

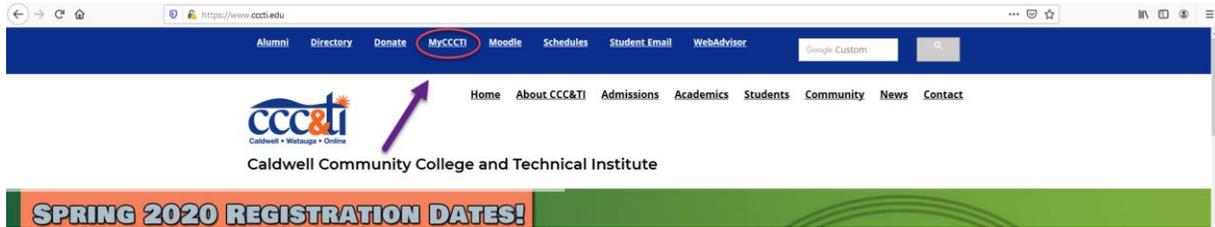


- 
-  [Logging in to Self Service](#)
  -  [Viewing Your Notifications/Updating Your Demographic and Contact Information](#)
  -  [Planning Your Courses](#)
    - [Determining Which Courses to Take and Adding those Classes](#)
    - [Adding Classes if You Already Know What Courses You Need](#)
  -  [Submitting Your Plan to Your Advisor for Review](#)
  -  [Registering for Class\(es\)](#)
  -  [Dropping a Class](#)
  -  [Class Schedule Changes After the Drop/Add Period](#)
  -  [Paying Your Bill/Electing the Payment Plan](#)
  -  [Quick Guide](#)

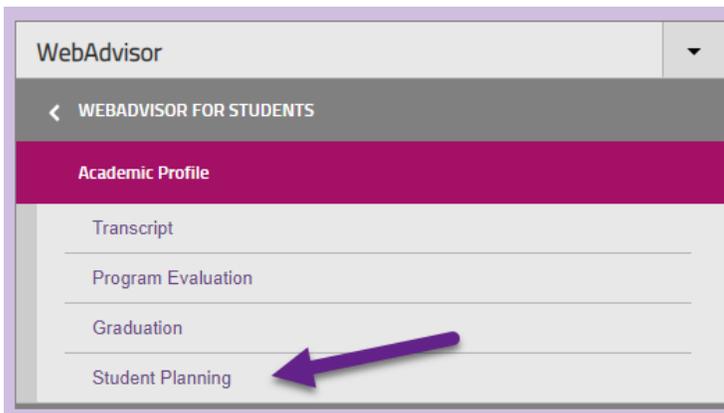
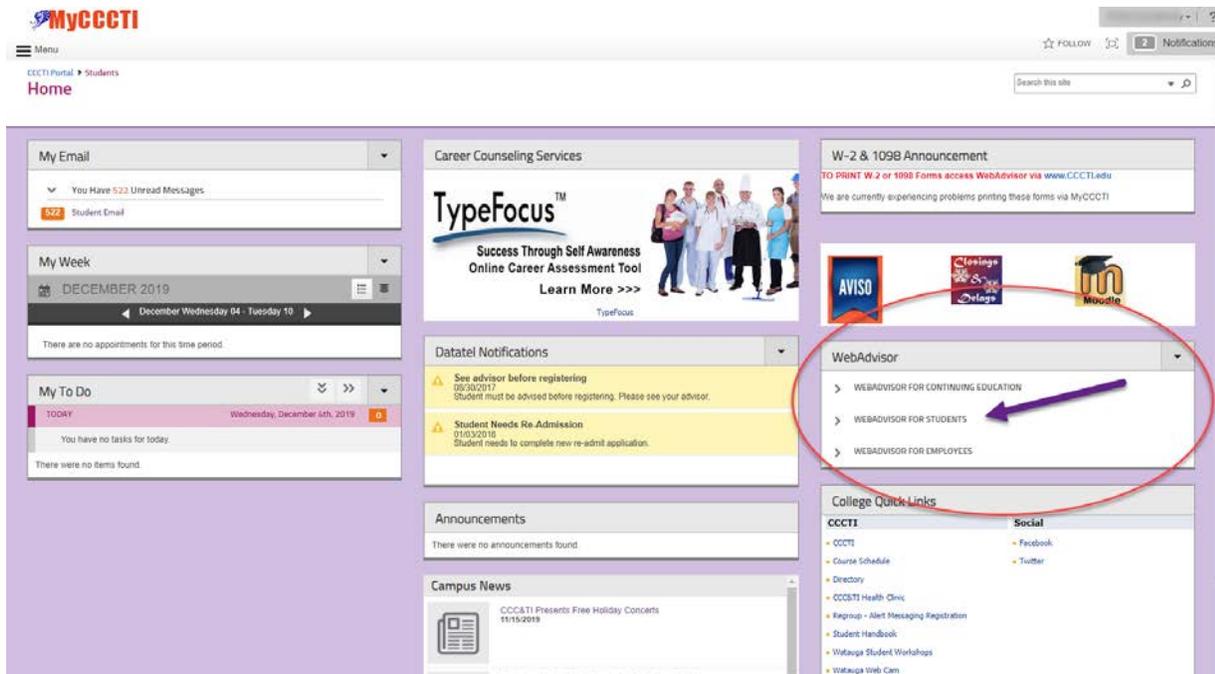
**Note:** Self Service works best in Firefox or Edge. If you encounter processing or navigation errors, please try using a different browser, refreshing your browser and/or clearing your browser history.

## Logging in to Self Service

1. Log in to **MyCCCTI** at the top of [www.cccti.edu](http://www.cccti.edu).



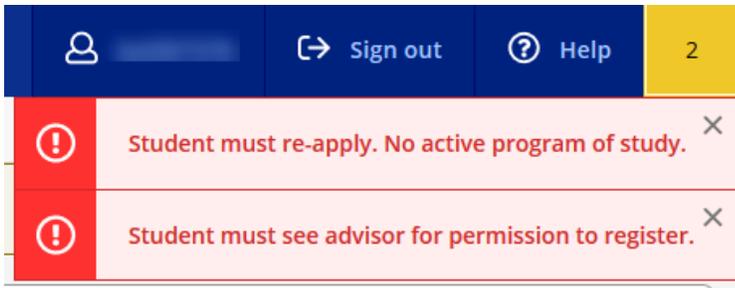
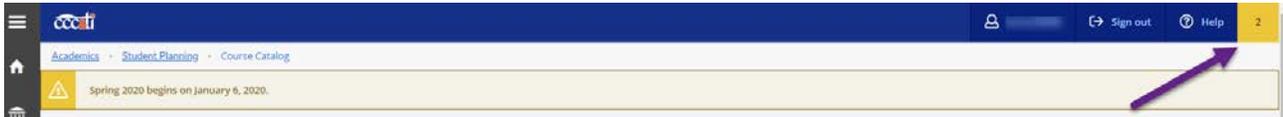
2. Navigate to **WebAdvisor for Students > Academic Profile > Student Planning**.



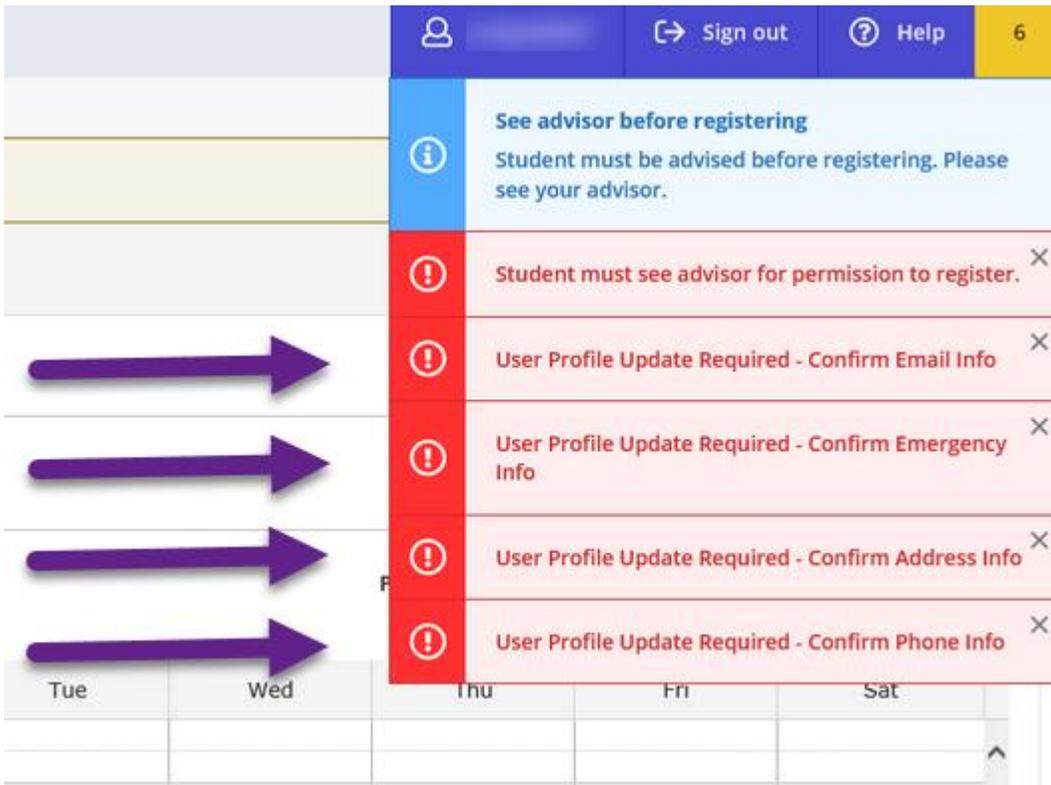
[<Return to Main Menu>](#)

# Viewing Your Notifications/Updating Demographic & Contact Information

Your notifications/alerts, including registration holds, are available from any tab/screen in Self Service. The number of alerts is listed inside the yellow box in the top right-hand corner. To read the notification/alerts, click on the yellow box. To collapse the notifications, click on the box again or on any notification.



**Note:** Once every 180 days, you will be prompted to update demographic/contact information. This information includes phone numbers, addresses and emergency contact information. You are required to update this information in order to register. Not doing so will prevent you from registering.



To update demographic information, click on the **User Options** icon (see below) while logged into Self Service. Options will then appear in a drop-down box to update the **User Profile** and **Emergency Information**. Clicking on either of these options takes you to a new screen to update/confirm information in the Self Service. Make sure you update or confirm all information in each section.

ccc&t

Academics · Student Planning · Planning Overview

## Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her

**1**

 **View Your Progress**

Start by going to My Progress to see your academic progress in courses.

