



Student Registration Process in Self Service

Go to MyMcK;

Click on the Self-Service
tile;

Sign In and Click on the
Student Planning
chicklet



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.

Click on Step 2 – Go to Plan & Schedule

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps t...



1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



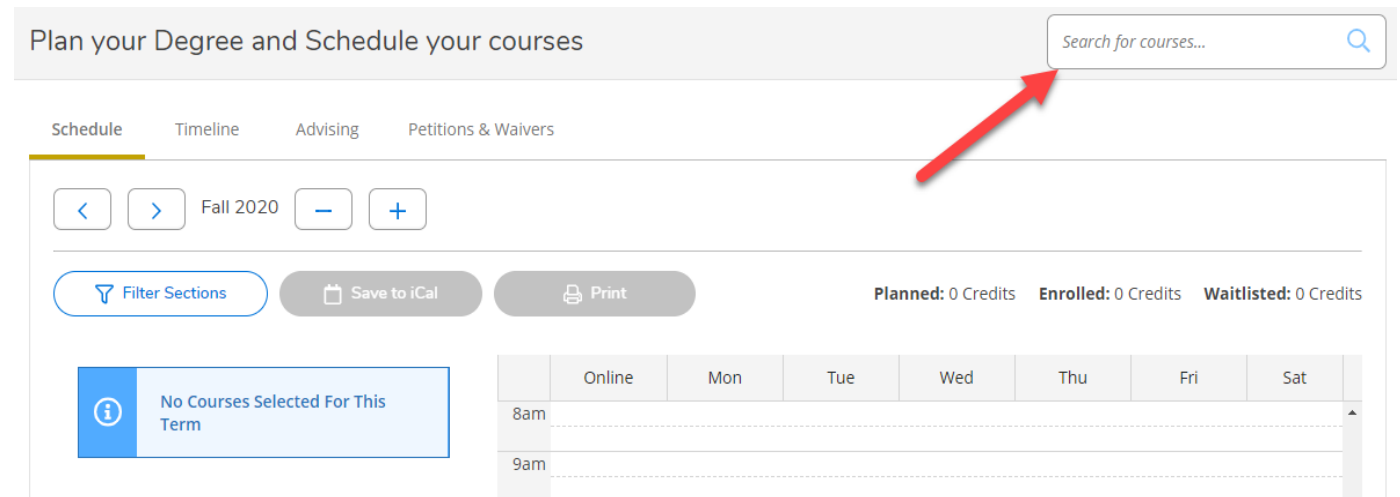
Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Use the 'Search for courses...' text box to search for a specific course. You can type the course name (ENG-111) or course title (Academic Writing). Note: Any course with those words in the title will show in your results – Good way to search for Writing Intensive Courses with WI as your search.

The Filter Sections option on the left hand column can be used to narrow down the results of available courses.



Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Fall 2020 - +

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

No Courses Selected For This Term

	Online	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							

A red arrow points from the search box to the 'Filter Sections' button.

Find the Course Name that is needed and click on 'View Available Sections for (Course Name)'

Choose 'Add Section to Schedule' next to the appropriate section number.

ACC-330 Managerial Cost Accounting (3 Credits)

[Add Course to Plan](#)

Topics include managerial report generation and analysis with written communication. Includes use of computer models for problem solving, quantitative and qualitative analysis, including behavioral issues, capital budgeting, tactical decision making, and operational control.

Requisites:

ACC-220 - Must be completed prior to taking this course.

ACC-230 - Must be completed prior to taking this course.

MGT-204 - Must be completed prior to taking this course.

Offered:

Spring, All Years

View Available Sections for ACC-330

Spring Term 2020

Managerial Cost Accounting 01CA

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
11	M/W/F 11:00 AM - 11:50 AM 1/13/2020 - 5/7/2020	Lebanon Campus, Piper Academic Center 215 Lecture	Brasel, J

Spring 2nd Half 2020

Managerial Cost Accounting 01EL +\$

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
15	O 3/16/2020 - 5/7/2020	eLearning WEB	Brasel, J

A detailed description of the Section will appear including Instructor, Meeting Information, Dates, Seats Available, Credits, Requisites (with notifications if they have not been completed already), and a Course Description.




