



MID-PLAINS COMMUNITY COLLEGE

Student Registration

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About Student Registration



The student registration features all you need to set up your schedule and register for courses. The search and the planning calendar help you find the courses you need and see your schedule at a glance. You can also request clearances and address any holds on your registration.

The degree audit guides you toward completing your degree. You can click a requirement to see courses in that category that you've completed and the ones you need. Click on needed courses to find available sections. You can hide completed courses. Your degree audit shows the status of your degree requirements.

Planning involves placing courses on your planning calendar. There you can see schedule conflicts, holds, and potential issues before registering. You can see which courses fit your requirements, how many seats are available, and who the instructors are. You can also view course locations and clear up any issues before you register. Place and remove courses freely until you're ready to register them. Use planning before the registration period opens. When you're ready and when registration is open, you can register for any or all the courses on your planning calendar.

* From Jenzabar Help

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Information Technology Services Helpdesk

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1-800-658-4308 Ext. 3712

Website: www.midplainscommunity.sysaidit.com

Email: techhelpdesk@mpcc.edu

Page 1

Updated by: Tamela Laurie

Updated on: 7/2024



MID-PLAINS COMMUNITY COLLEGE

Student Registration

Parts of Student Registration Device View

Term

Academic Plan

Course Search

Program Information

Schedule in list view

Not registered course

Online Courses

Key to calendar coding

Registration checkout

Registered course

Weekly Course Calendar

Mobile Device View

Term

Academic Plan

Course Search

Program Information

Schedule in list view

Online Courses

Registration checkout

Weekly Course Calendar

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Student Registration

Calendar Color Coding

Colors on your calendar are applied to help you quickly identify the status of a course.

Color	Meaning	Example
Blue	a course on the calendar but not registered	CIS 233 1 4.00 hrs 90 seats
Light Blue	a waitlisted course	MATH 243 1 ⌛ Waitlisted
Green	a registered course	CHEM 223 3 ✓ Registered
Light Green	a course pending approval	WS 801 4 ⌛ Pending approval
Amber	a course requiring payment	PHY 221 4 \$ Still must pay
Red	registration denied	IH-852-01 ⊘ Denied

Calendar Key x

- ✓ Registered / Preregistered
- i On calendar
- \$ Must Pay
- ⊘ Cannot register
- ⌛ Pending approval
- ⌛ Waitlisted
- ⌛ Pending plan change approval
- ? Graded
- ✓ Requirement met
- ⊘ Withdrawn
- ⊘ Registration Approval Denied
- | Subterm

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Student Registration

Edge striping indicates a special condition concerning a course. Colors and stripes are used together to help you quickly identify what you need to do for a course. Click the course and select **View section details**.

Striping	Meaning	Example
Same Color as the Course	a course in a sub-term	
Amber and White	a course with a warning	
Solid Red	a course with an error such as: <ul style="list-style-type: none">• a schedule conflicts• clearance required• a problem with repeating the course• hours overload• prerequisite required	

