

# Student Planning – Instruction Guide

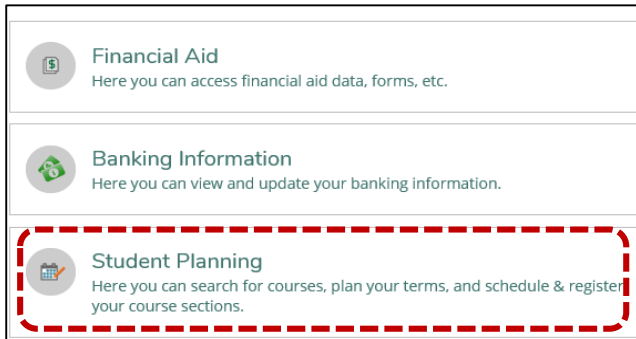
## REGISTER FOR COURSES & PLAN YOUR DEGREE

### Accessing Student Planning:

[www.stchas.edu](http://www.stchas.edu) > Quick Links> **mySCC** account > SCC Connection> Students > Registration > Student Planning

Login Issues: 636-922-8555 | Student Planning Questions: 636-922-8241

### Step 1. Click on **Student Planning**.

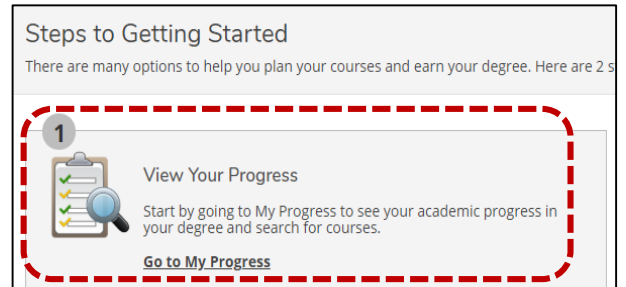


**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Banking Information**  
Here you can view and update your banking information.

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

### Step 2. Click on **View Your Progress**.

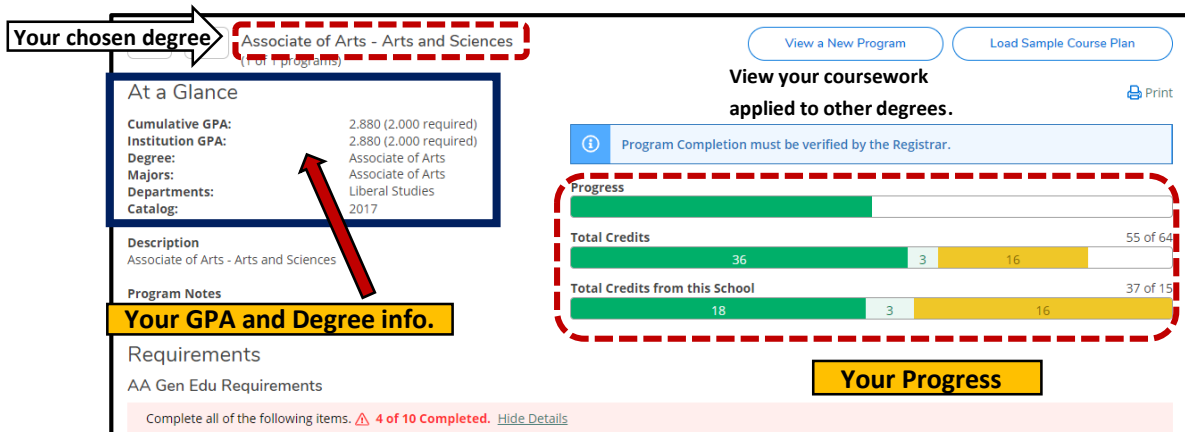


**Steps to Getting Started**  
There are many options to help you plan your courses and earn your degree. Here are 2 s

**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](#)

### Step 3. The **My Progress** screen will display. Scroll thru your plan (**My Progress**)

**What is My Progress?**  
My Progress is your plan that lists courses you need to complete to earn your degree. **Your plan automatically updates** when courses are completed, planned, or added.



**Your chosen degree** → Associate of Arts - Arts and Sciences (col. programs)

**At a Glance**  
Cumulative GPA: 2.880 (2.000 required)  
Institution GPA: 2.880 (2.000 required)  
Degree: Associate of Arts  
Majors: Associate of Arts  
Departments: Liberal Studies  
Catalog: 2017

**Description**  
Associate of Arts - Arts and Sciences

**Program Notes**  
**Your GPA and Degree info.**

**Requirements**  
AA Gen Edu Requirements  
Complete all of the following items. **4 of 10 Completed.** [Hide Details](#)

**View your coursework applied to other degrees.**  
Program Completion must be verified by the Registrar.

**Progress**

Progress	Completed	In Progress	Remaining	Total
Total Credits	36	3	16	55 of 64
Total Credits from this School	18	3	16	37 of 46

**Your Progress**

### Step 4. Begin Choosing Courses. Locate each section that a requirement is missing– indicated by the following:

Not Started

0 of

Courses still needed will be indicated in RED.

