

Getting Started

Once you login to Colleague's Self-Service, you will see a start screen as shown in Image 1. The tiles for your Self-Service screen may vary.

Begin by clicking on “Student Planning” which will take you to the summary page.

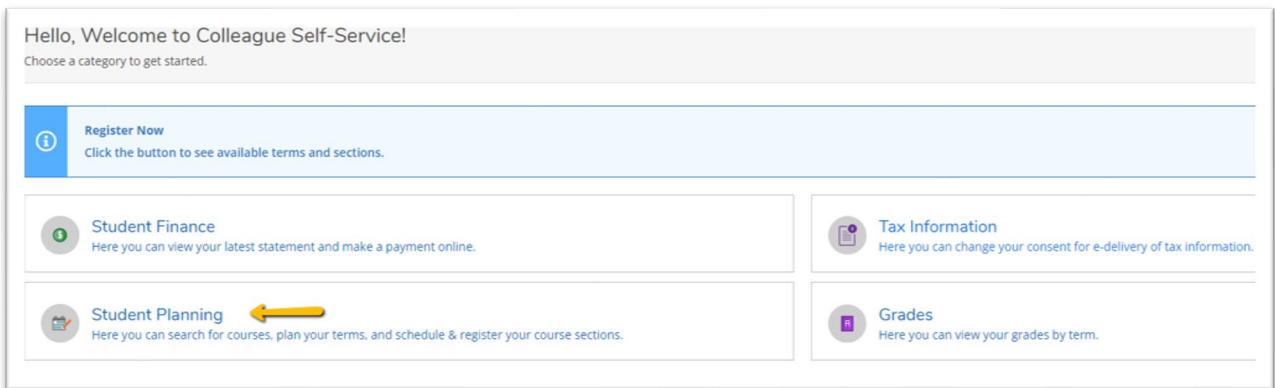


Image 1- Self Service Home Screen

You will now see “My Progress” as well as “Plan & Schedule” as shown in Image 2 below.

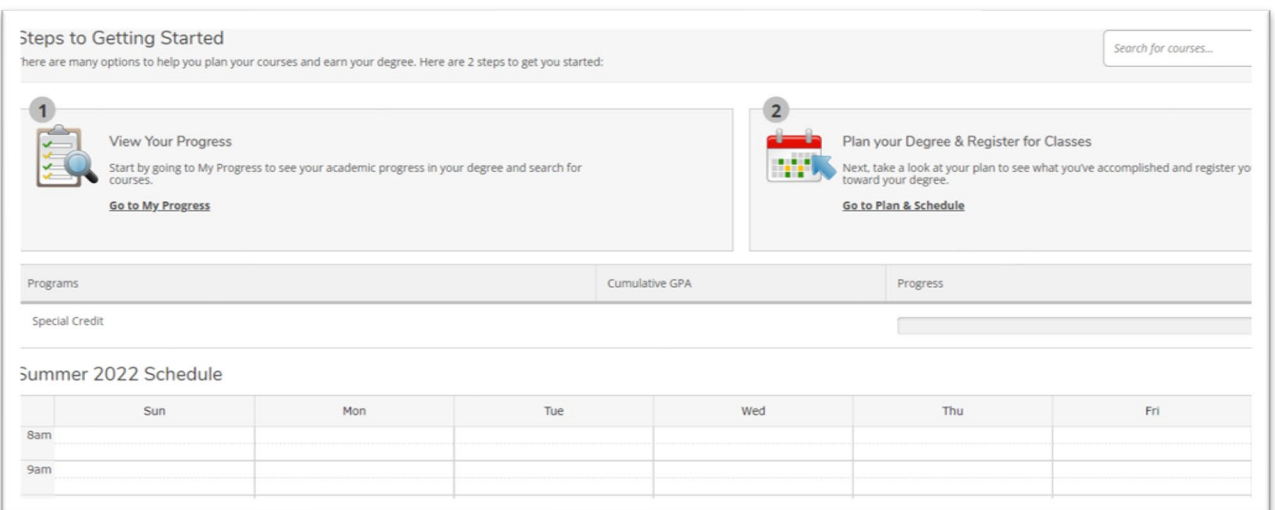


Image 2- Student Planning Screen

You can also use the menu at the top to navigate to either place in Student Planning.

