

# **Student Self-Service Instructions**

How to Create and Register with  
Student Education Plan



# Step 1

Determine which classes you need.

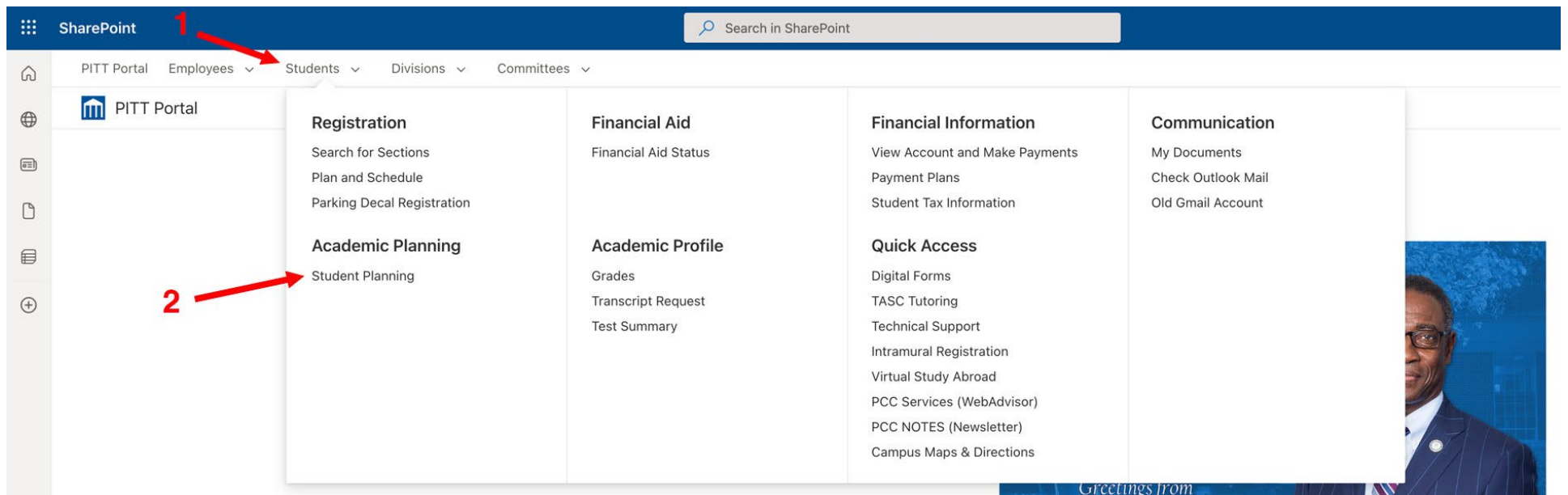
You will need to meet with your academic advisor or Student Success Advisor to determine which courses you need over the next few semesters. Once you do this, it will be time to load the courses into your Student Education Plan. Students who belong to a Student Success Advisor must do this in order to register for their next semester.

If you already have a plan in the system, complete step 2 then skip to Step 10.

# Step 2

To access your SEP in the new portal, put your cursor on the **Students** tab in the top navigation bar.

A menu with different student service options will pop up. Select **Student Planning** from the Academic Planning section. This will bring you to your SEP. Follow the instructions in the SEP video in Module 5 to create your SEP.



The screenshot displays the SharePoint interface for the PITT Portal. The top navigation bar includes the 'SharePoint' logo, a search bar, and a navigation menu with tabs for 'PITT Portal', 'Employees', 'Students', 'Divisions', and 'Committees'. A red arrow labeled '1' points to the 'Students' tab. Below the navigation bar, a dropdown menu is open, showing several sections: 'Registration', 'Academic Planning', 'Financial Aid', 'Academic Profile', 'Financial Information', and 'Communication'. The 'Academic Planning' section is expanded, and a red arrow labeled '2' points to the 'Student Planning' option. Other options in the 'Academic Planning' section include 'Search for Sections', 'Plan and Schedule', and 'Parking Decal Registration'. The 'Financial Aid' section includes 'Financial Aid Status'. The 'Financial Information' section includes 'View Account and Make Payments', 'Payment Plans', and 'Student Tax Information'. The 'Communication' section includes 'My Documents', 'Check Outlook Mail', and 'Old Gmail Account'. The 'Quick Access' section includes 'Digital Forms', 'TASC Tutoring', 'Technical Support', 'Intramural Registration', 'Virtual Study Abroad', 'PCC Services (WebAdvisor)', 'PCC NOTES (Newsletter)', and 'Campus Maps & Directions'. A 'Greetings from' banner is visible at the bottom right of the page.