Select whether the course will be taken as Graded or Credit/No Credit on this screen and click 'Add Section'

Any major requirement course **has** to be taken for a Grade.

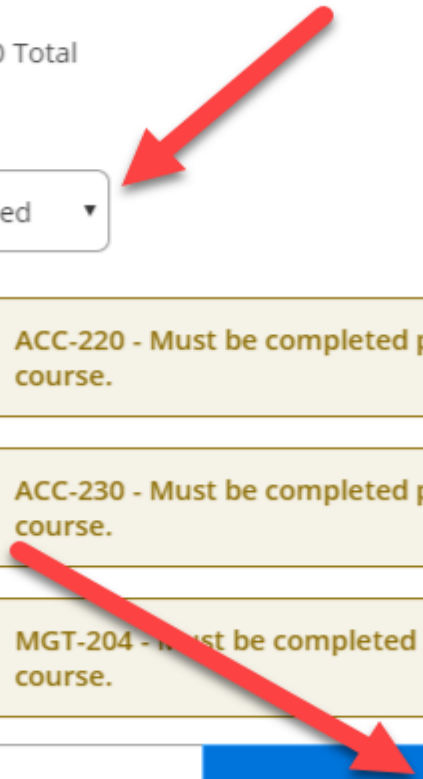
Credit hours from a course that is taken for Credit/No Credit does not count towards either Deans or Presidents List. (12 graded hours are required to qualify for either list.)

Section Details

ACC-330-01CA Managerial Cost Accounting
Spring Term 2020

Instructors	Brasel, J (jlbrasel@mckendree.edu)
Meeting Information	M, W, F 11:00 AM 11:50 AM 1/13/2020 - 5/7/2020 Lebanon Campus, Piper Academic Center 215 (Lecture)
Dates	1/13/2020 - 5/7/2020
Seats Available	11 of 20 Total
Credits	3
Grading	<input type="text" value="Graded"/>
Requisites	<ul style="list-style-type: none"> ACC-220 - Must be completed prior to taking this course. ACC-230 - Must be completed prior to taking this course. MGT-204 - Must be completed prior to taking this course.

Close **Add Section**



After all sections/courses have been added following the previous steps, click back to Step 2 Plan & Schedule.

View the layout of your proposed schedule that your advisor will review. Each term (Fall, Fall 1, Fall 2) will be listed separately. Click the arrows to scroll all of the relevant terms.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions & Waivers

< > Spring Term 2020 - +

Remove Planned Courses

Filter Sections Save to iCal Print

Planned: 7 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	O	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		MTH-170-01CA X	MTH-170-01CA X	MTH-170-01CA X	MTH-170-01CA X		
11am							
12pm							
1pm		HIS-162-01CA X		HIS-162-01CA X		HIS-162-01CA X	
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

HIS-162-01CA: World Civ From 1450-1914 X

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Boland, A
1/13/2020 to 5/7/2020
Seats Available: 30

Meeting Information

View other sections

MTH-170-01CA: Statistics X

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Dye, H
1/13/2020 to 5/7/2020
Seats Available: 30

Meeting Information

View other sections

This is the Spring 2
schedule

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions & Waivers

< > Spring 1st Half 2020 - +

Remove Planned Courses

Filter Sections

Save to iCal

Print

Planned: 0.50 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

[PED-109-01CA: Yoga I](#) X

✓ Planned

Credits: 0.50 Credits
Grading: Graded
Instructor: Tournier, A
1/13/2020 to 3/6/2020
Seats Available: 30

Meeting Information

View other sections

	O	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			PED-109-01CA X		PED-109-01CA X		
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							

Once your intended schedule is updated how you'd like, click on the Advising Tab and Compose a Note to ask the advisor for review of the terms (Fall, Fall 1, Fall 2) that were updated so they can pay specific attention to those terms.

Click Save Note.