My Progress

Begin by click on “My Progress”. This page shows:

1. Current CUM GPA
2. Declared program
3. Catalog Year
4. Program Requirements
5. Program progress

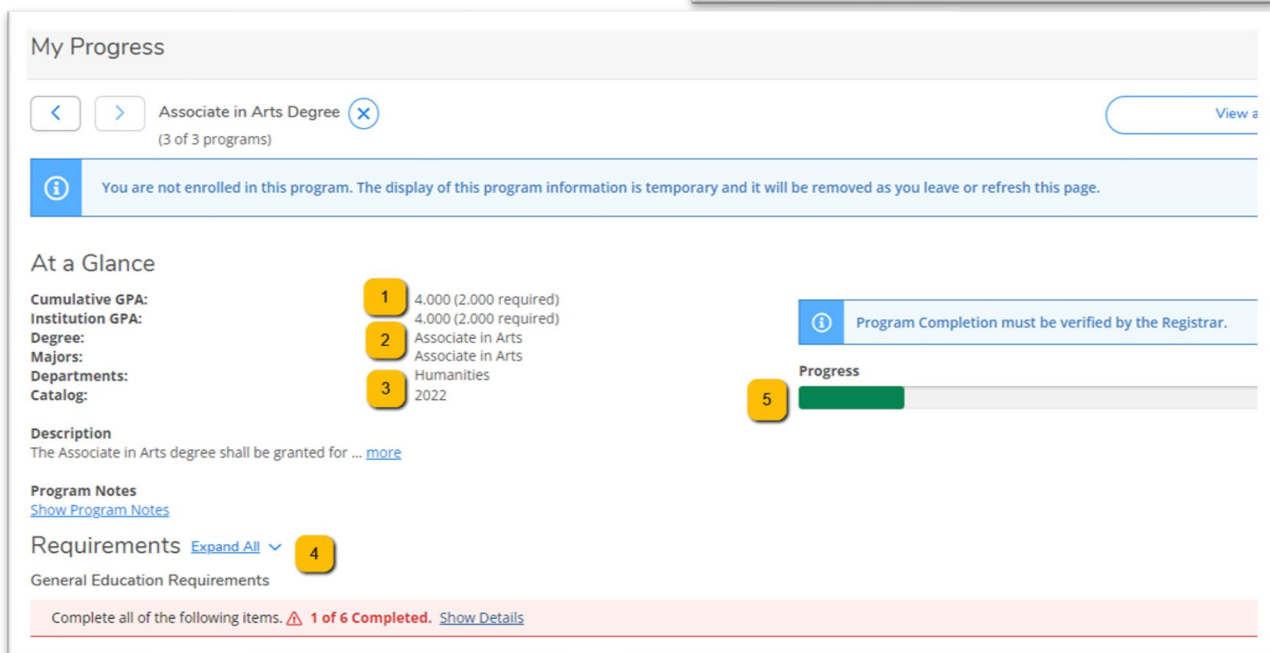
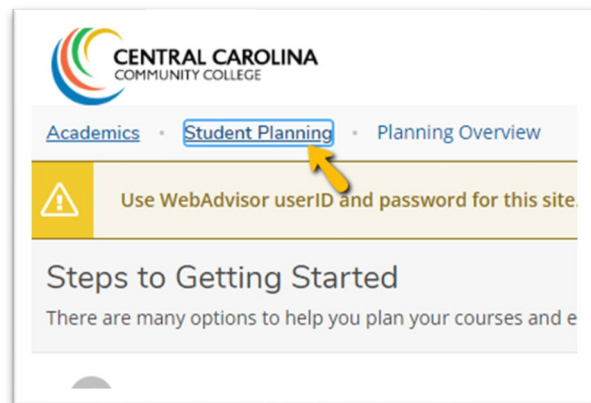


Image 3- Self Service "My Progress"

To view all required courses in your program of study , you can click “Expand all”.

