

# Step 1: Log-in to Okta and click the Self-Service box

The screenshot shows the Okta dashboard for Wayne Community College. At the top left is the Wayne Community College logo. To the right of the logo is a search bar labeled "Launch App" and navigation links for "Home", a notification bell, and a user profile labeled "Minnie". Below the navigation bar is a pink warning banner that reads "Important: 2 of your apps require the Okta browser plugin" with an "Install Plugin" button. The main area displays a grid of application tiles under the heading "Work". A blue arrow points to the "SELF-SERVICE" tile, which is labeled "Self-Service". Other tiles include Regroup (Needs plugin), Sites (G Suite Apps Sites), Google Accounts (G Suite Apps Google Account), Gmail (G Suite Apps Mail), Drive (G Suite Apps Drive), Calendar (G Suite Apps Calendar), Office 365 (Office 365 Office Portal), Moodle, and AVISO RETENTION (Aviso).

# Step 2: Once in Self-Service, you have several options. Click “Student Planning”

The screenshot displays the Wayne Community College self-service portal. At the top left is the college logo and name. The header includes a welcome message and a prompt to choose a category. A navigation sidebar on the left contains icons for home, college, graduation, and user profile. The main content area features a 'Notifications' table with two entries: 'Registrar's Office' and 'Documents Required'. Below this are several service tiles: 'Student Finance', 'Tax Information', 'Course Catalog', 'Graduation Overview', 'Financial Aid', 'Student Planning', and 'Grades'. A blue arrow points to the 'Student Planning' tile, which includes the text: 'Here you can search for courses, plan your terms, and schedule & register your course sections.' The footer contains copyright information for the Ellucian Company L.P.

WAYNE COMMUNITY COLLEGE

mjmouse8466 Sign out Help 2

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

### Notifications

Title	Details	Link
Registrar's Office	Contact the Office of Admissions & Records; 919-739-6720	
Documents Required	There are 2 requests from your institution that require your action.	<a href="#">View pending documents</a>

**Student Finance**  
Here you can view your latest statement and make a payment online.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Tax Information**  
Here you can change your consent for e-delivery of tax information.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Course Catalog**  
Here you can view and search the course catalog.

**Grades**  
Here you can view your grades by term.

**Graduation Overview**  
Here you can view and submit a graduation application.

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**Step 3:** Click option 1, “View Your Progress,” to view your academic progress in your degree, determine which courses are still remaining, and search for courses.

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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](#)

Search for courses...

#### Spring 2020 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							

# Step 4: View of program progress and requirements page. Click on each course that you would like to plan.

My Progress Search for courses...

Medical Office Administration  
(3 of 3 programs)

[View a New Program](#) [Load Sample Course Plan](#) [Print](#)

### At a Glance

**Cumulative GPA:** (0.000 required)  
**Institution GPA:** (0.000 required) (0.000 required)  
**Degree:** Associate in Applied Science  
**Majors:** Medical Office Administration  
**Departments:** Medical Office Administration  
**Catalog:** 2019  
**Anticipated Completion Date:** 5/15/2022  
**Alternate Catalog Year:**

**Description**  
The Medical Office Administration curriculum prepa ... [more](#)

**Program Notes**  
[Show Program Notes](#)

### Requirements

General Education Requirements

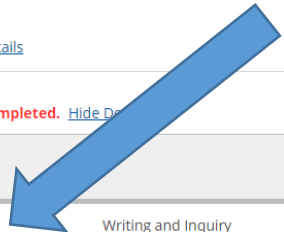
Complete all of the following items. ⚠ 0 of 4 Completed. [Hide Details](#)

**A. English**  
Take ENG-111 & ENG-114  
Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

1. Complete 3 credits. Take course ENG-111. ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
<span style="color: red;">⚠ Not Started</span>	<a href="#">ENG-111</a> Writing and Inquiry			

2.



# Step 5: Once course is selected, click to “Add Course to Plan”

The screenshot displays the Wayne Community College Course Catalog interface. At the top, the college logo and name are visible. The user is logged in as 'mjmouse8466'. The page title is 'Academics - Course Catalog'. A search bar is present with the text 'Search for Courses and Course Sections'. Below the search bar, there are filter options for Subjects, Locations, Show All Terms, Days of Week, and Time of Day. The main content area shows two listings for 'ENG-111 Writing and Inquiry (3 Credits)'. Each listing includes a description, prerequisites, and an 'Add Course to Plan' button. A blue arrow points to the 'Add Course to Plan' button in the second listing. At the bottom, there is a pagination control showing 'Page 1 of 1'.

WAYNE COMMUNITY COLLEGE

Academics - Course Catalog

Search for Courses and Course Sections

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.

**Requisites:**  
Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 - Must be completed prior to taking this course.  
Take ENG-011 - Must be taken either prior to or at the same time as this course.

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.

**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

**Step 6 & 7:** You must “Select a term” that you intend to take the selected course. Then hit “Add Course to Plan.” This will add the course to your timeline.

