

Student Planning FAQs

How do I access Student Planning?

- Log on to 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?

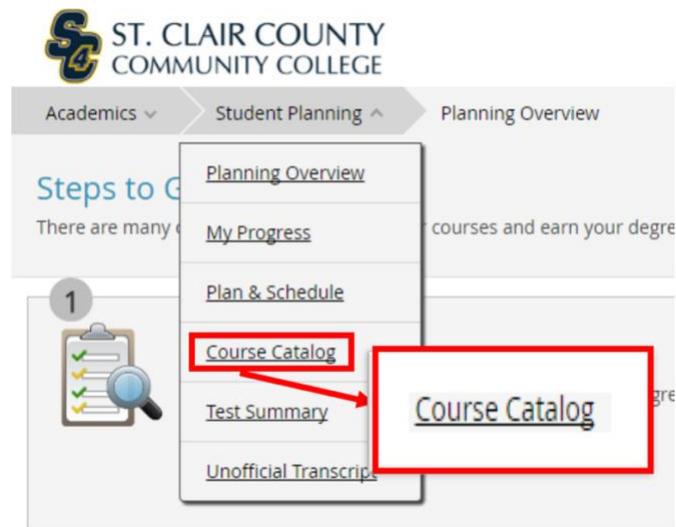
- Schedule planning is where you can organize your classes for each semester. This tool will allow you to make changes to your class schedule by adding, removing, and rearranging courses for your upcoming semesters.
- Registering for classes is when you finalize your schedule by enrolling into your selected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



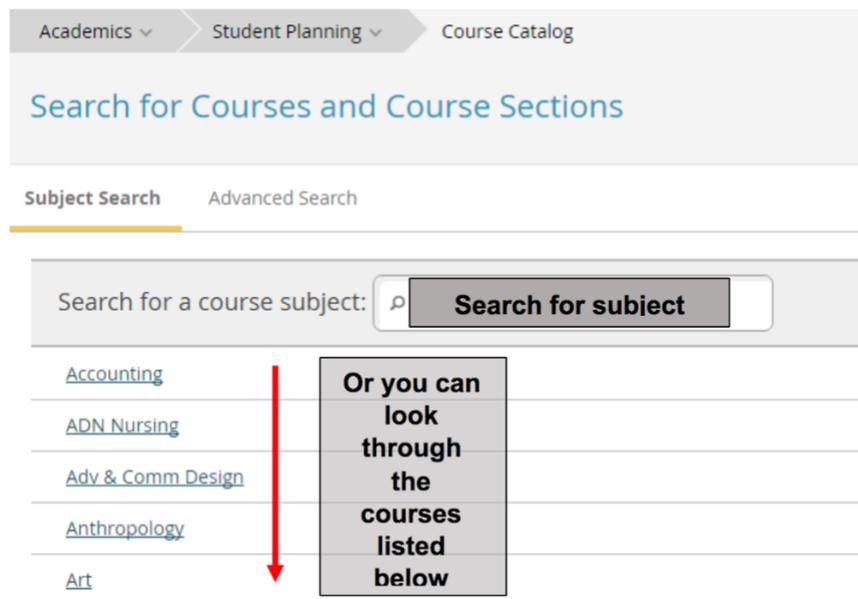
When can I plan my schedule and register for classes?

- You may schedule class sections prior to the opening registration date for the semester. This allows you to plan ahead and prepare 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 subject (such as Art), you will be able to see all of the Art 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 what sections are offered, click **View Available Sections**. This allows you to add specific course sections to your schedule, as well as your course list.



Note: When adding a new section, the corresponding course will automatically be added to your schedule's 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 side of the page. This will register you only for the open sections you have selected. 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 section on the left side of the page. 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.
 - Scroll through the listed sections to see how each section will fit into your schedule. Each section will be highlighted on the calendar to 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 given permission to register.
- After you receive the email, you will have 2 days 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 date. 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 of the page. You need to resolve your restrictions before you may register for classes.
- If you're still having issues even if you are eligible for registration, visit the One-stop, first floor of the SC4 Welcome Center, or call (810) 989-5500.

How do I drop a registered course?

- You can drop a registered course during the Add/Drop period for that class.
 - 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 important that you confirm that a drop or add was successful. View your registered courses within Student Planning, or call Enrollment Services at (810) 989-5500 for confirmation.

How do I drop a class after a semester's Add/Drop period is over?

- Once a class's Add/Drop period has passed, it will no longer be considered a dropped course, but a withdrawn course.
 - Withdrawn courses appear on your academic record with a "W" grade, and you are financially responsible for the course's tuition costs.
 - Withdrawn courses will not affect your GPA; however, withdrawn courses may affect your financial aid eligibility in the current term and future terms. Before withdrawing from a course, visit the One-stop, first floor of the SC4 Welcome Center, or call (810) 989-5500 to check with the Financial Aid office to see how a course withdrawal may impact you.
- You can withdraw from a registered course by the final withdrawal date for that course. Withdrawal dates vary by course; if you are uncertain of the final withdrawal date for a course, contact Enrollment Services at (810) 989-5500 for assistance in confirming withdrawal dates.
 - 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 "Compose a Note," you can 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.

If a course is listed but does not have a View Available Sections dropdown box, can I still register for that course?

- When a course is listed in search results, it does not mean that it will be offered in the semester you're scheduling. The class may be offered only during certain semesters. You can still add that course to your course plan; it's recommended that you speak to your advisor to see when the course may be offered.

Still have questions? Additional help is available by:

- Accessing Student Planning Help. Click the **? Help** button in the upper right hand corner of your screen. The help button will provide information specific to the page you are currently viewing.
- Calling Enrollment Services at (810) 989-5500 during business hours (standard business hours are Monday through Thursday, 8 a.m. to 4:30 p.m.; Friday, 9:30 a.m. to 4:30 p.m.).