*From Jenzabar Help
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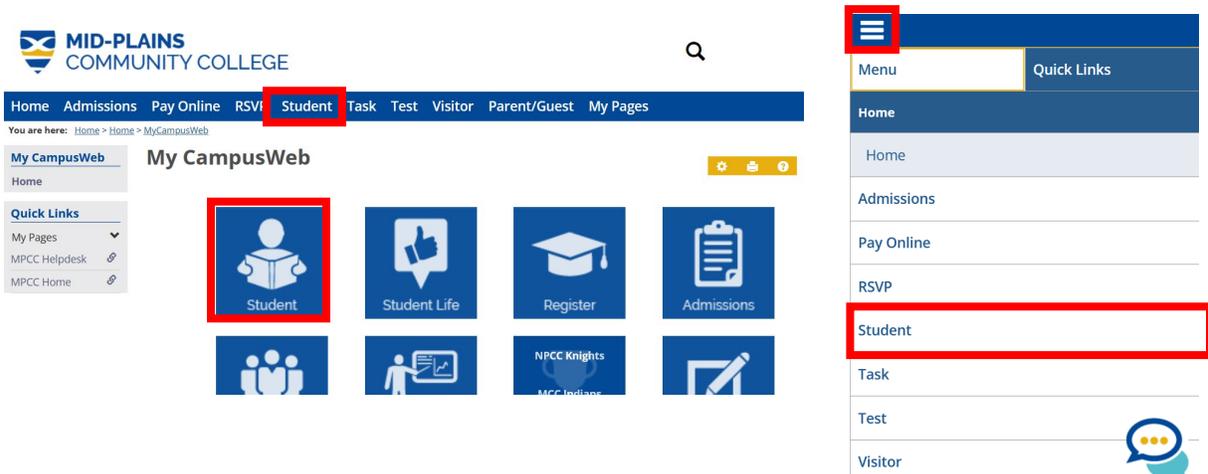
MID-PLAINS COMMUNITY COLLEGE

Student Registration

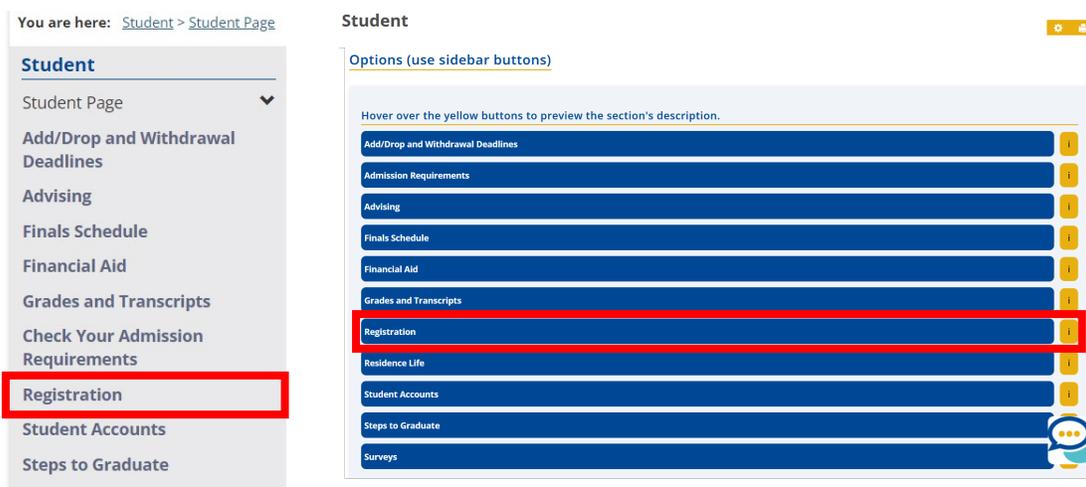
Access Student Registration

1. Once logged on, click the **CampusWeb** icon.
 If the screen does not look like the picture, you are not logged in. Click the **Login** button in the top right-hand corner. [Login](#)

2. Click on the **Student** in the bar across the top or **Student** icon.
 If using a mobile device look for the three horizontal lines. Click in the top left-hand corner. 



3. Select **Registration**.



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Student Registration

Registration

[Student Registration](#)

Add/Drop Courses

Fall 2024

Planning now closed

Registration now open

Subterms are open. Check the calendar for registration availability.

[Register](#) [Course search](#) [My Schedule](#)

[Books for My Courses](#)

If you are registered for a course, your book list is linked below.

[MPCC Bookstore](#)

[Registration Information](#)

HI AD!

[Click here](#) for illustrated instructions to use the Student Registration tool.

IMPORTANT: **BLUE** courses are **PLANNED** (not yet registered). **GREEN** courses are **REGISTERED**.

