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.
Step 3
Click **Go to Plan and Schedule** in Box #2.
Step 4

Click on the **Timeline** tab.
Step 5

Your Timeline shows a semester-by-semester breakdown of your courses at PCC and any courses you transferred in or waived out of (DMA/DRE/CIS).
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.
Step 7

Click Add Course to Plan.
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.
Step 11

Click on the arrow until you find the semester in which you are registering.
Step 12
Click the View Other Sections link for the class.
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.
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**.
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.
Step 16

Repeat steps 12-15 until you have a complete schedule.
Remember, you have not finished registering yet.
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.
Step 18

When your schedule is complete, click the **Register Now** button in the top right corner.
Step 19

The Yellow boxes will turn Green when you have registered.
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.