

Self-Service

After speaking with your advisor, 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.

Search for the course you need.

Academics v

Student Planning v

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:



#### **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



#### 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

Search for the course you need.

Type the course and press enter.

Academics v

Student Planning v

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:



#### **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



#### 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

#### 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

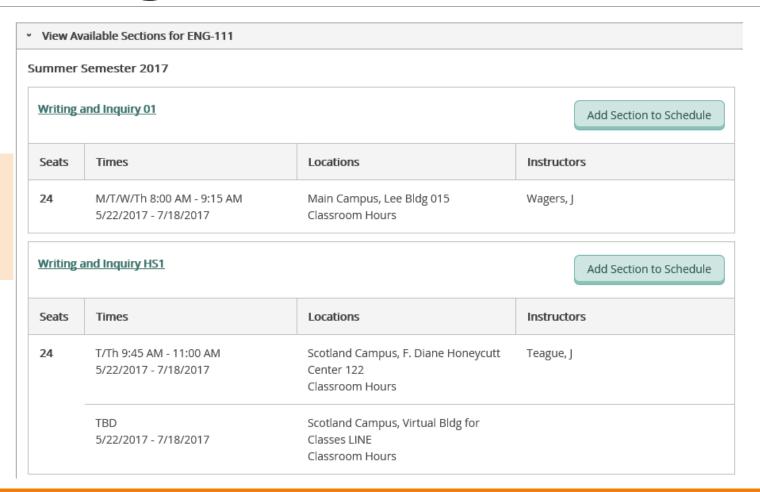
course, but is not required.

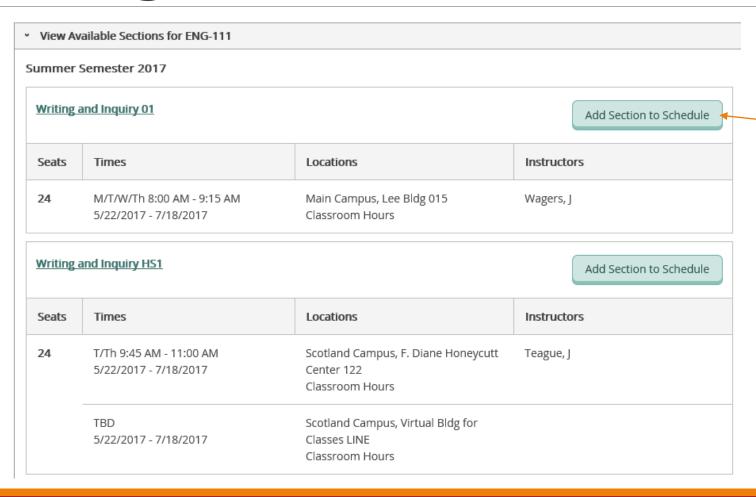
Locations: Main Campus, Scotland Campus, Scotland Co. Off Campus

Select View
Available
Sections

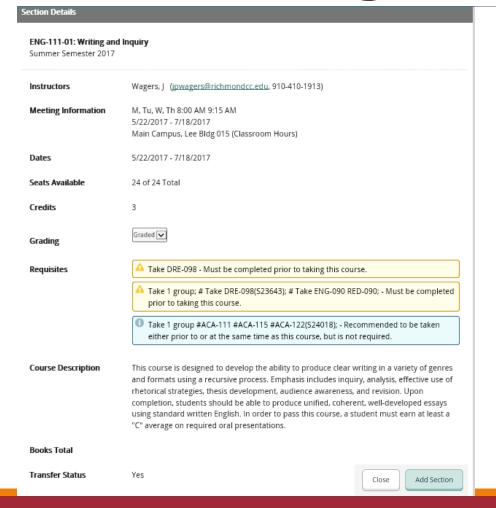
Yiew Available Sections for ENG-111

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





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



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

#### 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 Graded 🗸 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. 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 Add Section Close

#### **Review Section Information**

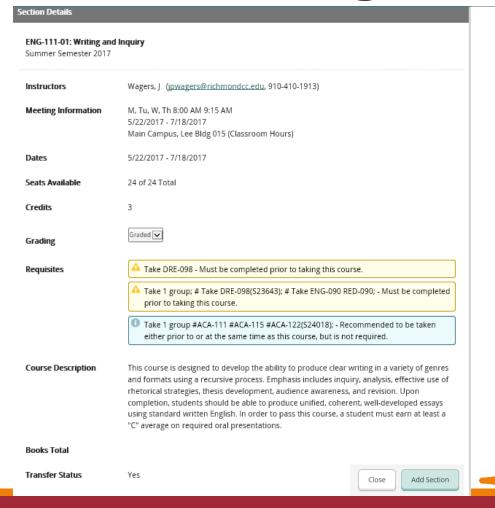
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Course Description

