



MID-PLAINS COMMUNITY COLLEGE

Student Registration

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About 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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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: 9-2023



MID-PLAINS COMMUNITY COLLEGE

Student Registration

Parts of Student Registration Device View

Semester

Degree Audit Summary

Course Search

Program Information

Schedule in list view

Degree Audit PDF

Registration checkout

Online Courses

Weekly Course Calendar

Mobile Device View

Semester

Degree Audit Summary

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

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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**.

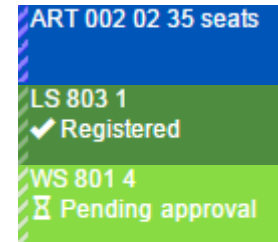
Striping

Meaning

Example

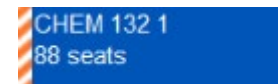
Same Color as the Course

a course in a sub-term



Amber and White

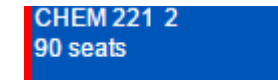
a course with a warning



Solid Red

a course with an error such as:

- a schedule conflicts
- clearance required
- a problem with repeating the course
- hours overload
- prerequisite required



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Student Registration

Access Student Registration

[Home Page](#)

[Student Menu](#)

Home Page



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. Scroll down to the Student Registration section located at the bottom of the Home page.
3. Choose a semester to search, register or plan for.
4. If the semester is current or registration is open, click **Register** to search and register. If semester registration is not open, click **Plan** to plan the semester schedule.

Device View

Mobile Device View

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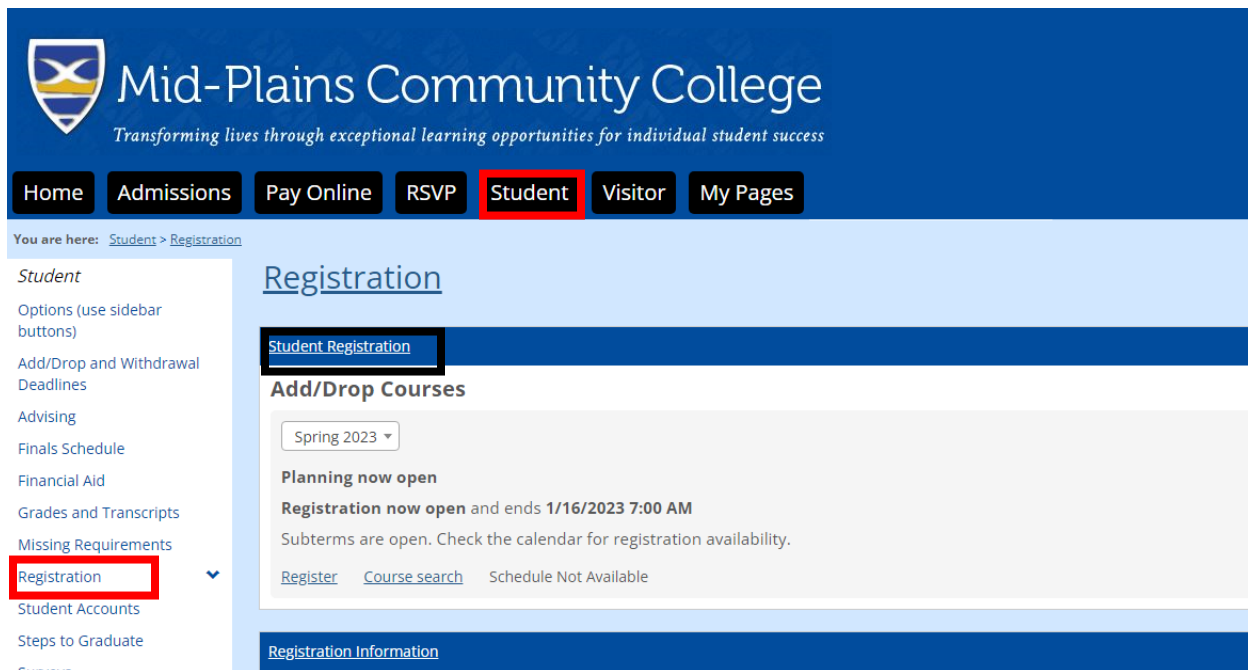
Student Registration

Student Tab



1. Once logged on, click the **Campusweb** icon.
2. Click on the **Student** tab in the bar across the top.
 If using a mobile device look for the three horizontal lines. Click in the top left-hand corner. 
3. Click on **Registration** on the left side menu.
 If Student Accounts is not listed, you are not logged in. Click the **Login** button in the top right-hand corner.

