

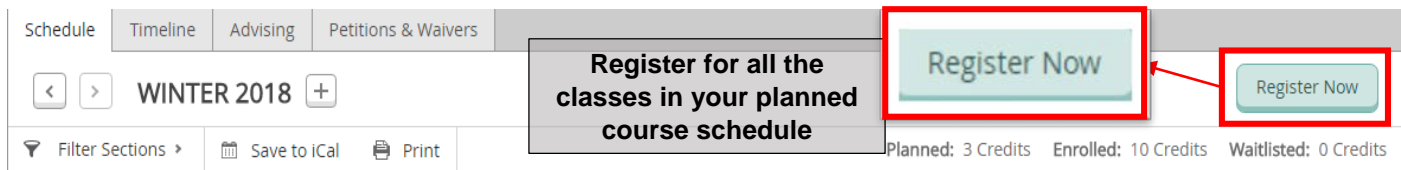
## Student Planning FAQ's

### How do I access Student Planning?

- Log on your **SC4 Student Portal** account and follow this path: **Service Center → College Credit Students → Service Center → Student Planning**.

What is the difference between schedule planning and registering for classes?

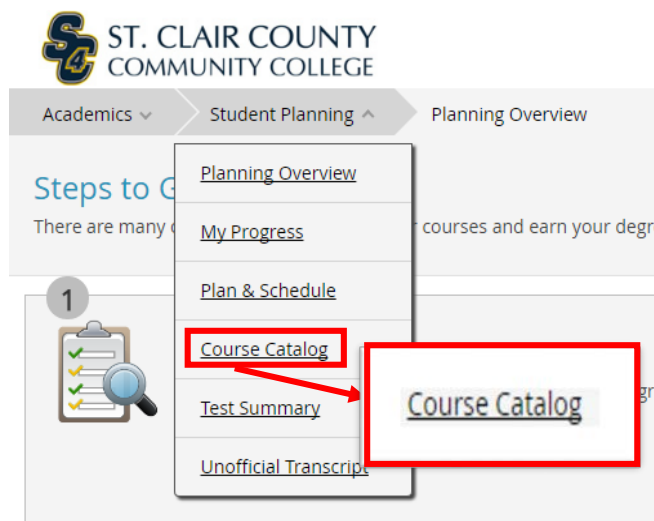
- Schedule planning is where you can organize your classes for each semester. This tool will allow you to make changes to your class schedule by adding, removing, and rearranging courses for your upcoming semesters.
- Registering for classes is when you finalize your schedule by enrolling into your selected courses. Once you register for your classes, you will be responsible for the non-refundable student fee and tuition costs.
- When scheduling, you will not be registered for your planned courses **until** you click **Register Now** or **Register**.



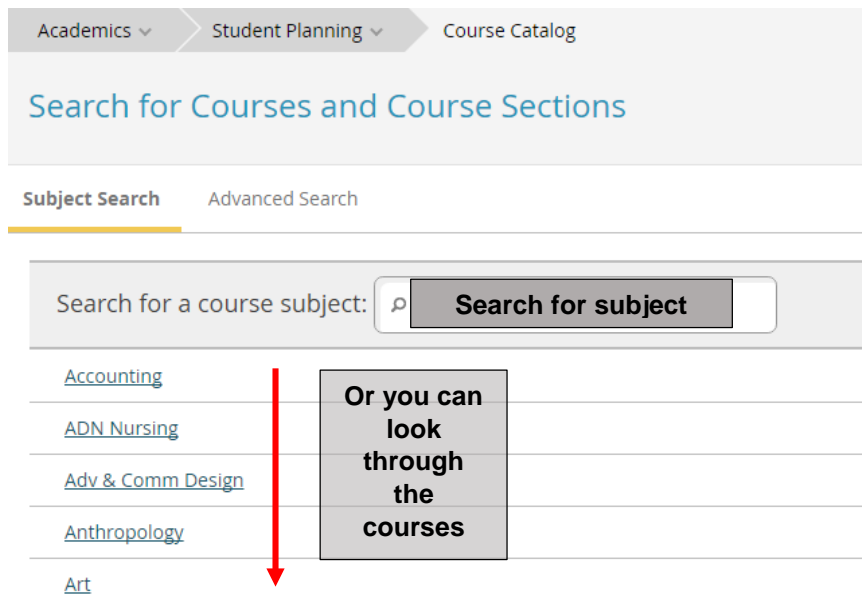
### When can I plan my schedule and register for classes?

- You may schedule class sections prior to the opening registration date for the semester. This enables you to plan ahead and lay out a schedule that works for you.
- Once registration opens, you may register for any or all available scheduled sections. For any sections that are closed, you may choose to waitlist, if waitlisting is available, or look for a different section that is available for the desired course.

