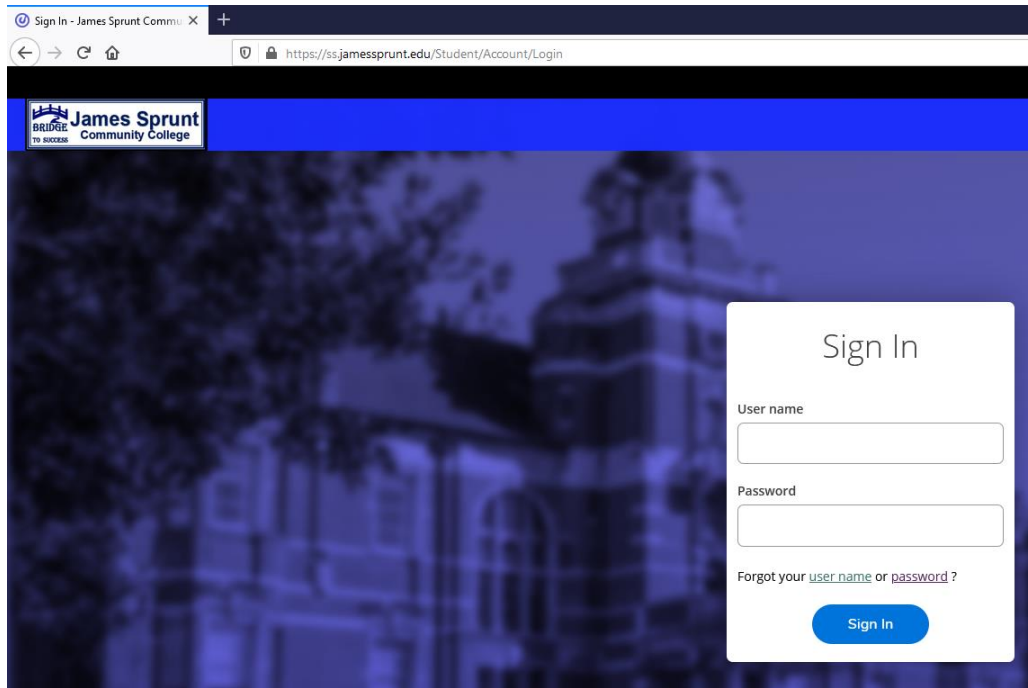


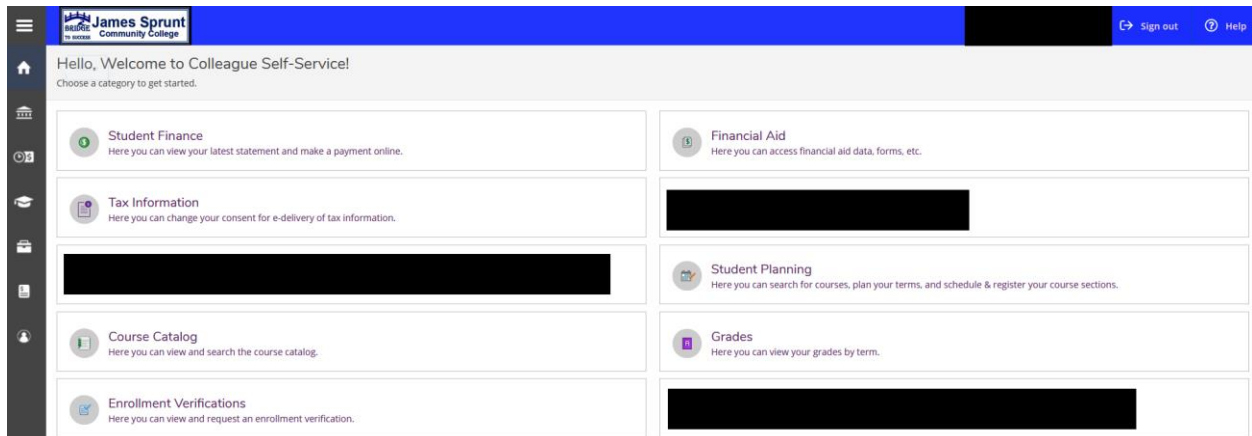
# SELF-SERVICE STUDENT PLANNING

Student Planning is an online tool for students to review their program of study requirements, plan their courses for the upcoming semester, request for a review of their plan, and register for their courses.



