Step 1 – Plan your Courses

Login to MyNC using your assigned Username and password

- Click on the **Students** menu
- Click on **Academic Planning & Registration** (Under the Registration or Advising Information menus)
- Click on **Go to Plan & Schedule**
- Navigate to the appropriate term by clicking the forward or back arrow
- Begin Planning Your Courses  *(Skip to Step 2 if your advisor has already planned all of your desired courses.)*
- Using the “Search for courses” box (upper right), enter the Name or Course ID of your desired course.

  ![Search for courses](image)

- Click “Add Course to Plan”
- Choose the desired **Term** from the drop down and click “Add Course to Plan”.

  ![Add Course to Plan](image)

- Continue to “Search for Courses” until you have added all the desired courses to your plan for the upcoming semester(s).

Step 2 – Plan Your Sections

- Click “**Plan & Schedule**” from the **Student Planning** menu to return to the Planning Calendar.

  ![Plan & Schedule](image)

- Click “**View other sections**” under each planned course to plot the day/time offerings onto your calendar.

  ![View other sections](image)

- This calendar provides a quick view of how different sections could work together to provide the optimal schedule.
- Click on any **Course ID #** from the calendar to add the section to your plan.
- **Note:** Online courses will not appear on the calendar since they do not have specific meeting days/times. Choose online sections by clicking on the description pane from the course list found on the left side of the screen. Section #'s are usually 920, 921, 922, etc.
• Review the Section Details:
  • Meeting Days of the week
  • Meeting times
  • Meeting location
  • Instructor Name
  • Requisites – courses that must be taken before or concurrently with this course

Other important registration information, including books and orientation requirements

Click “Add Section” to choose this section.

• Planned sections show on your calendar in yellow with a checkmark 

• To select the next course section, click “View Other Sections” again and then click on the Course ID of the desired section. Continue until you have selected a specific section for each planned course for the semester.

• Review your schedule visually on the calendar.

• Review the meeting information on the left-hand side of the screen.

• NOTE: These courses are ONLY planned at this point. You have not officially REGISTERED for these courses yet!

• CAUTION: The “Remove Planned Courses” button will remove ALL planned Courses and Sections from your schedule.

Step 3 - Register Now

• All of the planning completed in Steps 1 and 2 can be done in advance. However, the “Register Now” button will not appear until registration for the term has begun.

• On or after your assigned registration date, log into MyNC, go to the Students Menu, click on “Academic Planning & Registration” and then click on “Go to Plan & Schedule”.

• Navigate your calendar to the appropriate term and click “Register Now” to register for all planned courses or choose “Register” under each planned course to select specific courses one-by-one.

• Your screen will indicate that the system is “Processing Registration”.

• Be patient while your courses are officially registered.

Step 4 - Registration Confirmation & Print Schedule

• Your planning calendar will show registered sections in green with a checkmark.

• Use the “Drop” button under each course in the list on the left-hand side if you need to drop the course (only available during the free-drop period).

• Print your Schedule by clicking the Print button under the Term name.

Some services available on your mobile device by downloading the “Ellucian Go” app from your device’s App store.