### How can I search for courses that are offered and add them to my course list?



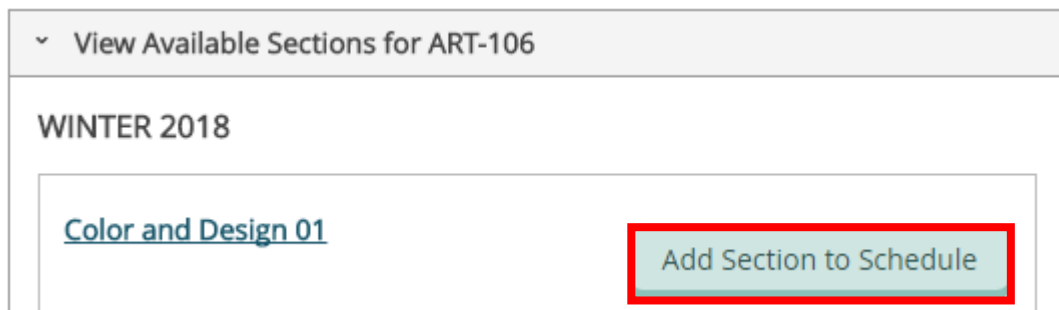
- Go to Student Planning and select **Course Catalog**



- Once you are on the Course Catalog page, you can use the search bar to find specific course subjects, or you can scroll through the list below.
- After selecting a course subject, you will be able to see all of the courses that SC4 offers.
  - If you would like to add a course to your course list, you can click **Add Course to Plan**.



- To see current semester sections, click **View Available Sections**. This allows you to add specific courses to your schedule, as well as your course list.



**Note:** When adding a new section, the corresponding course will automatically be added to your course list.

## How can I register for classes?

- There are two ways to register in Student Planning:
- On **Plan & Schedule**:
  - To register for all of your planned sections at once, select the **Register Now** button on the top right. This will register you for all available sections only. This does not include sections that are already full. If you can't register for a section because it is full, the register button will not be available. If a waitlist is available for the section, you may add yourself to the waitlist by selecting the **Waitlist** button.

- You can also register for planned sections individually by selecting the **Register** button at the bottom of each class section on the left. If a section is unavailable, no **Register** button will appear.

**Note:** Watch for messages that may appear in the Notifications area in the top right corner of the page.

## How do I schedule sections from my course list?

- Schedule your sections in **Plan & Schedule**.
  - In the **Schedule** tab, on the course list on the left, select **View other sections** to view the times and dates a course is offered.
  - Move down the selected sections to see how those sections will fit in your schedule. They will be highlighted on the calendar view on the right.
  - Select your desired section, then **Add Section to Schedule**.

**Note:** If you have any time conflicts, the sections with the time conflict will have a red border on the timetable.

Keep in mind:

- You can add a section to your schedule whether or not the course is already on your course plan.
- One semester schedule can have multiple sections of the same course.
- Courses and sections can be added to more than one term.

## How do I register for waitlisted courses?

- When waitlisted for a course, you will be notified via your student email if you are eligible to register.
- After you receive the email, you will have 48 hours to register for the course.

## How do I plan my courses?

- From the **My Progress** tab, scroll down to find courses based on your program's specific requirements.
  - Select a specific course number or select **Search** within a requirements section. See your search results in the **Course Catalog** tab.
  - Select a course from the search results, then select **Add to Course Plan**.

You may also:

- Use the **Search for Courses** field to search for specific courses by course name or course number. See your search results in the **Course Catalog** tab, then select **Add Course to Plan**.
- Use the **Course Catalog** tab to find a course by its subject. Then, select **Add Course to Plan**.

## Why am I unable to register for classes?

- Check the semester's registration dates. You cannot register for classes before registration opens.
- If you have any restrictions on your record, you may be prevented from registering. When you first log into Student Planning, you'll see any restrictions under **Notifications** in the top right corner. You need to resolve your restrictions before you may register for classes.
- If you're still having trouble even if you are eligible for registration, visit the One-stop, first floor of the SC4 Welcome Center, or call (810) 989-5500 for assistance.

## How do I drop a registered course?

- You can drop a registered course for full tuition refund (minus the non-refundable student fee) throughout the registration/drop/add period.
  - Select a section from your current schedule and select **Drop**.
  - In the **Register and Drop Sections** dialog box, select any additional sections you want to drop or add.
  - Select **Update** to process the changes.
- The planned section will remain on your schedule, but it will no longer show that you're registered for the course if the drop was successful. It is recommended that you confirm any changes made to your schedule.

## How do I drop a class after a semester's registration/drop/add period is over?

- Once the semester's registration/drop/add period has passed, it will no longer be considered a dropped course, but a withdrawn course.
  - Withdrawn courses appear on your transcript as a "W" grade, and you are financially responsible for the course.
  - "W" grades do not affect your grade point average, however, they may affect your financial aid. Before withdrawing from a course, visit the One-stop, first floor of the SC4 Welcome Center, or call (810) 989-5500 to discuss a potential course withdrawal with the Financial Aid office.
- You can withdraw from a registered course up through the final withdrawal date of the semester.
  - Select a section from your current schedule and select **Drop**.
  - In the **Register and Drop Sections** dialog box, select any additional sections you want to drop.
  - Select **Update** to process the changes.

## How can I change my academic program?

- All changes to an academic degree or certificate program, including the catalog year, may impact your financial aid.
- Please consult with an academic advisor to change your program. Go to the advising tab and under the "Compose a Note," send your advisor a message. Or, you can schedule an advising appointment by calling (810) 989-5520.

## How can I view another academic program?

- In **My Progress**, select **View a New Program** to see available academic programs.
  - Once you select a program, you will be able to view the progress made towards the course plan requirements. Only your completed academic credits will be evaluated.
  - Once you close the program view, the information displayed will be removed.

## Additional help is available by:

- Accessing Student Planning Help. Click the '**? Help**' button in the upper right hand corner of the page. The help button will provide information specific to the page you are currently on.
- Calling (810) 989-5500 during business hours.