



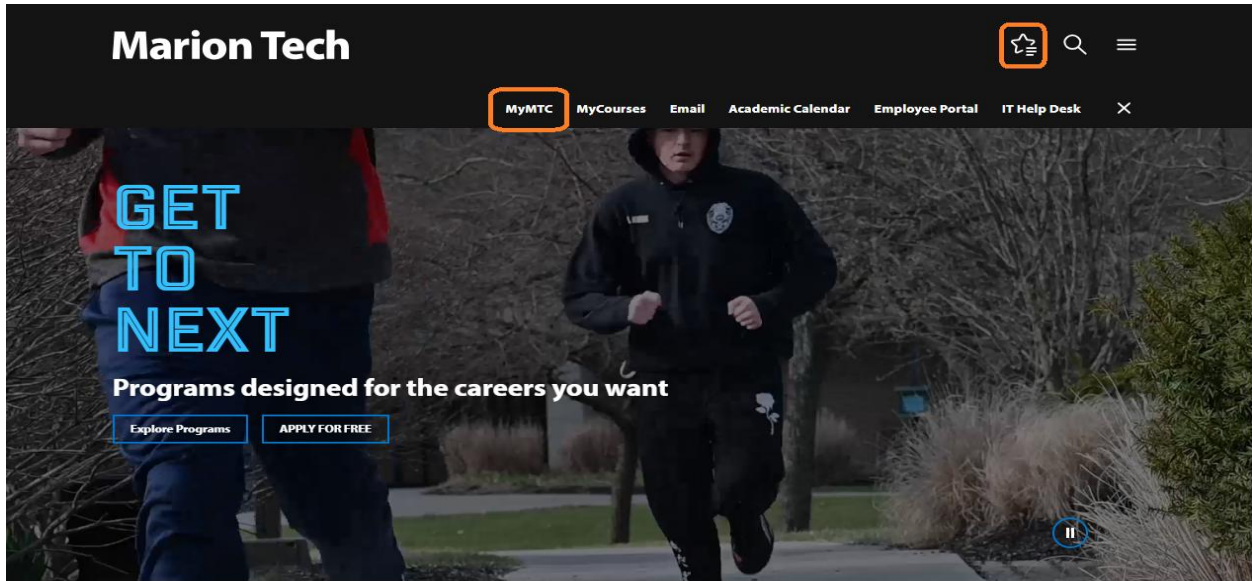
## Self-Service Plan and Register

Marion Technical College is moving to a new Self-service system that expands your registration tools, streamlines the registration process, and provides a more efficient path to graduation.

The Self-Service Plan & Schedule tool allows you to plan future classes, build your schedule, and register for courses in one place. Before creating your plan, it is recommended that you meet with your academic advisor to discuss which courses you should take and when to take them. Your advisor can help ensure you are following the most efficient path toward completing your degree.

## To Start

1. Navigate to [www.mtc.edu](http://www.mtc.edu)
2. Select the Star Icon from the Homepage
3. Click MYMTC



## Accessing Self Service



### MYMTC



## Ready to Register

MYMTC

### Ready to Register for Fall 2026?

[Click here](#) to access Self-Service and secure your classes today!  
Log in using your MTC username and password, then select "Student Planning" to begin registration

## To Begin Planning Courses

4. Log in to Self-Service.
5. Select Student Planning from the homepage or left navigation menu.
6. Click Plan & Schedule.