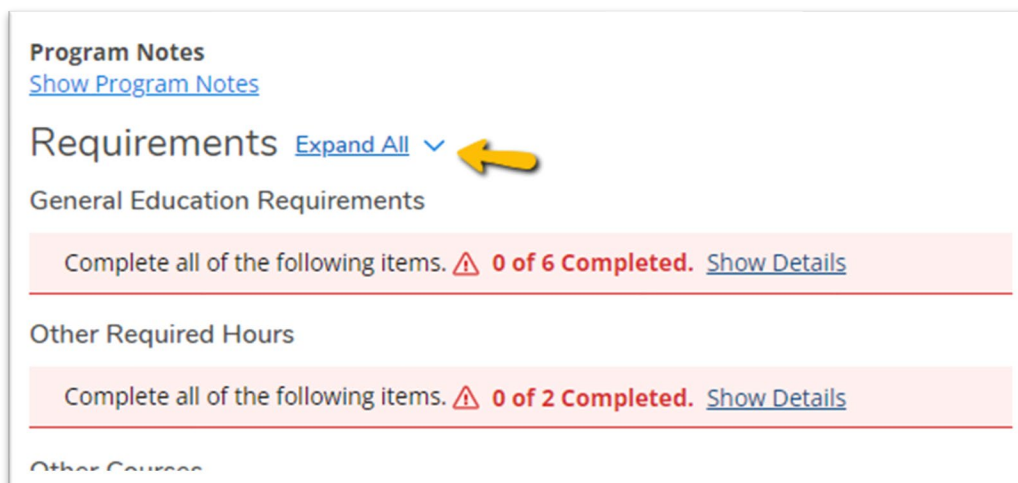


Image 4- Program Requirements

View a New Program

If you think you may be interested in completing a different credential, you can view how your courses may apply to different credentials by clicking on “View a New Program” (Image 5).

You can then choose any credential you may be interested in to see how your courses may apply to that credential.

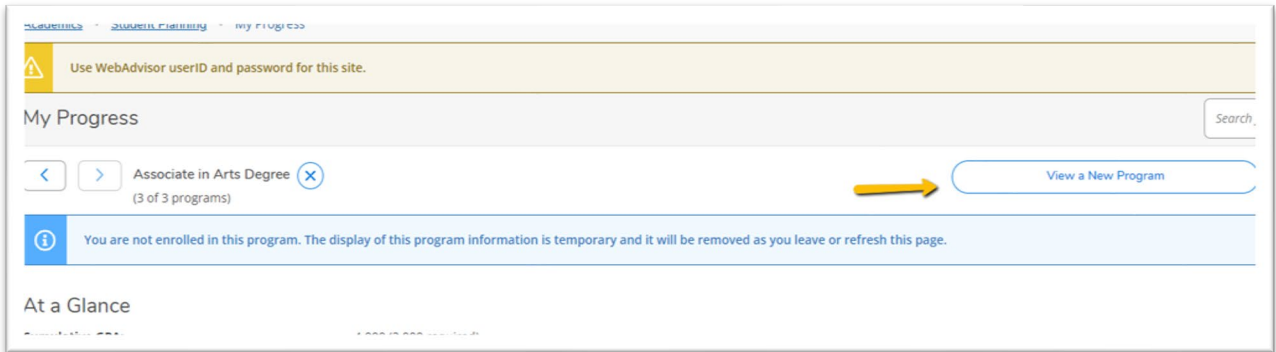


Image 5- My Progress Page- View a New Program

Load Sample Course Plan

From this screen, you can also view and load a sample course plan.

