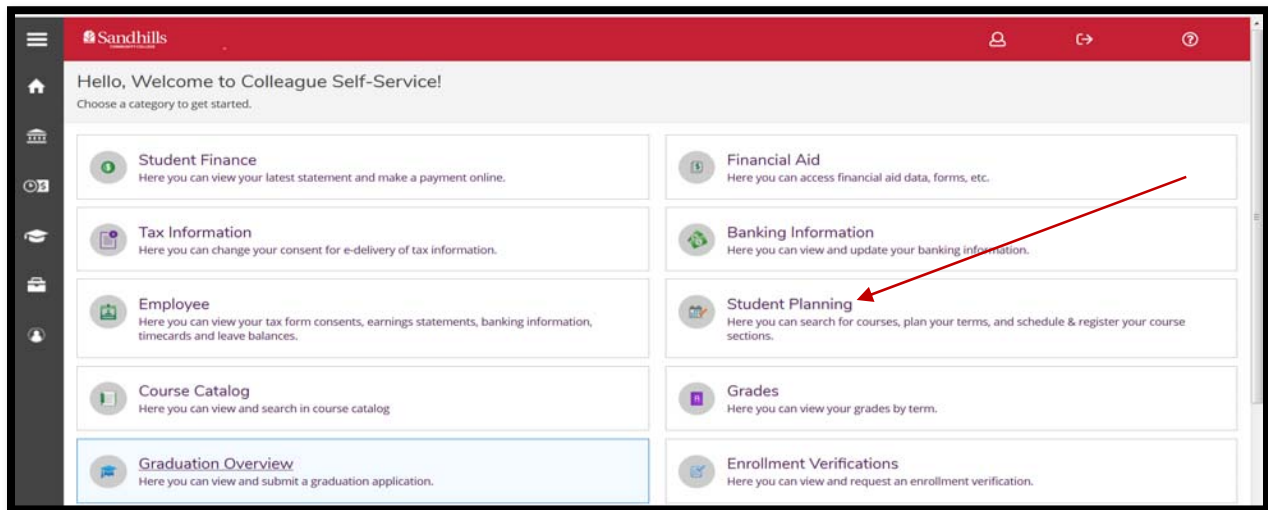




Quick Guide: Registering for Courses

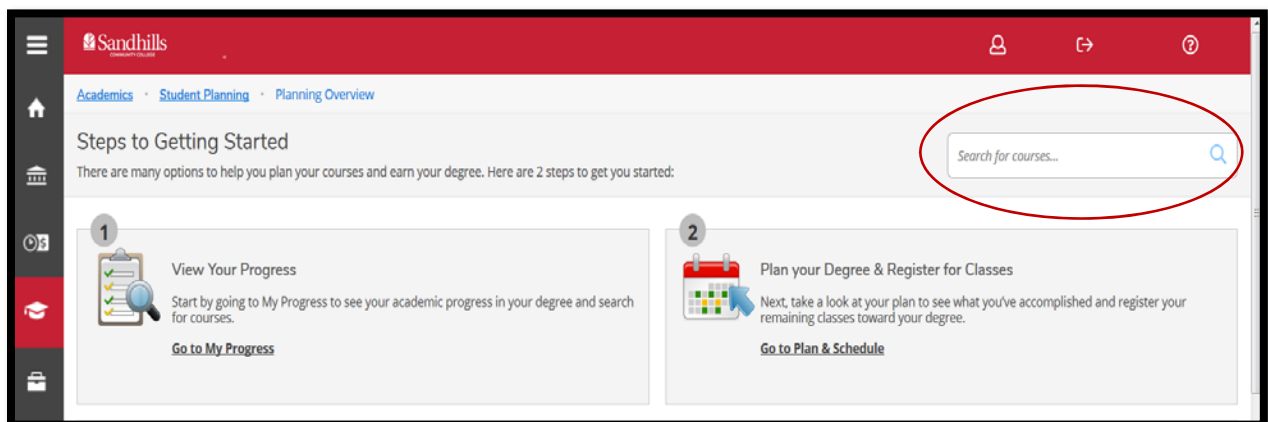
Getting to Self Service – Student Planning

1. From the MySCC page click on the **Self Service** icon
2. Enter your user name and password to sign in (the same one you use for Moodle, Student Email, etc.)
3. Click on Student Planning