Login



Mid-Plains Community College
Transforming lives through exceptional learning opportunities for individual student success

Home Admissions Pay Online RSVP **Student** Visitor My Pages

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

Student

- Options (use sidebar buttons)
- Add/Drop and Withdrawal Deadlines
- Advising
- Finals Schedule
- Financial Aid
- Grades and Transcripts
- Missing Requirements
- Registration**
- Student Accounts
- Steps to Graduate

Registration

Student Registration

Add/Drop Courses

Spring 2023 ▾

Planning now open

Registration now open and ends 1/16/2023 7:00 AM

Subterms are open. Check the calendar for registration availability.

[Register](#) [Course search](#) Schedule Not Available

Registration Information

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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

HINTS:

- If you click the **Search** 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 **Degree Audit Summary**, if available or contact your advisor

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Register or Plan

1. From Student Registration, click on **Register** or **Plan**.

Device View

Student Registration

Fall 2021 My Schedule

Course Search

Course Code or Title

Instructor

Search...

Department

Search...

Location

Search...

Begins After Begins Before

Meeting Type

Section Status

Meets on Selected Days

M Tu W Th F Sa Su

Search Courses

Mobile Device View

Student Registration

Fall 2021 My Schedule

Course Search

Course Code or Title

Instructor

Search...

Department

Search...

Location

Search...

Begins After Begins Before

Meeting Type

Section Status

Meets on Selected Days

M Tu W Th F Sa Su

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

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Student Registration

HINT: Click [Back to search](#) to return to the criteria

Device View

Student Registration

Spring 2022 [My Schedule](#)

Course Search

[Back to search](#)

Mon, Wed 9:00-10:15 AM
Spring: 01/17/22 - 05/12/22
20 seats remaining
Emmanuel Gbanja Luke

INFO-1000-NP-01B
Mon, Wed 8:00-9:15 AM
Spring: 01/17/22 - 05/12/22
5 seats remaining
Emmanuel Gbanja Luke

INFO-1000-NP-01C
Mon, Wed 9:00-10:15 AM
Spring: 01/17/22 - 05/12/22
5 seats remaining
Emmanuel Gbanja Luke

INFO-1000-NP-01D
Mon, Wed 8:00-9:15 AM
Spring: 01/17/22 - 05/12/22
5 seats remaining
Emmanuel Gbanja Luke

INFO-1000-NP-01E
Mon, Wed 9:00-10:15 AM

Mobile Device View

Fall 2021 [My Schedule](#)

Course Search

[Back to search](#)

BSAD-1010-NP-L01
No schedule available
Fall Winterim Session: 12/18/21 - 01/13/22
13 seats remaining
Jean A Condon

BSAD-1010-NP-L02
No schedule available
Fall Winterim Session: 12/18/21 - 01/13/22
20 seats remaining
Jean A Condon

BSAD-1050-NP-L01
No schedule available
Fall Winterim Session: 12/18/21 - 01/13/22
20 seats remaining
Jean A Condon

CSCE-1644-NP-L01
No schedule available
Fall 2nd 8 Weeks: 10/18/21 - 12/14/21
14 seats remaining
Jean A Condon

Non-scheduled courses (3 hrs) [Less](#)

0-NP-L01 ✓

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Student Registration

Course Search

1. From Student Registration, click **Course Search**.

Hint: The course Search option from the home menu does not allow you to add the course.