Click Request Review and your advisor will receive an email that you have requested a review.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline **Advising** Petitions & Waivers

My Advisors

- Patricia Aube! (Major)
- Darren Cross (Major)

[Request Review](#) Last review requested on 2/10/2020

Compose a note for use when requesting (students) or approving/denying (advisors) review. This is not a chat feature; for other communication please use regular email.

Please review my schedule for the Full Fall term. Thank you.

[Save Note](#)

View Note History

Please review my schedule for the Fall 1 and Fall 2 terms. Thank you.
Hopkins, Jessica L. on 2/10/2020 at 3:24 PM

The screenshot shows a web interface for planning a degree. At the top, there are navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a search bar for courses. The main content area has four tabs: 'Schedule', 'Timeline', 'Advising' (which is highlighted with a red arrow and a '1'), and 'Petitions & Waivers'. Under the 'Advising' tab, there is a section for 'My Advisors' listing two advisors: Patricia Aube! and Darren Cross, both with checked boxes. To the right of this list is a 'Request Review' button (arrow '4') and a note that the last review was requested on 2/10/2020. Below this is a text area for composing a note, with the text 'Please review my schedule for the Full Fall term. Thank you.' (arrow '2'). Underneath the text area is a 'Save Note' button (arrow '3'). At the bottom, there is a 'View Note History' section showing a previous note: 'Please review my schedule for the Fall 1 and Fall 2 terms. Thank you.' by Hopkins, Jessica L. on 2/10/2020 at 3:24 PM.

Notice that all of the Note History going back and forth between the advisor and student will be visible for anybody who has access to the student's record. This is a great place to reference conversations that have taken place between the student and advisor in the past regarding course and program requirements. Please note: this is not a chat feature. For all other communication, please use regular email.

[Academics](#) · [Student Planning](#) · [Plan & Schedule](#)

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions & Waivers

My Advisors

- [Patricia Aibel](#) (Major)
- [Darren Cross](#) (Major)

[Request Review](#)
Last review requested on 2/10/2020

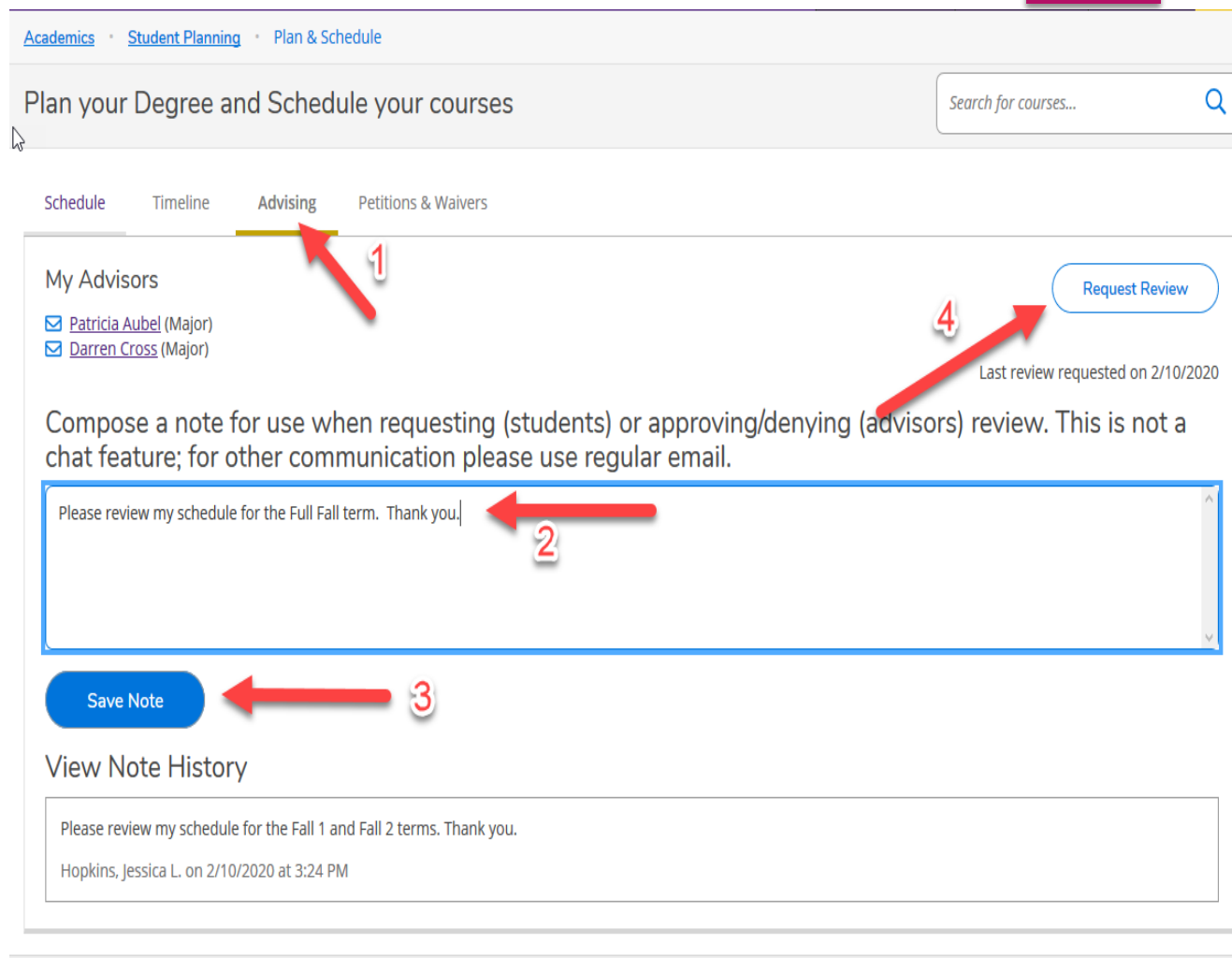
Compose a note for use when requesting (students) or approving/denying (advisors) review. This is not a chat feature; for other communication please use regular email.

