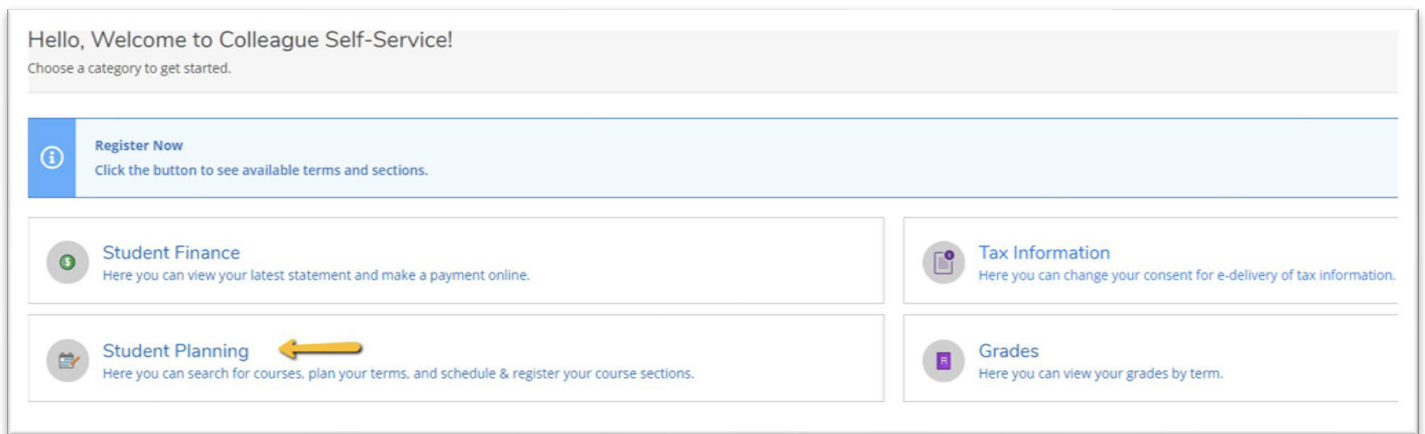


Register or Drop Courses

Once you log in to Colleague Self-Service, the screen below will be displayed. The tiles you see may vary from the image below.

Begin by clicking on “**Student Planning**” which will take you to the summary page.



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

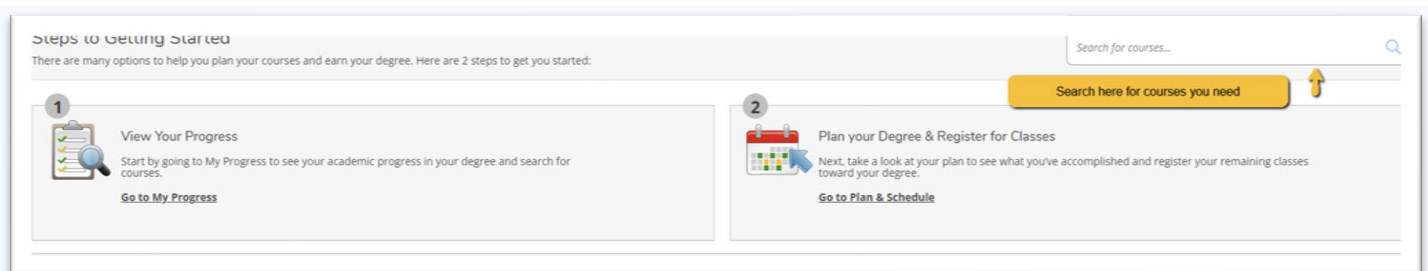
- Register Now**
Click the button to see available terms and sections.
- Student Finance**
Here you can view your latest statement and make a payment online.
- Student Planning** ←
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Grades**
Here you can view your grades by term.

You will now see “**My Progress**” as well as “**Plan & Schedule.**”

1 Plan Courses First

There are several ways to plan and register for courses. If you already have an academic plan, skip down to “**Register.**”

Search for the course you need.



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...

Search here for courses you need

Select **“View Available Sections.”**

ENG-111 Writing and Inquiry (3 Credits) [Add Course to Plan](#)

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.

[View Available Sections for ENG-111](#)

After finding the best fit for your schedule, select **“Add Section to Schedule.”**

ENG-111-LN10 +\$ [Add Section to Schedule](#)

Writing and Inquiry
Runs from 5/19/2022 - 7/20/2022

Seats	Times	Locations	Instructors
3	TBD 5/19/2022 - 7/20/2022	Distance Ed - Curriculum, Distance DIST Classroom Hours	Andrew C. Walser (Classroom Hours)

Once you have added courses, you can review your planned schedule under **“Plan & Schedule.”**

RANDOLPH COMMUNITY COLLEGE | SELF-SERVICE

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > Fall 2022 +

[Filter Sections](#) [Save to iCal](#)

