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.**

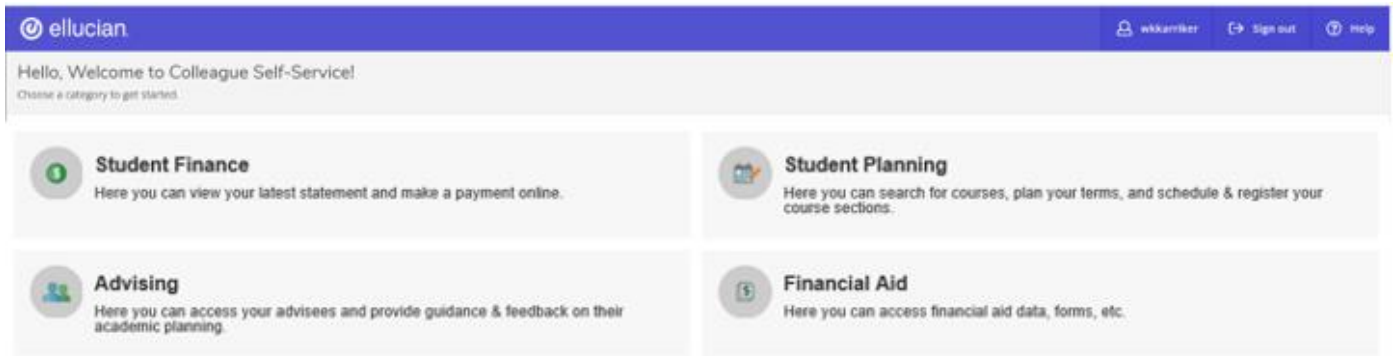2. **Once signed in, you will arrive at the landing page for Self-Service.**

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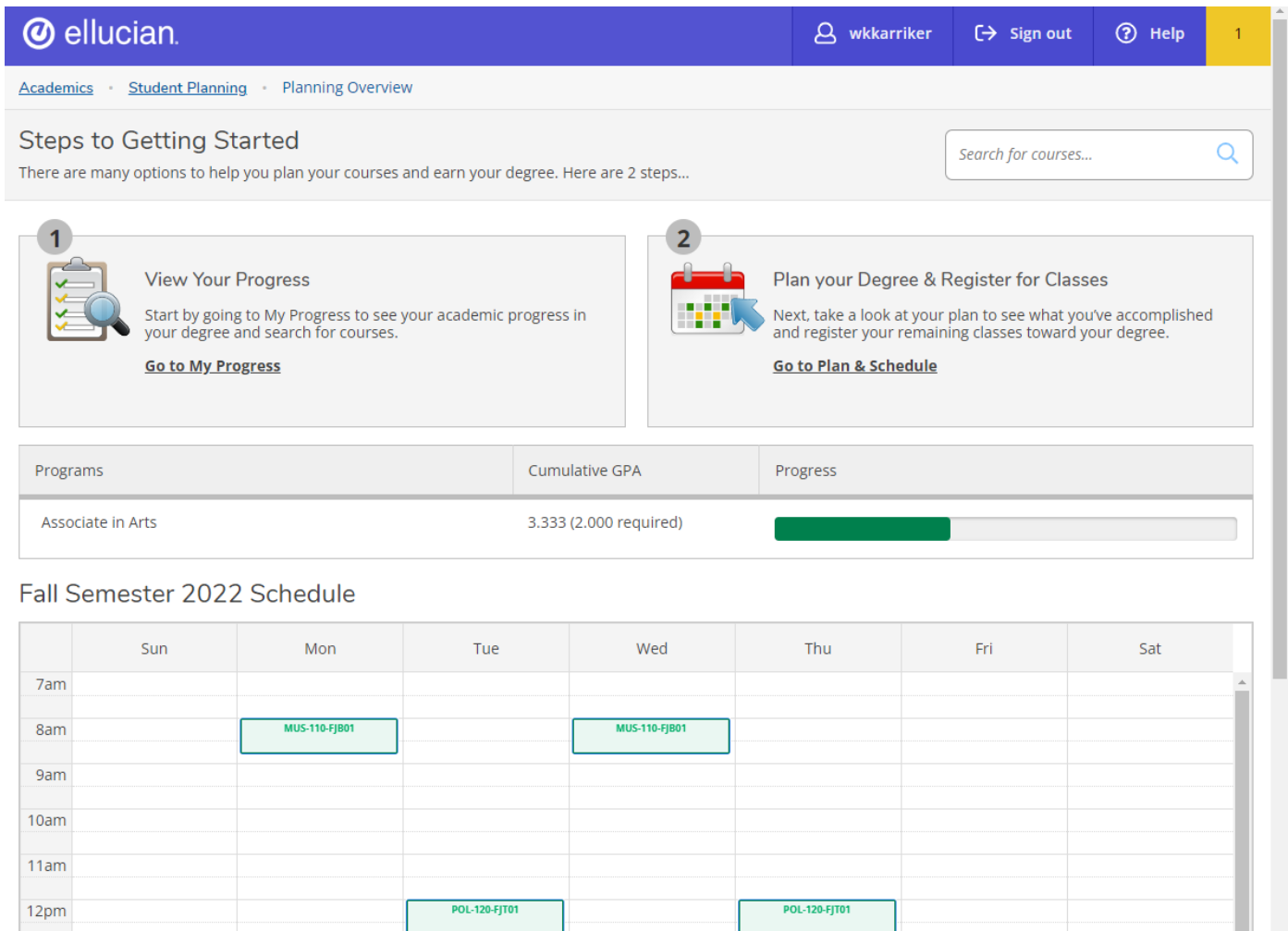
Pay attention to any notifications in the top right-hand corner which will highlight messages, confirm registration, and indicate any account holds.