NOT REGISTERED:

	Mon	Tue	Wed
8am			
9am	COCC 1010 JAN 010		COCC 1010 JAN 010
10am			

REGISTERED:

	Mon	Tue	Wed
8am			
9am	COCC 1010 JAN 010		COCC 1010 JAN 010
10am			

If you are not able to use the Student Registration tool during open registration, you may need to ensure your admissions process is complete. Contact admissions@mpcc.edu to confirm.

Add/Drop & Withdrawal Deadlines

Summer 2024

Fall 2024

Spring 2025

Entering Student Survey

Entering Student Survey



[View or Print Your Student Schedule](#)

Course Schedule for AD Test

View Details

Summer 2024 - All Divisions

Course

Title

Meets

No Courses to display.

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Student Registration

Search for Course

[Register or Plan](#)

[Course Search](#)



Course search is available using the register, course search, or plan options. The course search option shows course information on the screen while the register and plan allow for adding courses to the calendar.

	Register	Course Search	Plan
Shows all courses that meet the criteria	No	Yes	No
Shows only courses that meet criteria and edible to register for that meet criteria	Yes	No	Yes
Add a course to the calendar	Yes	No	Yes
Course information readily available	No	Yes	No



- If you click the **Search Courses** button without entering anything you will get all the courses.
- The less information entered the more information you will receive.
- All boxes do not need to be filled to get results. Fill in what you know.
- Begins After and Begins Before reference times, not dates.
- If you do not know what courses you need, you can either click **My Academic Plan**, if available or contact your advisor

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Student Registration

Register or Plan

1. From Student Registration, click on **Register** or **Plan**.
2. Click plus sign to open **Course Search**

Student Registration

Fall 2024 [My Schedule](#)

+ My Academic Plan

- **Course Search** ⓘ

Course Code
Begins With

Course Title
Begins With

Course Number Range
 to

Instructor
Search...

Department
Search...

Location
Search...

Subterm

Begins After Begins Before

Meeting Type

Section Status

Meets on Selected Days
M Tu W Th F Sa Su

Search Courses

+ Program Information

3. Enter information in the boxes given to find your course.
4. Then click **Search Courses**.
5. A list of courses that meet the criteria will appear below.



Click **Back to search** to return to the criteria

Student Registration

Fall 2024 [My Schedule](#)

Course Search

Back to search

- + **INFO-1000-NP-010** ...
Mon, Tue 9:30-10:45 AM
Fall: 08/19/24 - 12/12/24
13 seats remaining
Textbook
Emmanuel Gbanja Luke
- + **INFO-1000-NP-01A** ...
Mon, Tue 9:30-10:45 AM
Fall: 08/19/24 - 12/12/24
4 seats remaining
Textbook
Emmanuel Gbanja Luke
- + **INFO-1000-NP-L01** ...
Fall: 08/19/24 - 12/12/24
16 seats remaining
Textbook
Staff
- + **INFO-1025-NP-010** ...
Thu 10:00 AM-1:00 PM
Fall: 08/22/24 - 12/12/24
16 seats remaining

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Student Registration

Course Search

- From Student Registration, click **Course Search**.
 This Course Search option does not allow you to add the course.

