



Student Guide to
Planning and Registration
Version 2.0

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Logging into Self-Service and Student Planning

1. From the college website, select the link for **Self-Service** in the top-most menu items of the webpage and log in using your **GTCC** user name and password.



2. Once signed in, you will arrive at the landing page for Self-Service.

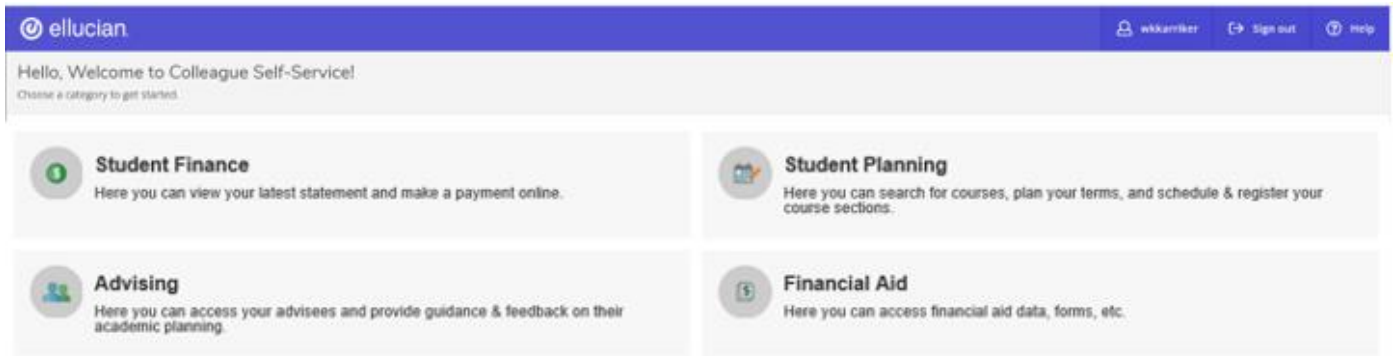
The image shows the ellucian Self-Service landing page. The header is blue with the ellucian logo, a user profile icon for 'wkkarriker', and links for 'Sign out' and 'Help'. The main content area is white and features a greeting: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' Below this is a 'Notifications' section with a table containing one notification about FFNC Near Completion. The page also displays a grid of service tiles for Student Finance, Financial Aid, Tax Information, Banking Information, Student Planning, Course Catalog, Grades, Graduation Overview, Enrollment Verifications, and Transcript Requests.

Title	Details	Link
FFNC Near Completion	Student has been identified by FFNC as being close to completing a credential. Student can check email for additional information. Advisors can check list on the Advisor Resource Moodle Page.	