BUS-110-LC1: Introduction to Business ✕

✓ **Planned**

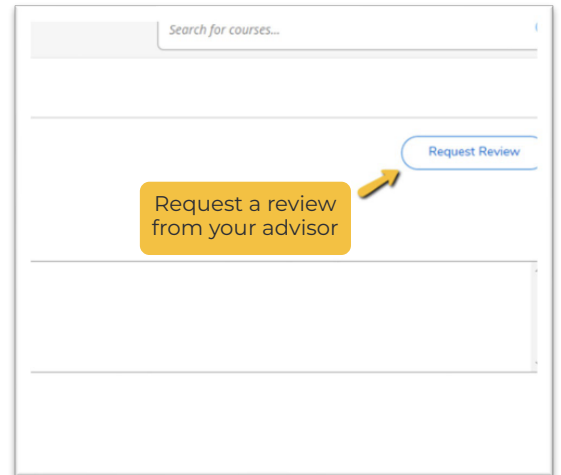
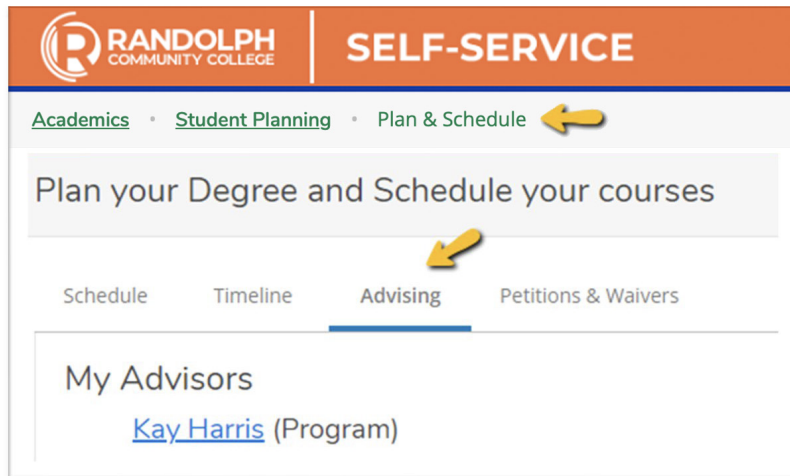
Credits: 3 Credits
Grading: Graded
Instructor: [Steve Heesacker](#)
8/15/2022 to 12/12/2022
Seats Available: 14

Meeting Information

[Register](#)

[View other sections](#)

Once you have all courses planned, go to “**Advising**” and “**Request Review**” (optional step).



Once your advisor has reviewed your plan, you will receive an email. If your advisor approved the plan, you can continue with registration.

2 Register for Classes

From “**Plan & Schedule**” go to “**Schedule**.” The course/s previously planning will appear here. If you are satisfied, click “**Register**.”

	Sun	Mon
11am		
12pm		BUS-110-LC1
1pm		
2pm		
3pm		
4pm		

If you have more than one course planned, you can register for all by using the **“Register Now”** in the top right.

The screenshot shows a course planning interface for Fall 2022. At the top, there are navigation arrows, a semester selector 'Fall 2022', and a '+' button. On the right, there are buttons for 'Remove Planned Courses' and 'Register Now'. Below these are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A status bar indicates 'Planned: 1 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A course card for 'BUS-110-LC1: Introduction to Business' is shown on the left, with details: Credits: 3 Credits, Grading: Graded, Instructor: Steve Heesacker, 8/15/2022 to 12/12/2022, Seats Available: 14. A 'Planned' status is shown with a checkmark. To the right is a weekly schedule grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for 11am, 12pm, 1pm, 2pm, and 3pm. The course is scheduled for Monday at 12pm. A yellow arrow points to the 'Register Now' button.

Registered courses will appear in green. You can choose to save to your calendar and/or print from here.

The screenshot shows a course planning interface titled 'Plan your Degree and Schedule your courses'. It has tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active. At the top, there are navigation arrows, a semester selector 'Fall 2022', and a '+' button. Below these are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. Two course cards are shown on the left. The first is 'HEA-110-LN1: Personal Health/Wellness' with a green checkmark and the text 'Registered, but not started'. Details include Credits: 3 Credits, Grading: Graded, Instructor: Cindy C. Kelly, 8/15/2022 to 12/12/2022, and a 'Drop' button. The second is 'MAT-043-LN3C: Quantitative Literacy Support' with a green checkmark and the text 'Registered, but not started'. To the right is a weekly schedule grid with columns for Sun and Mo, and rows for 9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, and 5pm.

3 Dropping a Course

If you need to drop a course prior to a course beginning or during the add/drop period, you can do so from the **“Schedule”** screen.

The screenshot shows a web interface for planning a degree and scheduling courses. At the top, there's a header "Plan your Degree and Schedule your courses" and a navigation menu with "Schedule", "Timeline", "Advising", and "Petitions & Waivers". Below the menu, there are navigation buttons for "Fall 2022" and a "+" button. There are also buttons for "Filter Sections", "Save to iCal", and "Print".

The main content area displays two course sections:

- HEA-110-LN1: Personal Health/Wellness**
 - ✓ Registered, but not started
 - Credits: 3 Credits
 - Grading: Graded
 - Instructor: [Cindy C. Kelly](#)
 - 8/15/2022 to 12/12/2022
 - Meeting Information
 - Drop** (highlighted with a yellow arrow)
 - View other sections
- MAT-043-LN3C: Quantitative Literacy Support**
 - ✓ Registered, but not started

To the right of the course details is a calendar grid with columns for "Sun" and "Mo" and rows for times from 9am to 5pm.