1. Click on “Load Sample Course Plan”
2. Choose the term you want the plan to begin
3. Choose the program you are interested in viewing a plan for
4. Click on “Preview Plan”

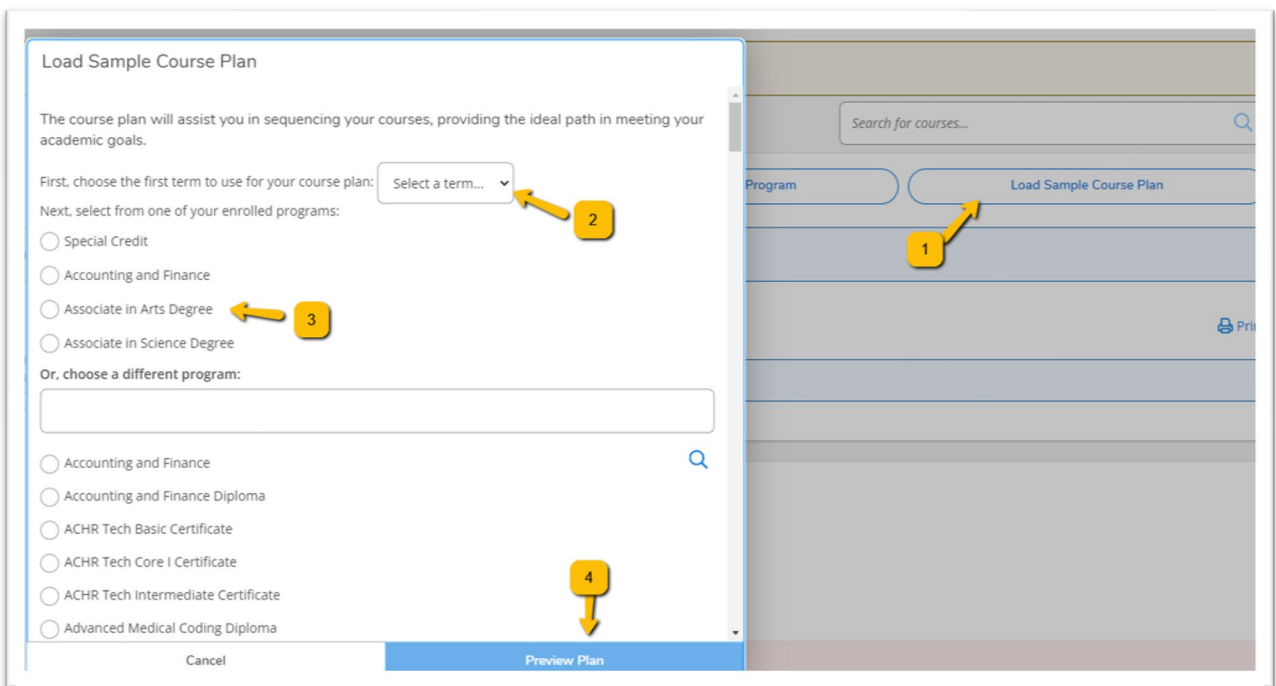


Image 6- Load Sample Course Plan

Central Carolina Community College Self Service Student Planning Guide

You will then see a sample plan for the program you chose. You can then choose to load this plan, cancel out of the screen, or go back to choose a different program.

Load Sample Course Plan

This is an example of the sequence of course work to complete the selected program. Press the Load button to apply these courses to the course plan. Press the Back button to select a different sample plan.

