Student Self-Service Instructions

How to create and register from a Student Education Plan.
STEP 1

All PCC students are required to have an approved Student Educational Plan to register for classes. Your advisor must approve your plan. Follow each step to complete your plan and request that your advisor review your plan BEFORE registration begins each semester.

If you already have an advisor approved plan, skip to step 10 and follow the instructions to register for classes.
Step 2
Log into your MyPittCC Portal and click on “Student Education Plan” under “Quick Access” window or tab will open.
Step 3
Click “View Your Progress” to select courses to add to your plan.
Step 4
On the “My Progress” tab you will see the classes required for your major.

ATTENTION AGE STUDENTS
AGE or Pre-Health Science majors should refer to the link below to determine what courses are required for their program.
Health Sciences Course Requirements

ATTENTION AA, AS, and AE STUDENTS
Associate in Arts, Associate in Science, and Associate in Engineering students should work with their academic advisor to determine the best courses for their intended pathway. Students may also use the following link as an advising resource.
Arts and Sciences Advising Resources
Step 5
Click on each course that you would like to add to your plan.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>COM-120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>ENG-131</td>
<td></td>
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</tr>
<tr>
<td>Not Started</td>
<td>MAT-110</td>
<td></td>
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</tr>
<tr>
<td>Not Started</td>
<td>MAT-143</td>
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</tbody>
</table>
Step 6
Click “Add Course to Plan”
Step 7
Select the semester and click “Add Course to Plan”. This will put the course on your Timeline.
Step 8
Repeat steps 4 through 7 to add all of your courses to your plan.
Once you have added all of your planned classes, go back to the Timeline to review the plan.
Step 9
After you have added your classes, it is now time to request that your advisor approve your plan. Click on the “Advising” tab and then click “Request Review”. This is a quick way to notify your advisor that you would like your classes approved. NOTE-Approval does not mean you are registered for classes. See step 10 to register after your advisor has approved your plan.
Step 10
After your plan is approved, now it is time to register for classes during the priority registration period. Click on the arrow until you find the semester in which you are registering.
Step 11
Click the “View other sections” link for the class you want to search for.
The “View other sections” button will open the list for that class and show what time/day the classes are offered. Use the arrows under that link to see more options. Each section block lists available seats and the instructor.

**Online classes (IN) will not show up on the calendar planner since they have no weekly meeting times.**

You can also use the “Filter Sections” option to narrow results.
Step 13
Once you find the section you wish to register for, you can click either the box in the section list (left side), or the calendar planner (right side). Once you select the section, a pop-up box will open. Click “Add Section”
Step 14
Once you add the section, that course will stay on your weekly calendar so you can continue to build your schedule. A yellow circle with a check in it shows you have added the section to your preferred sections.
You are making progress, but you have not registered yet.
**Step 15**
Repeat steps 11-15 until you have a complete schedule. Remember, you have not finished registering yet.
Step 16
Once you have chosen a section for each class, review your schedule one last time. Online classes will be listed at the bottom. You can remove sections by clicking the circled X in each section box.
Step 17
When your schedule is complete, click the “Register Now” button in the top right corner.
**Step 18**
The Yellow boxes will turn Green when you have registered.
Step 19

If any of the sections remain yellow or have a red outline (meaning there are no seats available), you will need to click the circled X in that box and find another section. Make sure each section you try to register for has available seats and is not full.

Any notifications about registration holds, business office holds, parking fines, or prerequisite issues will pop up in the top right corner of the screen. If this happens you will need to meet with your advisor/success navigator to find out what to do next.