Student Registration - Course Search

Fall 2024
✕

Course Search

Course Code

Course Title

Course Number Range

Instructor

Department

Location

Subterm

Begins After Begins Before

Meeting Type

Section Status

Meets on Selected Days
M Tu W Th F Sa Su

Search Courses

Course Code	Title	Faculty	Seats Open	Status	Schedule	Credits
INFO-1000-NP-010	Intro to Information Tech	Emmanuel Gbanja Luke	13/20	Open	Mon, Tue 9:30-10:45 AM 8/19/2024 - 12/12/2024 North Platte McDonald-Belton-South Campus - 128	3.00
INFO-1000-NP-01A	Intro to Information Tech	Emmanuel Gbanja Luke	4/5	Open	Mon, Tue 9:30-10:45 AM 8/19/2024 - 12/12/2024 McCook Walsh Brady - 211	3.00
INFO-1000-NP-L01	Intro to Information Tech	Staff	16/20	Open	8/19/2024 - 12/12/2024	3.00
INFO-1025-NP-010	Operating Systems I	Emmanuel Gbanja Luke	16/20	Open	Thu 10:00 AM-1:00 PM 8/22/2024 - 12/12/2024 North Platte McDonald-Belton-South Campus - 128	3.00
INFO-1025-NP-01A	Operating Systems I	Emmanuel Gbanja Luke	4/5	Open	Thu 10:00 AM-1:00 PM 8/22/2024 - 12/12/2024 McCook Walsh Brady - 211	3.00
INFO-1025-NP-01B	Operating Systems I	Emmanuel Gbanja Luke	5/5	Open	Thu 9:00 AM-12:00 PM 8/22/2024 - 12/12/2024 Imperial Imperial Community Campus - TBA	3.00
INFO-1025-NP-L01	Operating Systems I	Staff	0/5	Full	8/19/2024 - 12/12/2024	3.00
INFO-1030-NP-L01	Database Concepts & Design	Craig A Shaw	22/25	Open	8/19/2024 - 12/12/2024	3.00
INFO-1050-NP-010	Networking Essentials	Emmanuel Gbanja Luke	14/20	Open	Mon 1:00-4:00 PM 8/19/2024 - 12/12/2024 North Platte McDonald-Belton-South Campus - 128	3.00
INFO-1050-NP-01A	Networking Essentials	Emmanuel Gbanja Luke	4/5	Open	Mon 1:00-4:00 PM 8/19/2024 - 12/12/2024 McCook Walsh Brady - 211	3.00

- Enter information in the boxes given to find your course.
- Then click **Search Courses**.
- A list of courses that meet the criteria will appear to the right.

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Student Registration

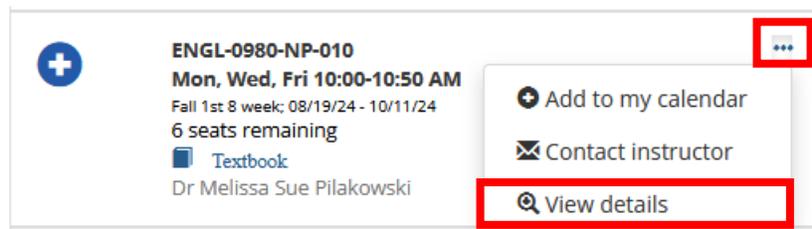
Course Information

[From Course Search or My Academic Plan](#)

[From Calendar](#)

From Course Search or My Academic Plan

1. Click on the **Three Dots** **⋮** in the top right-hand corner of a course.
2. Click on **View details**.



3. Details will show in the dialog box.

ENGL-0980-NP-010 - Language Skills (3.00 hrs)

Not on my calendar
Open
Fall 2024
Fall 1st 8 week; 08/19/24 - 10/11/24

Meeting Type:
50% in-person, 50% online

Schedule:
Mon, Wed, Fri 10:00-10:50 AM
8/19/2024 - 10/11/2024
North Platte McDonald-Belton-South
Campus - 136 [View on map](#)

Instructor(s):
Dr Melissa Sue Pilakowski [Email](#)

Description:
This developmental course is designed to improve basic English skills. Emphasis is placed on spelling, basic grammar, and sentence development. Note: This course does not satisfy the general education requirement for an associate degree and cannot be used as an elective. This course is not designed to transfer to a four-year college. This course can act as a prerequisite for ENGL 0990. Students achieving a Writing Accuplacer score between 226 and 236 or equivalent scores on the PreACT/ACT (10 and 13) or SAT (330 and 400) are placed in this class. Students scoring a 200 or below are also strongly encouraged to join ABE classes.