Please review my schedule for the Full Fall term. Thank you.

[Save Note](#)

View Note History

Please review my schedule for the Fall 1 and Fall 2 terms. Thank you.
Hopkins, Jessica L. on 2/10/2020 at 3:24 PM



After Advisement Has Been Completed

- Registration Steps

Log into Self-Service

Any notifications to restrict you from registering will be listed and need to be addressed *prior* to you being able to register.

Click on the Student Planning chicklet

Click on 'Step 2 - Go to Plan and Schedule'

Click on the Advising Tab to view any notes the advisor has left under the 'View Note History' section. The note history stays on the students record and is visible to anybody who has access to the record

Click back to the Schedule tab and select the appropriate term (Fall, Fall 1, Fall 2) that you would like to register courses for by clicking the left and right arrows.

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions & Waivers

< > Summer 2020 8 Week Term - +

Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

Planned: 7 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENG-111-01EL: Academic Writing

Planned

Credits: 4 Credits
Grading: Graded
Instructor: TBD
6/1/2020 to 7/24/2020
Seats Available: 20

Meeting Information

Register

View other sections

0 Mon Tue Wed Thu Fri Sat

12am

1am

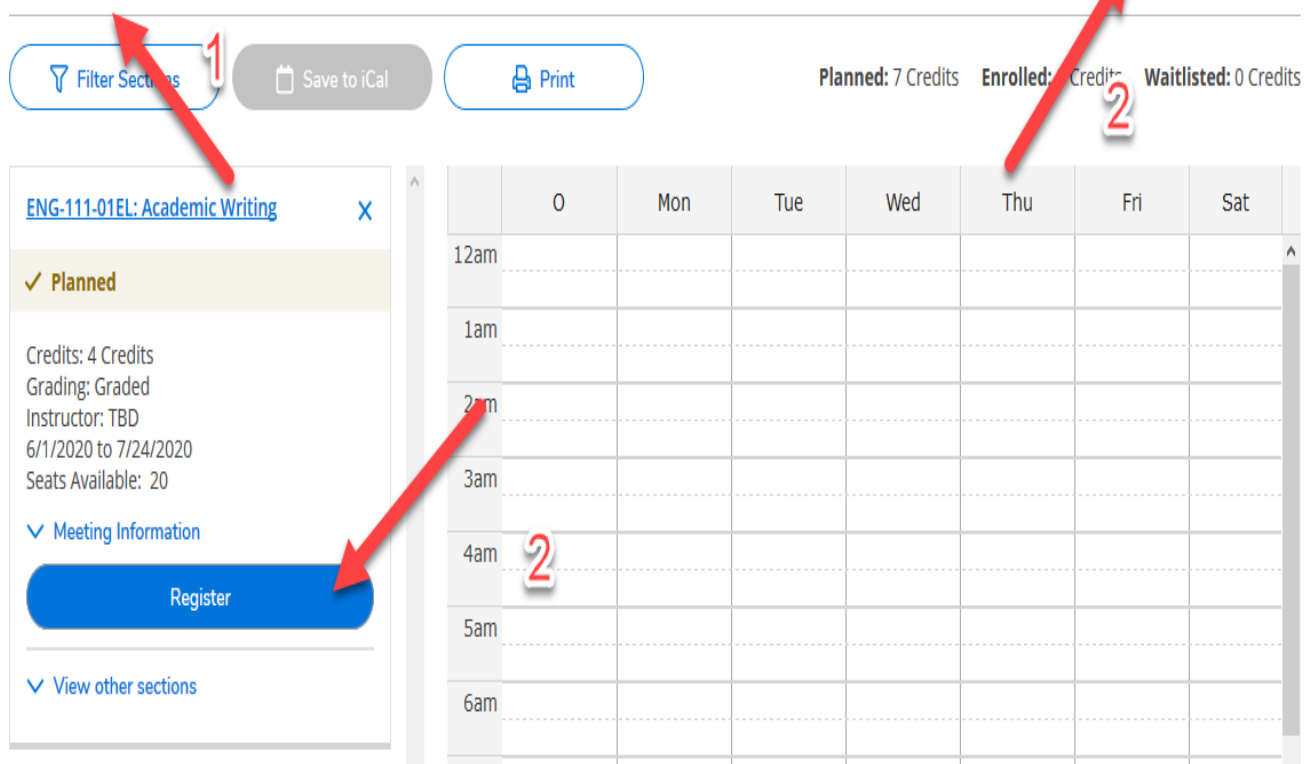
2am

3am

4am

5am

6am



Click on either the 'Register Now' button on the top right to register all of the courses for *that* term, or click the 'Register' button next to each course going down the list one by one.