[Go to My Progress](#)



ccc&t

Academics · St

## Steps to G

There are many o

**1**



Programs

Associate in Ar

Continuing Edi

Mechanical En

Spring 202

**User Options**

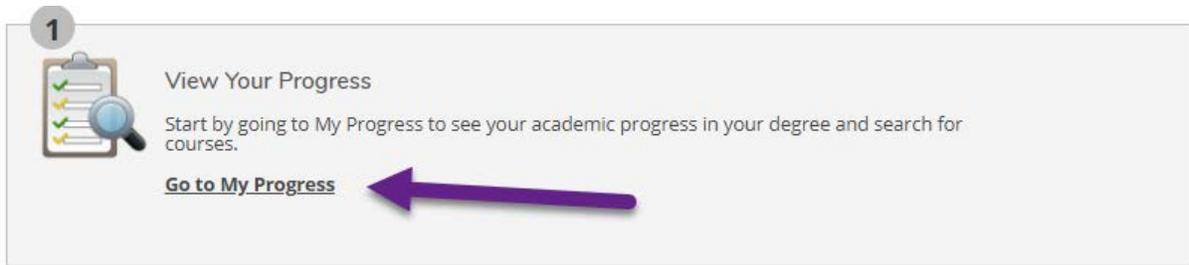
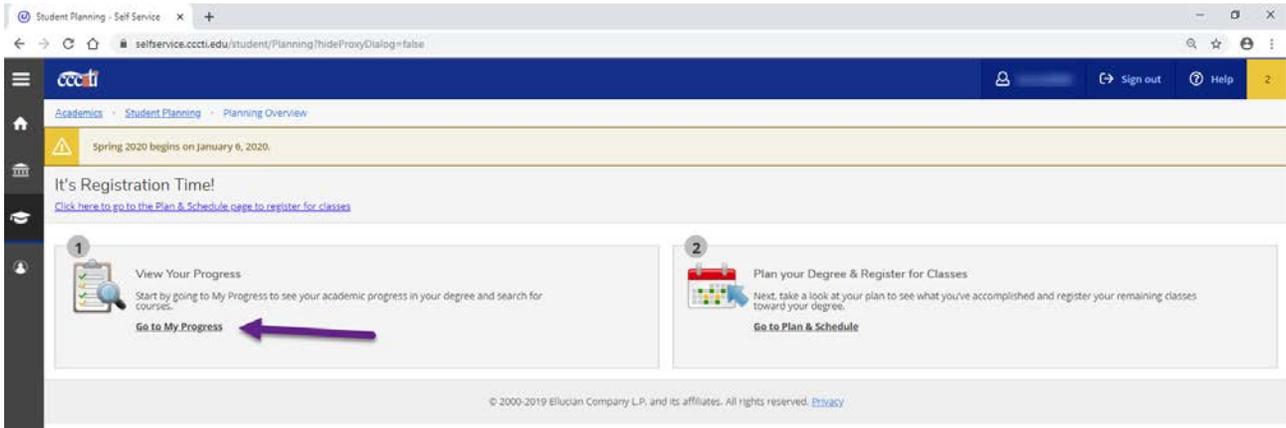
- User Profile**
- Emergency Information**
- View/Add Proxy Access

[<Return to Main Menu>](#)

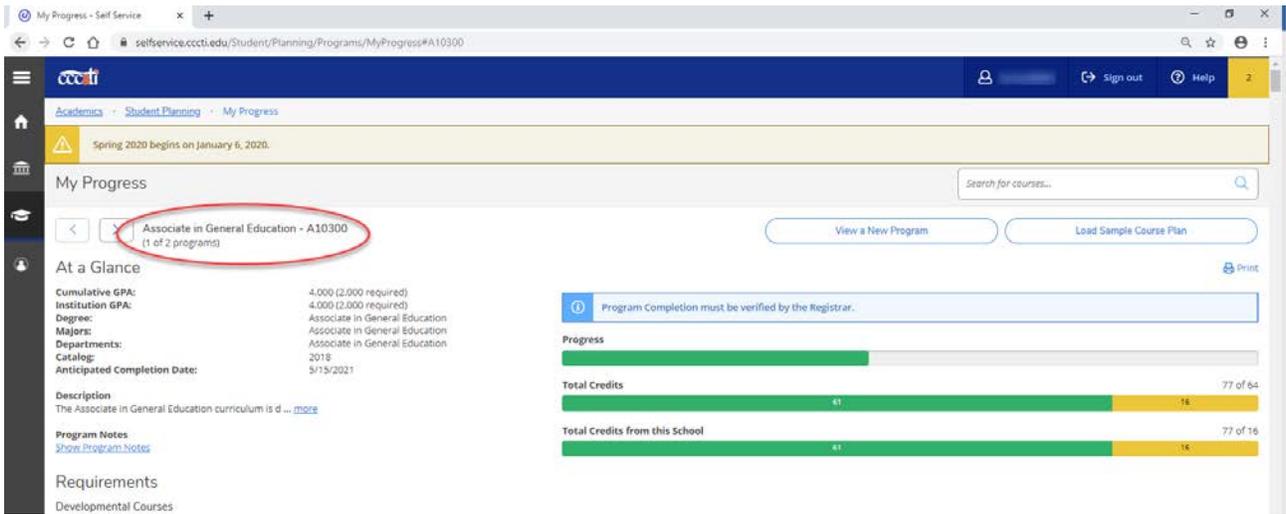
# Planning Your Courses

## Determining Which Courses to Take and Adding those Classes:

1. Click on **View Your Progress (Go to My Progress)** in the upper left-hand corner.



2. Verify your program of study listed in the upper left-hand corner below **My Progress** is correct. If it is not correct, go to Student Services to change your program of study.



# My Progress



Associate in General Education - A10300  
(1 of 2 programs)

## At a Glance

**Cumulative GPA:**  
**Institution GPA:**

4.000 (2.000 required)  
4.000 (2.000 required)

3. Scroll down & choose a course that contributes to your program by clicking on the course.

General Education Requirements

Complete all of the following items. 3 of 4 Completed. [Hide Details](#)

**A. Communication**  
Take ALL 3 groups: 1) Take ENG-111; 2) Take ENG-112 or ENG-114; 3) Take COM-120 or COM-231:  
Complete all of the following items. 1 of 3 Completed. [Hide Details](#)

1. Take course ENG-111. 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
<span>Not Started</span>	<a href="#">ENG-111</a> Writing and Inquiry				

2. Complete 3 credits. Choose from the courses ENG-112, ENG-114. 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
<span>Not Started</span>	<a href="#">ENG-112</a> Writing/Research in the Disc				
<span>Not Started</span>	<a href="#">ENG-114</a> Prof Research & Reporting				

3. Complete 3 credits. Choose from the courses COM-120, COM-231. 3 of 3 Credits Completed. [Show Details](#)

**B. Humanities/Fine Arts**  
Take 3 credits: From courses ART-111 ART-114 ART-115 ART-116 ART-121 ART-131 ART-132 ART-171 ART-240 ART-241 ART-271 ART-281 ART-283 ART-288 ART-289 DRA-111 ENG-125 ENG-231 ENG-232 ENG-241 ENG-242 ENG-261 ENG-262 ENG-273 HUM-120 HUM-122 HUM-123 HUM-130 HUM-150 HUM-160 HUM-170 HUM-230 MUS-110 MUS-111 MUS-112 MUS-113 MUS-114 MUS-121 MUS-122 MUS-210 MUS-211 PHI-210 PHI-215 PHI-240 REL-110 REL-211 REL-212 REL-221:  
Complete all of the following items. 1 of 1 Completed. [Show Details](#)

1. Take course ENG-111. 0 of 1 Courses Completed. [Hide Details](#)

Status	Course
<span>Not Started</span>	<a href="#">ENG-111</a> Writing and Inquiry

4. To add the course into your plan, click on **Add Course to Plan** on the right-hand side (see below). A new popup screen will appear. Click on **Select a term...** to choose the correct semester and then click **Add Course to Plan**.

Course Catalog - Self Service

selfservice.cccati.edu/Student/Planning/Courses/Search?CourseIds=524022

Academics · Student Planning · Course Catalog

Spring 2020 begins on January 6, 2020.

Search for Courses and Course Sections

Search for courses...

Filter Results

Subjects

- English (1)

Locations

- Caldwell (1)
- On Line (1)
- Watauga (1)

Show All Terms

Filters Applied: None

ENG-111 Writing and Inquiry (3 Credits)

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.

Requirements:  
Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.

View Available Sections for ENG-111

Page 1 of 1

Add Course to Plan

Search for courses...

Add Course to Plan

process. Emphasis includes inquiry, analysis, effective use of rhetorical  
unified, coherent, well-developed essays using standard written English.

Filters Applied: None

### Course Details

**ENG-111 Writing and Inquiry**  
 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.

**Credits** 3

**Locations Offered** TBD

**Requisites**

**Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.**

**Term** Select a term...

Close
Add Course to Plan

5. Click on **Student Planning** at the top of the screen on the left. In the drop-down menu, select **Plan & Schedule**.

Course Catalog - Self Service

selfservice.cccati.edu/Student/Planning/Courses/Search?CourseId=524022

teresa2080 Sign out Help

Academics > Student Planning > Course Catalog

Plan & Schedule

Search for courses...

Filters Applied: None

**ENG-111 Writing and Inquiry (3 Credits)** Add Course to Plan

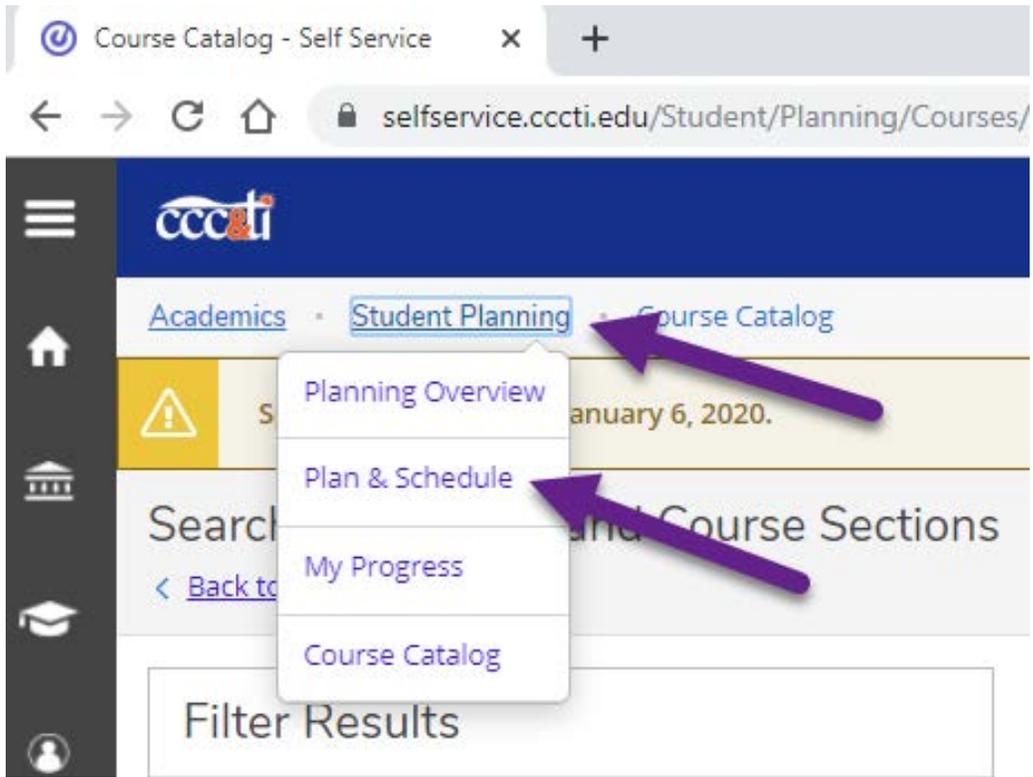
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