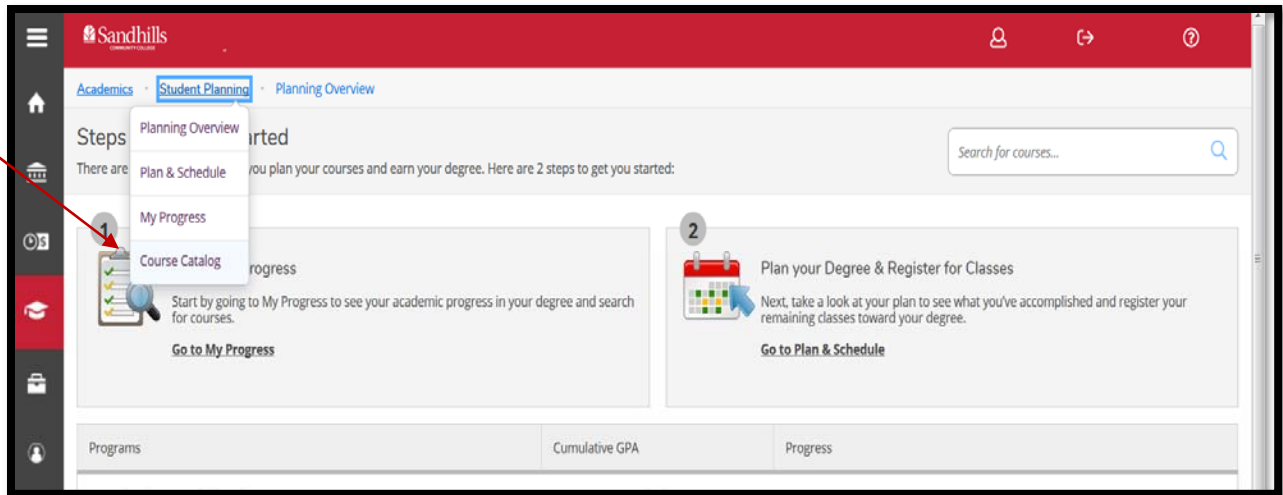


Registering for Classes:

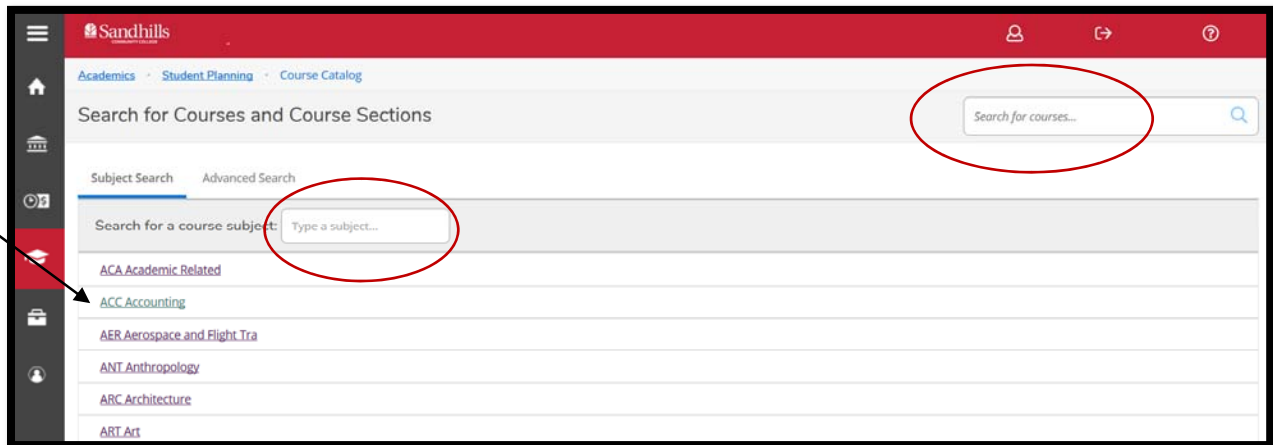
You can “Search for courses” from the main Planning Overview screen:



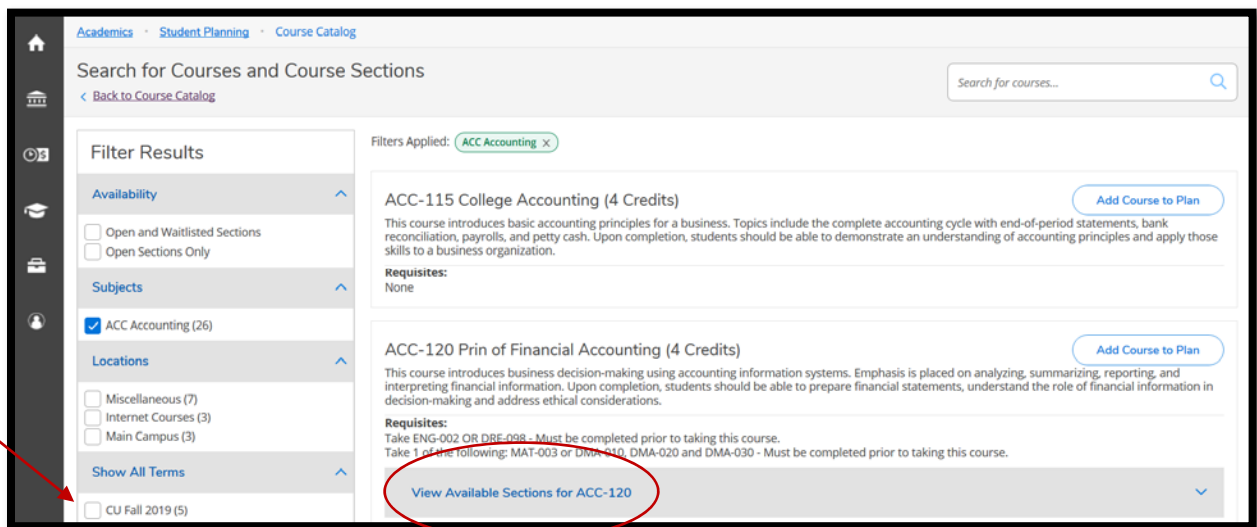
Or by using the **Course Catalog**:



From the Course Catalog tab you can type in a subject, search for courses, or click on the course you are interested in:



On the next screen you can choose your term or search by any of the filters on the left. Then select "View Available Sections" to see the options.



Find the course that works with your schedule and select “Add Section to Schedule”. Repeat these steps until you have added all of your courses to your schedule.

ACC-120 Prin of Financial Accounting (4 Credits)

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

Requisites:
Take ENG-002 OR DRE-098 - Must be completed prior to taking this course.
Take 1 of the following: MAT-003 or DMA-010, DMA-020 and DMA-030 - Must be completed prior to taking this course.

View Available Sections for ACC-120

CU Fall 2019

Seats	Times	Locations	Instructors
12	M 5:30 PM - 7:15 PM 8/19/2019 - 12/17/2019	Main Campus, Meyer Hall 103 Classroom Hours	Lynch, D
	8/19/2019 - 12/17/2019	Main Campus, Distance Learning CLAS	

Return to the top of the page and select “Plan & Schedule” under the Student Planning tab to view the course(s) on your schedule.

Sandhills

Academics · Student Planning · Course Catalog

Search for courses...

Filters Applied: ACC Accounting

ACC-115 College Accounting (4 Credits)

ACC-120 Prin of Financial Accounting (4 Credits)

The **best way** to select courses needed for your program of study is from the “My Progress” screen. Click on “Go to My Progress”

Sandhills

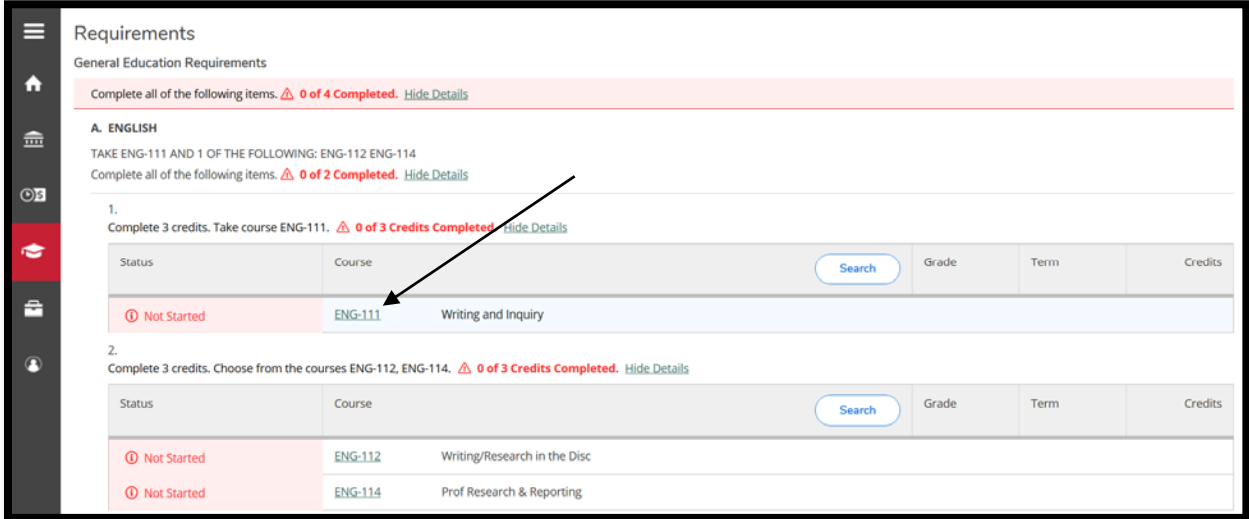
Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
Go to My Progress
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
Go to Plan & Schedule