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

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Student Registration

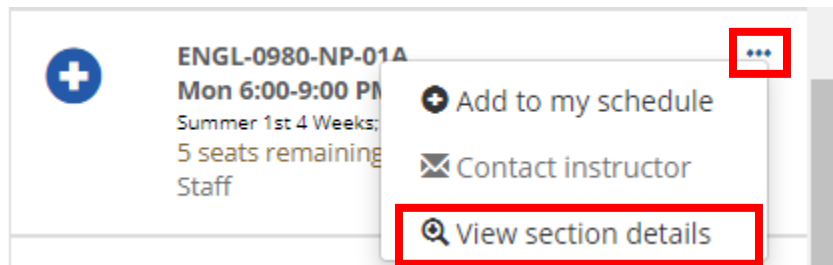
Course Information

[From Course Search or Degree Audit](#)

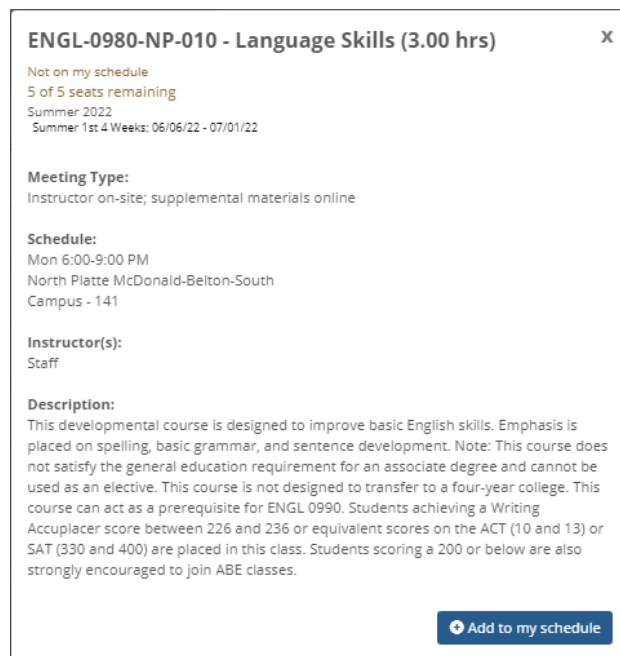
[From Calendar](#)

From Course Search or Degree Audit

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



3. Details will show in the dialog box.



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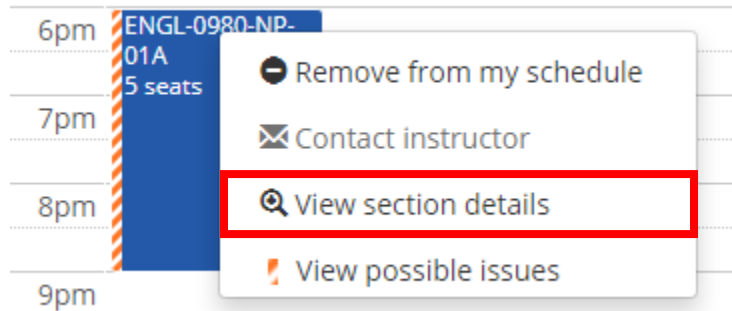


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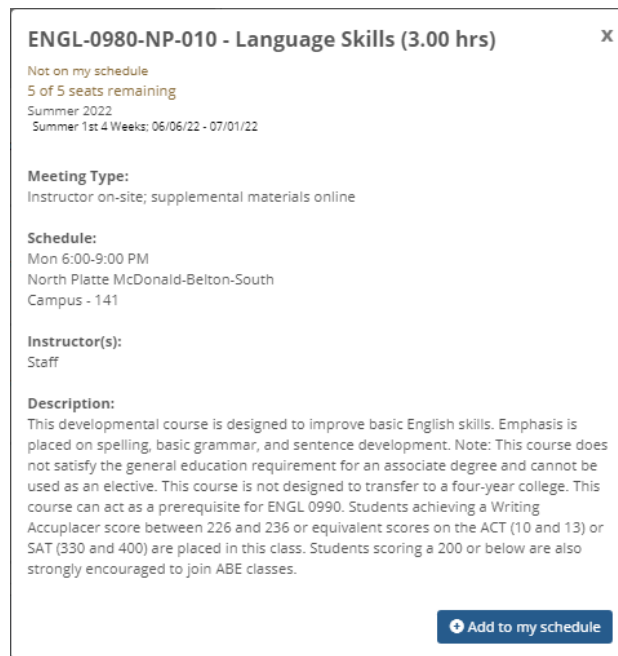
Student Registration

