How to Plan & Register Using Student Planning

Sign into MyMacomb and select Self-Service under Current & Former Students:

Plan & Register for Sections (on a Program Plan)

1. From the Self-Service homepage, select Student Planning
2. Select your program of study
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

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 video at: https://www.macomb.edu/current-students/
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