**Requisites:**  
 Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.

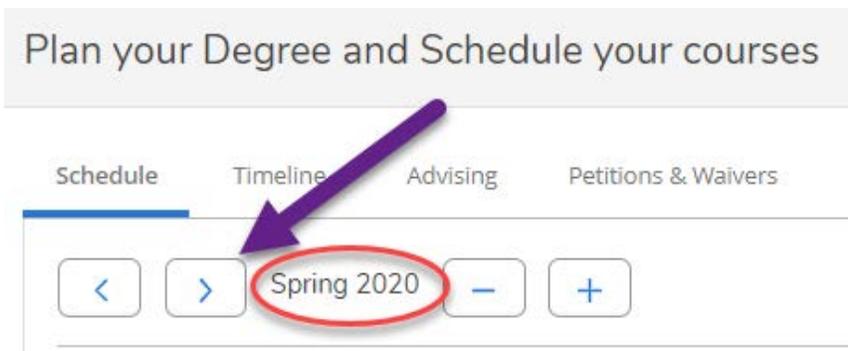
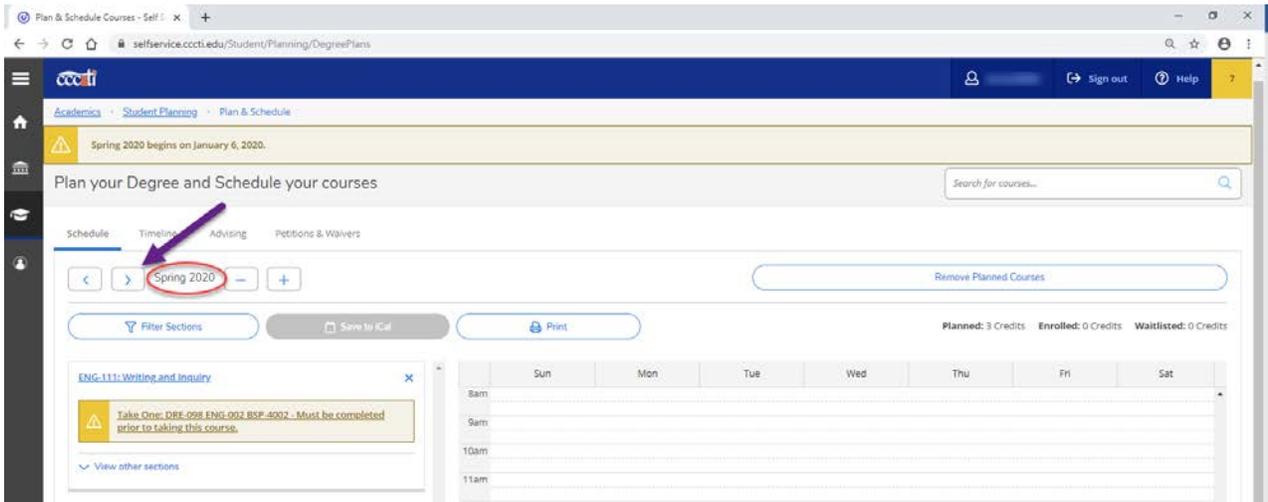
[View Available Sections for ENG-111](#)

Page 1 of 1

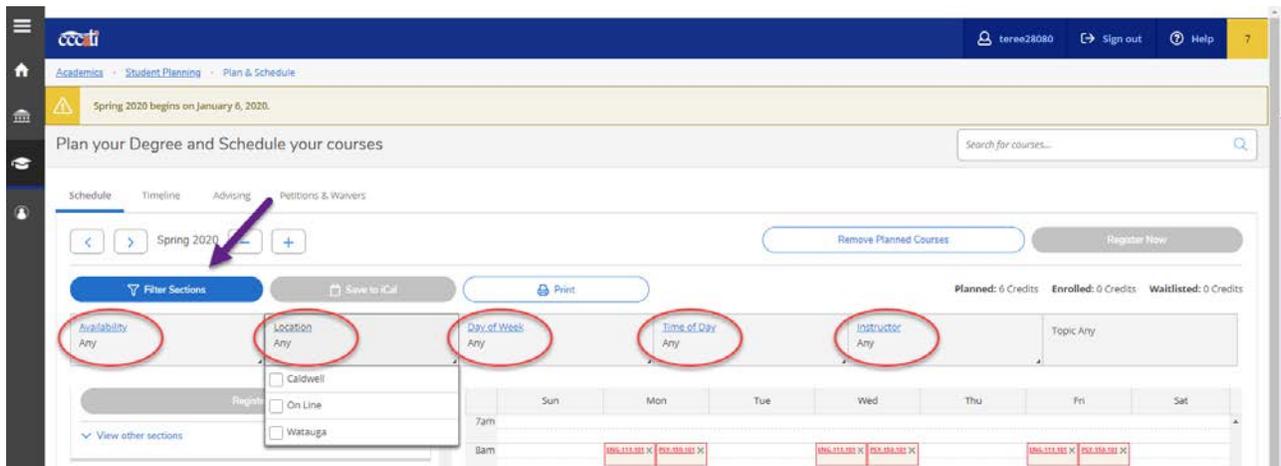




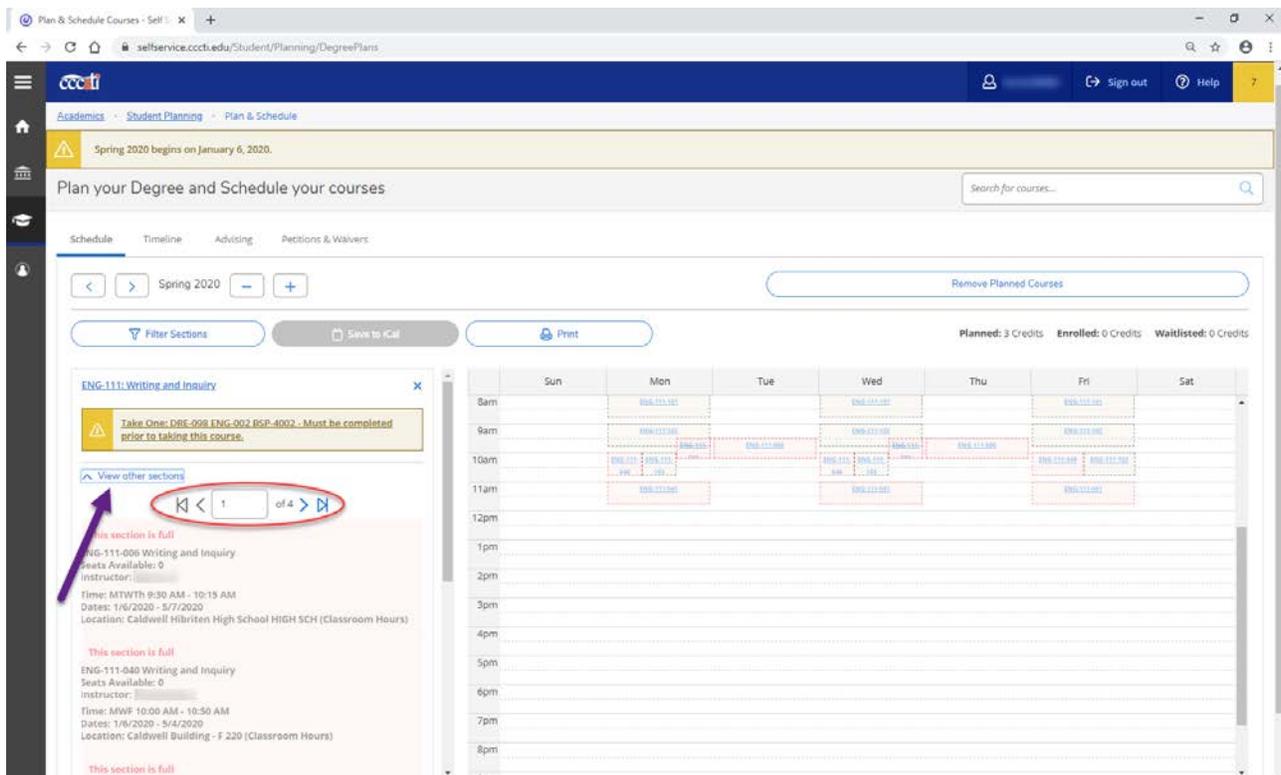
6. Cursor forward or backward using the arrow buttons (>,<) to select the correct semester.



- To **Filter Sections** by: **Availability** (for open sections), **Location** (Caldwell campus, Watauga campus or online courses), **Day of Week** (Monday, Tuesday, Wednesday, Thursday, Friday), **Time of Day** (Early Morning, Morning, Afternoon, Evening, Night), and/or **Instructor** (Instructor's Name), click on the **Filter Sections** box, then click on the search criteria for a drop-down menu to narrow your search.



- Find the course in left-hand column and click **View other sections**. Page forward if there are multiple pages and view the offered sections in the calendar. **Note:** Online sections will appear only in the left-hand column, not in the calendar. After a specific class section has been selected for an online course, it will appear at the bottom of your calendar. (“**No sections available**” means either this course is not available in the desired semester OR the schedule for that semester has not yet been posted.)



**ENG-111: Writing and Inquiry**

**Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.**

[View other sections](#)

1 of 4

**This section is full**

**ENG-111-006 Writing and Inquiry**  
 Seats Available: 0  
 Instructor: [REDACTED]  
 Time: MTWTh 9:30 AM - 10:15 AM  
 Dates: 1/6/2020 - 5/7/2020  
 Location: Caldwell Hibriten High School HIGH SCH (Classroom Hours)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am		ENG-111-101		ENG-111-101		ENG-111-101	
9am		ENG-111-102		ENG-111-102		ENG-111-102	
10am		ENG-111-040 ENG-111-103	ENG-111-006	ENG-111-040 ENG-111-103	ENG-111-006	ENG-111-040 ENG-111-103	
11am		ENG-111-041		ENG-111-041		ENG-111-041	
12pm							

- Click on the course that meets your needs (**note the location**) in the left column and then **Add Section**. **Note:** Do not choose sections with an "R" in it, as in 680WR, unless you need to take a co-requisite class. If you have questions about this, please contact your advisor.

Plan & Schedule Courses - Self

selfservice.cccati.edu/Student/Planning/DegreePlans

Academics > Student Planning > Plan & Schedule

Spring 2020 begins on January 6, 2020.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2020

Remove Planned Courses

Planned: 3 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

**This section is full**

**ENG-111-041 Writing and Inquiry**  
 Seats Available: 0  
 Instructor: [REDACTED]  
 Time: MWF 11:00 AM - 11:50 AM  
 Dates: 1/6/2020 - 5/4/2020  
 Location: Caldwell Building - F 214 (Classroom Hours)

**ENG-111-101 Writing and Inquiry**  
 Seats Available: 1  
 Instructor: [REDACTED]  
 Time: MWF 8:00 AM - 8:50 AM  
 Dates: 1/6/2020 - 5/4/2020  
 Location: Caldwell Building - F 220 (Classroom Hours)

**ENG-111-102 Writing and Inquiry**  
 Seats Available: 9  
 Instructor: [REDACTED]  
 Time: MWF 9:00 AM - 9:50 AM  
 Dates: 1/6/2020 - 5/4/2020

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am		ENG-111-101		ENG-111-101		ENG-111-101	
9am		ENG-111-102		ENG-111-102		ENG-111-102	
10am		ENG-111-040 ENG-111-103	ENG-111-006	ENG-111-040 ENG-111-103	ENG-111-006	ENG-111-040 ENG-111-103	
11am		ENG-111-041		ENG-111-041		ENG-111-041	
12am							
1pm							
2pm							
3pm							
4pm							

Self Service Plan and Schedule screen

ENG-111-101 Writing and Inquiry  
Seats Available: 1  
Instructor: [redacted]  
Time: MWF 8:00 AM - 8:50 AM  
Dates: 1/6/2020 - 5/4/2020  
Location: Caldwell Building - F 220 (Classroom Hours)

**Section Details**

**ENG-111-101 Writing and Inquiry**  
Spring 2020

**Instructors** [redacted] (@cccti.edu, 828-726-[redacted])

**Meeting Information** M, W, F 8:00 AM 8:50 AM  
~~1/6/2020 - 5/4/2020~~  
Caldwell, Building - F 220 (Classroom Hours)

**Dates** 1/6/2020 - 5/4/2020

**Seats Available** 1 of 20 Total

**Credits** 3

**Grading** Graded ▾

**Requisites**

- ⚠ Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.
- ⚠ ENG-011-101 - Must be taken 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.

**Additional Information** Students who register for ENG-111-101 will be automatically registered for ENG-011-101.

**Books** [Bookstore Information](#)

Close **Add Section**

10. Verify the class has been added to your plan (on the calendar, if seated, or below the calendar, if online). The word **Planned** will show up below the course on the left and the class will be entered into your calendar with a yellow box around it.

ENG-111-101: Writing and Inquiry

Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.

