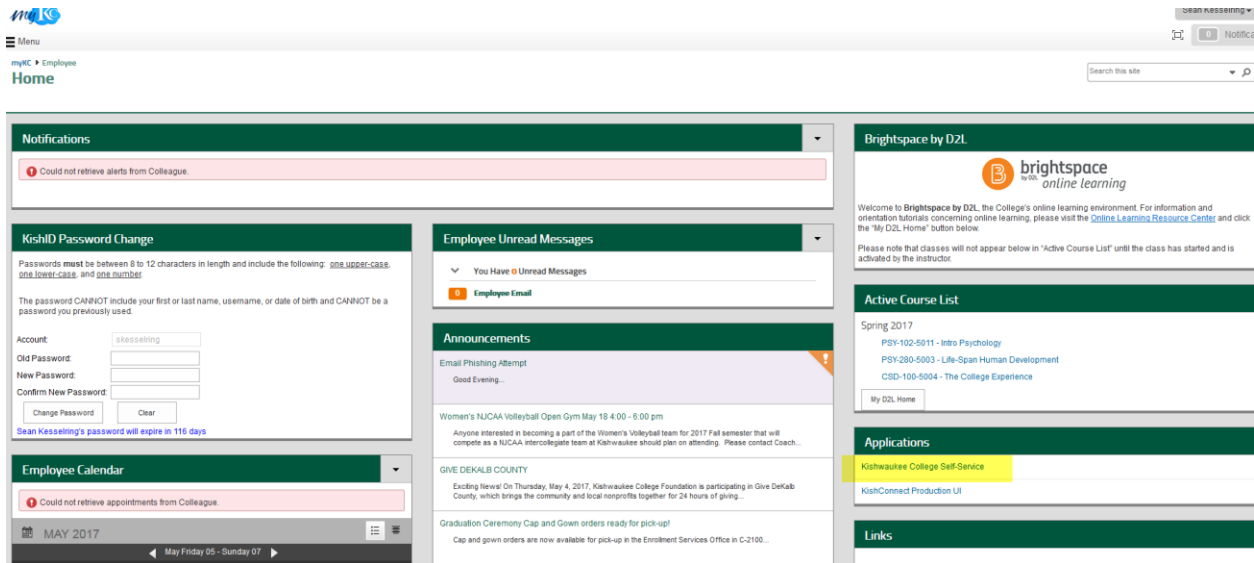


How to Print Course Schedule

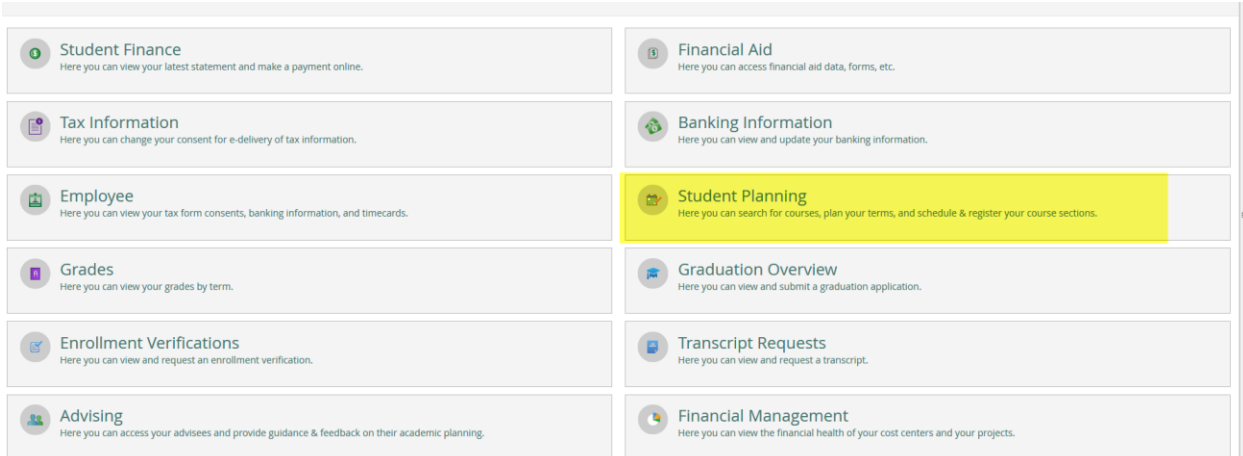
- 1) Login to your MyKC account at <https://www.kish.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service















The screenshot shows the MyKC user interface. At the top, there is a navigation bar with the MyKC logo, a menu icon, and the user's name 'Sean Kasseing'. Below the navigation bar, there are several main sections:

- Notifications:** A red banner indicates 'Could not retrieve alerts from Colleague.'
- KishID Password Change:** A form for changing the password, with instructions and fields for account, old password, new password, and confirm new password.
- Employee Unread Messages:** A section showing 'You Have 0 Unread Messages' and an 'Employee Email' button.
- Announcements:** A section with several announcements, including 'Email Phishing Attempt', 'Women's NJCAA Volleyball Open Gym', and 'GIVE DEKALB COUNTY'.
- Employee Calendar:** A calendar view for May 2017, showing 'May Friday 05 - Sunday 07'.
- Brightspace by D2L:** A section for online learning, including a welcome message and a list of active courses for Spring 2017.
- Applications:** A section with a highlighted 'Kishwaukee College Self-Service' link.
- Links:** A section for additional resources.