Textbooks		Pricing		
Title	ISBN	New	Used	Rental
+ MPCC Bookstore	n/a	n/a	n/a	n/a

[Add to my calendar](#)

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Updated by: Tamela Laurie

Updated on: 7/2024

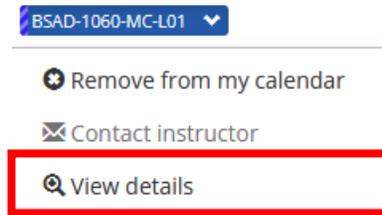


MID-PLAINS COMMUNITY COLLEGE

Student Registration

From Calendar

1. Click on the course in the calendar.
2. Click **View details**.



3. Details will show in the dialog box.

ENGL-0980-NP-010 - Language Skills (3.00 hrs)

Not on my calendar
Open
Fall 2024
Fall 1st 8 week; 08/19/24 - 10/11/24

Meeting Type:
50% in-person, 50% online

Schedule:
Mon, Wed, Fri 10:00-10:50 AM
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Textbooks		Pricing		
Title	ISBN	New	Used	Rental
+ MPCC Bookstore	n/a	n/a	n/a	n/a

[Add to my calendar](#)

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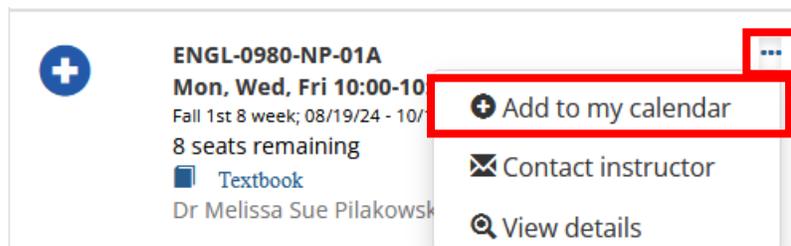
Student Registration

Add Course

1. From the course list, click on the **Blue Plus Sign**  to add a course

Or

1. Click on the **Three Dots**  in the top right-hand corner of a course.
2. Click on **Add to my calendar**.



Or

1. From the View section details, click **Add to my calendar**.

ENGL-0980-NP-010 - Language Skills (3.00 hrs) X

Not on my calendar
Open
Fall 2024
Fall 1st 8 week; 08/19/24 - 10/11/24

Meeting Type:
50% in-person, 50% online

Schedule:
Mon, Wed, Fri 10:00-10:50 AM
8/19/2024 - 10/11/2024
North Platte McDonald-Belton-South [View on map](#)
Campus - 136

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Textbooks	Pricing			
	Title	ISBN	New	Used
+ MPCC Bookstore	n/a	n/a	n/a	n/a

[Add to my calendar](#)

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Student Registration



You may get a notice, warning you about issues with certain courses, whether it be a financial aid or advising issue, follow the instructions carefully to resolve your issue.

ENGL-0990-MC-020 - College Prep Writing (3.00 hrs) X

Possible issues

Possible financial aid issue
Successfully added with warnings: Please verify with your advisor that the course you have selected is required for your declared program.

[Close](#)

After adding the course to your schedule, it will appear on your calendar. This will give you a visual of the times and dates the courses you add will be. If the class is online/nonscheduled, it will appear in the top left corner instead of on the calendar. You must checkout to be registered for the courses.

Device View

edule Non-scheduled courses (6 hrs) [Less](#) Calendar Key

AGRI-1005-MC-L01 BSAD-1060-MC-L01 [Registration checkout](#)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am	ARTS-10 MC-010 ENGL-0980		ARTS-10 MC-010 ENGL-0980		ARTS-10 MC-010 ENGL-0980		
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

Mobile Device View

Program Information

Non-scheduled courses (6 hrs) [Less](#)

AGRI-1005-MC-L01 BSAD-1060-MC-L01 [Registration checkout](#)

	Mon	Tue	Wed
8am			
9am			
10am	ARTS-1011 MC-010 ENGL-0980		ARTS-1011 MC-010 ENGL-0980
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			