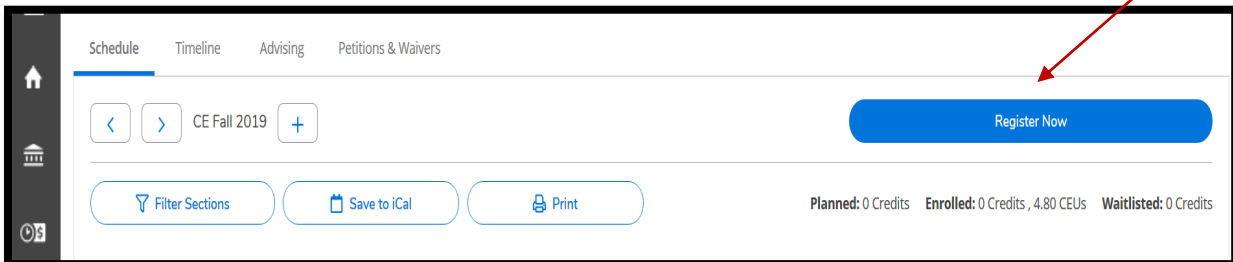
Under “Requirements” click on the course you want to plan and register for. Each section will only show courses that are part of the program you are in. Clicking on the course will take you to the Course Catalog where you can add the course to your plan, or select the section to register for.



The screenshot shows the 'Requirements' page for General Education Requirements. It lists two main categories: A. ENGLISH and B. MATH. Under A. ENGLISH, it states 'TAKE ENG-111 AND 1 OF THE FOLLOWING: ENG-112 ENG-114'. Below this, there are two sections of requirements. Section 1: 'Complete 3 credits. Take course ENG-111. 0 of 3 Credits Completed.' It includes a table with columns for Status, Course, Search, Grade, Term, and Credits. The first row shows 'ENG-111 Writing and Inquiry' with a status of 'Not Started'. Section 2: 'Complete 3 credits. Choose from the courses ENG-112, ENG-114. 0 of 3 Credits Completed.' It includes a similar table with rows for 'ENG-112 Writing/Research in the Disc' and 'ENG-114 Prof Research & Reporting', both with a status of 'Not Started'. A black arrow points from the text 'Clicking on the course will take you to the Course Catalog' to the 'ENG-111' course entry.

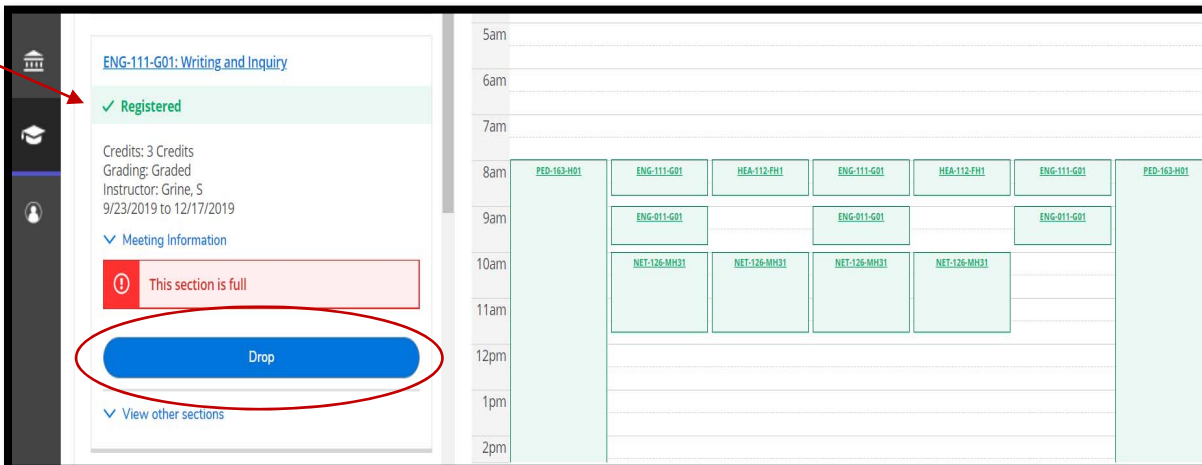
Whichever method you choose, always return to the “Plan and Schedule” screen to complete your registration. *Please note: Registration for planned courses is not complete until the registration period for the semester opens up and you go in and select “Register Now”.

