Follow these easy steps to register for courses using Self-Service.

1. Go to midmich.edu/mymid and click on the text link Login in the upper right hand corner. Note: If you haven’t already created your Account, click Account Setup*, and do that first.

   *See midmich.edu/nextsteps for more information on setting up your myMid Account.

2. Navigate to the Self-Service Tools section of myMid, and click Register for Courses.

   Welcome to Mid’s Self-Service App. You must Sign in here to access its features and menus.
After signing in, select **Student Planning** from the main menu.

Choose Option 2: **Plan your Degree & Register for Classes**.

Once you’ve selected **Plan your Degree & Register for Classes**, you will see the screen below.

Menu features here include Schedule, Timeline, Advising, and Petitions & Waivers. You can also **Search for Courses** on the right in a standard search-style box. Scroll to other semesters using the arrows. Be aware that the semester that will auto populate will be the semester currently active at Mid Michigan College.

If you’ve already selected a **Program & Pathway** you may* see courses listed in your **Timeline**.

If you don’t have a Timeline set up by your **Mid Mentor**, you will need to return to the main **Student Planning Overview** to work through creating your Timeline before continuing.

See **next page** to proceed...
OPTION 1
Your Mid Mentor has created a Timeline for you.

Skip these next steps and proceed to Guide Step #7

OPTION 2
You do not have a Timeline created yet.

Continue through the next section to create your Timeline.

Return to Student Planning > Planning Overview. There are several ways to get back. One way is to use the breadcrumbs, and dropdown menu. Once back at the Planning Overview screen, select Option 1: View Your Progress.

At the View Your Progress page, you can view Mid Michigan College's Programs & Pathways.

You can View a New Program and Load Sample Course Plan to explore your options, program requirements, and a semester-by-semester plan of required courses.

Select Load Sample Course Plan.

In the example above you will see “General Studies” as the selected pathway with completed requirements shown in green.
Here you must select your Program and/or Pathway in order to load the related sample course plan.

Choose your Program or Pathway of Study, then click on Preview Plan.

Return to Student Planning > Planning Overview. Once back at the Planning Overview screen, again select Option 2: Plan your Degree & Register for Classes.

Click on the Schedule option and be sure the semester you are registering for is selected. You will see courses from your respective plan listed for that semester in your Timeline.
Once you find a section that meets your needs, choose **Add Section**.

Your **added course sections** will then appear in yellow and be labeled as **Planned**.

Continue to add sections until you have a section selected for all of the courses you are planning to register for.

Under each course in your list, you’ll see a **Blue Register Button**. You can click this button to register for each course individually OR you can click the **Blue Register Now Button** in the upper right to register for all of your planned course sections.

Once you register, your course sections will change from **Planned** (yellow) to **Registered** (green), but not started.
Congratulations!

You’ve registered for courses using Self-Service.

Be sure to check your financial aid information and account balance so you can make plans to complete your tuition payment.

Questions?

Contact your Mid Mentor.

Visit midmich.edu/mentors