From Calendar

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



3. Details will show in the dialog box.



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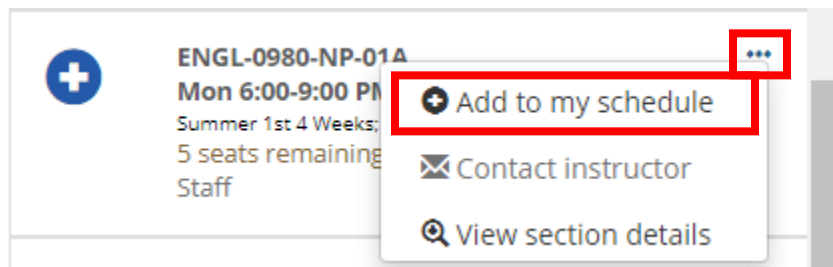


MID-PLAINS COMMUNITY COLLEGE

Student Registration

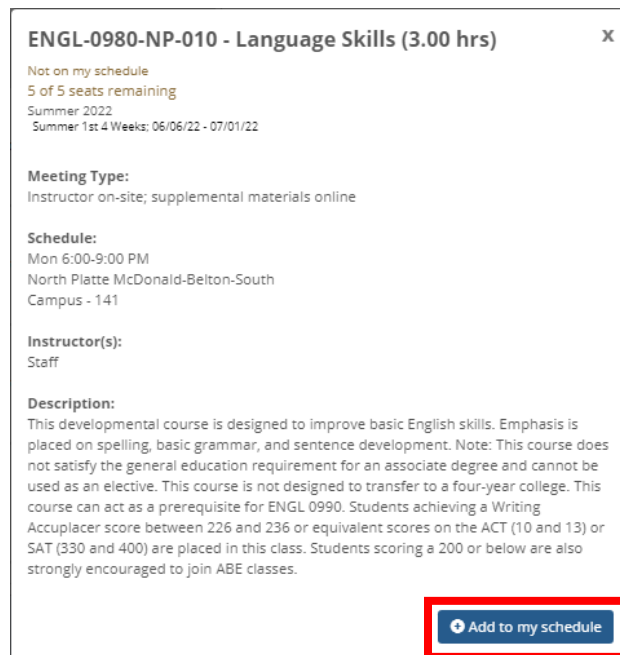
Add Course

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 schedule**.



Or

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



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Student Registration

HINT: 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

Non-scheduled courses (9 hrs) Less							
INFO-2600-NP-L01 ✓ INFO-2630-NP-L01 ✓ INFO-1030-NP-L01 ✓							
Registration checkout							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
7am							
8am							
9am	SPCH-1090-NP-010		SPCH-1090-NP-010				
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

Mobile Device View

Fall 2021

[My Schedule](#)
[Degree Audit PDF](#)

☐ Show only needed courses

[+ Degree Audit Summary](#)
[+ Course Search](#)
[+ Program Information](#)

Non-scheduled courses (9 hrs) Less

INFO-2600-NP-L01 ✓ INFO-2630-NP-L01 ✓ INFO-1030-NP-L01 ✓

Registration checkout

Mon	Tue	Wed
9am	SPCH-1090-NP-010	SPCH-1090-NP-010
10am		
11am		

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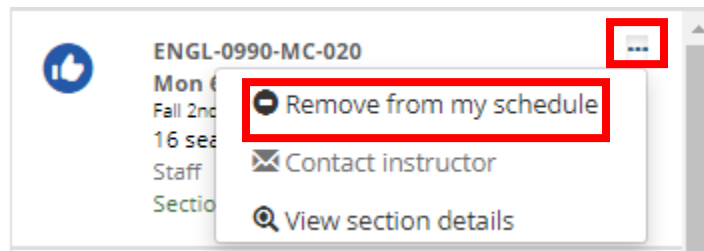


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Student Registration

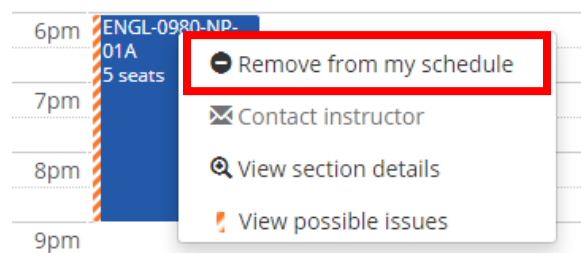
Remove Course

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



Or

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



Or

2. From the View section details, click **Remove from my schedule**.

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

On my schedule
16 of 17 seats remaining
Fall 2021
Fall 2nd 8 Weeks: 10/18/21 - 12/16/21