## Self Service Landing Page

When you first log in to Self Service, the following landing screen will appear. Your options will vary from the screenshot below due to access rights.



# Step 1 – Planning Your Schedule

There are multiple ways to view course options for a semester, but for these directions I will show you the steps 'View Your Progress' and 'Plan your Degree & Register for Classes'.

Go to Student Planning and select on Go to My Progress

Academics > Student Planning > Planning Overview

### Steps to Getting Started

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](#)

Search for courses...

Under My Progress you will be able to see your active program and the requirements that need to be met to complete the program. You may need to arrow over to find a specific program is you are active in multiple programs. Requirements in red have not been completed yet and you need to select a class in this option. Please review the Requirement details to know how many credits you need to take in that area and which classes you can choose from. Select the course you would like to take by either selecting on the specific course under the Course column or seeing all the course options by selecting Search.

### My Progress

Search for courses...

It looks like you don't have any courses planned. [Load Sample Course Plan](#)

Associate in General Education (1 of 1 programs) [View a New Program](#)

#### At a Glance

Cumulative GPA: (2,000 required)  
Institution GPA: (2,000 required)  
Degree: Associate in General Education  
Majors: Associate in General Education  
Departments: Associate in General Education  
Catalog: 2021  
Anticipated Completion Date: 1/6/2024

Description: The Associate in General Education program is desi... [more](#)

Program Notes: [Show Program Notes](#)

Requirements [Expand All](#)

General Education Requirements

Complete all of the following items. ⚠ 0 of 4 Completed. [Hide Details](#)

**A. English Requirement**

Take 6 credits: From courses ENG-111 ENG-112 ENG-115 COM-231:

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

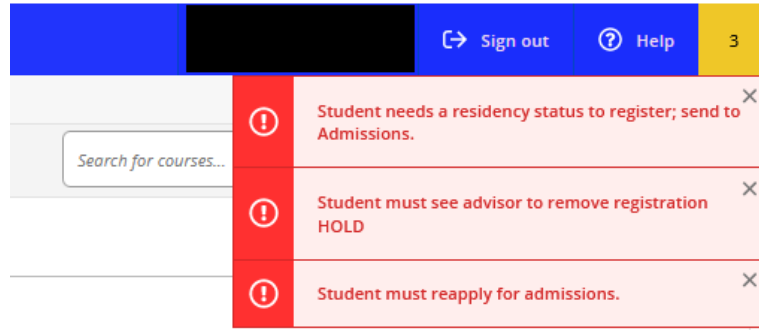
⚠ 0 of 6 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	ENG-111			
Not Started	ENG-112			

OR

[Search](#)

Note: If you have any holds on your account that need to be resolved you will see alerts in red on top right of screen. Please contact Student Services if you do not know what to do. Here are some possible ones.



After selecting on the Course (Ex. ENG-111) you will be directed to the Course Catalog to view the course details and available sections. Select on 'View Available Sections for ENG-111' to expand all the available options for this course. Pay attention to the semester that the class is offered, the start date, the meeting times and the location of the class to find one that meets your needs. Select the 'Add Section to Schedule' button.

Academics > Course Catalog

Search for Courses and Course Sections Search for courses...

[Back to My Progress](#)

Filter Results Hide Filters Applied: None

**Subjects**

- ENG - English (1)

**Locations**

- Internet - Online Class (1)
- Main Campus (1)

**Terms**

- Fall Semester 2021 (1)

**Days of Week**

- Monday (1)
- Tuesday (1)
- Wednesday (1)
- Thursday (1)

**Time of Day**

Select time range...

**Starts by**  **Ends by**

**Instructors**

**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.

**Requisites:**  
Take One Set; Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 - Must be completed prior to taking this course.  
Take ENG-011 - Must be taken either prior to or at the same time as this course.