# Step 3

Click **Go to Plan and Schedule** in Box #2.

**PITT**  
Community College

James Ward | Sign out | Help

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**

# Step 4

Click on the **Timeline** tab.

Plan your Degree and Schedule your courses

Search for courses...

Schedule **Timeline** Advising Petitions & Waivers

Spring 2017 Register Now

Filter Sections Save to iCal Print Planned: 8 Credits Enrolled: 14 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		BIO-169-05TR	PSY-241-01TR	BIO-169-05TR	PSY-241-01TR	BIO-169-05TR	
11am		ENG-112-42TR	BIO-169-05TR	ENG-112-42TR		ENG-112-42TR	
12pm		HUM-115-14HY		HUM-115-14HY			
1pm							
2pm							
3pm							
4pm							
5pm							

**BIO-169-05TR: Anatomy and Physiology II**  
Approved  
Registered  
Credits: 4  
Grading: Graded  
Instructor: Kenny, B  
1/6/2017 to 5/8/2017  
Meeting Information  
Drop  
View other sections

**ENG-112-42TR: Writing/Research in the Disc**  
Approved  
Registered  
Credits: 3



# Step 6

Enter the first course you need to add to your Student Education Plan in the searchbar and hit Enter/Return on your keyboard.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Search for courses...

+ Add a Term

Completed Non-term Courses	Fall 2016	Spring 2017	Summer 2017	Fall Semester 2017	Spring Semester 2018
<ul style="list-style-type: none"><li>CS-079: Fundamentals of Computing ✓ Credits: 0</li><li>DMA-018: Operations With Integers ✓ Credits: 0</li><li>DMA-028: Fractions and Decimals ✓ Credits: 0</li><li>DMA-038: Proper/Ratio/Rate/Percent ✓ Credits: 0</li><li>DMA-048: Expressions Equations ✓ Credits: 0</li><li>DRE-096: Integrated Reading and Writing ✓ Credits: 3 (Concurrent)</li><li>DRE-097: Integrated Reading Writing II ✓</li></ul>	<ul style="list-style-type: none"><li>ACA-111-04TR: College Student Success A Credits: 1</li><li>BIO-168-05TR: Anatomy and Physiology I A Credits: 4</li><li>CHM-111-04TR: Introduction to Chemistry B Credits: 3</li><li>CHM-111A-04TR: Intro to Chemistry Lab C Credits: 1</li><li>ENG-115-10TR: Writing and Inquiry A Credits: 3</li><li>PSY-150-07TR: General Psychology A Credits: 3</li></ul> <p>GPA: 3.667      15 Enrolled Credits</p>	<ul style="list-style-type: none"><li>BIO-168-05TR: Anatomy and Physiology II ✓ Credits: 4</li><li>ENG-112-42TR: Writing/Research in the Disc ✓ Credits: 2</li><li>HSC-119-07TR: Orientation to Health Career ✓ Credits: 1</li><li>HUM-115-14TR: Critical Thinking ✓ Credits: 2</li><li>PSY-201-07TR: Developmental Psych ✓ Credits: 3</li></ul> <p>14 Enrolled Credits</p>			

# Step 7


Click **Add Course to Plan**.

