Student’s Quick Guide to Self Service

***<u>Note</u>**: If you encounter processing/navigation errors at any point, try using a different browser (e.g., Edge, Chrome, Firefox) or try clearing your browser history.*

To Begin, Sign in to Self Service

1. Log in to **MyCCCTI** from the homepage (www.cccti.edu).
2. Click on the Self Service **Cobra icon** on the right and sign in.

Planning Your Courses

3. After logging in to Self Service, click on **Student Planning**.
   (Students who have already determined which courses they need should skip to “A” below.)
4. Click on **View Your Progress** (**Go to My Progress**) in the upper left-hand corner.
5. 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.
6. Scroll down and choose a course that contributes to your program of study and click on the course.
7. 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**.
8. To add additional courses to your plan, click on **Back to My Progress** in the upper left-hand corner and repeat steps 6 & 7.
9. Once you have finished selecting courses you wish to take, click on **Academics** at the top of the screen on the left. In the drop-down menu select **Student Planning** then click **Plan your Degree & Register for Classes (Go to Plan & Schedule)** on the upper right-hand part of your screen.
10. Cursor forward or backward using the arrow buttons (>,<) to select the correct semester.
11. 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).
12. Find the course in left-hand column and click **View other sections**. Page forward <u>if</u> 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. <u>After</u> 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.)
13. Click on the class section that meets your needs **(<u>note the campus location</u>)** 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.
14. 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.
15. Courses in red on your calendar indicate that this course is currently in conflict with another course or the course is closed/full.
16. Repeat steps 12-15 until you have selected all desired course sections to your calendar/planned schedule.

<u>Note</u>: 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. Complete to Steps 7-16 above.

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

Submitting Your Plan to Your Advisor for Review

3. After logging in to Self Service, click on **Student Planning** then click on **Plan your Degree & Register for Classes (Go to Plan & Schedule)**.
4. Click on the **Advising** tab.
5. 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.
6. Any prior notes will be listed at the bottom of the page under **View Note History**.
7. To submit your plan to your advisor for review, click on the **Request Review** button.
8. Your advisor is then notified you have submitted your plan for review. Once reviewed, you will be notified by email. To see your advisor's response to submitted courses, sign back in to Self Service and go to **Plan & Schedule** and select the correct semester by using the arrow buttons (>,<) (approved courses are indicated by a green thumbs up, and Denied courses are indicated by a red thumbs down). To view any notes your advisor has entered, click on the **Advising** tab and look under **View Note History**.

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

Registering for Class(es)

3. 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.
4. After logging in to Self Service, click on **Student Planning** then click on **Plan and Schedule**.
5. Cursor forward or backward using the arrow buttons (>,<) to select the correct semester.
6. 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.
7. 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*.
8. 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.)*
9. Use the Print button to print a hard copy of your schedule.

Dropping a Class *Prior to the Semester Start through the Drop/Add Period*

3. After logging in to Self Service, click on **Student Planning** then click on **Plan and Schedule**.
4. Cursor forward or backward using the arrow buttons (>,<) to select the correct semester.
5. 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.
6. 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:

3. After logging in to Self Service, click on **Student Finance** OR go to the Business Office on campus.
4. To pay your bill click on **Make a Payment**.
5. Choose a **Payment Method** from the drop-down menu.
6. Click on the **Proceed to Payment** button.
7. Click on the **Pay Now** button.
8. Fill out the payment information and click the **Pay Now** button To

Elect the Payment Plan:

3. After logging in to Self Service, click on **Student Finance**.
4. Click on **Student Finance** at the top of the page and select **Payment Plans** from the drop-down menu.
5. Click on the **Proceed to Processor** button.
6. 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) or your classes will be dropped.