You must also take ENG-011-101

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: [redacted]  
1/6/2020 to 5/4/2020  
Seats Available: 1

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-101 X		ENG-111-101 X		ENG-111-101 X	
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

ENG-111-101: Writing and Inquiry

Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.

You must also take ENG-011-101

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: [redacted]  
1/6/2020 to 5/4/2020  
Seats Available: 1

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-101 X		ENG-111-101 X		ENG-111-101 X	
9am							
10am							

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
<div style="border: 1px solid black; padding: 5px; display: inline-block;">100% Online Class</div>							
<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">Sections with no meeting time</div>							
<div style="border: 1px solid black; padding: 5px; display: inline-block;">COM-120 Intro Interpersonal Com Section 622 Faculty:</div>							

11. Courses in **red** on your calendar indicate that this course is currently in conflict with another course or the course is closed/full.

The screenshot shows a web-based course planning tool. At the top, there's a navigation bar with 'Plan & Schedule Courses' and a search bar. Below that, a banner indicates 'Spring 2020 begins on January 6, 2020'. The main area is titled 'Plan your Degree and Schedule your courses' and includes a calendar for 'Spring 2020'. The calendar shows a conflict for the 8am slot on Monday, Tuesday, and Friday, with red boxes containing course IDs like 'ENG-111-101 X' and 'PSY-150-101 X'. A red oval highlights these conflict markers. On the left, a detailed view for 'ENG-111-101: Writing and Inquiry' is shown. It includes a 'Planned' section with course details (Credits: 3, Grading: Graded, Instructor: [redacted], Dates: 1/6/2020 to 5/4/2020, Seats Available: 1) and a 'Meeting Information' section with a red warning icon and the text 'Conflicting section with PSY-150-101'. A purple arrow points to this warning. Other sections include 'Take One: DBE-009 ENG-002 BSP-4002 - Must be completed prior to taking this course.' and 'You must also take ENG-011-101'. A 'Register' button is visible at the bottom of the course details.

ENG-111-101: Writing and Inquiry

Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.

You must also take ENG-011-101

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: [redacted]  
1/6/2020 to 5/4/2020  
Seats Available: 1

Meeting Information

Conflicting section with PSY-150-101

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-101 × PSY-150-101 ×		ENG-111-101 × PSY-150-101 ×		ENG-111-101 × PSY-150-101 ×	
9am							
10am							
11am							

- Click on **Student Planning** then **My Progress**, and repeat steps 3 – 11 until you have added all desired courses to your calendar/planned schedule.

Plan & Schedule Courses - Self S

selfservice.cccti.edu/Student/Planning/DegreePlans

cccti

Academics · Student Planning · Plan & Schedule

January 6, 2020.

Plan y and Schedule your courses

Schedu Advising Petitions & Waivers

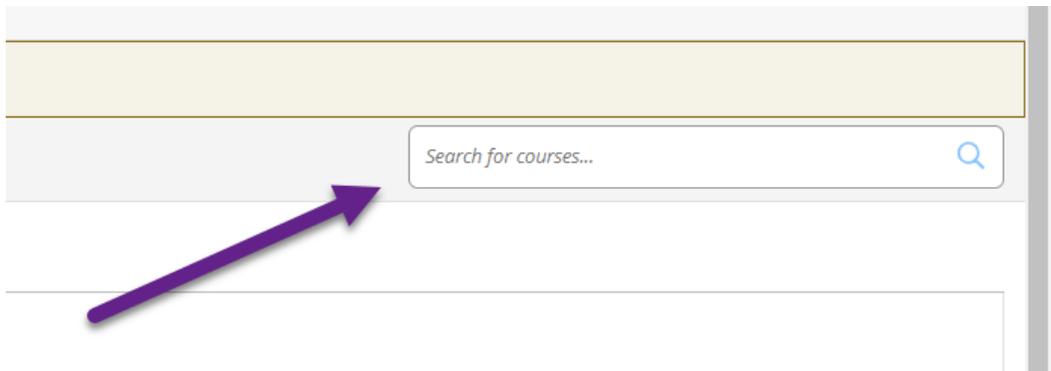
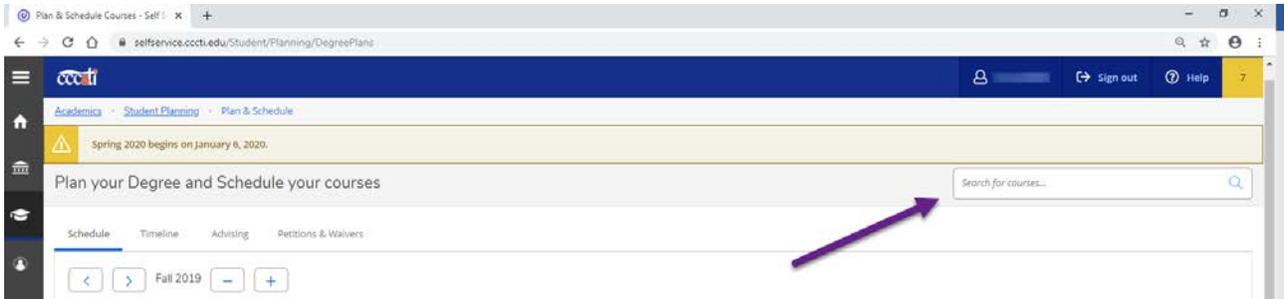
- Planning Overview
- Plan & Schedule
- My Progress
- Course Catalog

*Note: You are not yet registered. Your classes have only been planned at this point.*

[<Return to Main Menu>](#)

## **Adding Classes if You Already Know What Courses You Need:**

1. In the **Search for courses** box in the upper right-hand corner (click on alerts/notices if they are blocking your view of **Search for courses** to make them disappear), type in the subject (and course number, if you know it - e.g., **ENG 111**) and click enter.



2. Proceed to Step 4 in the previous above [\(Click Here\)](#)

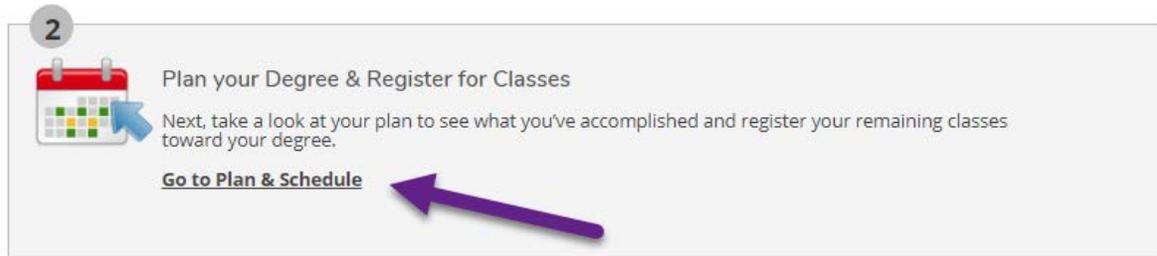
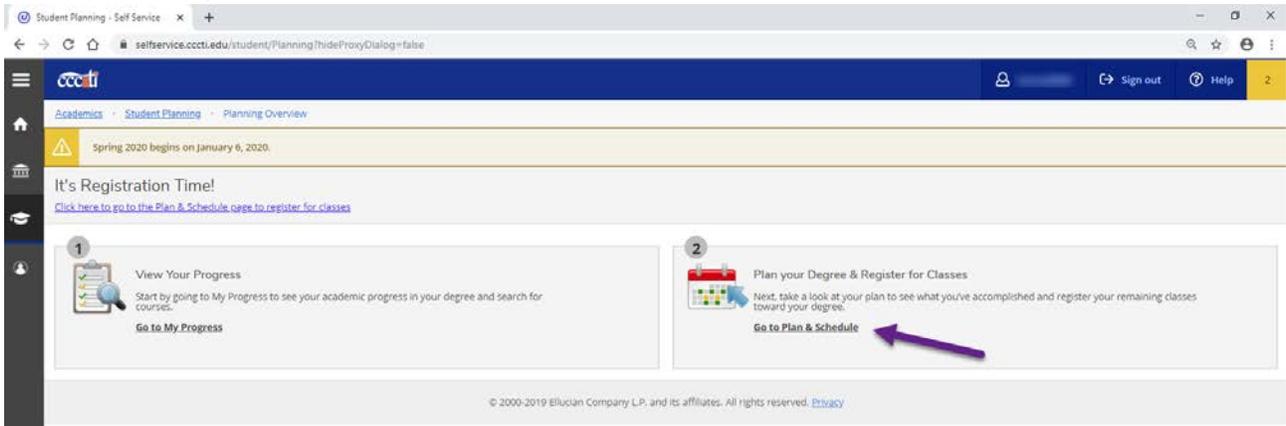
**Note:** You are not yet registered. Your classes have only been planned at this point.

[<Return to Main Menu>](#)

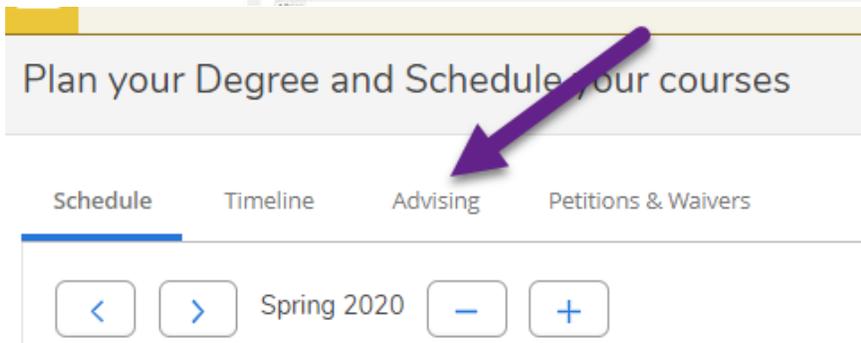
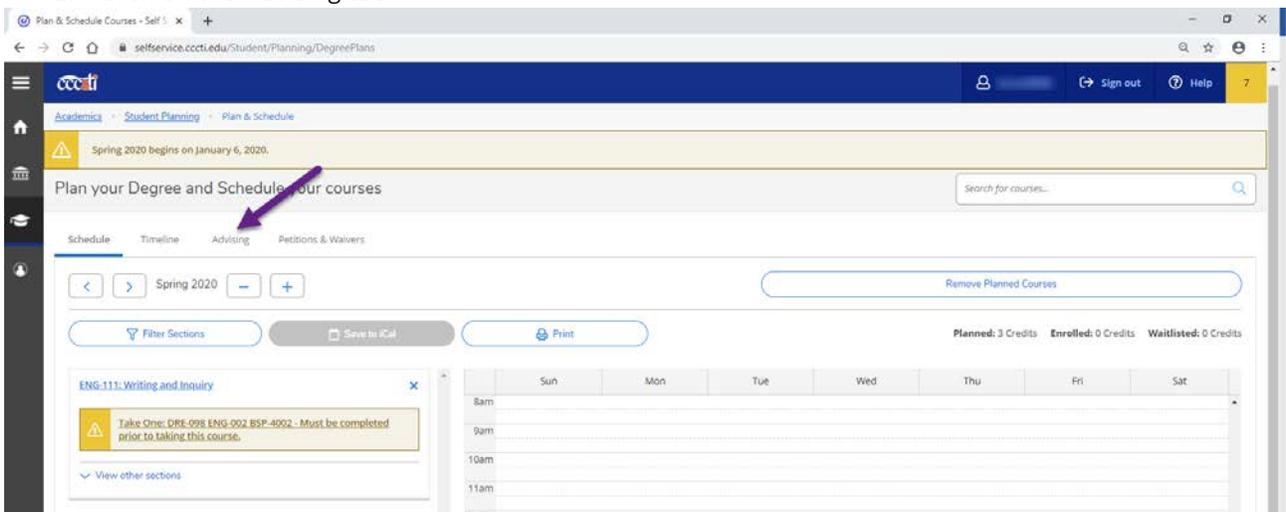


# Submitting Your Plan to Your Advisor for Review

1. After logging in to Self Service, click on **Plan your Degree & Register for Classes (Go to Plan & Schedule)**.



2. Click on the **Advising** tab.

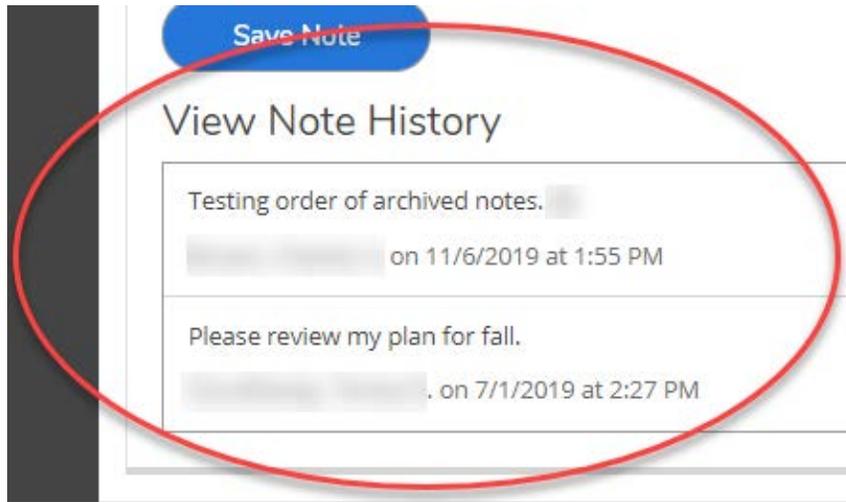


3. If you want to enter a note to your advisor, type the note in the **Compose a Note** box and click on the **Save Note** button. **Note:** You will not be able to edit or delete a note once entered.

