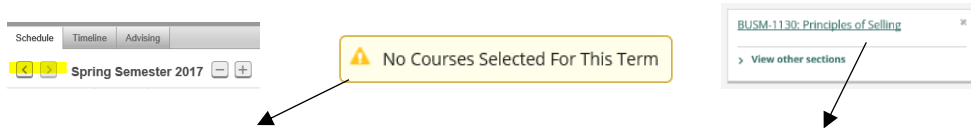


## Step 1 – Plan your Courses

Login to MyNC using your assigned Username and password

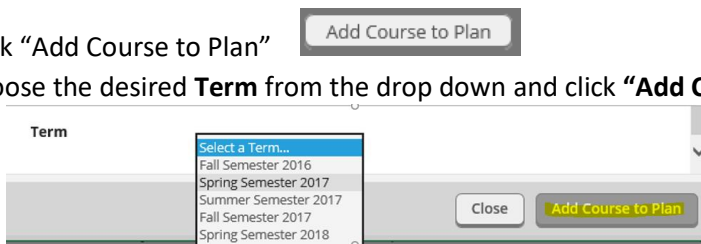
- Click on the **Students** menu
- Click on **Academic Planning & Registration** (Under the Registration or Advising Information menus)
- Click on **Go to Plan & Schedule**
- Navigate to the appropriate term by clicking the forward or back arrow



- 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.



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



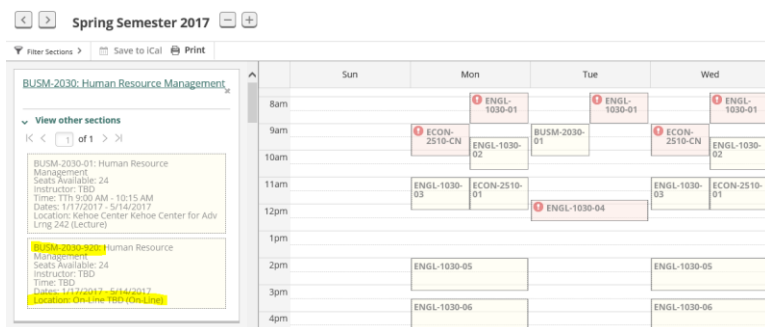
- Continue to “Search for Courses” until you have added all the desired courses to your plan for the upcoming semester(s).

## Step 2 – Plan Your Sections

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



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



- 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.*

**Remove Planned Courses**

### 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.

**Register Now**

**Register**

- 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.