**Offered:**  
All

**View Available Sections for ENG-111**

Fall Semester 2021

Seats	Times	Locations	Instructors
<b>ENG-111-01</b> Writing and Inquiry <span>Add Section to Schedule</span>			
2	M/W 8:00 AM - 9:15 AM 8/18/2021 - 12/15/2021	Main Campus, Hoffer Bldg 111 Classroom Hours	Chaffin, P
<b>ENG-111-01CR</b> Writing and Inquiry <span>Add Section to Schedule</span>			
0	M/W 8:00 AM - 9:15 AM 8/18/2021 - 12/15/2021	Main Campus, Hoffer Bldg 111 Classroom Hours	Chaffin, P

A popup opens with the section details. Select on 'Add Section' to add this to your planned schedule. You will get a confirmation box at the top that it has been planned.

The image shows two screenshots from a web application. The top screenshot is a 'Section Details' popup window for 'ENG-111-01 Writing and Inquiry' in Fall Semester 2021. The window contains the following information:

- Instructors:** Chaffin, P (pchaffin@jamesprunt.edu)
- Meeting Information:** M, W 8:00 AM 9:15 AM; 8/18/2021 - 12/15/2021; Main Campus, Hoffler Bldg 111 (Classroom Hours)
- Dates:** 8/18/2021 - 12/15/2021
- Seats Available:** 2 of 25 Total
- Credits:** 3
- Grading:** Graded
- Requisites:** Two warning boxes: 'Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 - Must be completed prior to taking this course.' and 'Take ENG-011 - Must be taken either prior to or at the same time as this course.'
- 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.
- Transfer Status:** Yes

At the bottom of the popup are 'Close' and 'Add Section' buttons. A blue arrow points to the 'Add Section' button. Below the popup, a confirmation message is shown: 'ENG-111-01 has been planned on the schedule.' with a green checkmark icon. A blue arrow points to this message. Below the message is a search bar with the placeholder text 'Search for courses...' and a magnifying glass icon.

Go to 'My Progress' and you will now see that the status has changed to Planned. You can continue to do the same process to add additional courses to your planned schedule.

Academics · Student Planning · My Progress

## My Progress

Associate in General Education (1 of 1 programs)

View a New Program Load Sample Course Plan

At a Glance Print

**Cumulative GPA:** (2,000 required)  
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**Departments:** Associate in General Education  
**Catalog:** 2021  
**Anticipated Completion Date:** 1/6/2024

**Description**  
 The Associate in General Education program is desi... [more](#)

**Program Notes**  
[Show Program Notes](#)

**Requirements** [Expand All](#)

General Education Requirements

Complete all of the following items. 0 of 4 Completed. [Hide Details](#)

**A. English Requirement**

Take 6 credits: From courses ENG-111 ENG-112 ENG-115 COM-231:  
 Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 6 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Planned	ENG-111 Writing and Inquiry		2021FA	3
Not Started	ENG-112 Writing/Research in the Disc			

To see your planned schedule or adjust planned courses go to 'Plan & Schedule' from the Student Planning drop down menu. Make sure the planned courses look correct before moving on to Step 2.

TEST

Academics · Student Planning · My Progress

My Progress

General Education (1 of 1 programs)

View a

At a Glance

**Cumulative GPA:** (2,000 required)  
**Institution GPA:** (2,000 required)  
**Degree:** Associate in General Education  
**Majors:** Associate in General Education  
**Departments:** Associate in General Education  
**Catalog:** 2021  
**Anticipated Completion Date:** 1/6/2024