The screenshot displays the Wayne Community College Course Catalog interface. A modal window titled "Course Details" is open for the course "ENG-111 Writing and Inquiry". The modal contains the following information:

- 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.
- Credits:** 3
- Locations Offered:** TBD
- Requisites:**
  - Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 - Must be completed prior to taking this course.
  - Take ENG-011 - Must be taken either prior to or at the same time as this course.
- Term:** A dropdown menu labeled "Select a term..." is visible.

At the bottom of the modal, there are two buttons: "Close" and "Add Course to Plan". A blue arrow points from the "Add Course to Plan" button in the modal to the "Add Course to Plan" button on the main course listing page. Another blue arrow points from the "Term" dropdown menu in the modal to the "Add Course to Plan" button on the main course listing page.

**Step 8:** Repeat steps 4-7 until all remaining required courses have been added to your plan.

**Step 9:** Then proceed to “Timeline” to review your courses.

# Step 9: Your timeline can be viewed by selecting “Student Planning,” then “Plan and Schedule,” then “Timeline”.

The screenshot displays the Wayne Community College student planning interface. At the top, the college logo and name are visible. The user is logged in as 'mjmouse8466' and has options to 'Sign out' or 'Help'. The navigation path is 'Academics > Student Planning > Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses'. Below this, there is a search bar and a navigation menu with 'Timeline' selected. The 'Add a Term' button is prominent. The timeline shows three terms: Spring 2020 (3 Planned Credits), Summer 2020 (9 Planned Credits), and Fall 2020. The Spring 2020 term includes the course 'ART-111-41: Art Appreciation' (3 Credits), which is marked as 'Protected'. The Summer 2020 term includes three courses: 'ENG-111: Writing and Inquiry' (3 Credits), 'MAT-110: Math Measurement & Literacy' (3 Credits), and 'MUS-110: Music Appreciation' (3 Credits). The Fall 2020 term is currently empty.

WAYNE COMMUNITY COLLEGE

mjmouse8466 Sign out Help 3

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule **Timeline** Advising Petitions & Waivers

Add a Term

Spring 2020	Summer 2020	Fall 2020
<p>ART-111-41: Art Appreciation Credits: 3 Credits Protected</p>	<p>ENG-111: Writing and Inquiry Credits: 3 Credits</p> <p>MAT-110: Math Measurement &amp; Literacy Credits: 3 Credits</p> <p>MUS-110: Music Appreciation Credits: 3 Credits</p>	
3 Planned Credits	9 Planned Credits	



**Step 10:** When your degree plan (planned courses) are ready for review by your academic advisor, click “Request Review.” This notifies your academic advisor that you are ready for them to review your plan. *This does not mean that you are registered for classes.*



The screenshot displays the Wayne Community College student portal interface. At the top left is the college logo and name. The top right shows the user's name 'mjmouse8466', 'Sign out', 'Help', and a notification count of '3'. Below the header, there are navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. The main heading reads 'Plan your Degree and Schedule your courses'. A search bar is present with the placeholder text 'Search for courses...'. Below this, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Advising' tab is currently selected. Underneath, the section is titled 'My Advisors'. A blue arrow points to a 'Request Review' button located in the bottom right corner of the 'My Advisors' section.

Once your plan is approved by your advisor and your advising hold is removed, you will be eligible to register during priority registration.

Please proceed to the next slides/steps to determine how to plan a specific section of a course and register.

# Step 11: From the Student Planning overview screen, select option 2: “Plan and schedule.”

**WAYNE COMMUNITY COLLEGE**

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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](#)

**Spring 2020 Schedule**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							

**Step 12:** View available course sections by clicking “View other sections.” Use the arrows under that link to see more options. Each section block lists the course date and time, available seats, and the instructor.

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

**ART-111: Art Appreciation** ×

[View other sections](#)

1 of 1

ART-111-IN1 Art Appreciation  
Seats Available: 25  
Instructor: Waller, A  
Time: TBD  
Dates: 5/27/2020 - 7/29/2020  
Location: Off Campus Locations ON LINE  
(Classroom Hours)

ART-111-IN2 Art Appreciation  
Seats Available: 25  
Instructor: Waller, A  
Time: TBD  
Dates: 5/27/2020 - 7/29/2020  
Location: Off Campus Locations ON LINE  
(Classroom Hours)

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

**Step 13:** 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).

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Waller, A  
5/27/2020 to 7/29/2020  
Seats Available: 25

✓ Meeting Information

Register

✓ View other sections

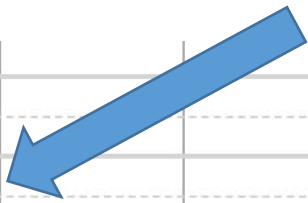
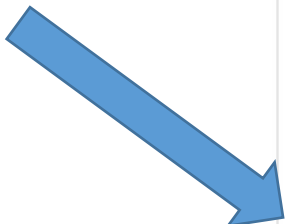
ENG-111: Writing and Inquiry ✕

