

Registration Steps

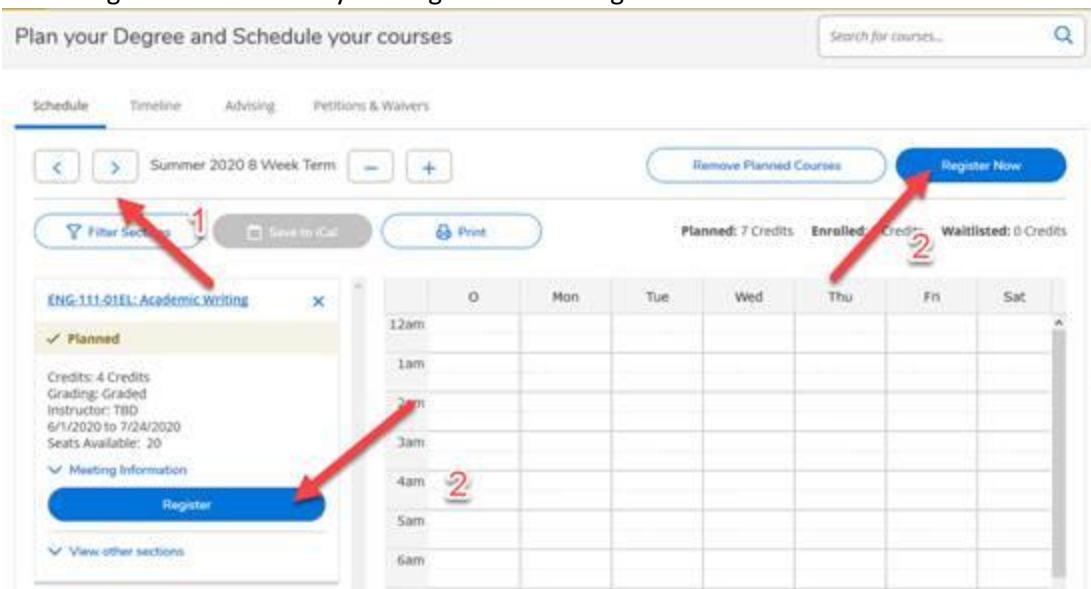
- Any notifications to restrict you from registering will be listed and need to be addressed *prior* to you being able to register. Such as business office holds and verification of contact information.
- Go to www.mymck.com & click on Self-Service
- Click on the Student Planning chicklet



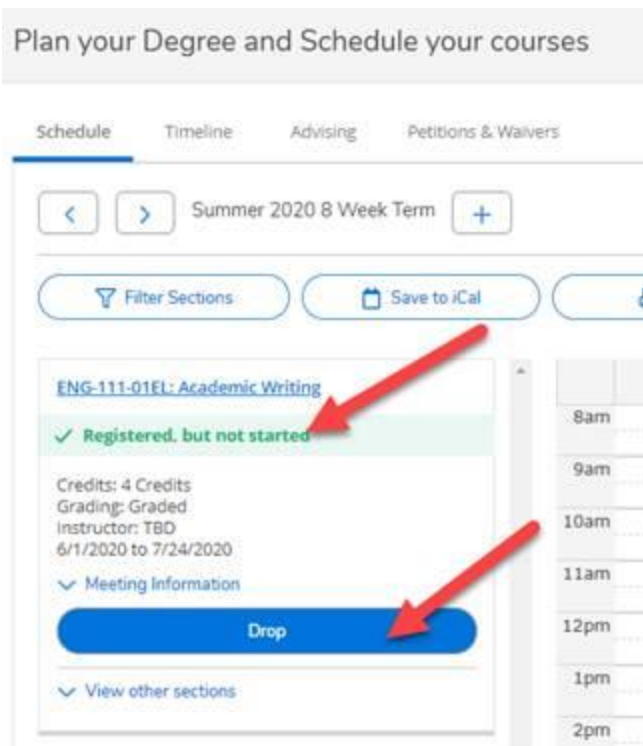
- Click on 'Step 2 - Go to Plan and Schedule'



- If you requested changes to your initial plan, 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
- If you approve of your proposed schedule, click the Schedule tab and select the appropriate term that you would like to register courses for by clicking the left and right arrows.



- Click on either the 'Register Now' button on the top right to register for all of the courses for **that** term (Fall Full, Fall1, Fall2, Spring Full, Spring1, Spring2 or Summer), or click the 'Register' button next to each course going down the list one by one.
- Each term will have to be registered for separately (Fall Full, Fall1, Fall2, Spring Full, Spring1, Spring2 or Summer).** 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.
- 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 as well.

Please contact your admissions counselor or advisor prior to making any schedule changes so it does not affect your program plan and time to degree completion.