

SSC Self-Service

Student Planning/Registration Instructions—For Students

To Begin:

- 1) **Sign into SSC Portal. Once you are logged in, go to the SSC Self-Service window, select “Go to SSC Self Service” link.**



- 2) **System will display “Hello, Welcome to SSC Self-Service!” Menu.**

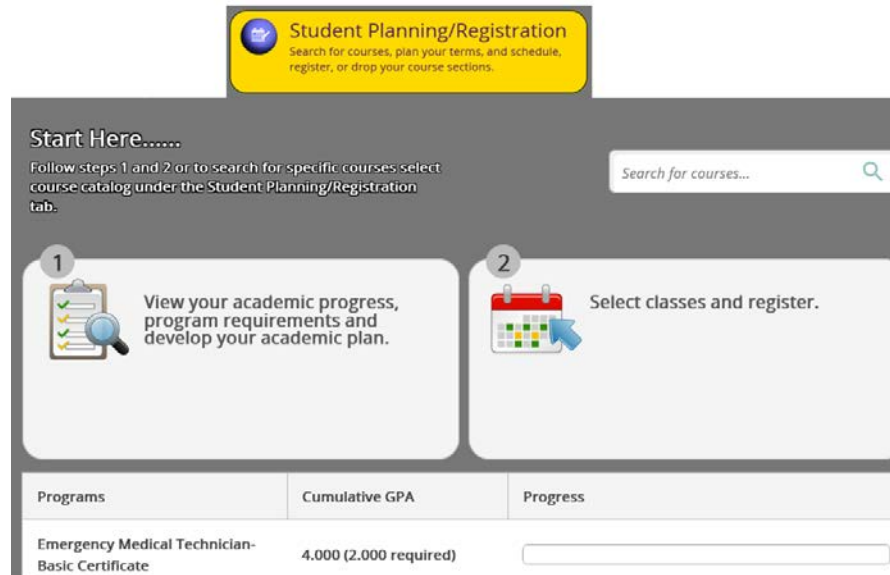


- **Student Finance** menu option displays latest statement information and it allows you to make a payment.
- **Grades** menu option displays your grades by term.
- **Student Planning/Registration** menu option displays your academic progress, develop your academic plan, search and register for classes.
- **Graduation Application** menu option displays a form to submit a graduation application.

Step 1

View Your Academic Progress, program requirements and develop your academic plan.

From Welcome to SSC Self-Service! Menu – select “Student Planning/Registration” option.



Select Option 1 “View Your Academic Progress, ...” 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:

Take 1 course from the following: MTH-115, MTH-126, MTH-146, MTH-161, MTH-180, MTH-190, MTH-203, MTH-204, or MTH-211.

Complete all of the following items. ✔ 1 of 1 Completed. [Show Details](#)

E. Physical & Life Sc

Take 1 life science course from BIO-101, BIO-102, BIO-103, BIO-104, BIO-105, BIO-152, BIO-L1901L, OR BIO-L1902L for Group 1. Take 1 physical science course from AST-101, CHM-101, CHM-111, CHM-113, GLG-101, PHS-101, PHY-101, PHY-210, OR SCI-800 for Group 2. At least 1 of your courses (either the life science or physical science) must be a laboratory course (Group 3). Total courses needed 2.

Complete all of the following items. ❌ 2 of 3 Completed. [Hide Details](#)

1. Complete 1 course. Choose from the courses BIO-101, BIO-102, BIO-103, BIO-104, BIO-105, BIO-152, BIO-L1901L, BIO-L1902L. ✔ 1 of 1 Courses Completed. ✔ Show Details

2. Complete 1 course. Choose from the courses AST-101, CHM-101, CHM-111, CHM-113, GLG-101, PHS-101, PHY-101, PHY-210, SCI-800. ❌ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
❌ Not Started	AST-101	Introduction to Astronomy			
❌ Not Started	CHM-101	Chemistry and Society			
❌ Not Started	CHM-111	Introductory Chemistry I			
❌ Not Started	CHM-113	General Chemistry I			
❌ Not Started	GLG-101	Physical Geology			

- Once you have selected the course you would like to plan/schedule you can: “Add Course to Plan”—Adds course to your plan for future semesters

-OR-

“View Available Sections for...” if you would like to see the sections being offered for the current registration period

AST-101 Introduction to Astronomy (4 Credits) Add Course to Plan

An overall view of modern astronomy with emphasis on an understanding of the structure and properties of the universe, from the earth to the most distant galaxies discernible. Includes a two-hour lab.

Requisites: Take MTH-095 or qualifying score on the placement test. - Must be completed prior to taking this course.

Locations: On Campus

[View Available Sections for AST-101](#)

You can view sections being offered during the current registration period only.

By adding courses to your plan you can select the current registration period or a future semester for which you plan to register for the class. Just select the correct semester in the drop down menu on the pop-up window

Term

Select a Term...



And click on the “Add Course to Plan”

***Tip: If you have not already planned courses for the upcoming semester, by selecting the “Add Course to Plan” option you can easily view how all of your classes will work together in the “Schedule” section of “Plan and Schedule”**

NOTE: You may also add courses to your plan that are not required, such as electives by searching via the Course Catalog tab.

SOUTH SUBURBAN COLLEGE

Academics > Student Planning/Search, Register & Drop Sections > Course Catalog

Search for Courses and Course Sections

[Back to My Progress](#)

Filters Applied: None

AST-101 Introduction to Astronomy (4 Credits)

An overall view of modern astronomy with emphasis on earth to the most distant galaxies discernible. Includes

Requisites: Take MTH-095 or qualifying score on

Locations: On Campus

[View Available Sections for AST-101](#)

Continue Step 1 until you have planned all of the courses you want to plan—the upcoming semester only or the remainder of your program.