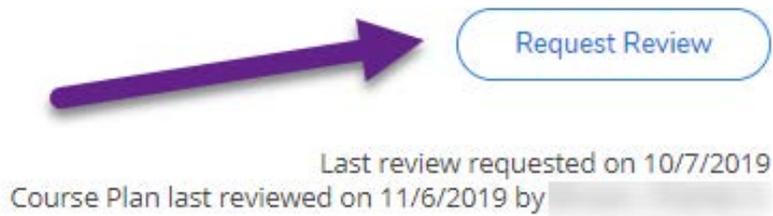
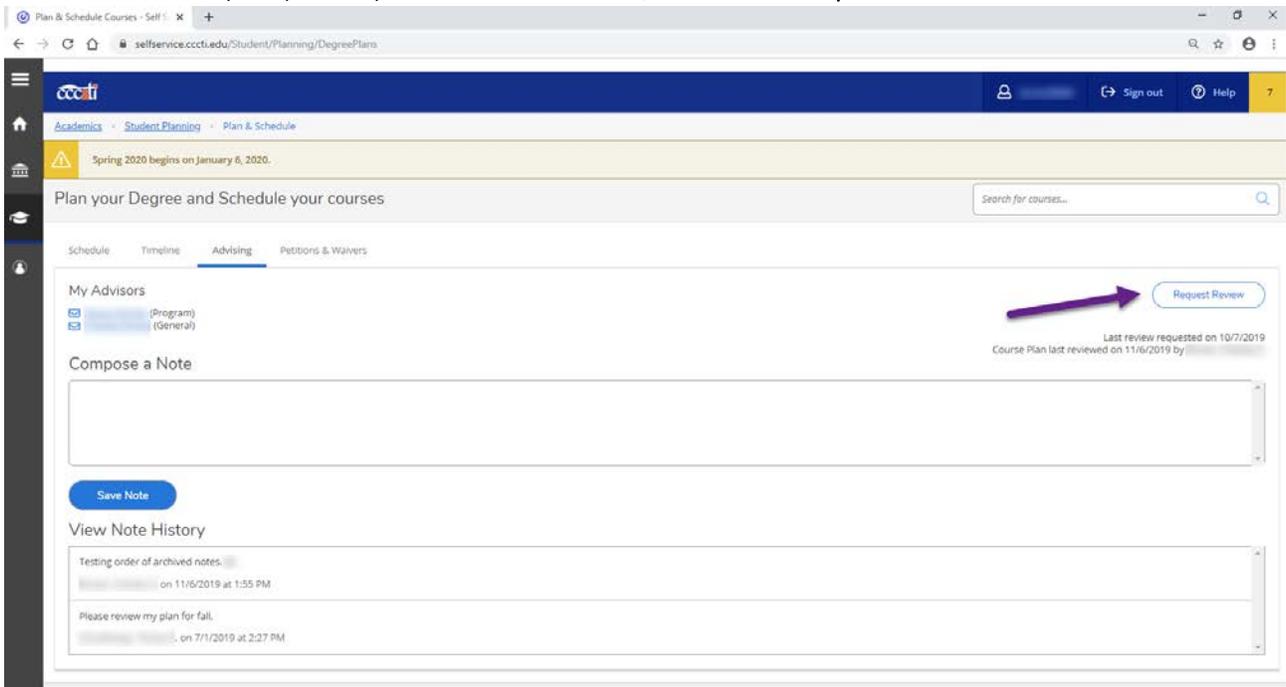
The screenshot shows the 'Plan your Degree and Schedule your courses' page. Under the 'My Advisors' section, there is a 'Compose a Note' text area. Below it is a blue 'Save Note' button. A red oval encircles the text area and the button. A purple arrow points to the 'Save Note' button. Below the text area is a 'View Note History' section showing a list of notes with their timestamps.

4. Any prior notes will be listed at the bottom of the page under **View Note History**.

This screenshot shows the same page as above, but with a red oval highlighting the 'View Note History' section. This section displays a list of notes, including the text 'Testing order of archived notes...' and 'Please review my plan for fall.' with their respective timestamps.



5. To submit your plan to your advisor for review, click on the **Request Review** button.



6. Your advisor is then notified you have submitted your plan for review. Once reviewed, you will be notified by email. Sign back in to Self Service to see your advisor's response and any notes they have entered. **Approved** courses are indicated by a green thumbs up, and **Denied** courses are indicated by a red thumbs down.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Spring 2020

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 7 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

**MAT-171: Precalculus Algebra** Denied

Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065 Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080 Set 4: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-065 Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 6: DMA-025, DMA-040, DMA-050, and DMA-065 Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080 Set 8: DMA-025, DMA-045, and DMA-065 Set 9: MAT-121 Set 10: MAT-003 Set 11: BSP-4003 - Must be completed prior to taking this course.

MAT-071 should be taken as a required corequisite. If necessary, - Must be taken either prior to or at the same time as this course.

View other sections

**SPA-112-680W: Elementary Spanish II** Approved

Planned

© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

**MAT-171: Precalculus Algebra**

Denied

Take One Set: Set 1: [DMA-010](#), [DMA-020](#), [DMA-030](#), [DMA-040](#), [DMA-050](#), [DMA-060](#), [DMA-070](#), and [DMA-080](#) Set 2: [DMA-010](#), [DMA-020](#), [DMA-030](#), [DMA-040](#), [DMA-050](#), and [DMA-065](#) Set 3: [DMA-010](#), [DMA-020](#), [DMA-030](#), [DMA-045](#), [DMA-060](#), [DMA-070](#), and [DMA-080](#) Set 4: [DMA-010](#), [DMA-020](#), [DMA-030](#), [DMA-045](#), and [DMA-065](#) Set 5: [DMA-025](#), [DMA-040](#), [DMA-050](#), [DMA-060](#), [DMA-070](#), and [DMA-080](#) Set 6: [DMA-025](#), [DMA-040](#), [DMA-050](#), and [DMA-065](#) Set 7: [DMA-025](#), [DMA-045](#), [DMA-060](#), [DMA-070](#), and [DMA-080](#) Set 8: [DMA-025](#), [DMA-045](#), and [DMA-065](#) Set 9: [MAT-121](#) Set 10: [MAT-003](#) Set 11: [BSP-4003](#) - Must be completed prior to taking this course.

MAT-071 should be taken as a required corequisite. - Must be taken either prior to or at the same time as this course.

View other sections

**SPA-112-680W: Elementary Spanish II**

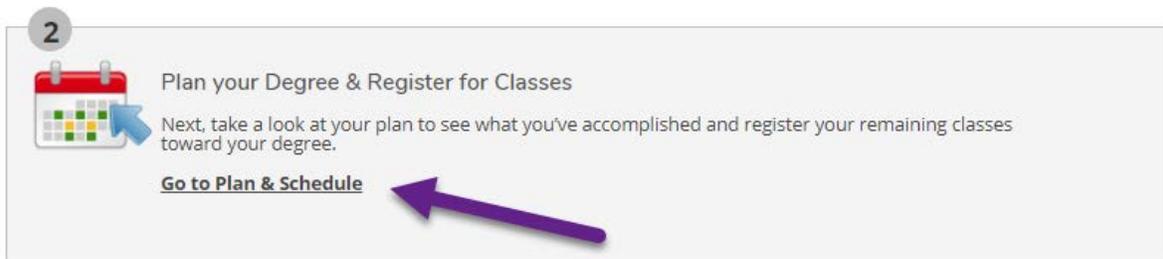
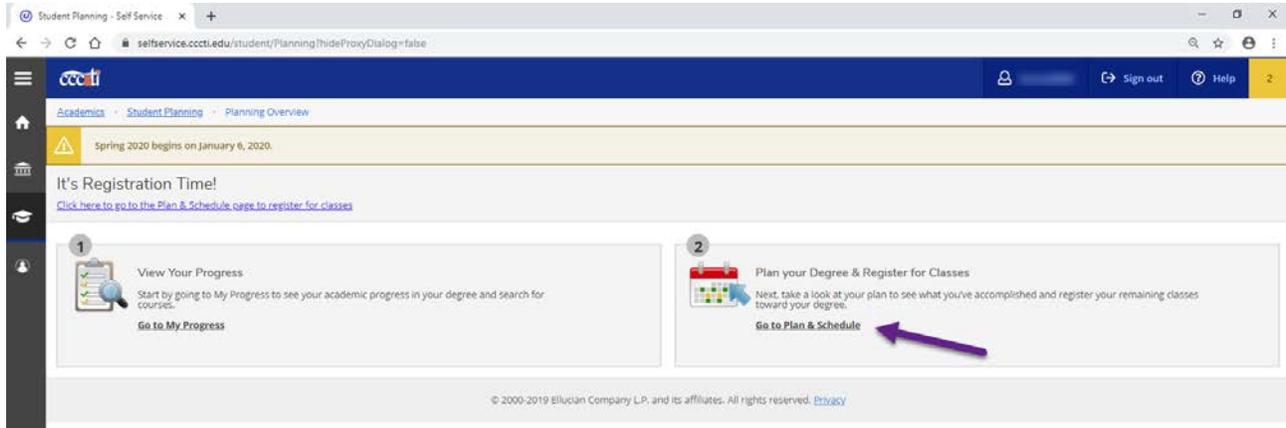
Approved

