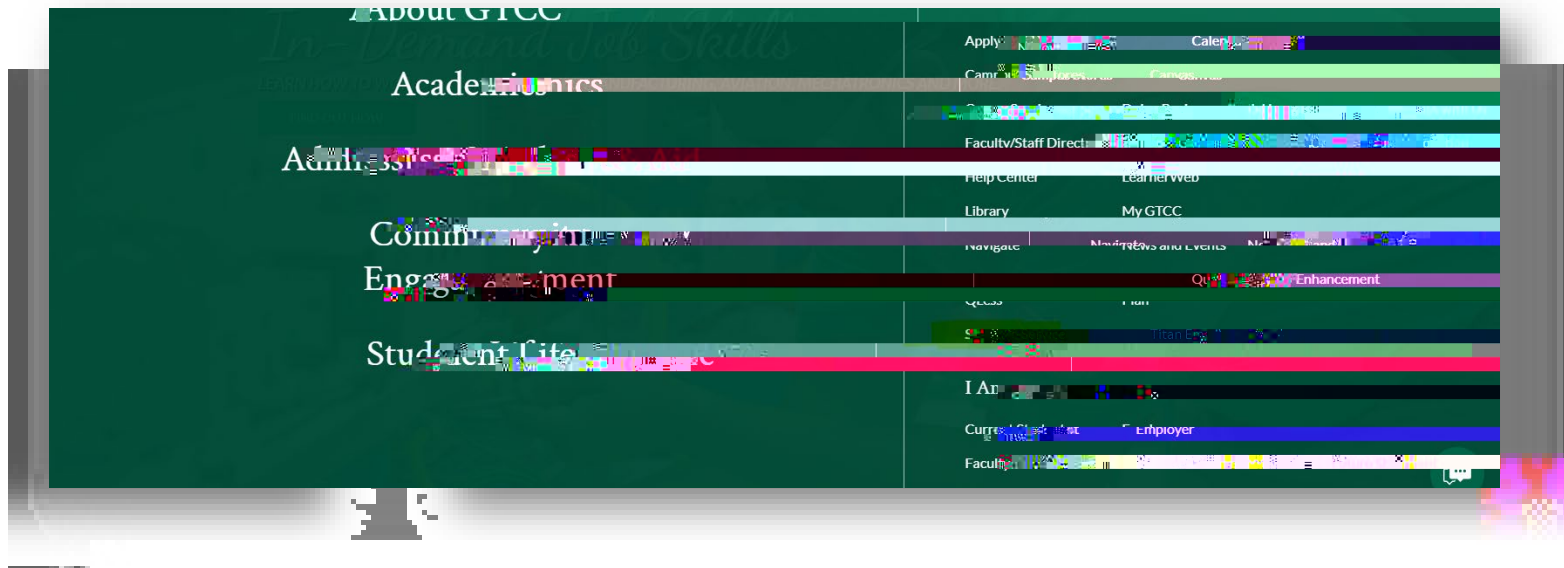


How to Register

Go to gtcc.edu and select **Self-Service**

Sign in to Self-



Once signed in, you will arrive at the landing page for Colleague Self-Service.



Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Notifications

Title	Link
FFNC Near Completion	Student has been notified to check email for additional information. Advisors can check list on the Advisor Resource Moodle Page.

Student Finance | **Financial Aid**

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

Banking Information
Here you can view and update your banking information.



Course Catalog
Here you can search for courses, register your course sections.