## Accessing Plan & Schedule

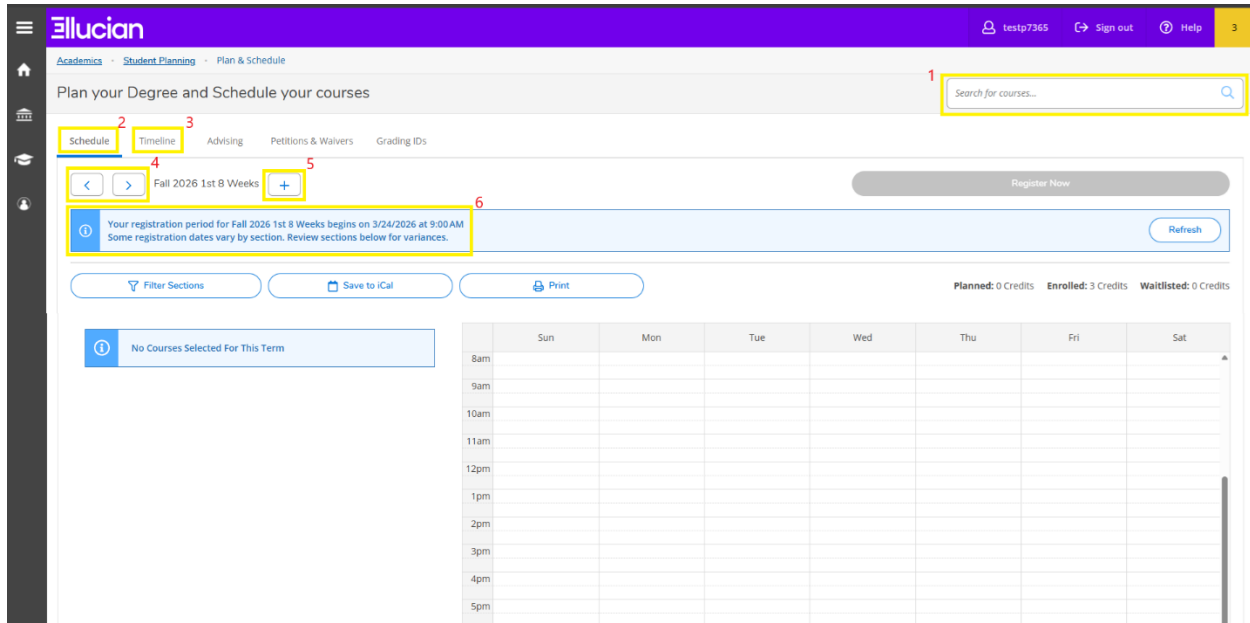
The screenshot shows the Ellucian self-service portal. The left navigation menu is on the left, with 'Plan & Schedule' highlighted in yellow. The main content area displays a grid of service cards. The 'Student Planning' card is highlighted with a yellow border. The cards include: Student Finance, Financial Aid, Course Catalog, Grades, Graduation Overview, Enrollment Verifications, and Academic Attendance. The top navigation bar shows the user is logged in as 'testp7365' and includes links for 'Sign out' and 'Help'.

## Navigating Plan & Schedule

The Plan & Schedule page provides several tools to help you manage your academic plan:

1. Search for Courses – Quickly find courses in the catalog and add them to your plan.
2. Schedule View – Displays your courses in a weekly calendar format.

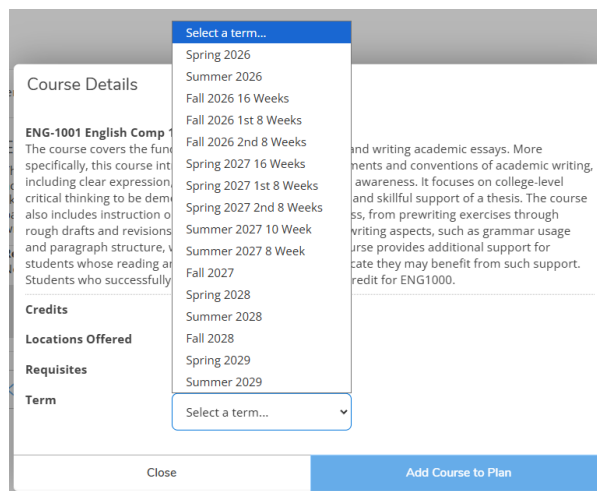
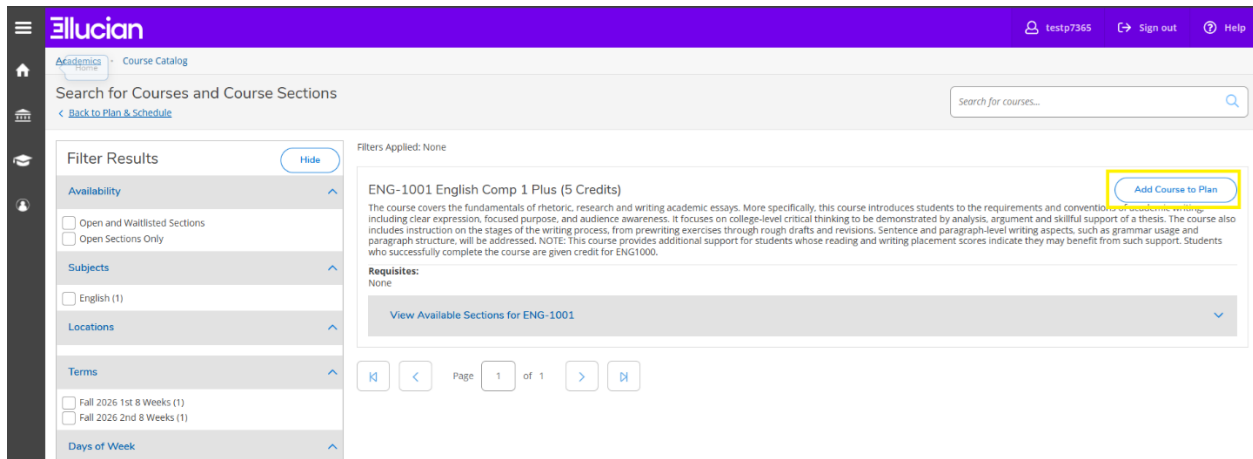
3. Timeline View – Shows your planned courses organized by term.
4. Term Navigation – Move between semesters to view or update your plan.
5. Add or Remove Terms – Plan courses for future semesters.
6. Registration Dates – The system will show you the date you are eligible to begin registration if registration is about to begin for that upcoming semester.