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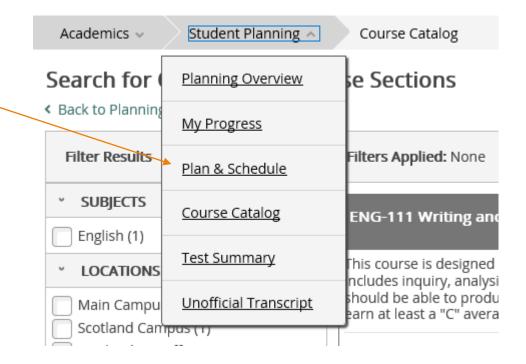
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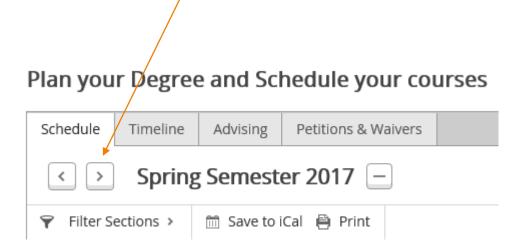
If you would like to schedule this course, select Add Section. If not, select Close and repeat the previous steps until you have selected the course you want to schedule.



Selecting Add Section in the previous step only adds the course as a planned course. In order to complete the registration process, you must select Plan and Schedule from the Student Planning drop down at the top of the screen.



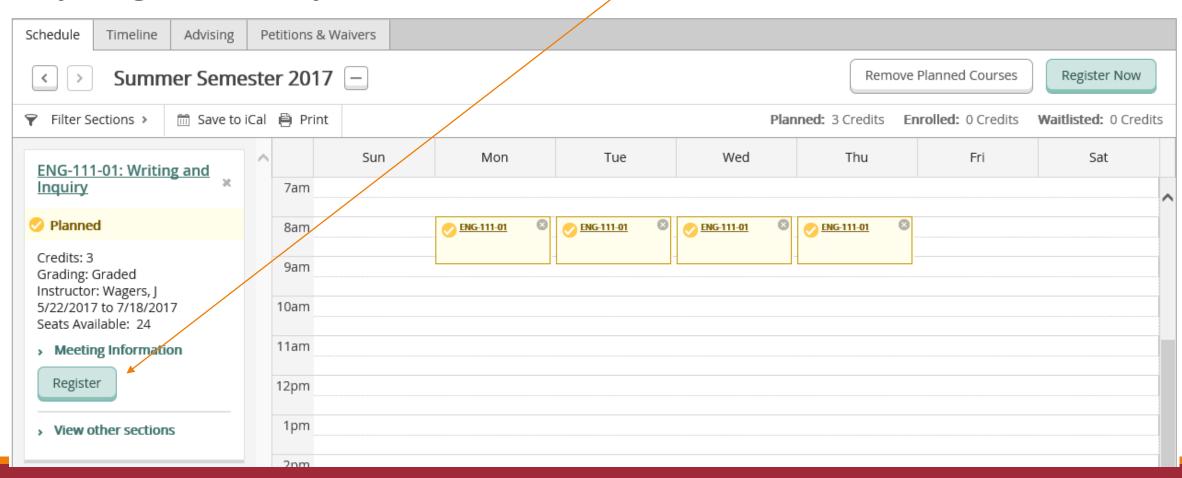
Confirm the correct semester is selected. If not, use the arrows to change to the correct semester.



Plan your Degree and Schedule your courses

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

Search for courses...