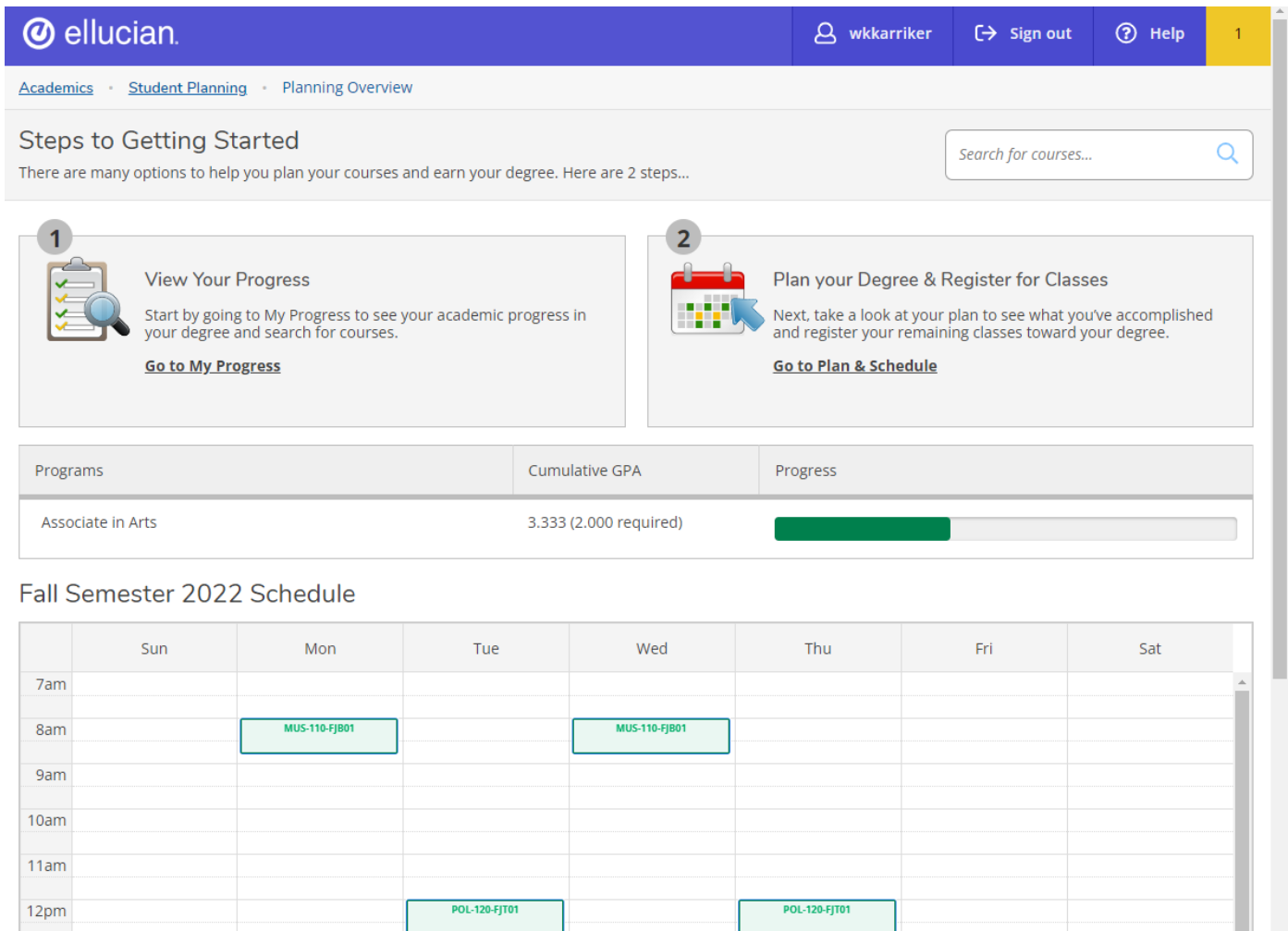
Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	Course Catalog Here you can view and search the course catalog.
Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.
Enrollment Verifications Here you can view and request an enrollment verification.	Transcript Requests Here you can view and request a transcript.

Building an Academic Plan

1. Once you are on the landing page for Self-Service, select the Student Planning option.



2. This will bring you to the home page of Student Planning and Registration with links to View Your Progress and to Plan Your Degree and Register for Classes. This screen will also display your class schedule for the current semester.



Pay attention to any notifications in the top right-hand corner which will highlight messages, confirm registration, and indicate any account holds.

3. Choose the My Progress option under the Student Planning tab to view your progress towards completion of your degree requirements. The My Progress screen uses the “traffic light” color scheme to highlight requirements that are complete in green, in progress in yellow, and not yet started in red.

Requirements [Expand All](#) ▾

General Education Requirements

Complete all of the following items. ⚠ 2 of 6 Completed. [Hide Details](#)

A. English Composition

Take ENG-111 and ENG-112

Complete all of the following items. ⚠ 0 of 1 Completed. Fully Planned [Hide Details](#)

🕒 Fully Planned ⚠ 3 of 6 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	ENG-111 Writing and Inquiry	B	2022SP	3
🕒 Planned	ENG-112 Writing/Research in the Disc		2023SP	3

B. Humanities/Fine Arts/Co

Take 9 credits from COM-120 COM-231 ART-111 ART-114 ART-115 DRA-111 ENG-231 ENG-232 ENG-241 ENG-242 MUS-110 MUS-112 PHI-215 PHI-240 from a minimum of 2 subjects

Complete all of the following items. ⚠ 0 of 1 Completed. Fully Planned [Hide Details](#)

🕒 Fully Planned ⚠ 0 of 9 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
🔄 In-Progress	MUS-110 Music Appreciation		2022FA	3
✓ Registered	COM-120 Intro Interpersonal Com		2022FA	3
🕒 Planned	ART-111 Art Appreciation		2022FA	3
ⓘ Not Started	COM-231 Public Speaking			
ⓘ Not Started	ART-114 Art History Survey I			

- Find a requirement in red you need to plan and click the search button from within the requirement to bring up the specific courses that fulfill the category. Click Add to Course Plan and choose the term during which you would like to take the course.