## Adding Courses to your Course Plan

You can add courses to your academic plan in two ways:

1. Use the Course Catalog search or the search bar in the upper right corner.
  - a. Locate the course you want to take.
  - b. Select Add Course to Plan.
  - c. Choose the semester you would like to take the course.



## Acting on your Course Plan

After adding courses to your plan, either via your My Progress report, by directly searching for courses in the Course Catalog, or if your advisor worked with you to create your plan, they will appear on your Course Plan in the Plan & Schedule tool. From there, you can view available sections, select sections that work for you, and register, all directly from the Plan & Schedule tool.

By selecting the "View other sections" option for your course (1), you can see when those sections are offered and select the one that best suits your schedule (2).

The screenshot displays the Ellucian Student Planning interface. At the top, the user is logged in as 'testpt7365'. The main navigation includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The current view is 'Plan your Degree and Schedule your courses'. The interface shows a 'Fall 2026 2nd 8 Weeks' term with a registration period starting on 3/24/2026. A course selection panel for 'ENG-1001: English Comp 1 Plus' is open, showing two sections. The timeline grid shows the course scheduled for Monday and Wednesday at 11:00 AM. A yellow box highlights the course details panel, and another yellow box highlights the course slots in the timeline grid.

## Timeline View

The Timeline View shows your courses across multiple semesters so you can easily see your long-term plan. The Timeline view can be accessed via the Plan & Schedule ribbon, and has several functions, including:

1. Course search
2. Timeline view access
3. Add future terms to your plan
4. Chronological listing of planned courses, by term
5. Controls to drag-and-drop courses between terms, or remove them from the plan

Plan your Degree and Schedule your courses

Search for courses...

Schedule **Timeline** Advising Petitions & Waivers Grading IDs

Add a Term Remove Planned Courses

Fall 2026 16 Weeks	Fall 2026 1st 8 Weeks	Fall 2026 2nd 8 Weeks	Spring 2027 16 Weeks
<ul style="list-style-type: none"> <li>ALH 2050-01: Strength Train Anat Credits: 3 Credits</li> <li>DMS-1020-01: Sonography Proc I Credits: 4 Credits</li> <li>MLT 1020-01: Body Fluids Credits: 2 Credits</li> </ul>	<ul style="list-style-type: none"> <li>BIO 1050-01: Princ Bio and Chem Credits: 3 Credits</li> <li>ENG-1001: English Comp 1 Plus Credits: 5 Credits</li> </ul>	<ul style="list-style-type: none"> <li>ENG 1001: English Comp 1 Plus Credits: 5 Credits</li> </ul>	
7 Enrolled Credits, 2 Planned Credits	3 Enrolled Credits, 5 Planned Credits	5 Planned Credits	

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## Find Your Advisor

If you have any questions, do not hesitate to contact your advisor. You can find your Advisor's information through [My Plan](#) or by following the steps below.

1. Advising - access your advising tools via the Plan & Schedule ribbon
2. View your Advisor Information under "My Advisors".

Ellucian

testp7365 Sign out Help 2

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions & Waivers Grading IDs

2 My Advisors

[Tammy McAuliffe](#) Request Review

View Plan Archive

Compose a Note

Save Note

View Note History

No advising notes have been entered.

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