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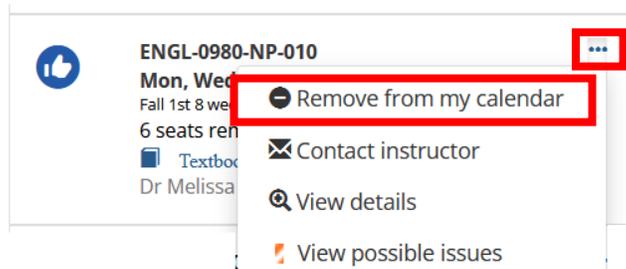


MID-PLAINS COMMUNITY COLLEGE

Student Registration

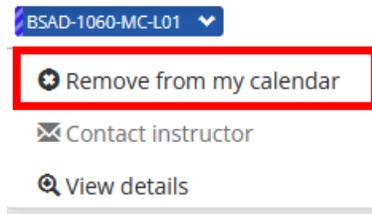
Remove Course

1. Click on the **Three Dots** ... in the top right-hand corner of a course.
2. Click on **Remove from my calendar.**



Or

1. Click on the course in the calendar.
2. Click **Remove from my calendar.**



Or

1. From the View section details, click **Remove from my calendar.**

ENGL-0980-NP-010 - Language Skills (3.00 hrs) X

On my calendar
Open
Fall 2024
Fall 1st 8 week 08/19/24 - 10/11/24

Meeting Type:
50% in-person, 50% online

Schedule:
Mon, Wed, Fri 10:00-10:50 AM
8/19/2024 - 10/11/2024
North Platte McDonald-Belton-South [View on map](#)
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Textbooks	Pricing			
	Title	ISBN	New	Used
+ MPCC Bookstore	n/a	n/a	n/a	n/a

Remove from my calendar

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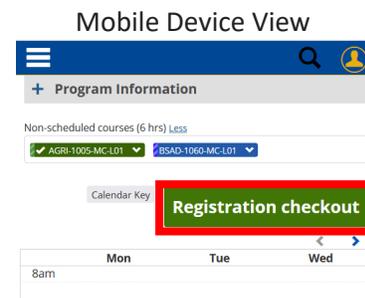
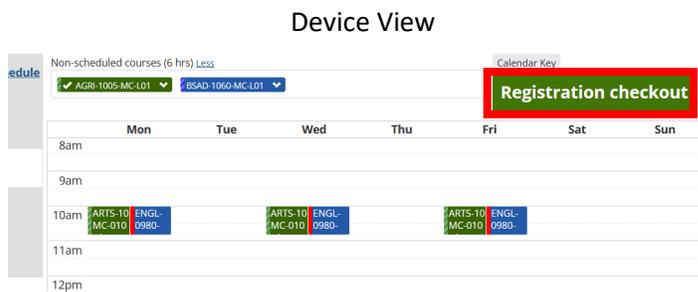
Registration Checkout

You are not registered for the courses until you go through Registration Checkout. Before you register, you can see whether any of your courses have issues to address. Then you can contact instructors and initiate advisor approvals and registration clearance.

When registration opens, you can register for any or all of the courses on your calendar that aren't awaiting approval. When you're ready to register for one or more courses, click the **Registration Checkout** Registration checkout button to open the Registration Checkout pop-up. If registration isn't open yet, the button is inactive, and it's labeled **Registration closed**. Registration closed

*From Jenzabar's help

1. Once you have all your courses added to your schedule, click **Registration Checkout** in the top right corner.



2. Click the checkbox to register for course(s).
If the checkbox is not available, there is an issue that must be resolved before you can register.