Step 2

Select Classes and Register.

From Welcome to SSC Self-Service! Menu – select “Student Planning/Registration” option.

The screenshot shows a web interface for "Student Planning/Registration". At the top, a yellow banner contains the text "Student Planning/Registration" and a sub-description: "Search for courses, plan your terms, and schedule, register, or drop your course sections...". Below this, a grey box titled "Start Here....." contains instructions: "Follow steps 1 and 2 or to search for specific courses select course catalog under the Student Planning/Registration tab." To the right of these instructions is a search bar labeled "Search for courses...". Two numbered steps are shown in white boxes: Step 1, "View your academic progress, program requirements and develop your academic plan.", and Step 2, "Select classes and register.", which is highlighted with a red border and a blue arrow. Below the steps is a table with columns for "Programs", "Cumulative GPA", and "Progress". The "Programs" column lists "Emergency Medical Technician-Basic Certificate". The "Cumulative GPA" column shows "4.000 (2.000 required)". The "Progress" column has an empty input field.

Select Option 2 “Select classes and register” Under the “Select Classes and Register” menu option, you can schedule courses for the current registration period, view your time line, or contact SSC counselor.

The screenshot shows the "South Suburban College" website interface for course planning. The header includes the college name and a row of colorful dots. Below the header is a navigation bar with "Academics", "Student Planning/Search, Register & Drop Sections", and "Plan & Schedule". The main heading is "Plan your Degree and Schedule your courses". Below this is a tabbed interface with "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, showing "Fall Semester 2017" with navigation arrows and minus/plus buttons. Below the semester selector are buttons for "Filter Sections", "Save to iCal", and "Print". The main content area shows a message box: "No Courses Selected For This Term". To the right, a calendar grid is visible with columns for "Sun" and "Mon", and rows for "8am" and "9am".

The **Schedule** tab allows you to schedule courses you have planned for the upcoming semester.

Schedule | Timeline | Advising | Petitions & Waivers

< > **Fall Semester 2014** +

Filter Sections > | Save to iCal | Print

	Sun	Mon	Tue
8am			
9am		✓ ENG-102-002	
10am		✓ HFA-120-002	
11am			✓ MTH-115-102
12pm			
1pm		✓ PHL-101-002	
2pm			


[ENG-102-002: Composition and Research](#)

✓ **Completed**

Credits: 3
Grading: Graded
Instructor: Wollstadt, L
8/18/2014 to 12/12/2014

> [Meeting Information](#)

> [View other sections](#)



You can view available sections by clicking **View other sections** under the course title.

Hovering over available sections will highlight sections on your Calendar.

***Helpful Tips:**

→ There may be more than one page of available sections. Be sure to look at them all.

→ You can view sections of multiple courses at the same time to make sure they don't conflict.

1. Click on the course section you wish to add to your schedule.

2. Click **Add Section to Schedule** in the pop-up Window

3. Click **Register Now** button on calendar page

NOTE:

If “Register” or “Register Now” button is not dark green, make sure

- 1. The current term is open for registration.**
- 2. You have completed the “Conditions of Registration”.**
- 3. You don't have any holds on your account.**

****When courses turn green you have registered for the section.****

< > Fall Semester 2017 +

Filter Sections > Save to iCal Print Planned:

	Sun	Mon	Tue	Wed	Thu
9am					
10am					
11am			✓ OCS-121-601		
12pm		✓ BUS-108-002		✓ BUS-108-002	
1pm					
2pm					
3pm					
4pm					
5pm					
6pm				✓ SSK-100-662	
7pm					

ACC-120: Financial Accounting ×
> View other sections

ART-107: Art Appreciation ×
> View other sections

BIO-101: Concepts of Biology ×
> View other sections

BIO-185: Human Anatomy and Physiology I ×

Schedule Timeline Advising Petitions & Waivers

The **Timeline** tab allows you to view the courses you have completed, the courses you are currently registered for and the classes you have planned for future semesters.

Schedule Timeline Advising Petitions & Waivers

Fall Semester 2015	Fall Semester 2016	Fall Semester 2017
COM-105: Mass Communications Credits: 3 P	OCS-121-691: Foundations of College Success Credits: 1 P	
ENG-099: Writer's Workshop III Credits: 3 C	RDG-082: Reading & Learning Skills III Credits: 3 A	

Missing a prerequisite? Student Planning will let you know in both the Schedule and Timeline views:

Schedule

Timeline

Advising

Petitions & Waivers



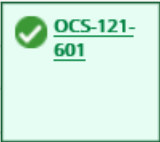
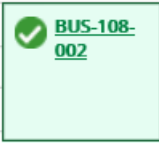
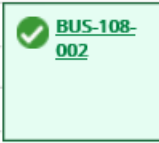
Fall Semester 2017



Filter Sections >

Save to iCal Print

Planned: 32 Credits

	Sun	Mon	Tue	Wed	T
8am					
9am					
10am					
11am			 OCS-121-601		
12pm		 BUS-108-002		 BUS-108-002	
1pm					
2pm					
3pm					

CIS-125: Cisco CCNA RS Fund Rte Switch x



Take CIS-120 and receive minimum grade of "D". - Must be completed prior to taking this course.

The **Advising** tab allows you to view your counselors' s name and contact information, see when they last reviewed your plan, request a review of your plan and leave him/her a note.

Other things you can do in Student Planning:

- You can search the course catalog
- You can view your Test scores
- You can view your unofficial transcript
- You can view your profile contact information and emergency contacts