The screenshot shows the ellucian Course Catalog interface. A modal window titled "Course Details" is open for "COM-231 Public Speaking". The modal contains the following information:

- Course Title:** COM-231 Public Speaking
- Description:** This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.
- Credits:** 3
- Locations Offered:** TBD
- Requisites:** A warning box states: "Take DRE 097 or ENG 002 - Must be completed prior to taking this course."
- Term:** A dropdown menu with the text "Select a term..."
- Buttons:** "Close" and "Add Course to Plan"

- If you are planning during pre-registration for an upcoming term, you may choose the View Available Sections option for the designated term instead to add a specific section of the course to your plan.
- Once you have planned all of your upcoming semester courses, go to the Plan and Schedule tab under Student Planning. Use the left and right arrows to view your planned courses for upcoming terms.

The screenshot shows the ellucian Plan and Schedule interface. The page title is "Plan your Degree and Schedule your courses". The interface includes a search bar, navigation tabs (Schedule, Timeline, Advising, Petitions & Waivers), and a "Register Now" button. Below these are buttons for "Filter Sections", "Save to iCal", and "Print". A summary shows "Planned: 3 Credits", "Enrolled: 9 Credits", and "Waitlisted: 0 Credits".

A course "ART-111: Art Appreciation" is listed with a green checkmark and "Approved" status. Below it, a calendar view for "Fall Semester 2022" shows sections for "MUS-110-FJ001" on Monday and Wednesday at 8am.

7. If you haven't already selected a specific section of your planned class for that term, click **View Other Sections** to see the term section offerings. To add a selection to your plan, click on the section you want to add and then select **Add Section to Schedule**.

To remove a course from the plan, click on the "X" to the right of the course.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Fall Semester 2022 +

Filter Sections Save to iCal

[COM-120: Intro Interpersonal Com](#) ✕

Approved

[Take DRE 097 or ENG 002 - Must be completed prior to taking this course.](#)

View other sections

Submitting your Plan for Approval

1. Use the Advising tab to communicate with your Success Coach about any questions you may have concerning your course selections or other academic issues. You can add notes relevant to academics for future advising sessions. Be mindful of what you type, as there is no ability to edit a note once it is saved.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions & Waivers

My Advisors [Request Review](#)

✉ Bailey, William G. (Program)

Last review requested on 9/22/2022
Course Plan last reviewed on 9/22/2022 by Michael, Anya

Compose a Note

Save Note

View Note History

did you get this?
Student, GTCC on 9/22/2022 at 3:57 PM

2. Before you can register, your plan must be reviewed and approved by your Success Coach. Click Request Review to notify your Coach.
3. Remember you have only planned your courses. The next step is to register for specific sections for the upcoming term.

Registering Planned Courses

1. From the Plan and Schedule option under the Student Planning tab, use the forward arrow to navigate to the appropriate registration term. The courses you have planned will appear in grey. If you have already picked out a specific section, it will appear in yellow.

The courses that appear in yellow are the courses you will be able to register for during your priority registration period. You will need to pick specific sections for any course on your plan that appears in grey.

The screenshot shows the ellucian student planning interface. At the top, there is a navigation bar with the ellucian logo and user information (wkkarriker, Sign out, Help). Below this is a breadcrumb trail: Academics > Student Planning > Plan & Schedule. The main heading is "Plan your Degree and Schedule your courses" with a search bar. Below the heading are tabs for Schedule, Timeline, Advising, and Petitions & Waivers. The current term is "Fall Semester 2022". There are buttons for "Filter Sections", "Save to iCal", and "Print". A "Register Now" button is prominently displayed. The course list on the left shows "COM-120-MON02: Intro Interpersonal Com" with a "Planned" status. The main area is a weekly schedule grid with columns for Sun through Sat and rows for time slots from 7am to 3pm. Course sections are shown as colored boxes: MUS-119-FIB01 (Monday 8am and Wednesday 8am) and POL-120-FIB01 (Tuesday 12pm and Thursday 12pm). A "Planned: 3 Credits Enrolled: 6 Credits Waitlisted: 0 Credits" summary is shown at the top right of the grid.