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

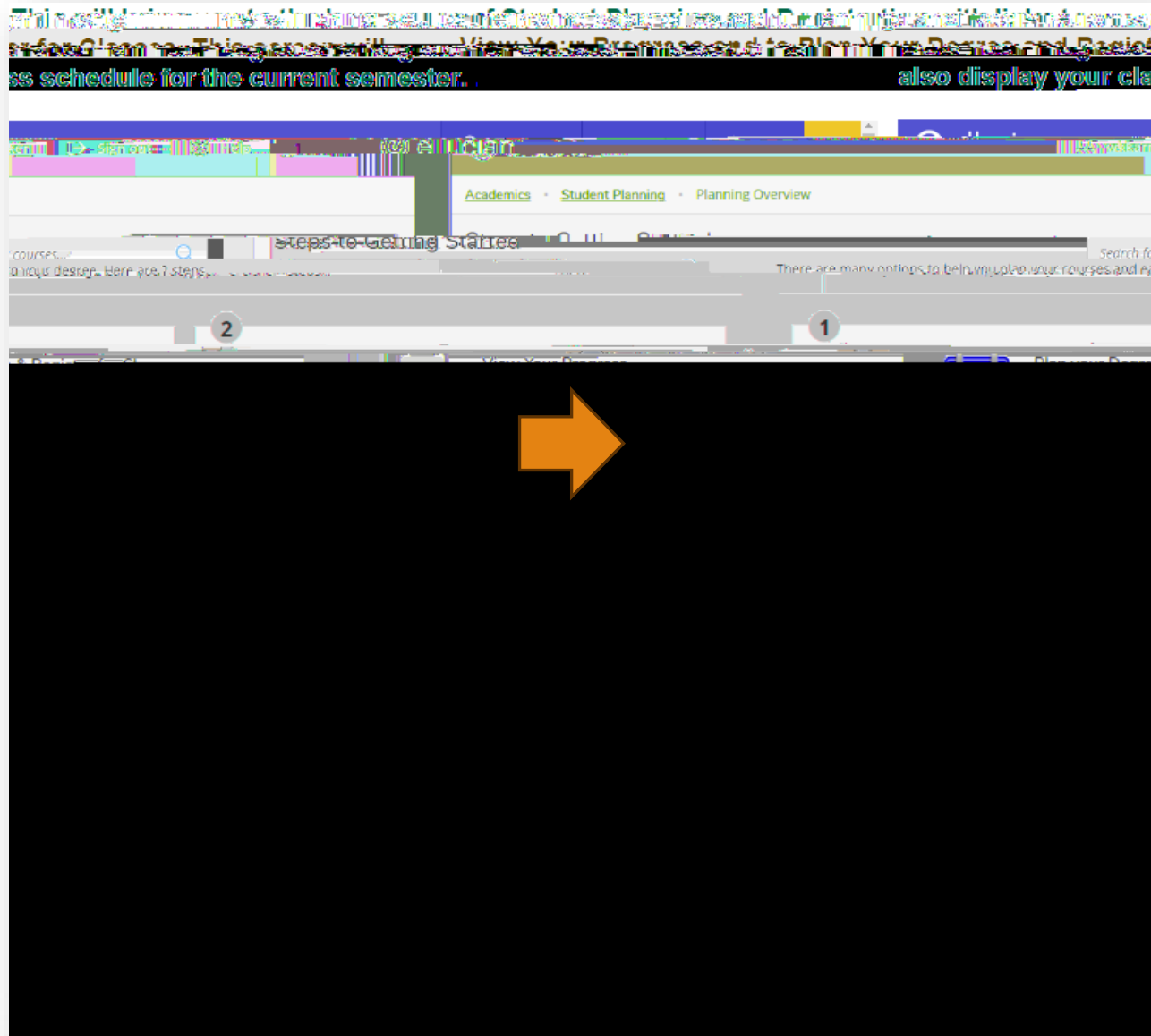
Grades
Here you can view your grades by term.

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

Enrollment Verifications
Here you can view and request an enrollment verification.

Transcript Requests
Here you can view and request a transcript.

Next, Click on, Student Planning.



Select, Plan & Schedule

NEXT

Make sure you are viewing the right semester for which you wish to register. Use the left and right arrows to view your planned courses for upcoming terms.

Once your advisor has planned your courses for the upcoming semester, the courses will appear on the left and say approved.

