

HOW TO PLAN & REGISTER USING STUDENT PLANNING

*Search for courses,
plan your semesters,
schedule & register for
your course sections*

Sign into MyMacomb and select the Self-Service icon on the MyMacomb homepage:

Plan & Register for Sections (on a Program Plan)

1. From the Self-Service homepage, select **Student Planning**
2. Go to **My Progress** and view your program progress
3. Review status of program course requirements (red font indicates not started status), select a course from your plan
4. Use the filter results options (location, semester, etc.) on left side of the screen
5. Select **View Available Sections** to find preferred course, select **Add Section to Schedule**, then **Add Section**
6. To add additional courses, select **Back to My Progress**. From the top ribbon, choose **Student Planning/Plan & Schedule**
7. Once all your courses have been planned, select **Student Planning/Plan & Schedule** on the top ribbon
8. Read the *Terms & Conditions* in blue at the top of the page
9. Use arrows to select the semester
10. To complete registration, select **Accept Terms & Register** under each section on your schedule
11. After adding or dropping classes, select **Student Finance** to view account, make payment and obtain printable registration statement

Plan & Register for Sections (not from a Program Plan)

1. From the Self-Service homepage, select **Student Planning**
2. Type course in **Search for Courses** box on the top right of the page
3. Use the filter results options (location, semester, etc.) on left side of the screen
4. Select **View Available Sections** to find preferred course, select **Add Section to Schedule**, then **Add Section**
5. Once all your courses have been planned, select **Back to Planning Overview. Student Planning/Plan & Schedule** on the top ribbon
6. Read the *Terms & Conditions* in blue at the top of the page
7. Use arrows to select the semester
8. To complete registration, select **Accept Terms & Register** under each section on your schedule
9. After adding or dropping classes, select **Student Finance** to view account, make payment and obtain printable registration statement

Waitlist for a Section

1. For a waitlisted section, select **Add Section to Schedule**, then **Add Section**
2. Select **Student Planning/Plan & Schedule** on the top ribbon
3. Under the section, select **Waitlist**
4. Next to the number of waitlisted seats, you will see number of waitlisted seats and your rank
5. If a seat becomes available, an email notification is sent
6. To take full advantage of the waitlist option, students should also monitor their eligibility on Student Planning
7. To be removed from the waitlist, select **Drop Waitlist**
8. View the Waitlist FAQ's: <http://link.macomb.edu/boX>

Drop a Section

1. From the Self-Service homepage, select **Student Planning**
2. Select **Student Planning/Plan & Schedule** on the top ribbon
3. Use arrows to select the semester
4. Locate the section you wish to drop and click **Accept Terms & Drop**
5. Select section to drop and click **Update**
6. After adding or dropping classes, select **Student Finance** to view account, make payment and obtain printable registration statement

**For detailed instructions, see
the Student Planning videos at:**



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