## Search for Courses and Course Sections

[Back to Plan & Schedule](#)

bio 275

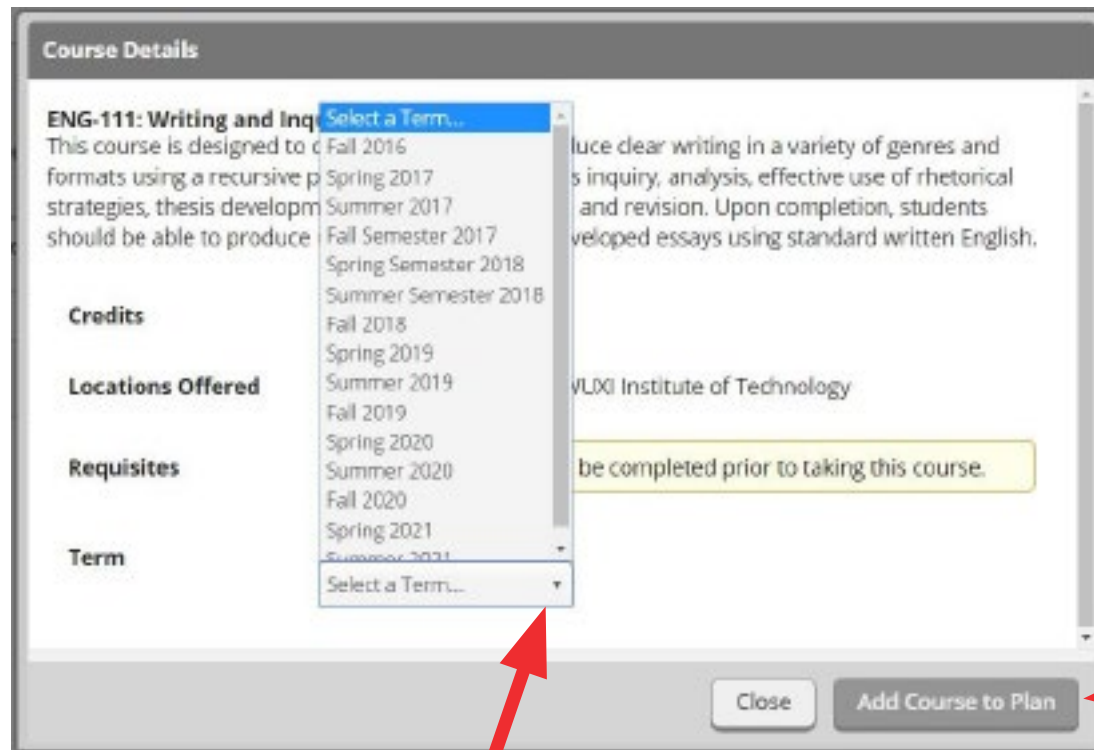
Filter Results	Filters Applied: None
<p><b>SUBJECTS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> BIO - Biology (23)</li><li><input type="checkbox"/> ART - Art (1)</li><li><input type="checkbox"/> BTC - Biotechnology (1)</li><li><input type="checkbox"/> ELN - Electronics (1)</li><li><input type="checkbox"/> PSG - Polysomnography (1)</li></ul> <p><b>LOCATIONS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> High Schools (1)</li><li><input type="checkbox"/> Main Campus (20)</li><li><input type="checkbox"/> Technology Enterprise Center (2)</li><li><input type="checkbox"/> Website (8)</li></ul> <p><b>TERMS</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Spring 2017 (16)</li><li><input type="checkbox"/> Fall Semester 2017 (15)</li><li><input type="checkbox"/> Summer 2017 (15)</li></ul> <p><b>DAYS OF WEEK</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Monday (13)</li></ul>	<p><b>BIO-275 Microbiology (4 Credits)</b> <a href="#">Add Course to Plan</a></p> <p>This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.</p> <p><b>Requisites:</b> Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168 - Must be completed prior to taking this course. Take One: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168; with a grade of C or better within the past 10 years - Must be completed prior to taking this course.</p> <p><a href="#">View Available Sections for BIO-275</a></p> <p><b>ART-275 Introduction to Graphic Design (3 Credits)</b> <a href="#">Add Course to Plan</a></p> <p>This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience.</p> <p><b>Requisites:</b> None</p>





# Step 8

Select the semester and click **Add Course to Plan**. This will put the course on your Timeline.