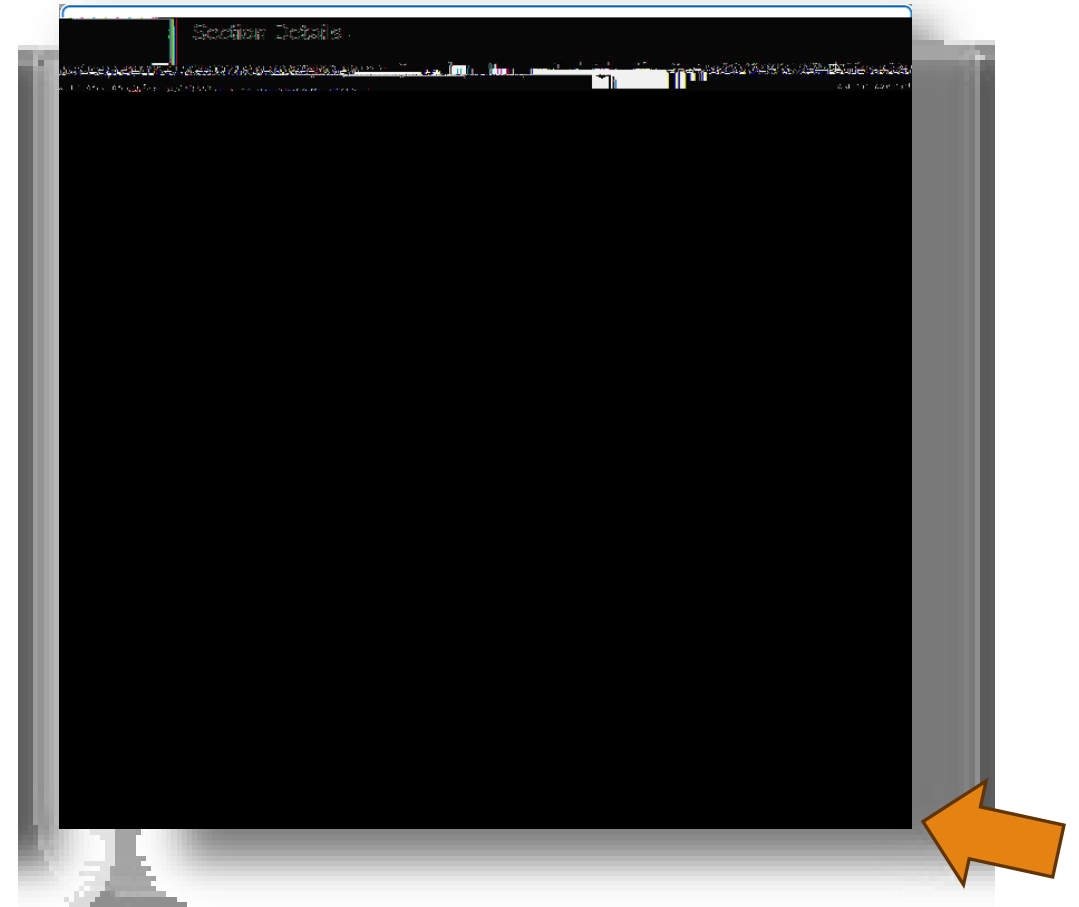
The screenshot displays the Ellucian student planning interface. At the top, the Ellucian logo is on the left, and user information (wkkarriker), Sign out, and Help are on the right. The main header reads "Plan your Degree and Schedule your courses" with a search bar. Below this, navigation tabs include Schedule, Timeline, Advising, and Petitions & Waivers. The "Schedule" tab is active, showing a calendar view for "Fall Semester 2022". Navigation arrows are visible next to the semester name. A "Filter Sections" button and a "Save to" button are also present. The main area shows a course grid with "ART-111: Art Appreciation" highlighted in yellow. Below the grid, there are buttons for "Approve" and "View other sections". The bottom right corner features the GTCC logo (Guilford Technical Community College) and the slogan "make amazing happen".