**Program Completion must be verified by the Registrar.**

**Progress**

**Total Credits**

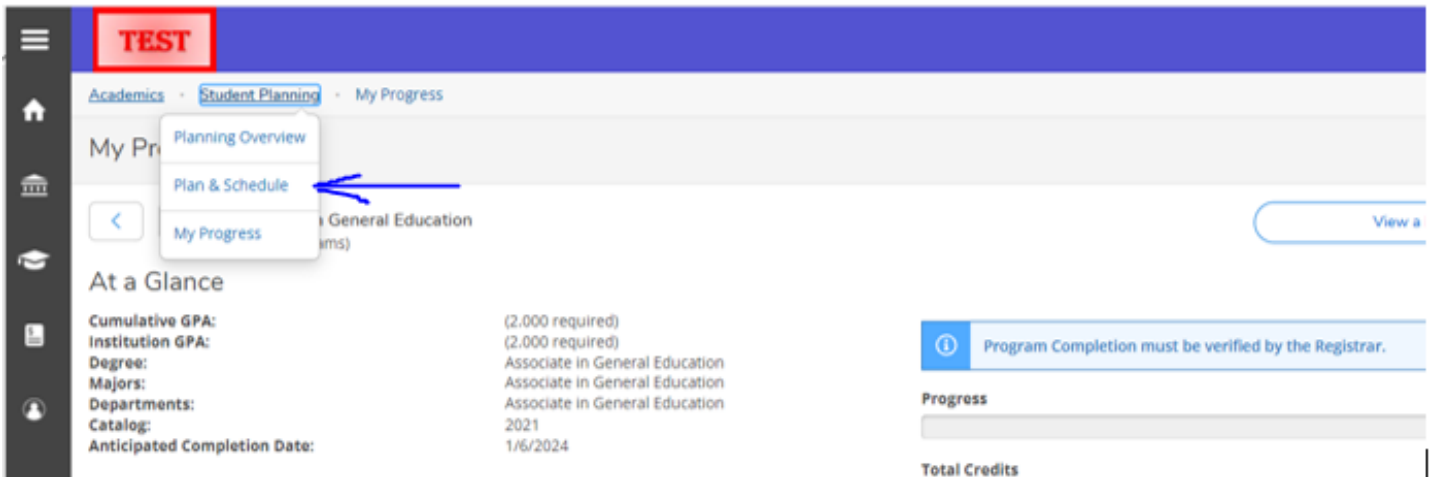
Note - Planned courses must be approved by your Advisor before you can register for them or you will get the following error when you select on Register.

jsstudent957 Sign out Help 1

ENG-111-54HB - Your Advisor has not approved your plan yet. Please reach out to them ASAP.

## Step 2 – Request Review of Planned

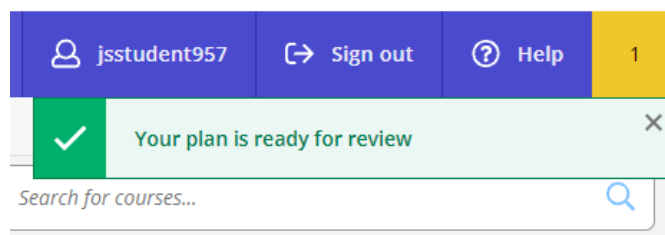
Once sections have been added to your schedule, the next step is to send a request to your Advisor to review and approve the planned courses. Go to the 'Student Planning' drop down menu and select 'Plan & Schedule'.



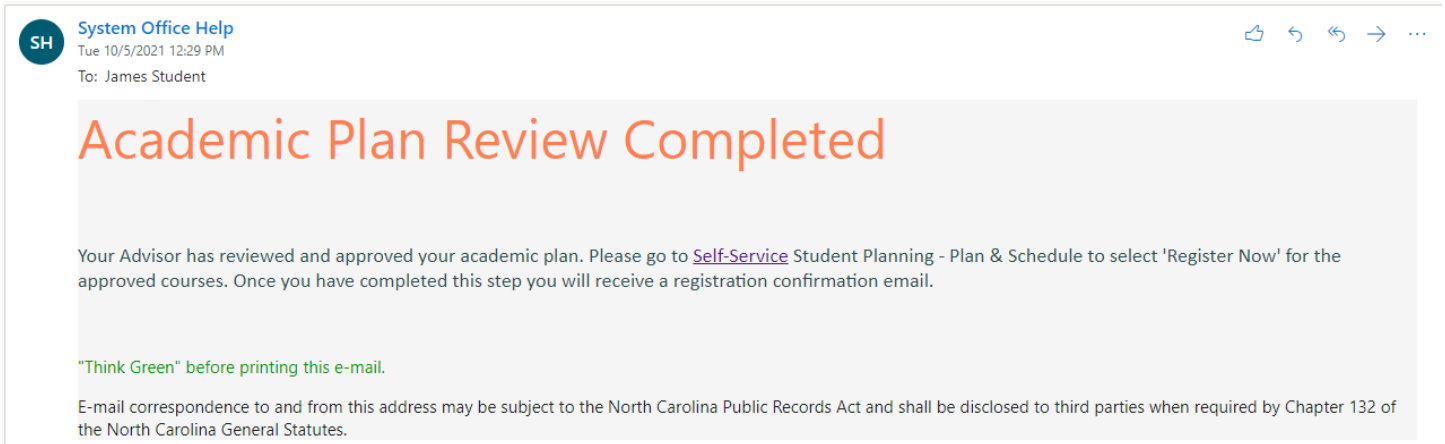
Then select the Advising tab and Request Review. This will also list who your Advisor is.