## Step 9

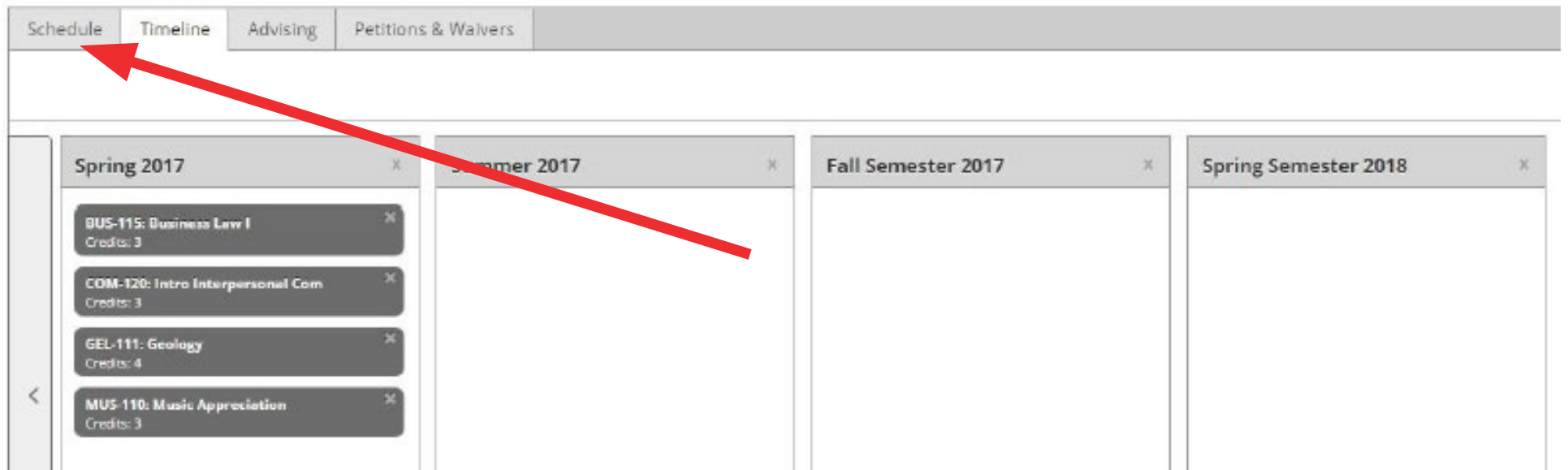
Repeat that process for each of the courses that you and your advisor/success navigator agreed upon. You do not have to return to the Timeline to search for and add additional courses. The search box is on every screen.

Once you have added all of your planned classes, go back to the Timeline to review the plan.

# Step 10

Now it's time to register. Click on the **Schedule** tab.

## Plan your Degree and Schedule your courses



The screenshot shows a web interface for planning a degree. At the top, there is a navigation bar with four tabs: 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. A red arrow points to the 'Schedule' tab. Below the navigation bar, there are four columns representing different semesters: 'Spring 2017', 'Summer 2017', 'Fall Semester 2017', and 'Spring Semester 2018'. The 'Spring 2017' column contains four course cards: 'BUS-115: Business Law I' (Credits: 3), 'COM-120: Intro Interpersonal Com' (Credits: 3), 'GEL-111: Geology' (Credits: 4), and 'MUS-110: Music Appreciation' (Credits: 3). Each course card has a small 'x' icon in the top right corner. The other three columns are currently empty.

Schedule	Timeline	Advising	Petitions & Waivers
<b>Spring 2017</b> x	<b>Summer 2017</b> x	<b>Fall Semester 2017</b> x	<b>Spring Semester 2018</b> x
<ul style="list-style-type: none"><li>BUS-115: Business Law I Credits: 3</li><li>COM-120: Intro Interpersonal Com Credits: 3</li><li>GEL-111: Geology Credits: 4</li><li>MUS-110: Music Appreciation Credits: 3</li></ul>			

# Step 11

Click on the arrow until you find the semester in which you are registering.

## Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > **Fall 2016** - +

Filter Sections Save to iCal Print

⚠ No Courses Selected For This Term

	Sun	Mon	Tue	Wed
8am				
9am				
10am				
11am				
12pm				
1pm				
2pm				
3pm				
4pm				
5pm				



# Step 13

On the left-hand side, the **View Other Sections** button will open the list for that class and show what time/day the classes are offered. Use the arrows below to see more offerings. Each section block lists available seats and the instructor. You can also use the **Filter Sections** option to narrow results.

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

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > Spring 2017 - +

**Filter Sections** | Save to iCal | Print Planned: 13 Credits Enrolled: 0 Cr

BUS-115: Business Law I

View other sections

K < 1 of 2 > |

BUS-115-01TR: Business Law I  
Seats Available: 20  
Instructor: Ashley, R  
Time: TTh 9:30 AM - 10:45 AM  
Dates: 1/6/2017 - 5/8/2017  
Location: Main Campus Robert Lee Humber 118 (Classroom Hours)

BUS-115-02TR: Business Law I  
Seats Available: 29

	Mon	Tue	Wed	Thu	Fri
8am					
9am					
10am		BUS-115-01TR		BUS-115-01TR	
11am	BUS-115-03TR	BUS-115-02TR	BUS-115-03TR	BUS-115-02TR	BUS-115-03TR
12pm	BUS-115-04TR		BUS-115-04TR		BUS-115-04TR
1pm					

# Step 14

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**.

The screenshot shows a web interface for planning a degree and scheduling courses. The main header is "Plan your Degree and Schedule your courses". Below the header, there are tabs for "schedule", "Timeline", "Advising", and "Policies & Waivers". The current view is for "Spring 2017".

The interface is divided into three main areas:

- Section List (Left Side):** A list of course sections. One section, "BUS-115-01TR: Business Law I", is highlighted with a red box. Below it, there is a "View other sections" section with a "1 of 2" indicator.
- Section Details (Pop-up Window):** A window titled "Section Details" for "BUS-115-02TR: Business Law I" in "Spring 2017". It contains the following information:
  - Instructors:** Johnston, K. (kjohnston476@my.platts.edu, 252-493-7395)
  - Meeting Information:** TuTh 11:00 AM - 12:15 PM, 1/6/2017 - 5/8/2017, Main Campus, Charles E. Russell 144 (Classroom Hours)
  - Dates:** 1/6/2017 - 5/8/2017
  - Seats Available:** 29 of 39 Total
  - Credits:** 3At the bottom of the pop-up, there are "Close" and "Add Section" buttons. A red arrow points to the "Add Section" button.
- Calendar Planner (Right Side):** A calendar view showing course sections. One section, "BUS-115-03TR", is highlighted with a red box.

# Step 15

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.

Screenshot of a university schedule interface for Spring 2017. The interface shows a weekly calendar grid with days of the week (Sun, Mon, Tue, Wed, Thu) and time slots (6am to 2pm). A sidebar on the left lists course sections. The top section is 'BUS-115-02TR: Business Law I', which is marked as 'Planned' with a yellow circle containing a checkmark. Below it are details like 'Credits: 3', 'Grading: Graded', 'Instructor: Johnston, K', '1/6/2017 to 5/6/2017', and 'Seats Available: 20'. There is a 'Register' button and a 'View other sections' link. The bottom section is 'COM-120: Intro. Interpersonal Com' with a 'View other sections' link. The calendar grid shows two yellow boxes for 'BUS-115-02TR' on Tuesday and Thursday at 11am. A red arrow points from the 'Planned' status in the sidebar to the yellow boxes on the calendar grid.



# Step 16

Repeat steps 12-15 until you have a complete schedule.

Remember, you have not finished registering yet.