1pm

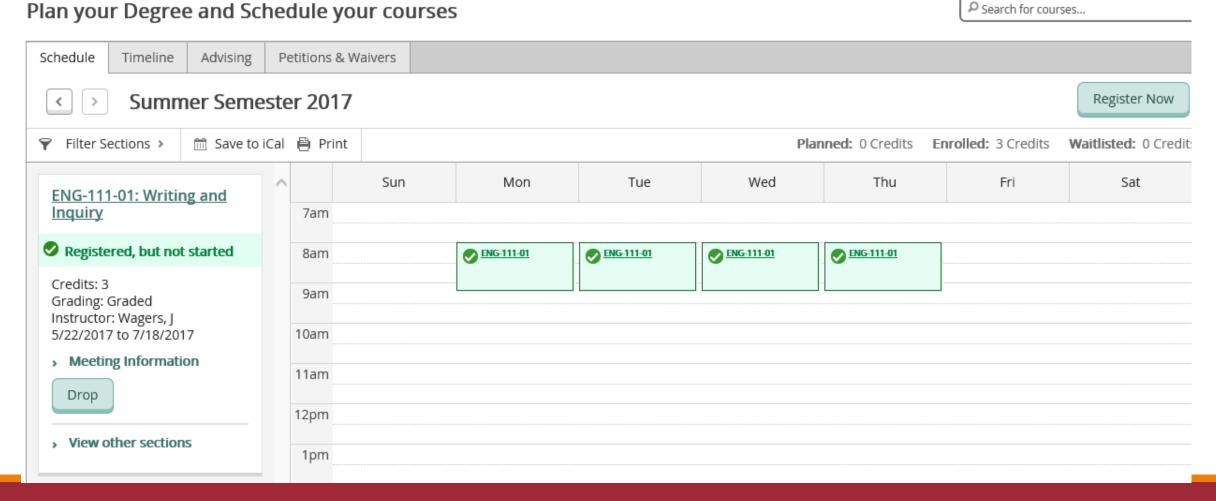
2nm

view other sections

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

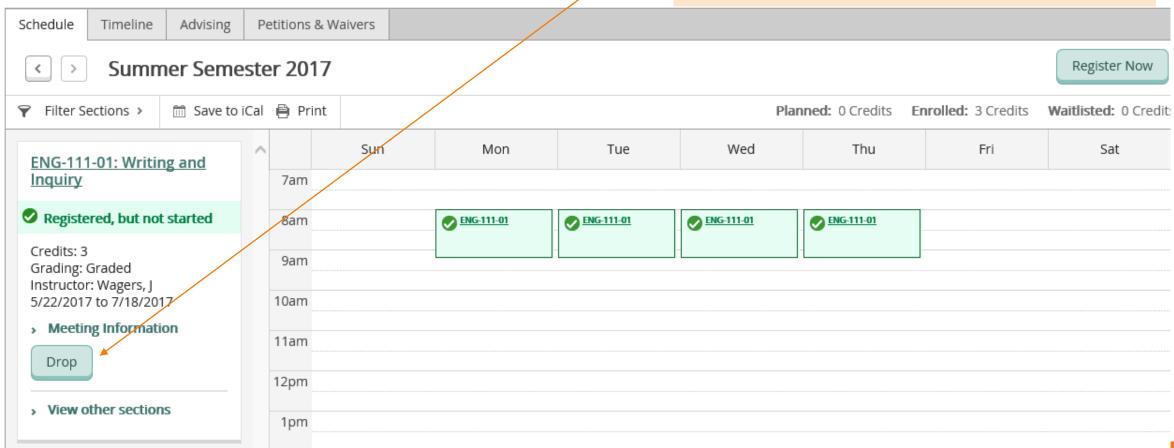
Search for courses... Plan your Degree and Schedule your courses Schedule Timeline Advising Petitions & Waivers Summer Semester 2017 \_ Remove Planned Courses Register Now 🗂 Save to iCal 📋 Print Planned: 3 Credits ▼ Filter Sections > Enrolled: 0 Credits Waitlisted: 0 Credits Sun Mon Tue Wed Thu Fri Sat ENG-111-01: Writing and Inquiry 7am Planned ENG-111-01 ENG-111-01 ENG-111-01 8am ENG-111-01 Credits: 3 9am Grading: Graded Instructor: Wagers, J 5/22/2017 to 7/18/2017 10am Seats Available: 24 11am Meeting Information Register 12pm

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

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 to the Registrar's Office.