Fall 2022	Completed/Enrolled	Credits
ENG-111: Writing and Inquiry		3 Credits
ACA-122: College Transfer Success		1 Credits
Placeholder AA Science Req		4
Placeholder AA Humanities Requirement		3
Placeholder AA History Req		3
Placeholder AAS Social/Behavioral Sciences List		3
Spring 2023	Completed/Enrolled	Credits
ENG-112: Writing/Research in the Disc		3 Credits
Placeholder AA Math		
Placeholder AA Humanities Requirement		3
Placeholder AA_Social Behavioral		3
Placeholder AA Gen Ed		
Summer 2023	Completed/Enrolled	Credits
Placeholder Summer Semester placeholder		0
Fall 2023	Completed/Enrolled	Credits
Placeholder AA Literature Course		3

Cancel
Back
Load

Image 7- Load Sample Plan

Load my Plan

If you chose “load”, you will be redirected to the “Plan & Schedule” area of student planning.

Plan & Schedule

You will see 4 tabs under Plan & Schedule (Image 8)

1. Schedule- Shows all classes a student is taking or took in the past (based on the semester selected).
2. Timeline- displays courses that are planned or being taken.
3. Advising- displays your advisor's name and any notes.
4. Petition & Waivers

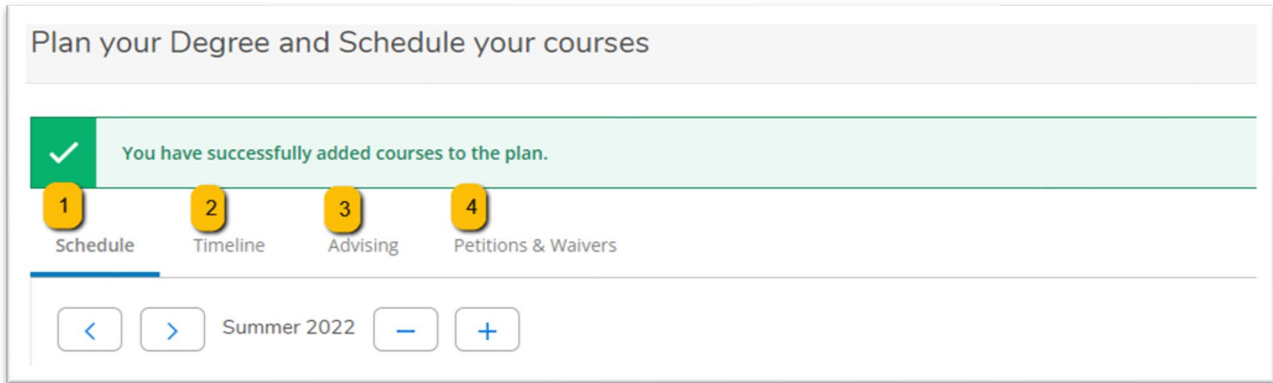


Image 8- Plan & Schedule Screen

Schedule

The schedule tab will show any planned courses for the term you are viewing.