Once you select Request Review an email is sent to your Advisor letting them know that you have added planned courses. They will go in and Approve the courses. If a course is not in your program they will send you an email requesting further details as to why you want to take it. Note - Financial Aid does not cover courses not in your program and taking a course not in your program will not help you complete your program.

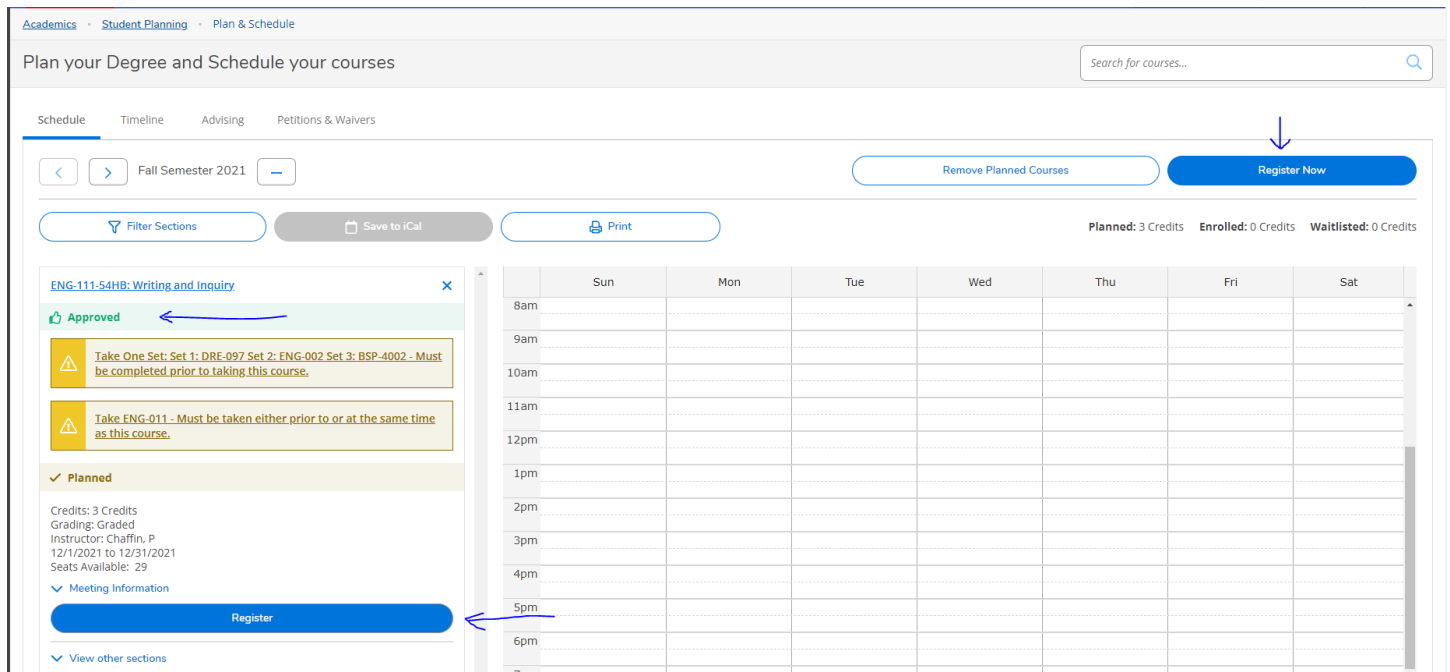


After your Advisor completes the review you will receive an email like the following. You may now move on to Step 3 to complete the Registration process.