Note that sections with no meeting times, such as online courses, will appear at the bottom of your schedule as they do not have a defined meeting day and time.

2. You may plan as many courses as you want which meet at the same time, but you may only register for one of them to avoid creating a time conflict between courses.
3. To register, click Register Now to register for all courses at once on your plan, or click the Register button in each individual section on the left to register course by course.

Use the Registration method that works best for you. If you have distinct course preferences or if you have planned many courses in the same time slot, you will want to make sure you register course by course to individually register for your desired first choice sections.

If you have planned courses which are not a part of your current program of study, the courses will show at the bottom of your My Progress page in the Other Courses category. Generally, these are courses that are not eligible to be covered by financial aid.

If you wish to request a course substitution, you will need to meet with your program department chair and the substitution will be entered by the Records Office. Course substitutions are noted on the My Progress record.

4. Check your registrations. Any errors will appear in the notification area at the top right of the page. You know you have successfully registered for a course when it appears in green and there is a Drop button on the course.

Waitlists

1. If a course section on your term plan is full and has a waitlist, click Waitlist to add yourself to the waitlist.

The screenshot shows a course planning interface. At the top, there's a search bar and navigation tabs for Schedule, Timeline, Advising, and Petitions & Waivers. Below that, there are buttons for navigation (back, forward, add) and a 'Register Now' button. A summary bar shows 'Planned: 3 Credits', 'Enrolled: 6 Credits', and 'Waitlisted: 0 Credits'. The main area features a course card for 'COM-120-MON02: Intro Interpersonal Com' with a 'Waitlist' button. To the right is a weekly schedule grid with course sections like MUS-110-FIB01 and POL-120-FIT01.

2. You know you have been successfully added to a waitlist for the course when the status changes to Waitlisted and there is a Drop Waitlist button.

If you would like to drop yourself from a waitlist, click Drop Waitlist.

This is a close-up of the course card for 'COM-120-MON02: Intro Interpersonal Com'. It shows the status 'Approved' and 'Waitlisted'. The course details include: Credits: 3 Credits, Grading: Graded, Instructor: Knoll, K, 10/12/2022 to 12/9/2022, and Waitlisted: 2 (Rank: 2). A prominent blue 'Drop Waitlist' button is visible at the bottom of the card, along with a 'View other sections' link.

Student Tabs Explained

Holds on the Student Account

Any “holds” on your account will be indicated via the “Notifications” button at the top. You will need to contact the office which placed the hold on your account to have it removed.

The screenshot displays the ellucian student portal. At the top, a blue navigation bar contains the ellucian logo, user information (wkkarriker), and links for Sign out and Help. A notification banner at the top right states: "SSN Name Birthdate verification required - contact records@gtcc.edu". Below the navigation bar, the breadcrumb trail reads "Daily Work > Advising > Advising Overview". The main content area is titled "Advisee Details" with a "Back to Advisees" link. It features a student profile for "Student 1, GTCC" (ID: 1701065, email: kmfowler@gtcc.edu) and lists their programs: "Information Technology - Database Management Certificate" and "Information Technology - Database Programming Certificate". An educational goal of "Transfer to College" and an advisor "Advisor 1, GTCC" are also shown. A blue "Review Complete" button indicates the course plan was last reviewed on 9/16/2022. A "Notifications" button with a red circle containing the number 0 is visible. Below this is a horizontal menu with tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Grades, and Petitions. The "Course Plan" tab is active, showing "Fall Semester 2022" with navigation arrows and a "Register Now" button. A "Print" button is located below the semester selector. At the bottom of the course plan section, it shows "Planned: 3 Credits", "Enrolled: 3 Credits", and "Waitlisted: 0 Credits".

Academics > Student Planning

Student planning is where you will plan your courses for one or more future terms. From this screen, you will have access to view your progress towards program completion and to plan and register for classes.