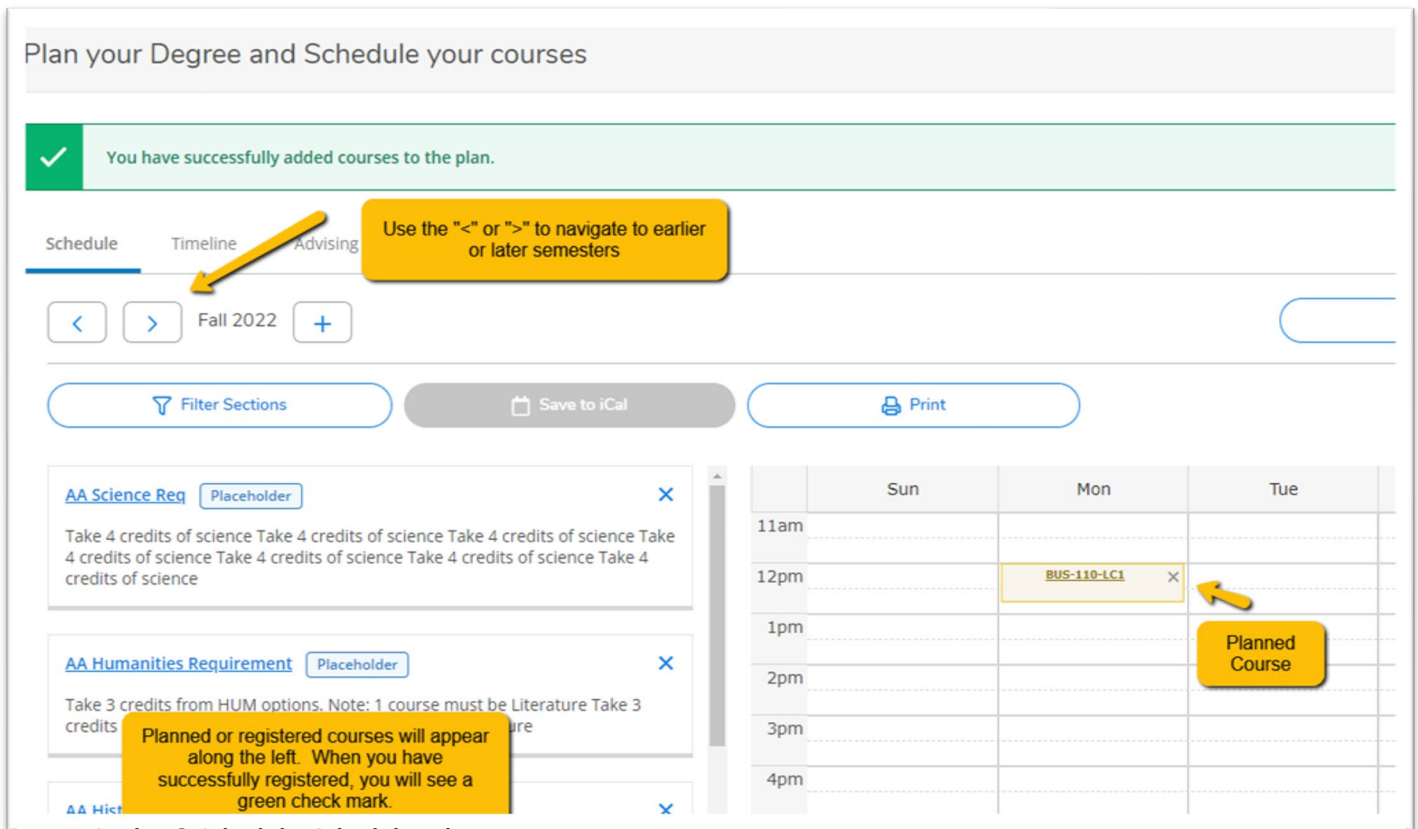


Image 9- Plan & Schedule- Schedule Tab

Timeline

The timeline, as shown in Image 10, will show all planned courses, allow you to add and remove courses from your plan, and move courses between semesters.