Planned

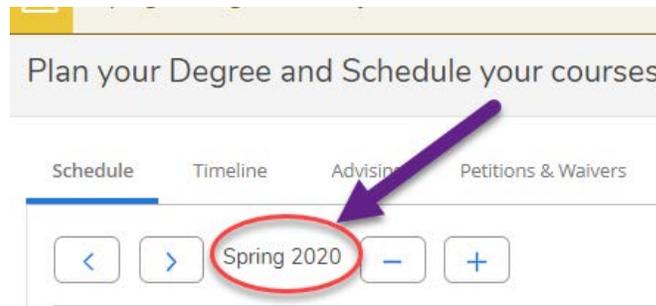
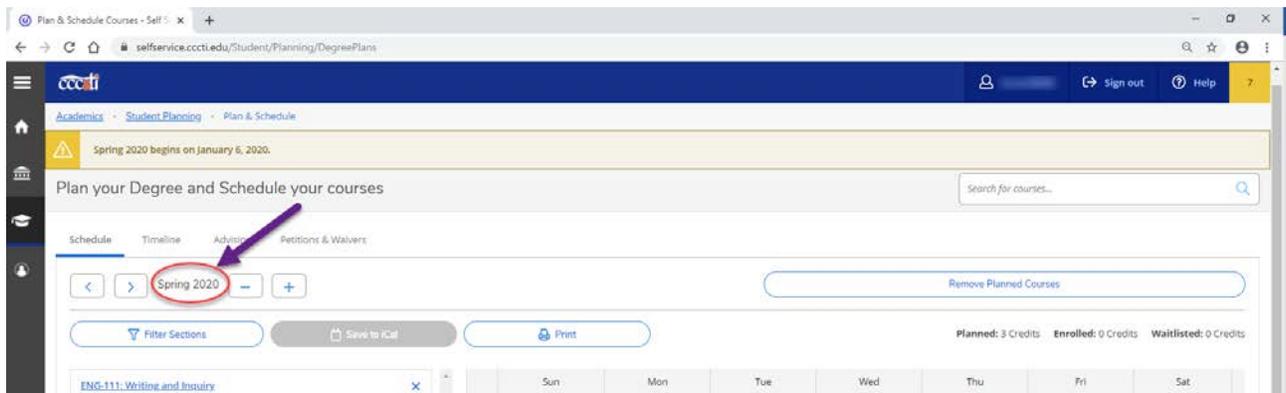
[<Return to Main Menu>](#)

# Registering for Class(es)

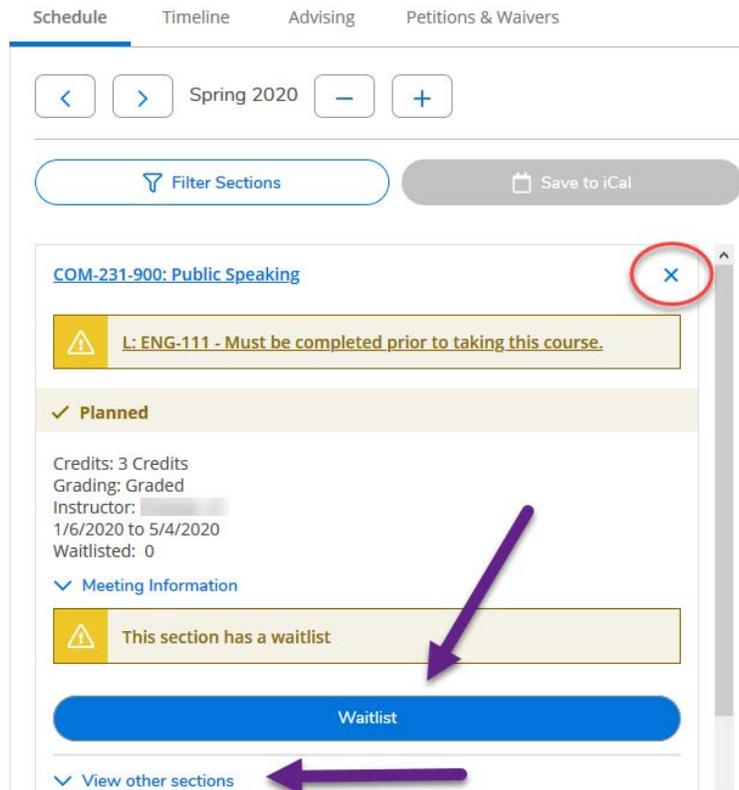
1. On or after your Priority Registration Time & Date (the Registrar will send you an email notifying you of your priority registration time and date), log in to **Self Service**.
2. Go to **Plan and Schedule**.



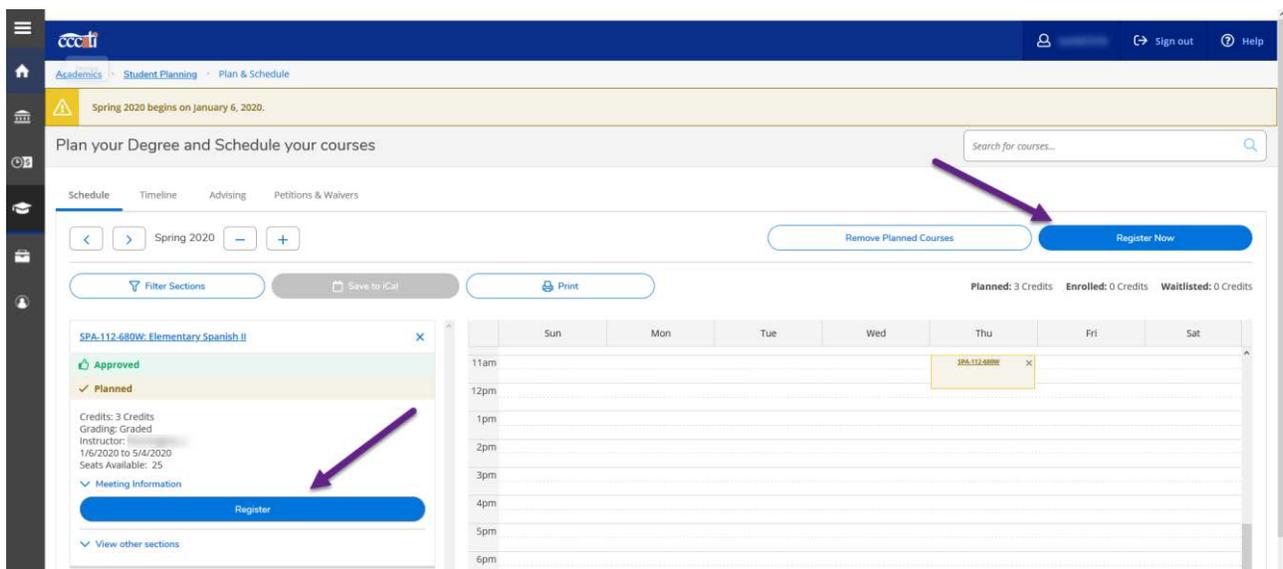
3. Cursor forward or backward using the arrow buttons (>,<) to select the correct semester.



- If any courses are **red** on your calendar, you will not be able to register for these courses (due to course being full/closed, or due to course conflicts). If the course is waitlisted, you may select **Waitlist** underneath the course on the left. *Check email **daily** if you **waitlist**.* You may also click on **View other sections** to search for other sections, OR search for an alternate course that meets your needs. Courses may be removed from your schedule/calendar by clicking on the “x” in the right-hand corner beside the course name and number.



- Click **Register Now** to register for all planned courses or **Register** under a specific course to register for that course only. *If the **Register Now** and **Register** buttons are not activated (blue), contact your advisor for assistance.*



6. The border around each course will turn from yellow to green when you have successfully completed registration for that class. In the left-hand column under the course name, you will also see **“Registered, but not started”** when you have successfully registered for the class. If the border does not turn green or if you do not see the registered notification under the course name, you have not registered for the class. *(Check for notifications in the upper right-hand corner specifying why you were not able to register for a class.)*

Planned but not registered example:

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. On the left, a course card for 'SPA-112-680W: Elementary Spanish II' is displayed with a yellow border and a 'Planned' status. The main grid shows a course section for 'SPA-112-680W' on Thursday at 11am, also with a yellow border. A yellow callout box with a black border points to this section, containing the text: 'Yellow Outline (Planned but NOT registered)'. The interface includes navigation buttons like 'Remove Planned Courses' and 'Register Now', and a summary showing 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

This is a close-up of a course section in the planning grid. The section is for 'SPA-112-680W' on Thursday. It has a yellow border and a small 'x' icon in the top right corner. A yellow callout box with a black border points to the section, containing the text: 'Yellow Outline (Planned but NOT registered)'. The grid shows days of the week (Wed, Thu, Fri, Sat) and time slots.

Registered example:

The screenshot shows the 'Plan your Degree and Schedule your courses' page. On the left, a course card for 'SPA-112-680W: Elementary Spanish II' is displayed. It has a green background and contains the following text: 'Approved', 'Registered, but not started' (with a purple arrow pointing to it), 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: [redacted]', '1/6/2020 to 5/4/2020', 'Meeting Information', and a 'Drop' button. On the right, a weekly schedule grid shows a green box for 'SPA-112-680W' on Thursday at 12pm. A green callout box with a black border and white text says 'Green Outline (Registered)' with an arrow pointing to the box in the grid. The top navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. A yellow banner at the top says 'Spring 2020 begins on January 6, 2020.' The bottom status bar shows 'Planned: 0 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'.

This is a close-up of the weekly schedule grid. The columns are labeled 'Wed', 'Thu', 'Fri', and 'Sat'. A green box containing the text 'SPA-112-680W' is positioned on the 'Thu' column. A green callout box with a black border and white text says 'Green Outline (Registered)' with an arrow pointing to the box.

This is a close-up of the course card for 'SPA-112-680W: Elementary Spanish II'. It features a green background for the top section with the text: 'Approved', 'Registered, but not started' (with a purple arrow pointing to it), 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: [redacted]', '1/6/2020 to 5/4/2020', and 'Meeting Information'. At the bottom, there is a blue 'Drop' button.



7. Use the **Print** button to print a hard copy of your schedule.

The screenshot shows the CCCATI student planning interface. At the top, there is a navigation bar with the CCCATI logo and the path: Academics > Student Planning > Plan & Schedule. Below this is a yellow banner with a warning icon and the text: "Spring 2020 begins on January 6, 2020." The main heading is "Plan your Degree and Schedule your courses". There are four tabs: Schedule (selected), Timeline, Advising, and Petitions & Waivers. Below the tabs, there are navigation buttons for "Spring 2020" (with left and right arrows) and "Filter Sections". To the right of these are "Save to iCal" and "Print" buttons. A purple arrow points to the "Print" button. Below the buttons, there is a course card for "COM-231-900: Public Speaking" with a warning icon and the text: "L: ENG-111 - Must be completed prior to taking this course." and a "Planned" status. To the right of the course card is a calendar grid showing the days of the week and times (10am, 11am, 12pm). The course "COM-231-900" is scheduled for Monday at 12pm.

[<Return to Main Menu>](#)

## Dropping a Class

---

1. To drop a class, click on the **Drop** button below the class in the left-hand column. A pop-up window will appear to confirm or cancel the drop. To drop the class, click **Update**. To cancel the drop, click **Cancel**.

**Note:** During the Drop/Add period: If dropping and adding a class for the same semester, drop and add on the **SAME DAY**. If the credit hours are the same for each class, you will not incur a fee. If the credit hours for the class you are adding are more than the class you are dropping, you will have a balance due and can pay it online through Self Service or at the Business Office. If the credit hours for the class you are adding are less than the class you are dropping, you may be entitled to a refund. If you are dropping and not adding a class, you may be entitled to a refund.

Drop/Add/Withdrawal Periods: Information about dropping, adding or withdrawing from a class (including refund information) can be found online at <https://www.cccti.edu/Students/Registration.asp>.

\*If you receive financial aid, dropping/withdrawing from class may impact your financial aid status...please contact the Financial Aid department as well.