^ View other sections

⏪ < 1 of 2 > ⏩

ENG-111-DT1 Writing and Inquiry  
Seats Available: 21  
Instructor: Rollins, D  
Time: MTWTh 9:15 AM - 10:22 AM  
Dates: 5/27/2020 - 7/29/2020

8am								
9am		ENG-111-DT1	ENG-111-DT1	ENG-111-DT1	ENG-111-DT1			
10am								
11am		ENG-111-DT1	ENG-111-DT1	ENG-111-DT1	ENG-111-DT1	ENG-111-DT1	ENG-111-DT1	
12pm								
1pm								
2pm								
3pm								
4pm								
5pm								
6pm								
7pm								
8pm								




# Once you select the section, a pop-up box will open. Click “Add Section”

The screenshot displays a course management interface. At the top, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The course status is shown as 'Planned: 6 Credits', 'Enrolled: 0 Credits', and 'Waitlist: 0'. The main content area shows a list of sections for 'ART-111: Art Appreciation'. A pop-up box titled 'Section Details' is open, showing the following information:

Section Details	
<b>ART-111-IN1 Art Appreciation</b> Summer 2020	
<b>Instructors</b>	Waller, A ( <a href="mailto:arwaller@waynecc.edu">arwaller@waynecc.edu</a> )
<b>Meeting Information</b>	5/27/2020 - 7/29/2020 Off Campus Locations, ON LINE (Classroom Hours)
<b>Dates</b>	5/27/2020 - 7/29/2020
<b>Seats Available</b>	25 of 25 Total
<b>Credits</b>	3
<b>Grading</b>	Graded
<b>Requisites</b>	None
<b>Course</b>	This course introduces the origins and historical development of

At the bottom of the pop-up box, there are two buttons: 'Close' and 'Add Section'. A blue arrow points to the 'Add Section' button. The background shows a calendar grid with columns for 'Thu' and 'Fri'.

**Step 14:** Once you add the section, that course will stay on your weekly calendar so you can continue to build your schedule. The planned/selected section will show up in YELLOW.

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

Schedule Timeline Advising Petitions & Waivers

< > Summer 2020 - + Remove Planned Courses Register Now

Filter Sections Save to iCal Print **Planned: 6 Credits** **Enrolled: 0 Credits** **Waitlisted: 0 Credits**

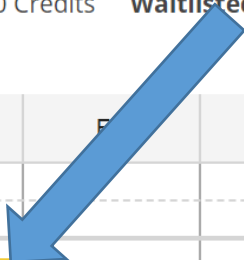
[ART-111-IN1: Art Appreciation](#) ✕

**✓ Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Waller, A  
5/27/2020 to 7/29/2020  
Seats Available: 25

[Meeting Information](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		ENG-111-DT1 ✕	ENG-111-DT1 ✕	ENG-111-DT1 ✕	ENG-111-DT1 ✕		
10am							
11am							
12pm							



**Step 15:** Repeat steps 12-14 until you have a complete schedule. Choose the schedule that best fits your needs. You are almost finished, but you are not registered, yet!



**Step 16:** 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

Meeting Information

Register

View other sections

[ENG-111-DT1: Writing and Inquiry](#)

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Rollins, D  
5/27/2020 to 7/29/2020  
Seats Available: 21

Meeting Information

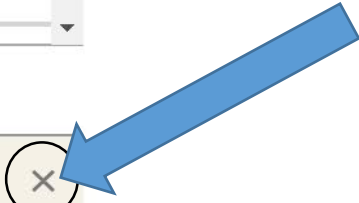
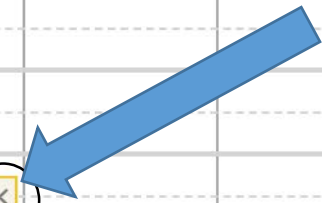
Register

View other sections


6am						
7am						
8am						
9am	ENG-111-DT1 X	ENG-111-DT1 X	ENG-111-DT1 X	ENG-111-DT1 X		
10am						
11am						
12pm						
1pm						
2pm						
3pm						

Sections with no meeting time

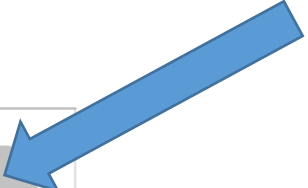
ART-111 Art Appreciation Section IN1 Faculty: Waller, A



**Step 17:** When your schedule is complete, click the “Register Now” button in the top right corner. This box will turn BLUE and you will be able to click when registration is open.

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

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

< > Summer 2020 - + Remove Planned Courses Register Now 

Filter Sections Save to iCal Print **Planned: 6 Credits** **Enrolled: 0 Credits** **Waitlisted: 0 Credits**

[ART-111-IN1: Art Appreciation](#) ×

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Waller, A  
5/27/2020 to 7/29/2020  
Seats Available: 25

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am		ENG-111-DT1 ×	ENG-111-DT1 ×	ENG-111-DT1 ×	ENG-111-DT1 ×		
10am							
11am							

The yellow boxes will turn green when you have registered.

## **FINAL STEPS:**

\* 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 contact your advisor.