Plan your Degree and Schedule your courses

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

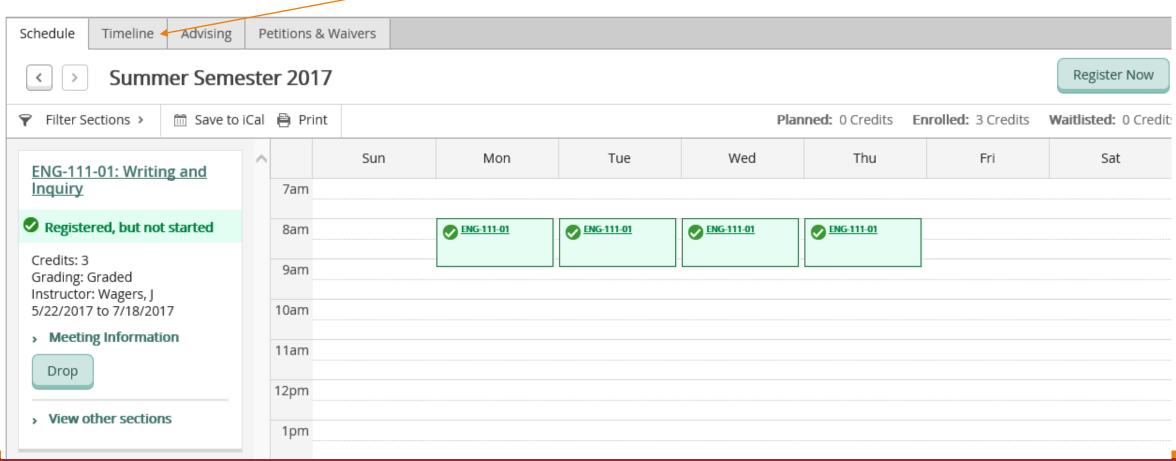
Search for courses...

Schedule Timeline Advising Petitions & Waivers Summer Semester 2017 \_ Remove Planned Courses Register Now 🕅 Save to iCal 🗎 Print Filter Sections > Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits Sun Mon Tue Wed Thu Fri Sat ENG-111-01: Writing and Inquiry 7am Planned ENG-111-01 ENG-111-01 ENG-111-01 8am ENG-111-01 Credits: 3 9am Grading: Graded Instructor: Wagers, J 5/22/2017 to 7/18/2017 10am Seats Available: 24 11am Meeting Information Register 12pm 1pm view other sections 2nm

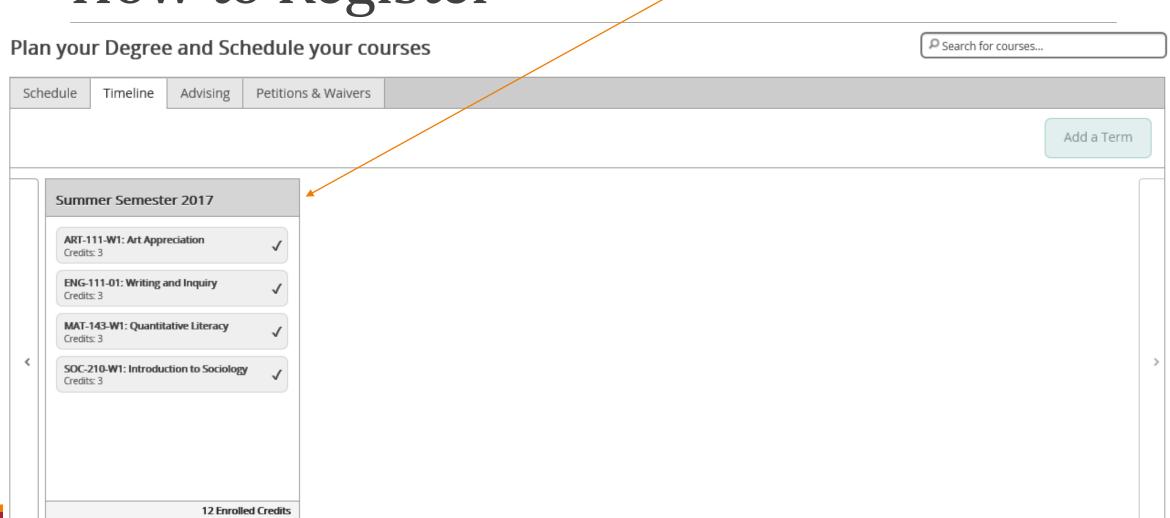
To view all of your scheduled courses, select Timeline

P Search for courses...

Plan your Degree and Schedule your courses



You can view the courses by semester.

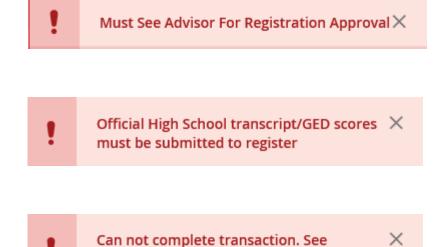


You can scroll between semesters by clicking the arrows.

the arrows. P Search for courses... Plan your Degree and Schedule your courses Advising Schedule Timeline 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



Business Office.

Contact your advisor prior to scheduling.

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

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

# How to Register - Troubleshooting

Error messages that will prevent you from registering

#### **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

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