Nov 16, 2010 09:52 am

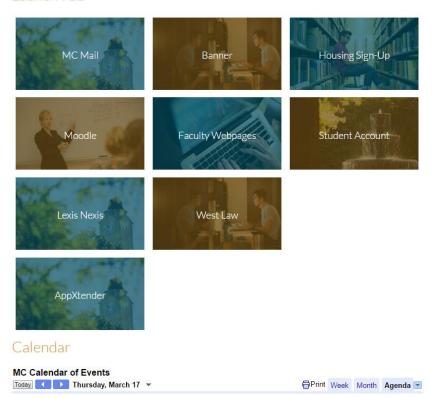
Assigned Instructor:

Grade Mode: Normal Credits: 0.000

Level: Professional(Law)
Campus: Law School

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.

Launch Pad



Faculty And Staff

- > Internal Resources
- > Faculty Webpage Editor
- > Summary Class List
- Midterm Grades
- > Final Grades
- > Student Information Menu
- > Faculty and Advisors Menu
- > Pay Stub
- > Tax Forms
- > Employee Menu

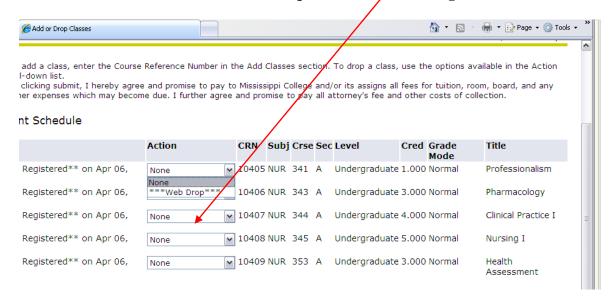
cademic & Registration

Academic Catalog

- Add or Drop Classes
- Complete Withdrawal
- > Degree Evaluation
- > Final Grades
- > Enrollment Verification
- > Form
- > Midterm Grades
- > Order Official Academic Transci
- > Schedule Planner
- > Search for Classes
- > Student Detail Schedule

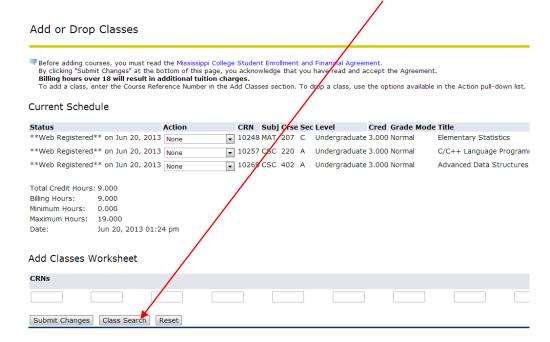
DROPPING A CLASS

If you need to drop a class for which you are registered, log into My.MC portal and click **Add or Drop classes under Academic & Registration**. Then select Click on the down arrow next to the course. Select **Web Drop**. Click **Submit Changes**.



ADDING A CLASS

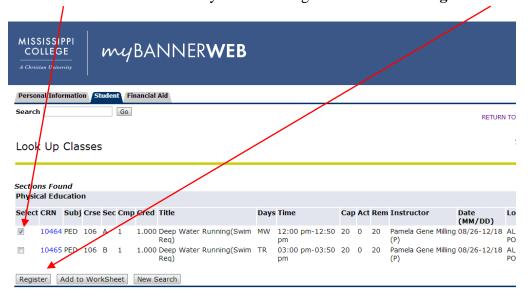
Log into the My.MC portal and select **Add or Drop classes under Academic & Registration**. Click **Class Search** at the bottom of the page.



Choose the subject area of interest and click **Course Search**. Then find the course in which you are interested and click View Sections.



Click the box next the section for which you want to register. Then click **Register**.



MAKING PAYMENT TO STUDENT ACCOUNT

Log in to MyMC and select student account – charge payments

