



—SINCE 1964—
RICHMOND
COMMUNITY COLLEGE

How to Register

Self-Service

How to Register

Log in to Self-Service and select Student Planning.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.

How to Register – Plan Courses First

Search for the course you need.

Academics ▾ Student Planning ▾ Planning Overview

Steps to Getting Started

Search for courses...

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](#)

How to Register – Plan Courses First

Search for the course you need.
Type the course and press enter.

Academics ▾ Student Planning ▾ Planning Overview

Steps to Getting Started

ENG-111

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](#)

How to Register – Plan Courses First

ENG-111 Writing and Inquiry (3 Credits)

Add Course to Plan

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. In order to pass this course, a student must earn at least a "C" average on required oral presentations.

Requisites: Take DRE-098 - Must be completed prior to taking this course.
Take 1 group; # Take DRE-098(S23643); # Take ENG-090 RED-090; - Must be completed prior to taking this course.
Take 1 group #ACA-111 #ACA-115 #ACA-122(S24018); - Recommended to be taken either prior to or at the same time as this course, but is not required.

Locations: Main Campus, Scotland Campus, Scotland Co. Off Campus

› View Available Sections for ENG-111

Select View Available Sections

How to Register – Plan Courses First

Scroll through the available sections and find the best fit for your schedule.

▼ View Available Sections for ENG-111

Summer Semester 2017

Writing and Inquiry 01 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
24	M/T/W/Th 8:00 AM - 9:15 AM 5/22/2017 - 7/18/2017	Main Campus, Lee Bldg 015 Classroom Hours	Wagers, J

Writing and Inquiry HS1 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
24	T/Th 9:45 AM - 11:00 AM 5/22/2017 - 7/18/2017	Scotland Campus, F. Diane Honeycutt Center 122 Classroom Hours	Teague, J
	TBD 5/22/2017 - 7/18/2017	Scotland Campus, Virtual Bldg for Classes LINE Classroom Hours	

How to Register – Plan Courses First

▼ View Available Sections for ENG-111

Summer Semester 2017

Writing and Inquiry 01 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
24	M/T/W/Th 8:00 AM - 9:15 AM 5/22/2017 - 7/18/2017	Main Campus, Lee Bldg 015 Classroom Hours	Wagers, J

Writing and Inquiry HS1 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
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	TBD 5/22/2017 - 7/18/2017	Scotland Campus, Virtual Bldg for Classes LINE Classroom Hours	

After finding the best fit for your schedule, select Add Section to Schedule

How to Register – Plan Courses First

Section Details

ENG-111-01: Writing and Inquiry
Summer Semester 2017

Instructors Wagers, J (jpwagers@richmondcc.edu, 910-410-1913)

Meeting Information M, Tu, W, Th 8:00 AM 9:15 AM
5/22/2017 - 7/18/2017
Main Campus, Lee Bldg 015 (Classroom Hours)

Dates 5/22/2017 - 7/18/2017

Seats Available 24 of 24 Total

Credits 3

Grading

Requisites

- ⚠ Take DRE-098 - Must be completed prior to taking this course.
- ⚠ Take 1 group; # Take DRE-098(S23643); # Take ENG-090 RED-090; - Must be completed prior to taking this course.
- ℹ Take 1 group #ACA-111 #ACA-115 #ACA-122(S24018); - Recommended to be taken either prior to or at the same time as this course, but is not required.

Course Description This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. In order to pass this course, a student must earn at least a "C" average on required oral presentations.

Books Total

Transfer Status Yes

A window will open with information on the section you selected.

How to Register – Plan Courses First

Section Details

ENG-111-01: Writing and Inquiry
Summer Semester 2017

Instructors Wagers, J (jpwagers@richmondcc.edu, 910-410-1913)

Meeting Information M, Tu, W, Th 8:00 AM 9:15 AM
5/22/2017 - 7/18/2017
Main Campus, Lee Bldg 015 (Classroom Hours)

Dates 5/22/2017 - 7/18/2017

Seats Available 24 of 24 Total

Credits 3

Grading

Requisites

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Review Section Information

The grading method must show Graded

How to Register – Plan Courses First

Section Details

ENG-111-01: Writing and Inquiry
Summer Semester 2017

Instructors Wagers, J (jpwagers@richmondcc.edu, 910-410-1913)

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Seats Available 24 of 24 Total

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Books Total

Transfer Status Yes

If you would like to schedule this course, select Add Section. If not, select Close and repeat the previous steps until you have selected the course you want to schedule.

Close

Add Section

How to Register – Request Advisor Approval

The screenshot shows a navigation bar with tabs: Schedule, Timeline, Advising (selected), and Petitions & Waivers. Below the tabs, there are navigation arrows, a semester selector set to 'Spring Semester 2021', and buttons for 'Filter Sections' and 'Save to iCal'. A course card for 'CIS-110-DW1: Introduction to Computers' is displayed, showing it is 'Planned' with 3 credits, graded, and a 'Register' button.

After you have planned your courses, click on the Advising tab and select Request Review

Advising Petitions & Waivers

Request Review

This will notify your advisor that you are waiting for their approval

How to Register – Request Advisor Approval

Once your advisor reviews your plan, you will receive an email.

If your advisor approved your courses, you can continue with the registration steps.

Advisor Has Reviewed Your Plan

From: ccholmes@richmondcc.edu <ccholmes@richmondcc.edu>

Sent: Monday, March 8, 2021 10:49 AM

Subject: Advisor Has Reviewed Your Plan

Caution: This email originated from outside of Richmond CC. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your advisor has reviewed your plan and schedule in Self-Service.

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties.

