

Student Planning helps you stay on track to earn a degree by highlighting what you need to complete a program as well as what you have taken to date. It helps you clarify, plan, and track your course of study in order to progress more directly and confidently to a degree.

STUDENT PLANNING/REGISTRATION

INSTRUCTIONS

HOW TO ACCESS STUDENT PLANNING

- Sign into your SSC Portal.
- Go to the SSC Self-Service Menu
- Select *Student Planning/Registration*
- Select *View Your Academic Progress*

TO ADD A COURSE

- Go to *View Your Academic Progress* (This outlines the course requirements for your major, shows progress in courses completed and shows which courses you have planned. You can plan courses directly from this list.)
- Choose a class from your list of requirements by clicking on the course number
- Select *Add Course to Plan*
- Select desired term
- Select *ADD Course to Plan*
- Continue until all desired courses are added
- At the top of screen, locate the *Student Planning/Registration* tab
- Select *Plan and Schedule* (from drop down menu)
- Now you can view sections offered and plan your schedule

HOW TO REGISTER FOR COURSES

- Go to semester you are registering for in your plan
- Click *view other sections* under course title to populate all courses offered onto the calendar
- Click once on the section you want to add to your schedule
- After schedule is complete and courses have been added to your plan, simply press the green REGISTER NOW button on the top right
- Courses should appear green on timeline indicating registration is complete

Use Save to iCal to download your schedule to the electronic calendar on your phone, tablet and/or computer.