#### Your Progress will be noted by :

1. Not Started
2. Competed
3. Planned
4. In progress
5. Registered

In-Progress	ACT-101	Applied Accounting
Registered	ACT-110	Financial Accounting I
Courses		
Status	Course	
Dropped	BIO-110	Human Biology (Possible Replacement)
Dropped	BIO-113	Human Biology Laboratory (Possible Replacement)
Completed	BIO-110	Human Biology (Possible Replace In Progress)

# 2 WAYS TO SEARCH FOR COURSES

**Step 5.** Add Courses to your plan and register (*if available*) Using your plan (**My Progress**).

**1.** Click on the **Search** button to view all available courses within a requirement.

**2.** Click on required listed course

Status	Course	Search
Planned	ENG-102 Eng Composition II	
	ENGL-102 English Equivalent	
	HON-100 Inquiries in Comp. & History	

ENG-200	Book Writing Workshop
ENG-201	Intro to Creative Writing

Use to view multiple course options

After clicking on a search option, the course description & requisite information will display.

**To REGISTER, click View Available Sections**

**To ADD COURSES, to a future term, click**

**Add Course to Plan**

**View Available Sections for ART-1505**

**View Available Sections will NOT display if course sections are not being offered for the given term.**

## How Do I ADD A COURSE TO PLAN ?

1. Select the term you want to add the course.
2. Click on the **Add Course to Plan** button.
3. Once added, the course will display temporarily in the right hand corner of your screen.
4. Continue to go back to **My Progress** to add courses to your plan.

✓ MUS-113 has been added to plan.

**MUS-232 Music History II (1750-Present)**  
Continuation of MUS 231. Survey of music from 1600-1827.

**Credits** 3

**Locations Offered** St.Charles Campuses, Distance Learning

**Requisites** None

**Select a Term...**

- Summer 2019
- Fall 2019
- Pre-F19 1st Week Session
- Spring 2020
- Summer 2020
- Fall 2020
- Spring 2021

**Term** Select a Term...

**Add Course to Plan**

**Plan your entire degree with this feature!**

## How Do I REGISTER FOR A COURSE ?

**1.**

**Click on Add Section to Schedule**

**Add Section to Schedule**

**2-D Design 01**  
Runs from 1/18/2019 - 5/20/2019

**2** M/W 10:00 AM - 12:50 PM St.Charles Campuses, Visual Arts Building 105 Studio TBD

**2-D Design 02**  
Runs from 1/18/2019 - 5/20/2019

**Add Section to Schedule**

Registered courses will display with green check mark.

You may filter course listings on a variety of options.

ACT-101-02: Applied Accounting  
✓ Registered

**Section Details**

**ART-1200-01 2-D Design**  
Spring 19 Main Session

**Instructors** TBD

**Meeting Information** M, W 10:00 AM 12:50 PM  
1/18/2019 - 5/20/2019  
St.Charles Campuses, Visual Arts Building 105 (Studio)

**Dates** 1/18/2019 - 5/20/2019

**Seats Available** 2 of 15 Total

**Credits** 3

**Grading** Graded

**Requisites** None

**Course Description** Introduction to the basic study, use, and control of the art elements and principles of two-dimensional design that are fundamental to all visual arts through assigned problems using readings, discussion and exercises employing a variety of materials and tools.

**Additional Course Fees** Fees listed here are in addition to general tuition and fees charged at registration.  
**Art Lab Fee:** \$35.00

**Books** Bookstore Information

**Add Section**

- Registered courses will be listed in the **Plan and Schedule** section.

## Printing and Viewing your Schedule

Click on **Student Planning** > Plan & Schedule >

Plan & Schedule

Click on arrows to scroll thru terms.

Print

## Dropping a Course

Plan your Degree and Schedule your courses

Student Planning • Plan & Schedule

1. Choose Schedule
2. Click Drop
3. Select Reason
4. Check the course you wish to drop.
5. Click Update.

Register and Drop Sections

You have elected to drop: ACT-101-02 (3 Credits)

Select sections to drop: ☒ ACT-101-02 (3 Credits)

Select a reason: Select an option

Select sections to add:

- ☐ ART-1001-01 (3 Credits)
- ☐ ART-1200-01 (3 Credits)
- ☐ ENG-102-01 (3 Credits)
- ☐ MUS-232-40 (3 Credits)
- ☐ PSY-101-05 (3 Credits)

Cancel Update

## Request Advisor Review

Student Planning • Plan & Schedule

Schedule Timeline Advising Petitions & Waivers

1. Advising Office

2.optional Save Note

3. Request Review

4. Your plan is ready for review