Student Planning > My Progress

The My Progress tab is your program evaluation, providing information about which classes have been completed toward your academic program, which classes are planned, and which requirements still need to be planned for future terms. It also indicates if you have planned or registered for courses that are not in your program of study (Other Courses field).

What-if scenarios may also be completed from this screen, but will be removed once you log out of Self-Service.

Student 1, GTCC
Student ID: 1701065
[✉ kmfowler@gtcc.edu](mailto:kmfowler@gtcc.edu) Advisor(s):
Advisor 1, GTCC

[View Full Profile](#)

Notifications 0

Course Plan | Timeline | **Progress** | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petition

Information Technology - Database Management Certificate (1 of 2 programs) [View a New Program](#) [Load Sample Course Plan](#)

At a Glance Print

Cumulative GPA:	4.000 (2.000 required)
Institution GPA:	4.000 (2.000 required)
Majors:	Information Technology
CCDs:	Certificate
Departments:	Information Systems
Catalog:	2021
Anticipated Completion Date:	5/5/2022

Description
The Information Technology (IT) curriculum prepare ... [more](#)

Program Notes
[Show Program Notes](#)

Requirements [Expand All](#)

Other Major Requirements

Complete the following item. ⚠ 0 of 1 Completed. [Hide Details](#)

A. Other Major Reqts

Take CIS-155, DBA-110, DBA-120, and DBA-240
Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

Progress

Total Credits 25 of 12
19 6

Total Credits from this School 12 of 3
6 6

Program Completion must be verified by the Registrar.

Student Planning > Plan and Schedule

The Plan and Schedule tab is where you can view your planned courses and sections for an upcoming term and register for these courses during your priority registration period.

Timeline displays your academic plan in a timeline format. Courses can be added by using the Progress or Course Catalog tabs for each of the semesters. You may also remove courses from your plan or move courses to a different semester using the drag and drop feature.

Student 1, GTCC
Student ID: 1701065
[✉ kmfowler@gtcc.edu](mailto:kmfowler@gtcc.edu) Advisor(s):
Advisor 1, GTCC

[View Full Profile](#)

Notifications 0

Course Plan | **Timeline** | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petition

Add a Term

Fall Semester 2021	Spring Semester 2022	Fall Semester 2022	Spring Semester 2022
<p>CIS-115-FON05: Intro to Prog & Logic A Credits: 3 Credits</p> <p>DBA-110-FON01: Database Concepts A Credits: 3 Credits</p>	<p>DBA-120-FON01: Database Programming I ✓ Credits: 3 Credits</p>	<p>DBA-115-FON01: Database Applications ✓ Credits: 3 Credits</p>	
<p>GPA: 4.000 6 Enrolled Credits</p>	<p>3 Enrolled Credits</p>	<p>3 Enrolled Credits</p>	

Once a future term has been added and courses are planned, courses can be moved between terms by clicking the drag handle on the left and dragging the course to the term of your choice. You may only drag planned courses; you cannot drag protected, registered, or completed course sections.

Student Planning > Plan and Schedule > Advising

Use this tab to contact your advisor if you have questions by composing a note and saving it. This is also where you will request a review of your academic plan before being approved to register.

The screenshot shows the ellucian web application interface. At the top, there is a navigation bar with the ellucian logo, user information (wkkarriker), and links for Sign out and Help. Below the navigation bar, there are breadcrumb links: Academics > Student Planning > Plan & Schedule. The main heading is "Plan your Degree and Schedule your courses" with a search bar for courses. The "Advising" tab is selected in the sub-navigation. The main content area includes "My Advisors" with a "Request Review" button, a list of advisors (Bailey, William G. (Program)), a "Compose a Note" section with a text input field and a "Save Note" button, and a "View Note History" section.

Academics > Grades

View your grades for the current or prior terms at GTCC.

Academics > Test Summary

The Test Summary tab will show the current placement test or multiple measures information for each student. Please note that placement test scores are eligible for consideration up to 5 years.