Note- when you have successfully registered, your courses will turn green

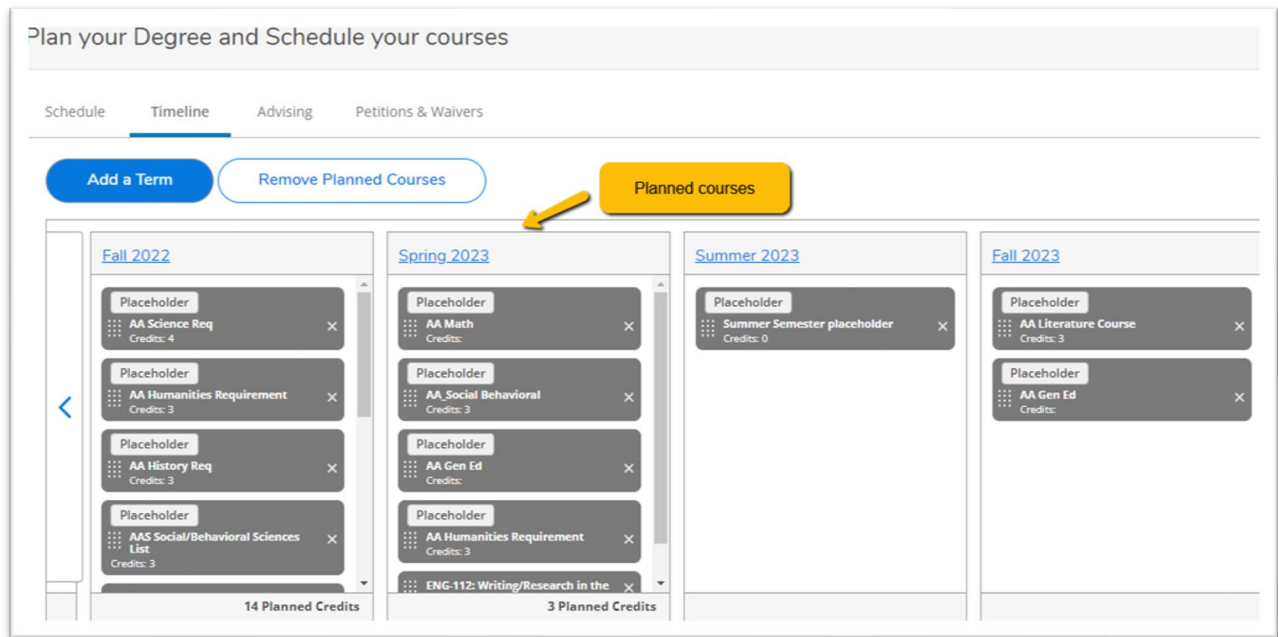


Image 10- Plan & Schedule- Timeline Tab

Advising

The advising tab, shown in Image 11, will show you who your advisor/s are, any notes from your advisor and allow you to request a review of your plan.

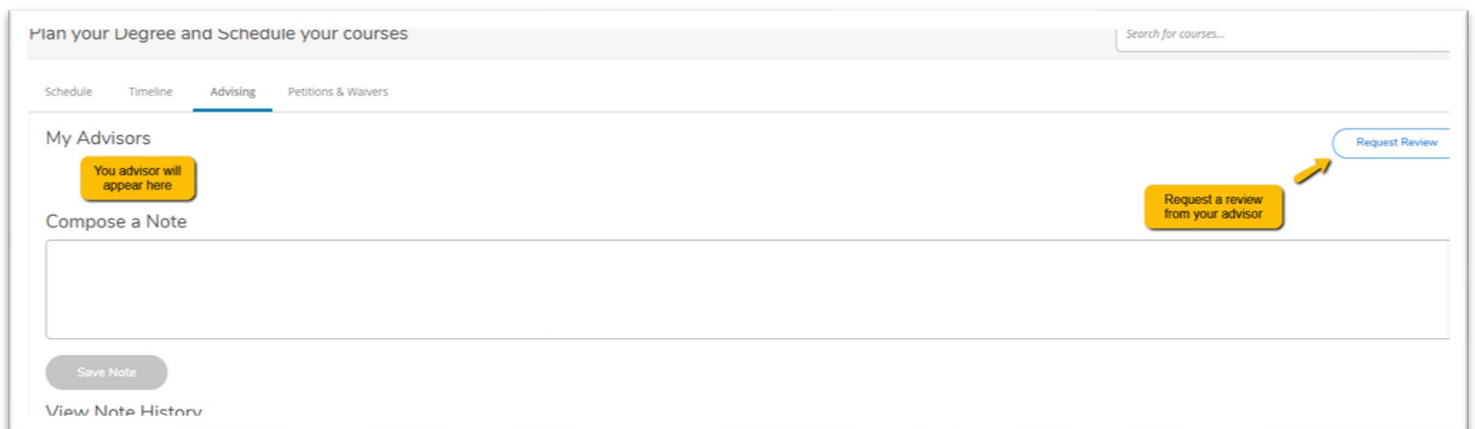


Image 11- Plan & Schedule- Advising Tab