Then

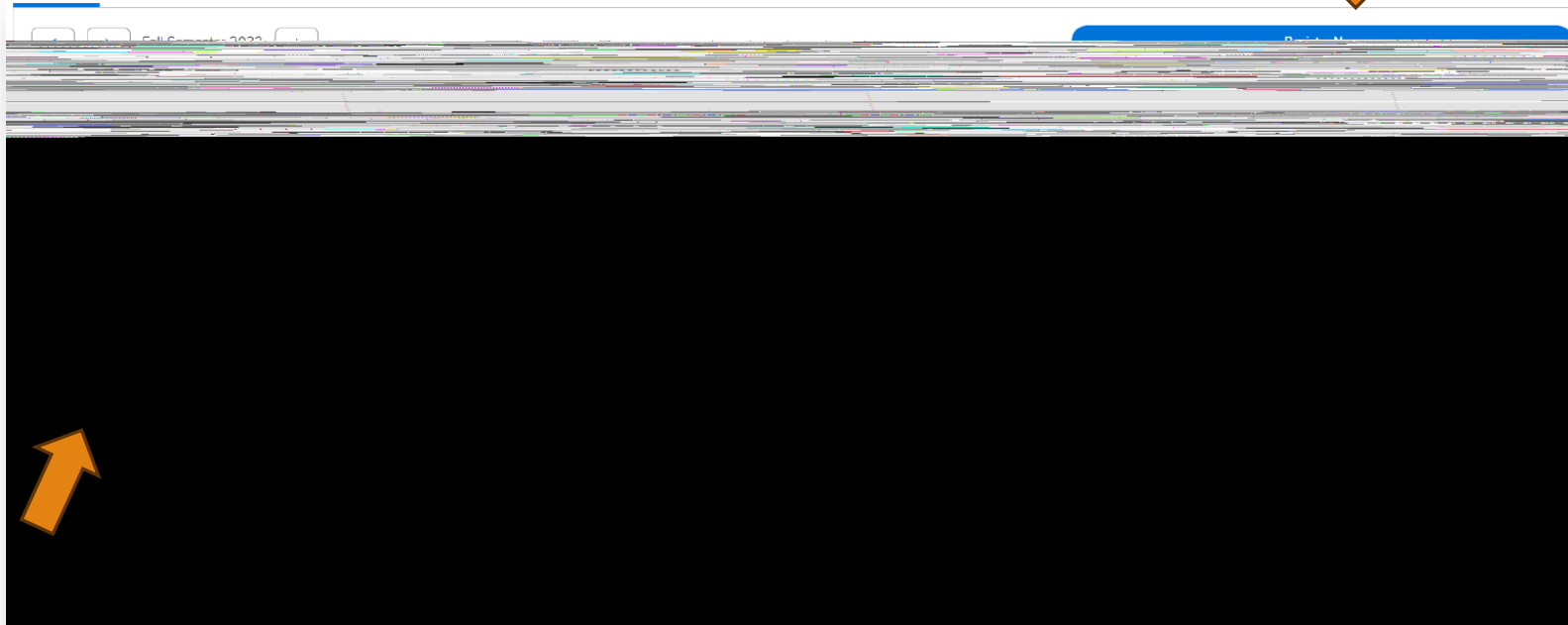


Under one of your approved courses, click on **View Other Sections** and a drop-down menu will appear to view all the available course sections for that selected course.

If you find an open section that fits your availability, click on it, and another window will open. Then, you must click **add section** to add the course to your schedule.



Once you have added the section to your schedule...

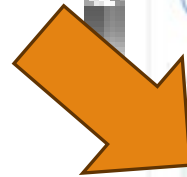


You have two options to register for courses.

1. Click **Register** on the left to register for your courses individually.
2. Search and add all sections for your planned courses, and then click **Register Now** at the top on the right to register for **ALL** your selected sections at the same time.

How Do I Know If I'm Registered?

If you registered, your courses would appear with either **Registered** or **Registered, but not started**.



Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers Grading IDs

← Fall Semester 2024 +

COM-231-MJB50: Public Speaking

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Johnson-Simpson, S
10/17/2024 to 12/12/2024

Meeting Information

Drop

View other sections

EDU-144-FJB01: Child Development I

Approved

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Lane, B
8/19/2024 to 12/16/2024

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
7pm