Each term (Fall, Fall 1, Fall 2) will have to be registered for separately. Click on the arrow to browse to the next term and select 'Register Now' or 'Register' for that term. Repeat the process until all terms have been registered.

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions & Waivers

< > Summer 2020 8 Week Term - +

Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

Planned: 7 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENG-111-01EL: Academic Writing

✓ Planned

Credits: 4 Credits
Grading: Graded
Instructor: TBD
6/1/2020 to 7/24/2020
Seats Available: 20

Meeting Information

Register

View other sections

	0	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							
4am							
5am							
6am							

Once each course has been registered the 'Planned' label on the left hand column will update to 'Registered'

The option to Drop a course will be listed on this screen during the approved drop dates.

Before dropping a course, consult with your advisor to verify that the drop will not affect your plan for degree completion, and also with the business office and/or financial aid to verify it will not affect your financial assistance. Student athletes should check with your coach or the Compliance Officer to verify these changes will not affect eligibility.

Plan your Degree and Schedule your courses

Schedule

Timeline

Advising

Petitions & Waivers



Summer 2020 8 Week Term



Filter Sections



Save to iCal



[ENG-111-01EL: Academic Writing](#)

✓ Registered, but not started

Credits: 4 Credits
Grading: Graded
Instructor: TBD
6/1/2020 to 7/24/2020

Meeting Information

Drop

View other sections

8am

9am

10am

11am

12pm

1pm

2pm