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			

4. **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.**

5. **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.**

6. **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.**

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.**

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.

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.**

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.

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.

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.

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   Advisor(s):
                              Advisor 1, GTCC

View Full Profile

Notifications ⓪   ⌄

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

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

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	

ⓘ Program Completion must be verified by the Registrar.

Description
The Information Technology (IT) curriculum prepare ... more

Progress

Total Credits   25 of 12
[19 | 6]

Total Credits from this School   12 of 3
[6 | 6]

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

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

Advisor(s):
Advisor 1, GTCC

View Full Profile

Notifications ⓪										⌄
Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petiti

Add a Term

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

‹   ›

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.

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.

Academics > Course Catalog

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: 🔎 Type a 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**

Select Term ▼   M/d/yyyy   M/d/yyyy

Courses And Sections

Subject ▼   Course number   Section

Subject ▼   Course number   Section

Subject ▼   Course number   Section

➕ Add More...

Days Of Week

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Thursday   ☐ Friday   ☐ Saturday

Location

Select Location ▼

Academic Level

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

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                                Guilford Technical Community College

Date: Sep 16 2022 Name:    Student 1, GTCC                                          SSN: XXX-XX-8063
                                                               Birth Date: 12 25 1989    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      4.00  UNC Greensboro - Research Serv

ENG-112**  Argument-Based Research  3.00  UNC Greensboro - Research Serv

MUS-110**  Music Appreciation       3.00  UNC Greensboro - Research Serv

PSY-150**  General Psychology       3.00  UNC Greensboro - Research Serv

           The total transfer cred:  13.00


                                        Hrs     Hrs     Grade

Course     Title/Comments         Grd  Repeat  Att    Cmpl   Points Course Dates
Shell Crs
----------  ---------------------------  ---  ------  ------  ------  ------  -----------------
----------
           Fall Semester 2021

CIS-115*A  Intro to Prog & Logic     A           3.00   3.00   12.00  08/16/21-12/13/21

DBA-110    Database Concepts         A           3.00   3.00   12.00  08/16/21-12/13/21

                         Term Totals:   6.00   6.00   24.00  GPA = 4.000

                     Cumulative Totals:  6.00  19.00   24.00  GPA = 4.000

Information Technology - Database Management Certificate

Program Total:   Completed Cred : = 3.00    GPA = 4.000
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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