The screenshot shows the ellucian Test Scores tab interface. The navigation bar includes links for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores (selected), Unofficial Transcript, Grades, Petitions & Waivers, and Graduation Application. The main content area is titled "Admission Tests" and contains a table with the following data:

Test	Date Taken	Score	Percentile	Status	Status Date
Rise Gpa 2.8+	6/24/2021			✓ Accepted	6/24/2021

Below the table, there are two sections: "Placement Tests" and "Other Tests", both displaying a message: "No tests of this type have been recorded."

The Course Catalog tab may be used to search for a course to add to a course plan. It will indicate when the course is typically offered, or if it is during a registration period you will be able to choose the individual course section to add to the student's course plan. Please note that this is a complete list of courses offered within our course library. Some courses are only available certain semesters, and some are not available at Guilford Technical Community College.

Tab 1

Course Plan | Timeline | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

Subject Search | Advanced Search

Search for a course subject:

- [Academic Related](#)
- [Accounting](#)
- [Adult Basic Education](#)
- [Adult High School](#)
- [Advanced Medical Coding](#)
- [Aerospace and Flight Training](#)
- [Aerostructure Mfg & Repair](#)
- [Agriculture](#)
- [Air Cond., Heating, and Refrig.](#)
- [Air Traffic](#)

Tab 2

Course Plan | Timeline | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

Subject Search | **Advanced Search**

Catalog Advanced Search

Term
 Meeting Start Date **Meeting End Date**

Courses And Sections

<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

[+ Add More...](#)

Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Location

Academic Level

The Unofficial Transcript tab will allow students and advisors to download an unofficial copy of the student's academic record.

Page: 1 of 1

Guilford Technical Community College

Date: Sep 16 2022 Name: Student 1, GTCC

Birth Date: 12 25 1989 SSN: XXX-XX-8063
Issued to:

ID: 1701065
GTCC Student 1
123 Any Street
Stoneville NC 27048

Curriculum:

Courses transferred from other institutions

Course	Title/Comments	Cred	Transfer From
CHM-151	General Chemistry I	<u>4.00</u> UNC	Greensboro - Research Serv
ENG-112**	Argument-Based Research	<u>3.00</u> UNC	Greensboro - Research Serv
MUS-110**	Music Appreciation	<u>3.00</u> UNC	Greensboro - Research Serv
PSY-150**	General Psychology	<u>3.00</u> UNC	Greensboro - Research Serv

The total transfer cred: 13.00

Course	Title/Comments	Grd	Repeat	Hrs Att	Hrs Cmpl	Grade	Points	Course Dates

Shell Crs								

Fall Semester 2021								
CIS-115*A	Intro to Prog & Logic	A		3.00	3.00		<u>12.00</u>	08/16/21-12/13/21
DBA-110	Database Concepts	A		3.00	3.00		<u>12.00</u>	08/16/21-12/13/21
Term Totals:				6.00	6.00		<u>24.00</u>	GPA = 4.000
Cumulative Totals:				6.00	19.00		<u>24.00</u>	GPA = 4.000

Information Technology - Database Management Certificate

Program Total: Completed Cred : = 3.00 GPA = 4.000

Helpful Reminders

- *Pay attention to any notifications in the top right-hand corner which will highlight messages, confirm registration, and indicate any account holds.*
- *Remember that planned courses are not registered courses*
- *When communicating with your Success Coach, be mindful of what you type, as there is no ability to edit or remove a note once it is saved.*
- *Before being eligible to register for a term, your plan must first be approved by your Success Coach*
- *Each course on your plan may have multiple sections. Only specific sections of classes for a term may be registered.*
- *Sections with no designated meeting times, such as online courses, will appear at the bottom of your class schedule grid.*
- *You should only plan and register for courses that are included in your program of study. Financial aid may not cover courses that are not required for program completion.*
- *If you wish to request a course substitution, you will need to meet with your program department chair and the substitution will be entered by the Records Office. Course substitutions are noted on the My Progress record.*

Contact information:

For more information and assistance regarding Self-Service and Student Planning, please contact:

Student Success Center
Medlin Building, Suite 3100
Jamestown Campus
336-334-4822, Ext. 50578
studentsuccess@gtcc.edu

Records Office
Medlin Building, Suite 3500
Jamestown Campus
336-334-4822, Ext. 50064
records@gtcc.edu