Meeting Type:
50% in class (instructor on-site); 50% online

Schedule:
Mon 6:00-7:30 PM
McCook Walsh Brady - 211

Instructor(s):
Staff

Description:
College Prep Writing is a review of grammar and sentence writing skills including usage of words, parts of speech, parts of a sentence, agreement of subject and verb, punctuation of sentences, vocabulary development, and paragraph development. This course strengthens English proficiency before attempting college composition. 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 1010. Students achieving a Writing Accuplacer score between 237 and 254 or equivalent scores on the ACT (14 and 17) or SAT (410 and 480) or passed ENGL 0980 with a "C" or higher are placed in this class. Prerequisite: Minimum Accuplacer, ACT, or SAT score or completion of ENGL 0980 with a "C" or higher.

Remove from my schedule

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Student Registration

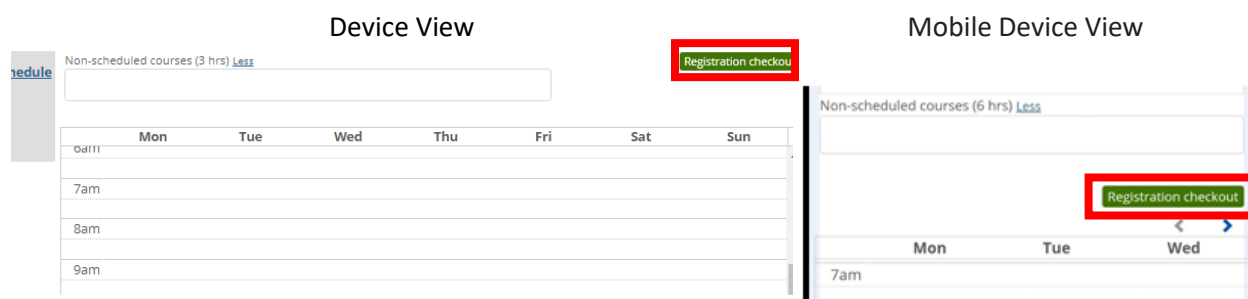
Registration Checkout

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).

HINT: If the checkbox is not available, there is an issue that must be resolved before you can register.

The image shows a 'Registration Checkout' pop-up window. It has a title bar with a close button (X). The window is divided into two sections: 'Available to Register' and 'Not Available to Register'. In the 'Available to Register' section, there is a checkbox that is checked next to the course 'ARTS-1010-MC-L02 - Introduction to the Visual Arts (3.00 hrs)'. Below the course name, it says 'No schedule available', 'Fall Winterim Session: 12/13/21 - 01/13/22', and '21 seats remaining'. In the 'Not Available to Register' section, there is a checkbox that is unchecked next to the course 'ENGL-0990-MC-020 - College Prep Writing (3.00 hrs)'. Below the course name, it says 'Mon 6:00-7:30 PM', 'Fall 2nd 8 Weeks: 10/18/21 - 12/16/21', and 'Prerequisite needed'. At the bottom right of the window, there are two buttons: 'Contact' and '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-0990-MC-020 - College Prep Writing
Mon 6:00-7:30 PM
Fall 2nd 8 Weeks; 10/18/21 - 12/16/21
Prerequisite needed

(3.00 hrs)

☒

Successfully Registered
ARTS-1010-MC-L02 - Introduction to the Visual Arts
No schedule available
Fall Winterim Session; 12/13/21 - 01/13/22
Registered

(3.00 hrs) ✓

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

[From Home menu](#)

[From Student menu](#)