Registration Checkout

Available to Register

- BSAD-1060-MC-L01 - Introduction to Sports Management (3.00 hrs)
No schedule available
Fall: 08/19/24 - 12/12/24
20 seats remaining

Not Available to Register

- ENGL-0980-NP-010 - Language Skills (3.00 hrs)
Mon, Wed, Fri 10:00-10:50 AM
Fall 1st 8 week: 08/19/24 - 10/11/24
Schedule conflict

Successfully Registered

- AGRI-1005-MC-L01 - Intro to Ag & Natural Resources (3.00 hrs)
No schedule available
Fall: 08/19/24 - 12/12/24
Registered
- ARTS-1010-MC-010 - Introduction to the Visual Arts (3.00 hrs)
Mon, Wed, Fri 10:00-10:50 AM
Fall: 08/19/24 - 12/12/24
Registered

Contact - Register

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Student Registration

3. Click the **Register** button to register for selected courses. **Contact** gives you an option to contact your advisor.
4. A confirmation dialog box will appear. Click the **Close** button to close.

Registration Checkout

Not Available to Register

- ENGL-0980-NP-010 - Language Skills (3.00 hrs)
Mon, Wed, Fri 10:00-10:50 AM
Fall 1st 8 week: 08/19/24 - 10/11/24
Schedule conflict

Successfully Registered

- BSAD-1060-MC-L01 - Introduction to Sports Management (3.00 hrs) ✓
No schedule available
Fall: 08/19/24 - 12/12/24
Registered
- AGRI-1005-MC-L01 - Intro to Ag & Natural Resources (3.00 hrs)
No schedule available
Fall: 08/19/24 - 12/12/24
Registered
- ARTS-1010-MC-010 - Introduction to the Visual Arts (3.00 hrs)
Mon, Wed, Fri 10:00-10:50 AM
Fall: 08/19/24 - 12/12/24
Registered

Contact - Close

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MID-PLAINS COMMUNITY COLLEGE

Student Registration

Deadline Dates

The Add/Drop and Withdrawal Deadlines display the beginning, ending, add/drop, partial refund, and final withdrawal dates.

Begin Date – The date the course starts.

End Date – The date the course is completed.

Add/Drop – The last day to add (with instructor permission) or drop the course with a 100% Tuition/Fee refund.

Partial Refund – The last day to withdraw from a course section (W grade assigned) with a 60% tuition-only refund.

Final Withdrawal – The last day to withdraw from a course section (W grade assigned) with no refund.

View Drop/Withdraw Dates

1. Click on the **Student** in the bar across the top or **Student** icon.



If using a mobile device look for the three horizontal lines. Click in the top left-hand corner. 

The screenshot shows the Mid-Plains Community College website. At the top, there is a navigation bar with links: Home, Admissions, Pay Online, RSVP, Student, Task, Test, Visitor, Parent/Guest, My Pages. The 'Student' link is highlighted with a red box. Below the navigation bar, there is a 'My CampusWeb' section with several icons: Student, Student Life, Register, Admissions, and others. The 'Student' icon is also highlighted with a red box. On the right side, there is a mobile menu with options: Menu, Quick Links, Home, Admissions, Pay Online, RSVP, Student, Task, Test, Visitor. The 'Student' option is highlighted with a red box.

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MID-PLAINS COMMUNITY COLLEGE

Student Registration

2. Click on **Add/Drop and Withdrawal Deadlines**.

You are here: [Student](#) > [Student Page](#)

Student

Student Page

Add/Drop and Withdrawal Deadlines

Advising

Finals Schedule

Financial Aid

Grades and Transcripts

Check Your Admission Requirements

Registration

Student Accounts

Steps to Graduate

Surveys

Residence Life

Learning Commons

MPCC Campus Card

Student Life - Events & Activities

Student

Student Options

Click over the yellow buttons to preview the section's description.

Add/Drop and Withdrawal Deadlines

Admission Requirements

Advising

Finals Schedule

Financial Aid

Grades and Transcripts

Registration

Residence Life

Student Accounts

Your course schedule

[Add/Drop and Withdrawal Deadlines](#)

Purpose

This page is to display the following information for courses in which you are currently registered:

The Add/Drop column displays the last day to add (with Instructor permission) or to drop the courses resulting in **100% Tuition/Fee refund**. ~ The Partial Refund column displays the last day to withdraw from a course section (W grade assigned) with a **60% tuition only refund**. ~ The Final Withdrawal column displays the last day to withdraw from a course section - **no refund**.

