



# Building your schedule

This stage of registration can be challenging, as it requires careful planning using online registration. However, with the proper tools, you'll be an expert in no time.

## WHAT YOU NEED

To prepare for planning your schedule, we recommend making sure you have at least 30 minutes and the following resources:

- A pencil and eraser,
- One or more copies of the "MHC Class Scheduling Template" (available at [www.mhc.ab.ca](http://www.mhc.ab.ca)),
- The list of courses you need for Fall, Winter, and Spring (if needed),
- The program planning guide for your program,
- A computer that has a browser such as Firefox or Google Chrome.

## PLANNING YOUR PROGRAM COURSES

Start by focusing on one term only (e.g. Fall, which is September to December)

1. Visit [www.mhc.ab.ca](http://www.mhc.ab.ca) and click "View the Course Schedule" under Quick Links.
2. Select the term you will be focusing on (e.g. Fall – Credit)
3. Skip over keyword and go right to the "Course" section – enter the code (e.g. CJLS 111) of the class you are trying to schedule.

HINT: always start with the classes specific to your program in lieu of glasses like ENGL/English or PSYC/Psychology – these courses will usually have multiple sections that can work around the rest of your schedule.

4. Results of your search will be at the bottom of the screen and should look something like this:

Results for Term: Fall 2018 - Credit

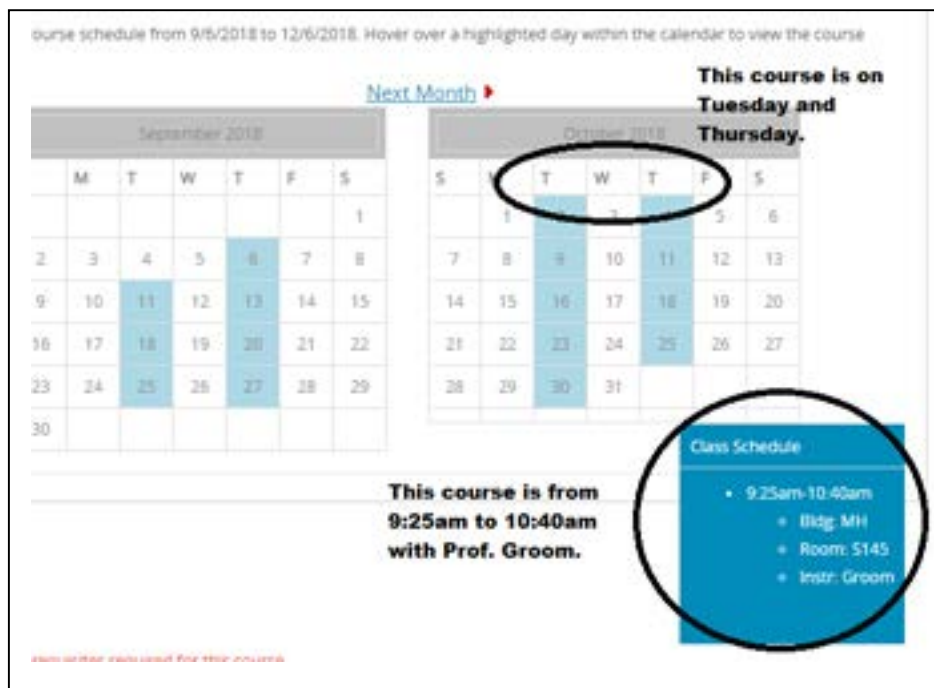
Show: 10 entries Search

Course	Course Title	Section	Course Start/End Date	Credits	Course Schedule
CJLS 111	Investigations & Forensics	LCMA	9/6/2018 to 12/6/2018	3.00	<a href="#">Click for Details</a>
CJLS 111	Investigations & Forensics	LCMB	9/6/2018 to 12/6/2018	3.00	<a href="#">Click for Details</a>

Showing 1 to 2 of 2 entries

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In this example, we see there are two sections of the course (LCMA and LCMB). Clicking the “Click for Details” link brings you to the details which, by hovering over the dates, will show the date, time and instructor of the class.



- Record your preferred section in your MHC Class Scheduling Template (to save time, you may also want to jot down on a separate piece of paper the days and times of the other sections just in case you have to move things around later). You will want to include the Course Code and the Section (e.g. LCMA, LBMB, etc) when you are recording on your timetable. The section code (e.g. LCMA) is the system's way of telling exactly what days and times the course is offered and that it is a different group than other sections of the same class.
- Continue this process until the courses on your template work with no overlaps or conflicts and you are happy with your schedule.

**HINT:** It is important that you check your [mymhc.ca](mailto:mymhc.ca) email address often, as your academic advisor may suggest certain sections or have helpful hints or advice.

## LECTURES AND LABS

When creating your schedule, be certain to note any classes that have both a lecture and a lab, which you will see when you search a class. Both the course and lab (e.g. BIOL 275 and BIOL 275 LB) will appear. You will need to register in both the lecture and the lab, as they are required to complete the course.

## FINDING ELECTIVES OR OPTION COURSES

If your program planning guide asks you to select an elective or an “option,” you’ll usually find a note on the program planning guide or the academic calendar telling you what types of courses are allowed. Generally, courses that are program specific cannot be taken as electives. For example, you could not take an ARDE [Art and Design] class without permission, but ARHI [Art History] would normally be fine.

If you are unsure, check your email to see if your advisor has already sent you elective information. If not, you can check with your advisor via email.