MID-PLAINS COMMUNITY COLLEGE

Student Registration

From Home menu

Click on Term

MPCC Course Code	Course Title	Begin Date	End Date	Add/Drop	Partial Refund	Final Withdrawal	Notes
ACCT 1025 NP L01	Introduction to Accounting	1/17/2022	5/12/2022	1/31/2022	2/14/2022	4/28/2022	
ACCT 1200 MC 010	Principles of Accounting I	1/17/2022	5/12/2022	1/31/2022	2/14/2022	4/28/2022	
ACCT 1200 MC 01A	Principles of Accounting I	1/17/2022	5/12/2022	1/31/2022	2/14/2022	4/28/2022	
ACCT 1200 MC L01	Principles of Accounting I	1/17/2022	5/12/2022	1/31/2022	2/14/2022	4/28/2022	

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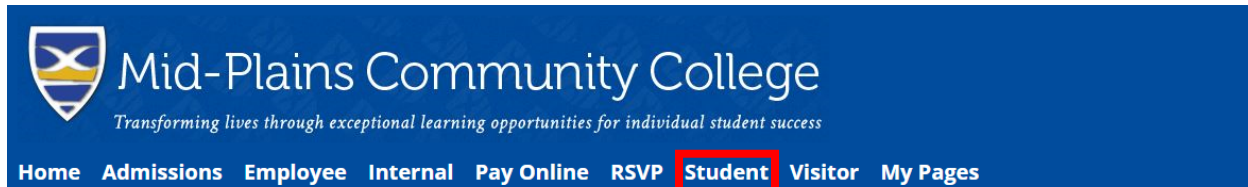


MID-PLAINS COMMUNITY COLLEGE

Student Registration

From Student menu

Click on the **Student** tab in the bar across the top.



You are here: [Student](#) > [Options \(use sidebar buttons\)](#)

Click on Add/Drop and Withdrawal Deadlines.

Student
Options (use sidebar buttons)
Add/Drop and Withdrawal Deadlines
Advising
Finals Schedule
Financial Aid
Grades and Transcripts

Student
Add/Drop and Withdrawal Deadlines - Find the Add/Drop and Withdrawal Dates for courses in which you are currently registered.
Advising - Find out what classes you need to complete your current program requirements (aka graduate); explore what classes are required you may be considering; use GPA Projector to calculate your possible GPA.
Finals Schedule - Check the Finals Schedule for your courses.
Financial Aid - Find out what financial aid you may be receiving, check to see what financial aid documents you still need to submit.

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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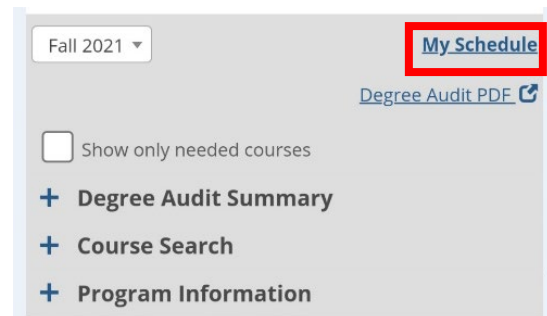
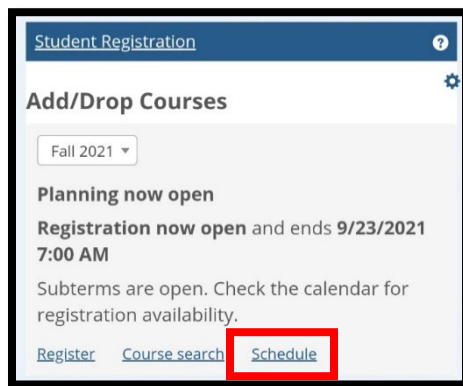
Student Registration

Drop a Course

A course cannot be dropped online after the course has started. The student must contact registration or an advisor to drop the course. If the course has not started, use the Remove Course instructions above.

Print Schedule

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



2. To print, click the printer icon in the top right corner.

Welcome to CampusWeb

Student Registration

My Schedule

Course Code	Title	Schedule
+ INFO-1030-NP-L01	Database Concepts & Design	No schedule available
+ INFO-2600-NP-L01	Network Administration II	No schedule available
+ INFO-2630-NP-L01	Security +	No schedule available
+ SPCH-1090-NP-010	Fund of Human Communication	Mon, Wed, Fri 9:00-9:50 AM 8/23/2021 - 12/16/2021 North Platte McDonald-Belton-South Campus - 132

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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

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