To register for your selected classes, select the “Register Now” option

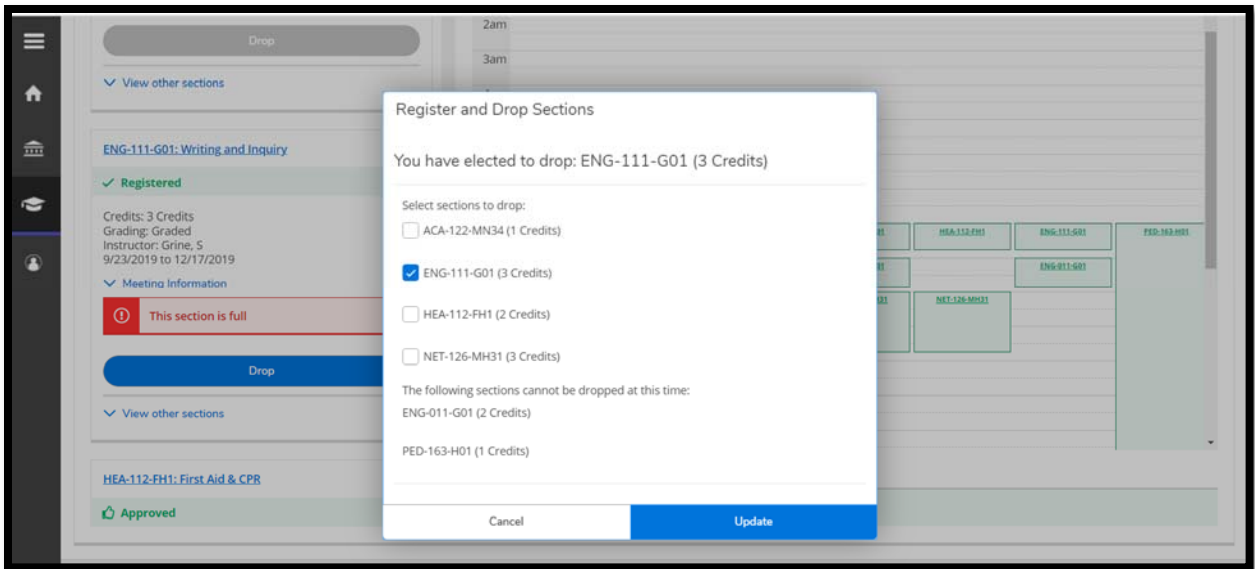


The screenshot shows the 'Plan and Schedule' screen. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, there are navigation arrows, a dropdown menu for 'CE Fall 2019', and a '+' button. A prominent blue button labeled 'Register Now' is on the right side, with a red arrow pointing to it. Below the navigation elements are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. At the bottom right, there is a summary: 'Planned: 0 Credits Enrolled: 0 Credits, 4.80 CEUs Waitlisted: 0 Credits'.

Courses with a status of green “Registered” indicate you have completed the registration process. To drop a class you will select “Drop”, verify it is the correct class and click “Update”.



The screenshot shows the details for a course section: 'ENG-111-G01: Writing and Inquiry'. The status is 'Registered' with a green checkmark. Below the status, it lists 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Grine, S', and '9/23/2019 to 12/17/2019'. There is a red warning box that says 'This section is full'. A blue button labeled 'Drop' is circled in red. Below the 'Drop' button is a link for 'View other sections'. On the right side of the screen, there is a course catalog grid showing various course sections with their respective codes and times.



*Final step – Go to Student Finance to pay your tuition and fees by the designated deadline!