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Building an Academic Plan

3. Choose the My Progress option under the Student Planning tab to view your progress towards completion of your degree requirements. The My Progress screen uses the n, in progress in

yellow, and not yet started in red.

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4. Find a requirement in red you need to plan and click the search button from within the requirement to bring up the specific courses that fulfill the category. Click Add to Course Plan and choose the term during which you would like to take the course.

5. If you are planning during pre-registration for an upcoming term, you may choose the V1.n

7. If you already selected a specific section of your planned class for that term, click View Other Sections to see the term section offerings. To add a selection to your plan, click on the section you want to add and then select Add Section to Schedule.



Registering Planned Courses

1. From the Plan and Schedule option under the Student Planning tab, use the forward arrow to navigate to the appropriate registration term. The courses you have planned will appear in grey. If you have already picked out a specific section, it will appear in yellow.

The courses that appear in yellow are the courses you will be able to register for during your priority registration period. You will need to pick specific sections for any course on your plan that appears in grey.

Note that sections with no meeting times, such as online courses, will appear at the bottom of your schedule as they do not have a defined meeting day and time.

- 2. You may plan as many courses as you want which meet at the same time, but you may only register for one of them to avoid creating a time conflict between courses.
- 3. To register, click Register Now to register for all courses at once on your plan, or click the Register button in each individual section on the left to register course by course.

Use the Registration method that works best for you. If you have distinct course preferences or if you have

Waitlists

Student Tabs Explained

Holds on the Student Account

your You will need to contact the office which placed the hold on your account to have it removed.



Academics > Student Planning

Student planning is where you will plan your courses for one or more future terms. From this screen, you will have access to view your progress towards program completion and to plan and register for classes.

Student Planning > My Progress

The My Progress tab is your program evaluation, providing information about which classes have been completed toward your academic program, which classes are planned, and which requirements still need to be planned for future terms. It also indicates if you have planned or registered for courses that are not in your program of study (Other Courses field).

What-if scenarios may also be completed from this screen, but will be removed once you log out of Self-Service.

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Student Planning > Plan and Schedule

The Plan and Schedule tab is where you can view your planned courses and sections for an upcoming term and register for these courses during your priority registration period.

Academics > Course Catalog

The Unofficial Transcript tab will allow students and advisors to download an unofficial copy

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Guilford Technical Community College

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