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > Spring 2017 - + Remove Plan

Filter Sections > Save to iCal Print Planned: 13 Credits Enrolled

	Sun	Mon	Tue	Wed	Thu	Fri
6am						
7am						
8am						
9am						
10am		COM-120-03TR		COM-120-03TR		COM-120-03TR
11am		COM-120-01TR	BUS-115-02TR	COM-120-01TR	BUS-115-02TR	COM-120-01TR
12pm						
1pm						
2pm						
3pm						
4pm						

Credits: 3  
Grading: Graded  
Instructor: Johnston, K  
1/6/2017 to 5/8/2017  
Seats Available: 29

> Meeting Information

Register

> View other sections

COM-120: Intro Interpersonal Com

> View other sections

K < 1 of 2 > X

COM-120-01TR: Intro Interpersonal Com  
Seats Available: 22  
Instructor: Matthews, J  
Time: MWF 11:00 AM - 11:50 AM  
Days: 1/6/2017 - 5/8/2017  
Location: Main Campus A.S. Whitley 105  
(Classroom Hours)

COM-120-02TR: Intro Interpersonal Com

# Step 17

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.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Spring 2017

Remove Planned Courses

Planned: 13 Credits Enrolled: 0 Credits

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am			GEL-111-02TR		GEL-111-02TR		
11am		COM-120-01TR	BUS-115-02TR	COM-120-01TR	BUS-115-02TR	COM-120-01TR	
12pm							
1pm			GEL-111-02TR				
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

COM-120-01TR: Intro. Interpersonal Com  
Planned  
Credits: 3  
Grading: Graded  
Instructor: Matthews, J  
1/8/2017 to 5/8/2017  
Seats Available: 22  
Meeting Information  
Register  
View other sections

GEL-111-02TR: Geology  
Planned  
Credits: 4  
Grading: Graded  
Instructor: Gray, B  
1/8/2017 to 5/8/2017  
Seats Available: 11  
Meeting Information  
Register  
View other sections

MUS-110-00IN: Music Appreciation  
MUS-110 Music: Appreciation Section 00IN Faculty: Spell, C

Sections with no meeting time

Traditional (TR) and Hybrid (HY) Sections

Online (IN) Sections

# Step 18

When your schedule is complete, click the **Register Now** button in the top right corner.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > Spring 2017 - +

Remove Planned Courses Register Now

Ribar Sections > Save to iCal Print Planned: 13 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am							
9am							
10am			GEL-111-02TR		GEL-111-02TR		
11am		COM-120-01TR	BUS-115-02TR	COM-120-01TR	BUS-115-02TR	COM-120-01TR	
12pm							
1pm				GEL-111-02TR			
2pm							

COM-120-01TR: Intro. Interpersonal Com  
Planned  
Credits: 3  
Grading: Graded  
Instructor: Matthews, J  
1/6/2017 to 5/8/2017  
Seats Available: 22  
Meeting Information  
Register  
View other sections

GEL-111-02TR: Geology  
Planned  
Credits: 4  
Grading: Graded

# Step 19

The Yellow boxes will turn Green when you have registered.

## Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2017 Register Now

Filter Sections | Save to iCal | Print | Planned: 0 Credits | Enrolled: 13 Credits | Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am			GEL-111-02TR		GEL-111-02TR		
11am		COM-120-01TR	BUS-115-02TR	COM-120-01TR	BUS-115-02TR	COM-120-01TR	
12pm							
1pm				GEL-111-02TR			
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

Sections with no meeting time

- MUS-110 Music Appreciation Section 06IN Faculty: Spell, C

**BUS-115-02TR: Business Law I**  
Registered, but not started  
Credits: 3  
Grading: Graded  
Instructor: Johnston, K  
1/6/2017 to 5/8/2017  
Meeting Information  
Drop  
View other sections

**COM-120-01TR: Intro Interpersonal Com**  
Registered, but not started  
Credits: 3  
Grading: Graded  
Instructor: Matthews, J  
1/6/2017 to 5/8/2017  
Meeting Information  
Drop  
View other sections

**GEL-111-02TR: Geology**  
Registered, but not started

## Step 20

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 find out what to do next.