[Show all courses](#)

Add/Drop and Withdrawal Deadlines

MPCC Course Code	Course Title	Begin Date	End Date	Add/Drop	Partial Refund	Final Withdrawal	Notes
INFO 1696 NP L01	Web Design II	1/11/2021	5/6/2021	1/25/2021	2/8/2021	4/22/2021	

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Information Technology Services Helpdesk

Phone: 308-535-3712 or

1-800-658-4308 Ext. 3712

Website: www.midplainscommunity.sysaidit.com

Email: techhelpdesk@mpcc.edu

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Updated by: Tamela Laurie

Updated on: 7/2024



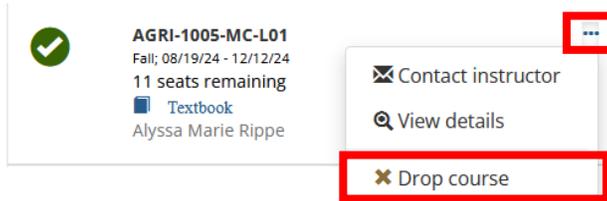
MID-PLAINS COMMUNITY COLLEGE

Student Registration

Drop a Course

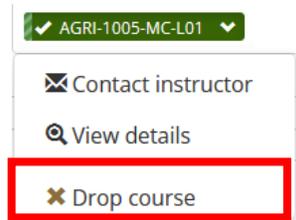
A registered course can be dropped online until it starts. Once the course has started, the student must contact registration or an advisor to drop the course.

1. Click on the **Three Dots** ... in the top right-hand corner of a course.
2. Click on **Drop course**.



Or

1. Click on the course in the calendar.
2. Click **Drop course**.



Or

1. From the View section details, click **Drop course**.

AGRI-1005-MC-L01 - Intro to Ag & Natural Resources ×
(3.00 hrs)

Registered
Open
Fall 2024
Fall: 08/19/24 - 12/12/24

Meeting Type:
Fully online course

Schedule:
8/19/2024 - 12/12/2024

Instructor(s):
Alyssa Marie Rippe [✉ Email](#)

Description:
A survey course that provides an overview of historical development of agriculture, its present status and future challenges. The course will also evaluate the relationship and importance of educational programs to agriculture. Educational and career opportunities and objectives will be studied.

Textbooks		Pricing		
Title	ISBN	New	Used	Rental
+ MPCC Bookstore	n/a	n/a	n/a	n/a

Drop course

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MID-PLAINS COMMUNITY COLLEGE

Student Registration

Print Schedule

1. You can access your schedule from the **Schedule** on the Registration page or **My Schedule** under the Student Registration

Student Registration

Add/Drop Courses

Fall 2024 ▾

Planning now closed

Registration now open

Subterms are open. Check the calendar for registration availability.

[Register](#) [Course search](#) [My Schedule](#)

Student Registration

Fall 2024 ▾ **My Schedule**

- + My Academic Plan
- + Course Search ⓘ
- + Program Information

2. To print, click the Print my schedule in the bottom left corner.

Registration

Student Registration

My Schedule

Course Code	Title	Status	Schedule
+ AGRI-1005-MC-L01	Intro to Ag & Natural Resources	Registered	8/19/2024 - 12/12/2024
+ ARTS-1010-MC-010	Introduction to the Visual Arts	Registered	Mon, Wed, Fri 10:00-10:50 AM 8/19/2024 - 12/12/2024 McCook Walsh Brady - 227
+ BSAD-1060-MC-L01	Introduction to Sports Management	Registered	8/19/2024 - 12/12/2024

[Print my schedule](#) 📄

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