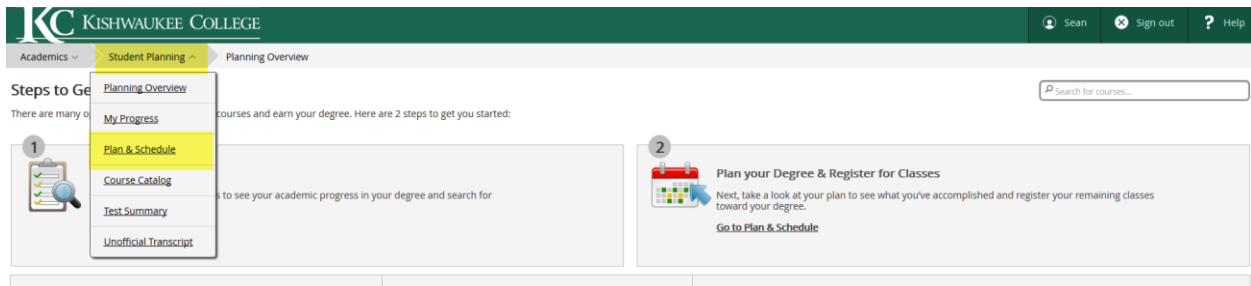
- 3) Click on Student Planning



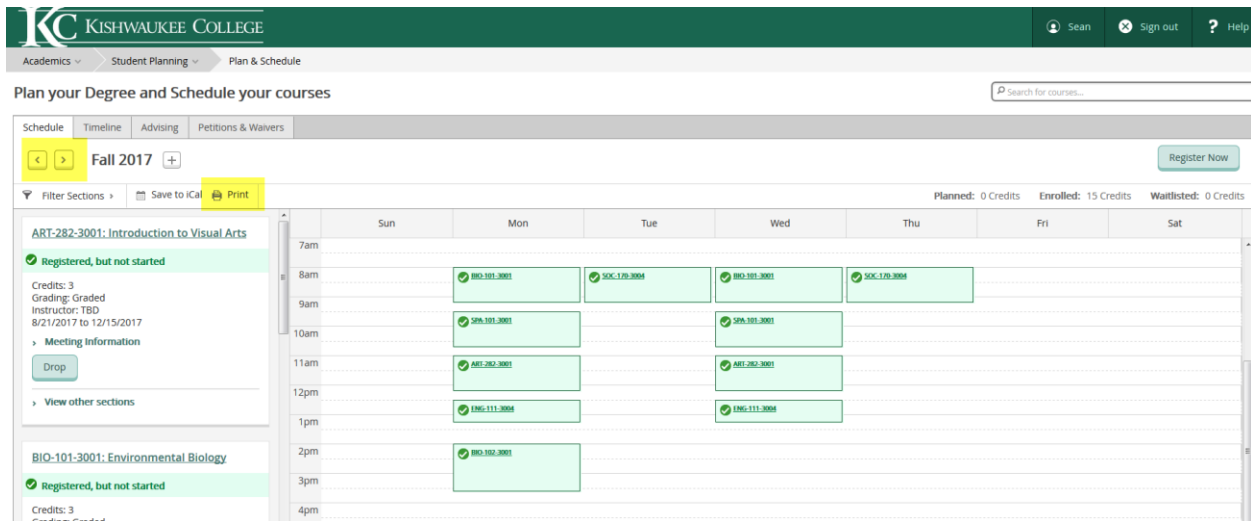
The screenshot shows a grid of application tiles in the MyKC user interface. The tiles are arranged in two columns and six rows. The 'Student Planning' tile is highlighted in yellow.

 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.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, banking information, and timecards.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 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.
 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	 Financial Management Here you can view the financial health of your cost centers and your projects.

1) In order to print your Course Schedule click on the **Student Planning** drop down menu. Click **Plan & Schedule**.



2) Use the arrows on the left side to indicate which semester you would like. Now, click on **Print** right below.



3) After you press **Print**, a new window will appear showing your **Course Schedule**. Now press print (may vary with your web browser).

Fall 2017					Planned: 0 Credits	Enrolled: 15 Credits	Waitlisted: 0 Credits
Status	Course Title	Time	Location	Instructor			
Registered, but not started	ART-282-3001 Introduction to Visual Arts	MW 11:00 AM - 12:15 PM 8/21/2017 - 12/15/2017	B Wing, 1401	TBD			
Registered, but not started	BIO-101-3001 Environmental Biology	MW 8:00 AM - 9:15 AM 8/21/2017 - 12/15/2017	C Wing, 2202	TBD			
Registered, but not started	BIO-102-3001 Environmental Biology Lab	M 2:00 PM - 3:40 PM 8/21/2017 - 12/15/2017	C Wing, 2214	TBD			
Registered, but not started	ENG-111-3004 College Study Skills	MW 12:30 PM - 1:20 PM 8/21/2017 - 12/15/2017	A Wing, 1244	TBD			
Registered, but not started	SOC-170-3004 Introduction to Sociology	TTh 8:00 AM - 9:15 AM 8/22/2017 - 12/15/2017	A Wing, 1243	TBD			
Registered, but not started	SPA-101-3001 Elementary Spanish I	MW 9:30 AM - 10:45 AM 8/21/2017 - 12/15/2017	A Wing, 2225	TBD			