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, term, 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** at the top of the page
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 on 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, term, 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 **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. To take full advantage of the waitlist option, students should also monitor their eligibility on Student Planning. View the **Waitlist FAQ’s**.
6. To be removed from the waitlist, select **Drop Waitlist**

**Drop a Section**

1. From the Self-Service homepage, select **Student Planning**
2. Select **Student Planning/Plan & Schedule** on the top ribbon
3. Locate the section you wish to drop and click **Accept Terms & Drop**
4. Select section to drop and click **Update**
5. 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/index.html](https://www.macomb.edu/current-students/index.html).

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