How to Register

Confirm the correct semester is selected. If not, use the arrows to change to the correct semester.

Plan your Degree and Schedule your courses

Schedule	Timeline	Advising	Petitions & Waivers	
<	>	Spring Semester 2017	–	
Filter Sections >	Save to iCal	Print		

How to Register

The course you previously planned should appear. If you are satisfied with this course, select Register.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > Summer Semester 2017 -

Remove Planned Courses Register Now

Filter Sections > Save to iCal Print

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-01	ENG-111-01	ENG-111-01	ENG-111-01		
9am							
10am							
11am							
12pm							
1pm							
2pm							

ENG-111-01: Writing and Inquiry

Planned

Credits: 3
Grading: Graded
Instructor: Wagers, J
5/22/2017 to 7/18/2017
Seats Available: 24

Meeting Information

Register

View other sections

How to Register

If you have more than one course planned and you would like to schedule them all at one time, select Register Now.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< Summer Semester 2017 -

Remove Planned Courses Register Now

Filter Sections > Save to iCal Print Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-01	ENG-111-01	ENG-111-01	ENG-111-01		
9am							
10am							
11am							
12pm							
1pm							
2pm							

ENG-111-01: Writing and Inquiry

Planned

Credits: 3
Grading: Graded
Instructor: Wagers, J
5/22/2017 to 7/18/2017
Seats Available: 24

Meeting Information

Register

View other sections

How to Register

Registered courses will appear in green and you will receive a confirmation email in your student email account.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > Summer Semester 2017 Register Now

Filter Sections > Save to iCal Print Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-01	ENG-111-01	ENG-111-01	ENG-111-01		
9am							
10am							
11am							
12pm							
1pm							

ENG-111-01: Writing and Inquiry

✓ Registered, but not started

Credits: 3
Grading: Graded
Instructor: Wagers, J
5/22/2017 to 7/18/2017

Meeting Information

Drop

View other sections

How to Register

Plan your Degree and Schedule your courses

If you decide to drop a course prior to the semester start date, select Drop. If you decide to drop a course after the semester start date, you must complete and submit the Withdrawal Form.

Schedule | Timeline | Advising | Petitions & Waivers

< > Summer Semester 2017 Register Now

Filter Sections > Save to iCal Print Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-01	ENG-111-01	ENG-111-01	ENG-111-01		
9am							
10am							
11am							
12pm							
1pm							

ENG-111-01: Writing and Inquiry

✓ Registered, but not started

Credits: 3
Grading: Graded
Instructor: Wagers, J
5/22/2017 to 7/18/2017

> Meeting Information

Drop

> View other sections

How to Register

After you Drop the course in Self-Service, it is placed back as a planned course. To remove it from planned, click the X.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< Summer Semester 2017 -

Remove Planned Courses Register Now

Filter Sections > Save to iCal Print

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-01	ENG-111-01	ENG-111-01	ENG-111-01		
9am							
10am							
11am							
12pm							
1pm							
2pm							

ENG-111-01: Writing and Inquiry ✕

Planned

Credits: 3
Grading: Graded
Instructor: Wagers, J
5/22/2017 to 7/18/2017
Seats Available: 24

Meeting Information

Register

View other sections

How to Register

To view all of your scheduled courses, select Timeline

Plan your Degree and Schedule your courses

Search for courses...

Schedule | **Timeline** | Advising | Petitions & Waivers

< > Summer Semester 2017 Register Now

Filter Sections > Save to iCal Print Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-01	ENG-111-01	ENG-111-01	ENG-111-01		
9am							
10am							
11am							
12pm							
1pm							

ENG-111-01: Writing and Inquiry

Registered, but not started

Credits: 3
Grading: Graded
Instructor: Wagers, J
5/22/2017 to 7/18/2017

Meeting Information

Drop

View other sections

How to Register

You can view the courses by semester.

Plan your Degree and Schedule your courses

Search for courses...

Schedule

Timeline

Advising

Petitions & Waivers

Add a Term

Summer Semester 2017

ART-111-W1: Art Appreciation ✓
Credits: 3

ENG-111-01: Writing and Inquiry ✓
Credits: 3

MAT-143-W1: Quantitative Literacy ✓
Credits: 3

SOC-210-W1: Introduction to Sociology ✓
Credits: 3

12 Enrolled Credits

How to Register

You can scroll between semesters by clicking the arrows.

Plan your Degree and Schedule your courses

Search for courses...

Schedule

Timeline

Advising

Petitions & Waivers

Add a Term

Summer Semester 2017

ART-111-W1: Art Appreciation ✓
Credits: 3

ENG-111-01: Writing and Inquiry ✓
Credits: 3

MAT-143-W1: Quantitative Literacy ✓
Credits: 3

SOC-210-W1: Introduction to Sociology ✓
Credits: 3

12 Enrolled Credits

How to Register - Troubleshooting

Error messages that will prevent you from registering



Must See Advisor For Registration Approval X

Contact your advisor prior to scheduling.



Official High School transcript/GED scores X
must be submitted to register

Official high school transcripts or high school equivalency needed in the Admissions Office.
(910) 410-1736



Can not complete transaction. See X
Business Office.

Balance due to the Business Office.
(910) 410-1801

How to Register - Troubleshooting

Error messages that will prevent you from registering

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Academic Suspension

A student may re-enroll at the College after one semester of academic suspension by contacting a counselor to update his/her plan for improving academic performance. The student who is re-enrolling after academic suspension must follow the conditions required during academic probation and meet with his/her advisor. The student will be required to retake courses where he/she has a D, F, or F to increase his/her GPA and will be limited to a reduced load of no more than nine (9) credit hours.

Contact a Counselor
(910) 410-1730