[SPA-112-680W: Elementary Spanish II](#)

 **Approved**

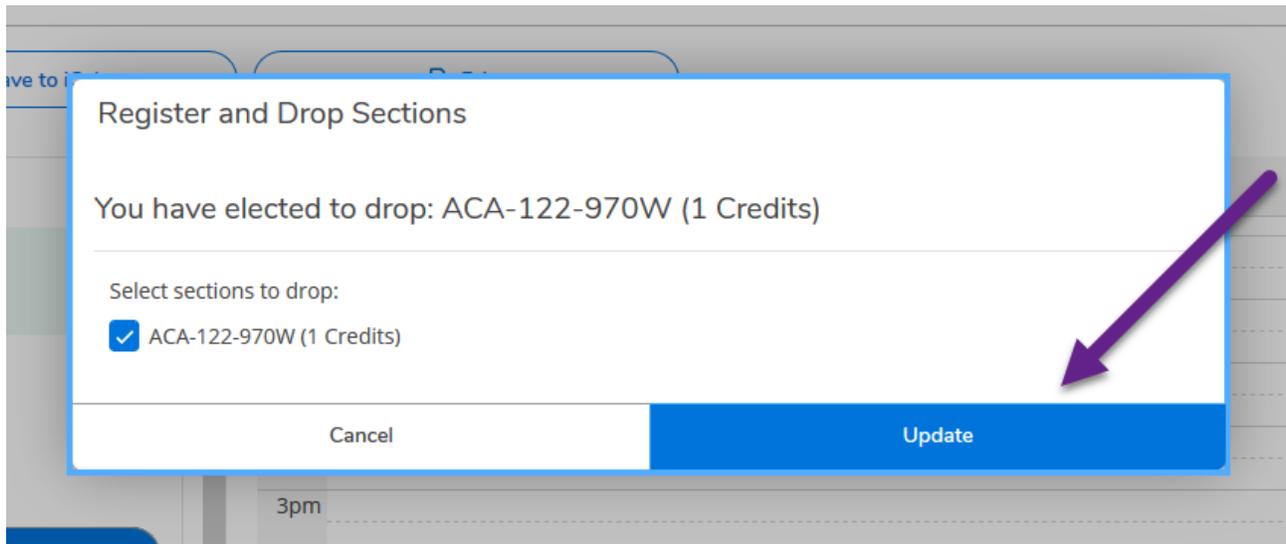
 **Registered, but not started**

Credits: 3 Credits  
Grading: Graded  
Instructor:   
1/6/2020 to 5/4/2020

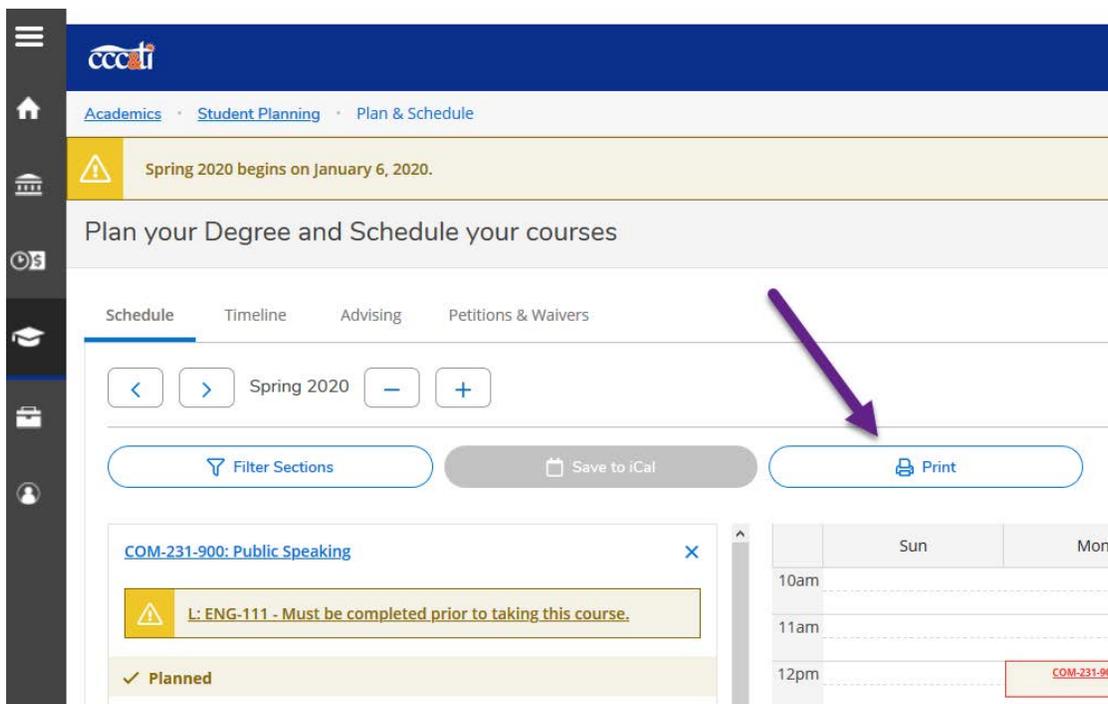
 Meeting Information

 Drop

 View other sections



2. Use the **Print** button to print a hard copy of your updated schedule.



[<Return to Main Menu>](#)

## Class Changes *After the Drop/Add Period*

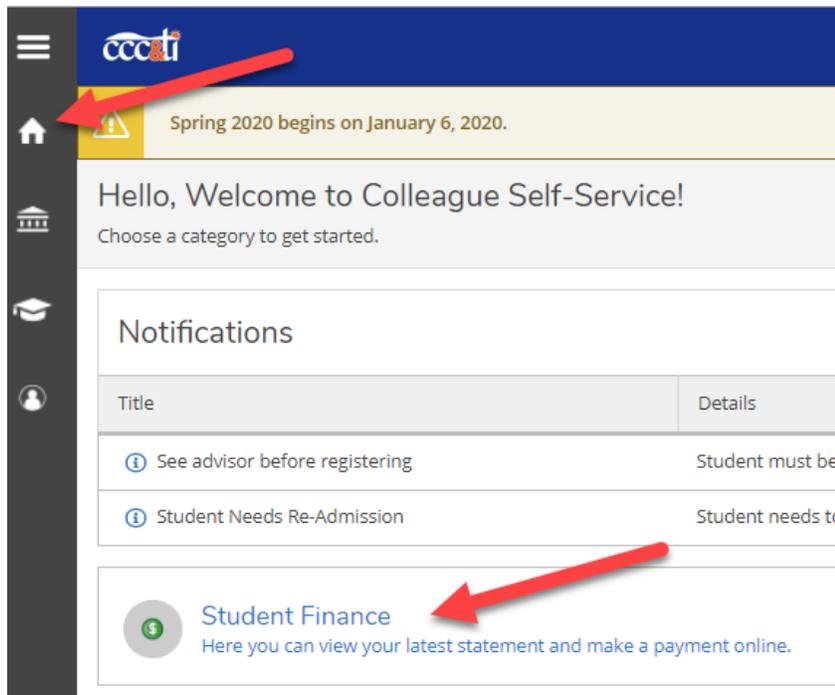
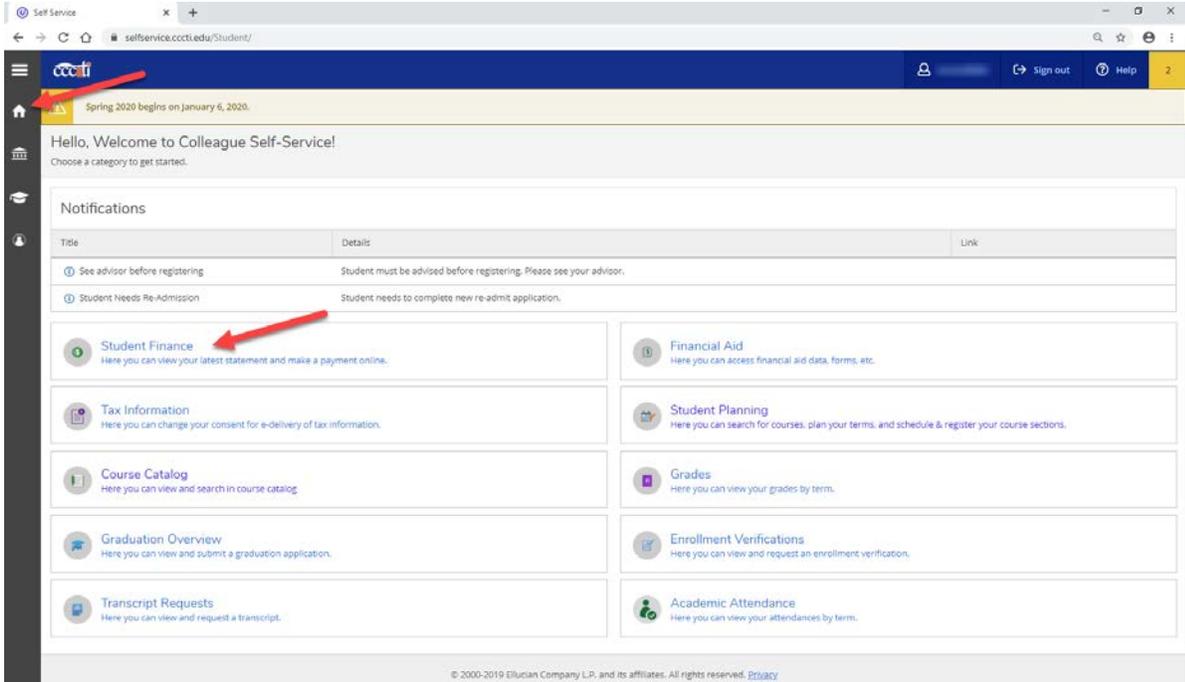
---

In order to make changes to your schedule after the Drop/Add period at the beginning of the semester, you will need to contact Student Services for assistance. **Note:** If you receive financial aid, dropping/withdrawing from class may impact your financial aid status...please contact the Financial Aid department as well.

[<Return to Main Menu>](#)

# Paying Your Bill/Electing the Payment Plan

Tuition is payable after registering for classes. **Payment is due before the deadline or your classes will be dropped.** Click on the **Home** icon (upper left) and then **Student Finance** OR go to the Business Office on campus.



1. To pay your bill click on **Make a Payment** (For directions on electing the **Payment Plan**, [Click Here](#))

Financial Information · Student Finance · Account Summary

### Account Summary

View a summary of your account

#### Account Overview

Amount Overdue	\$113.00	
<b>= Total Amount Due</b>	<b>\$113.00</b>	<a href="#">Make a Payment</a>
<b>Total Account Balance</b>	<b>\$113.00</b>	<a href="#">Account Activity</a>
Spring 2020	\$113.00	
Fall 2019	\$0.00	
Fall 2018	\$0.00	
Ce 2018 Fall	\$0.00	

© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

2. Choose a Payment Method from the drop-down menu

Financial Information · Student Finance · Make A Payment

### Make a Payment

Use this page to make a payment on your account

Total Payment : \$113.00

Choose a Payment Method

- Choose a Payment Method
- MasterCard - Webadvisor
- VISA - Webadvisor
- VISA - Webadvisor

Proceed to Payment

Please Note: Amounts Due may include credit amounts.

Spring 2020 \$113.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	11/14/2019 (Overdue)	\$113.00	\$ 113.00

Total Amount Due \$113.00

3. Click on the **Proceed to Payment** button

Financial Information · Student Finance · Make A Payment

### Make a Payment

Use this page to make a payment on your account

Total Payment : \$113.00

MasterCard - Webadvisor

Proceed to Payment

Please Note: Amounts Due may include credit amounts.