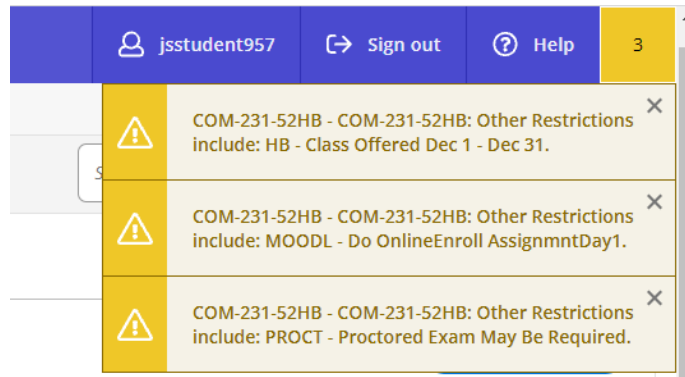


### Step 3 - Registering for Classes

Go to Student Planning and select Plan & Schedule. You should see that the class is now approved. Select on either Register buttons to complete the process.



Note - If there are any notifications that you need to be aware of for the classes they will show in yellow on the right side of the screen.



## How do I know that my registration was successful?

There are several ways that you can confirm that your registration was processed.

- You will receive a confirmation email letting you know that you successfully completed registering for classes. If a class was not approved the Advisor will send you an email asking for further details on why you want to take the course. (see Figure 1)
- Currently registered courses will appear in green on our schedule with a note of Registered, but not started. (see Figure 2)

Please Note: You must pay for classes by the tuition deadline, before classes begin, to avoid being dropped for non-payment. For more information about the tuition and fees payment schedule, go to:

<https://jamesprunt.edu/tuition/>

Figure 1:

**Web Registration Confirmation**

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SH

**System Office Help**

Tue 10/5/2021 12:45 PM

To: James Student

## JSCC Web Registration

Student ID: 0534957  
 Name: James S. Student  
 Advisor: Kelly S. English

Thank you for using the JSCC Web Registration process. Confirm your registration and that classes are counting towards your degree by going to Academics - Student Planning - View Your Progress in [Self-Service](#). Remember Financial Aid (FA) will only pay for classes in your major.

Your next step is to have your tuition paid before classes begin. All registrations not paid by the first day of the semester will be deleted.

- Financial Aid Pay: If you receive financial aid, log into [Self-Service](#) and be sure your financial aid is showing as awarded and you have no missing documents.
- Self Pay: Your tuition amount may be viewed, or printed, under 'Student Finance - Account Activity' in [Self-Service](#). You may also pay by Visa, MasterCard or Discover by selecting 'Student Finance - Make A Payment' via Self-Service or by calling them at 910-275-6132. Additionally, the college is closed on Fridays during the Summer semester.
- Third Party Pay: If your tuition is paid by a third party (examples: VR, WIOA, ESC, TEACH, NCMTEC, etc) you must submit your authorization to the Business Office before the beginning of the semester.

Thank you for choosing James Sprunt Community College!

**"Think Green" before printing this e-mail.**

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Act and shall be disclosed to third parties when required by Chapter 132 of the North Carolina General Statutes.



Figure 2:

The screenshot shows a web interface for course planning. At the top left, a red box highlights the word "TEST". Below this is a navigation breadcrumb: "Academics > Student Planning > Plan & Schedule". The main heading is "Plan your Degree and Schedule your courses". A secondary navigation bar includes "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, showing "Fall Semester 2021" with navigation arrows. Below this are buttons for "Filter Sections" and "Save to iCal".

The main content area displays a course card for "REL-211-51HB: Intro to Old Testament". The card includes the following information:

- Approved** (with a green checkmark icon)
- Registered, but not started** (with a green checkmark icon and a blue arrow pointing left)
- Credits: 3 Credits
- Grading: Graded
- Instructor: Sumner, S
- 12/1/2021 to 12/31/2021
- Meeting Information (with a dropdown arrow)
- A blue "Drop" button
- View other sections (with a dropdown arrow)

To the right of the course card is a vertical time slot grid with labels from 8am to 6pm. The 8am slot is currently empty.