Spring 2020 \$113.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	11/14/2019 (Overdue)	\$113.00	\$ 113.00

Total Amount Due \$113.00

4. Click on the **Pay Now** button

Financial Information · Student Finance · Make A Payment

Payment Review  
Review your Payment Information below

Payment Review

Payment Information	
Item	Amount
Student Receivable	\$113.00
Total Payment Amount	\$113.00

Payment Method: MasterCard - Webadvisor

[Pay Now](#)

5. Fill out the payment information and click the **Pay Now** button

## Caldwell Community College & Tech. Inst.

Order summary  
Total (USD): 113.00

Pay with credit or debit card

Card Number

Expiration Date mm / yy  /

**Billing Address**

First name

Last name

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

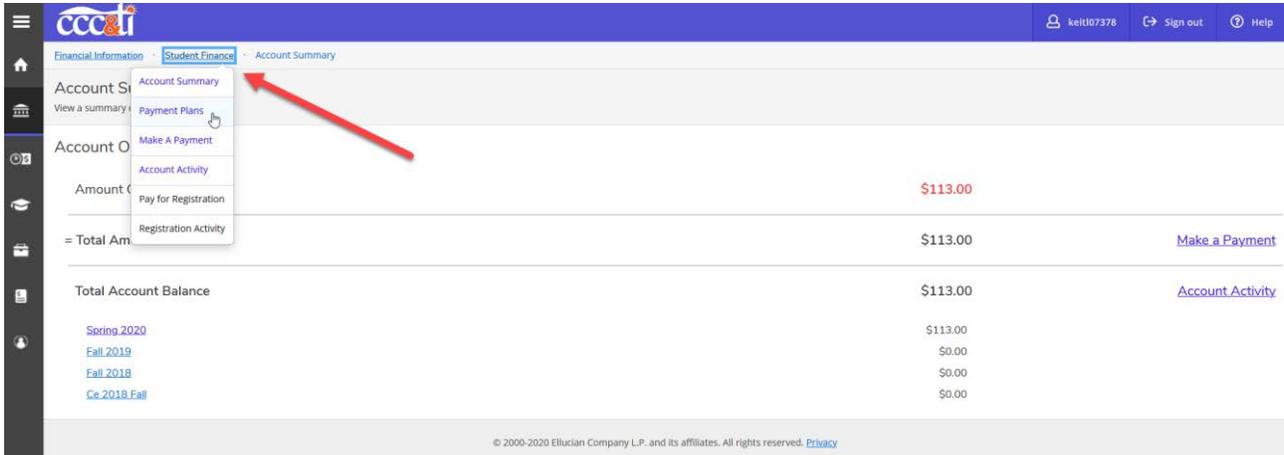
Email Address

[Pay Now](#)

Secure payments by  PayPal

To elect the Payment Plan:

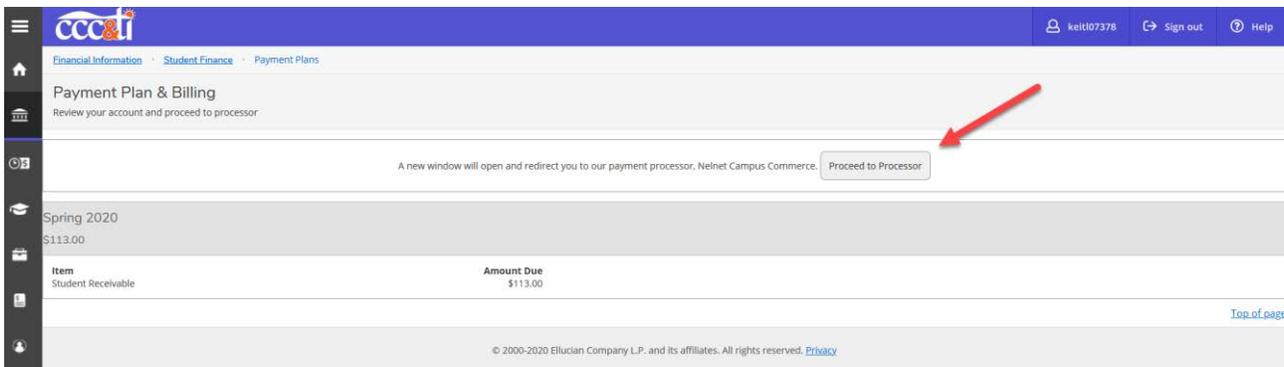
1. Click on **Student Finance** at the top of the page and select **Payment Plans** from the drop-down menu



The screenshot shows the 'Account Summary' page for a student. The 'Student Finance' dropdown menu is open, and a red arrow points to the 'Payment Plans' option. The page displays a total account balance of \$113.00 and a table of account activity for Spring 2020, Fall 2019, Fall 2018, and Ce 2018 Fall.

Item	Amount	Link
Total Account Balance	\$113.00	<a href="#">Make a Payment</a>
Spring 2020	\$113.00	
Fall 2019	\$0.00	
Fall 2018	\$0.00	
Ce 2018 Fall	\$0.00	

2. Click on the **Proceed to Processor** button



The screenshot shows the 'Payment Plan & Billing' page. A red arrow points to the 'Proceed to Processor' button. The page displays a table with one item: 'Student Receivable' with an amount due of \$113.00.

Item	Amount Due
Student Receivable	\$113.00

3. Complete and submit the Payment Plan form. **Note:** *The administrator of the payment plan is Nelnet (a financial services company) and not CCC&TI.*



The footer contains the CCC&TI logo on the left, the Nelnet logo in the center, and links for 'Español' and 'Customer Service' on the right.

## Create Account

### Contact Info

Welcome. Please take a few moments to review and complete your contact information.

### Name

[<Return to Main Menu>](#)

## Planning Your Courses

---

1. Log in to **MyCCCTI** from the homepage ([www.cccti.edu](http://www.cccti.edu)).
2. Navigate to **WebAdvisor > WebAdvisor for Students > Academic Profile > Student Planning**. (*Students who have already determined which courses they need should skip to "A" below.*)
3. Click on **View Your Progress (Go to My Progress)** in the upper left-hand corner.
4. Verify your program of study listed in the upper left-hand corner below **My Progress** is correct. If it is not correct, go to Student Services to change your program of study.
5. Scroll down and choose a course that contributes to your program of study and click on the course.
6. Click on **Add Course to Plan** on the right-hand side. A new pop-up screen will appear. Click on **Select a term...** and then click **Add Course to Plan**.
7. Click on **Student Planning** at the top of the screen on the left. In the drop-down menu, select **Plan & Schedule**.
8. Cursor forward or backward using the arrow buttons (>,<) to select the correct semester.
9. Click on the **Filter Sections** box to narrow your search by: **Availability** (for open sections), **Location** (Caldwell campus, Watauga campus or online courses), **Day of Week** (Monday – Friday), **Time of Day** (Early Morning, Morning, Afternoon, Evening, Night), and/or **Instructor** (Instructor's Name).
10. Find the course in left-hand column and click **View other sections**. Page forward if there are multiple pages and view the offered sections in the calendar. **Note:** Online sections will appear only in the left-hand column and not in the calendar. After a specific class section has been selected for an online course, it will appear at the bottom of your calendar. ("**No sections available**" means either this course is not available in the desired semester OR the schedule for that semester has not yet been posted.)
11. Click on the class section that meets your needs (**note the location**) in the left-hand column and then **Add Section**. **Note:** Do not choose sections with an "R" in it, as in 680WR, unless you need to take a co-requisite class. If you have questions about this, please contact your advisor.
12. Verify the class has been added to your plan (on the calendar, if seated, or below the calendar, if online). The word **Planned** will show up below the course on the left-hand column and the class will be entered into your calendar with a yellow box around it.
13. Courses in **red** on your calendar indicate that this course is currently in conflict with another course or the course is closed/full.
14. Click on **Student Planning** then **My Progress**, and repeat steps 3 – 13 until you have added all desired courses to your calendar/planned schedule.

***Note:*** *You are not yet registered. Your classes have only been planned at this point.*

## Adding Classes if You Already Know What Courses You Need

---

- A. In the **Search for courses** box in the upper right-hand corner (click on alerts/notices if they are blocking your view of **Search for courses** to make them disappear), type in the subject (and course number, if you know it - e.g., **ENG 111**) and click enter.
- B. Proceed to Step 6 above.

***Note:*** *You are not yet registered. Your classes have only been planned at this point.*



## Submitting Your Plan to Your Advisor for Review

---

1. After logging in to Self Service, click on **Plan your Degree & Register for Classes (Go to Plan & Schedule)**.
2. Click on the **Advising** tab.
3. If you want to enter a note to your advisor, type the note in the **Compose a Note** box and click on the **Save Note** button. **Note:** You will not be able to edit or delete a note once entered.
4. Any prior notes will be listed at the bottom of the page under **View Note History**.
5. To submit your plan to your advisor for review, click on the **Request Review** button.
6. Your advisor is then notified you have submitted your plan for review. Once reviewed, you will be notified by email. Sign back in to Self Service to see your advisor's response and any notes they have entered. **Approved** courses are indicated by a green thumbs up, and **Denied** courses are indicated by a red thumbs down.

***Note:*** *You are not yet registered. Your classes have only been planned at this point.*

## Registering for Class(es)

---

1. On or after your Priority Registration Time & Date (the Registrar will send you an email notifying you of your priority registration time and date), log in to **Self Service**.
2. Go to **Plan and Schedule**.
3. Cursor forward or backward using the arrow buttons (>,<) to select the correct semester.
4. If any courses are **red** on your calendar, you will not be able to register for these courses (due to the course being full or closed, or due to course conflicts). If the course is waitlisted, you may select **Waitlist** underneath the course on the left. *Check email **daily** if you **waitlist**.* You may also click on **View other sections** to search for other sections OR search for an alternate course that meets your needs. Courses may be removed from your schedule/calendar by clicking the "x" in the right-hand corner beside the course name and number.
5. Click **Register Now** to register for all planned courses or **Register** under a specific course to register for that course only. *If the **Register Now** and **Register** buttons are not activated (blue), contact your advisor for assistance.*
6. The border around each course will turn from yellow to green when you have successfully completed registration for that class. In the left-hand column under the course name, you will also see "**Registered, but not started**" when you have successfully registered for the class. If the border does not turn green or if you do not see the registered notification under the course name, you have not registered for the class. *((Check for notifications in the upper right-hand corner specifying why you were not able to register for a class.))*
7. Use the **Print** button to print a hard copy of your schedule.

## Dropping a Class

---

1. To drop a class, click on the **Drop** button below the class in the left-hand column. A pop-up window will appear to confirm or cancel the drop. To drop the class, click **Update**. To cancel the drop, click **Cancel**.  
**Note:** During the Drop/Add period: If dropping and adding a class for the same semester, drop and add on the **SAME DAY**. If the credit hours are the same for each class, you will not incur a fee. If the credit hours for the class you are adding are more than the class you are dropping, you will have a balance due and can pay it online through Self Service or at the Business Office. If the credit hours

for the class you are adding are less than the class you are dropping, you may be entitled to a refund. If you are dropping and not adding a class, you may be entitled to a refund.

Drop/Add/Withdrawal Periods: Information about dropping, adding or withdrawing from a class (including refund information) can be found online at <https://www.cccti.edu/Students/Registration.asp>.

\*If you receive financial aid, dropping/withdrawing from class may impact your financial aid status...please contact the Financial Aid department as well.

2. Use the **Print** button to print a hard copy of your updated schedule.

## Class Schedule Changes *After the Drop/ADD period*

---

- In order to make changes to your schedule after the Drop/Add period at the beginning of the semester, you will need to contact Student Services for assistance.

**Note:** If you receive financial aid, dropping/withdrawing from class may impact your financial aid status...please contact the Financial Aid department as well.

## Paying Your Bill

---

To Pay Now:

1. Click on the **Home** icon (upper left) and then **Student Finance** OR go to the Business Office on campus.
2. To pay your bill click on **Make a Payment**.
3. **Choose a Payment Method** from the drop-down menu.
4. Click on the **Proceed to Payment** button.
5. Click on the **Pay Now** button.
6. Fill out the payment information and click the **Pay Now** button

To Elect the Payment Plan:

1. Click on **Student Finance** at the top of the page and select **Payment Plans** from the drop-down menu.
2. Click on the **Proceed to Processor** button.
3. Complete and submit the Payment Plan form. **Note:** *The administrator of the payment plan is Nelnet (a financial services company) and not CCC&TI.*

**Note:** Payment is due before the deadline listed in the Academic Calendar (available online through [www.cccti.edu](http://www.cccti.edu)) or your classes will be dropped.

[<Return to Main Menu>](#)