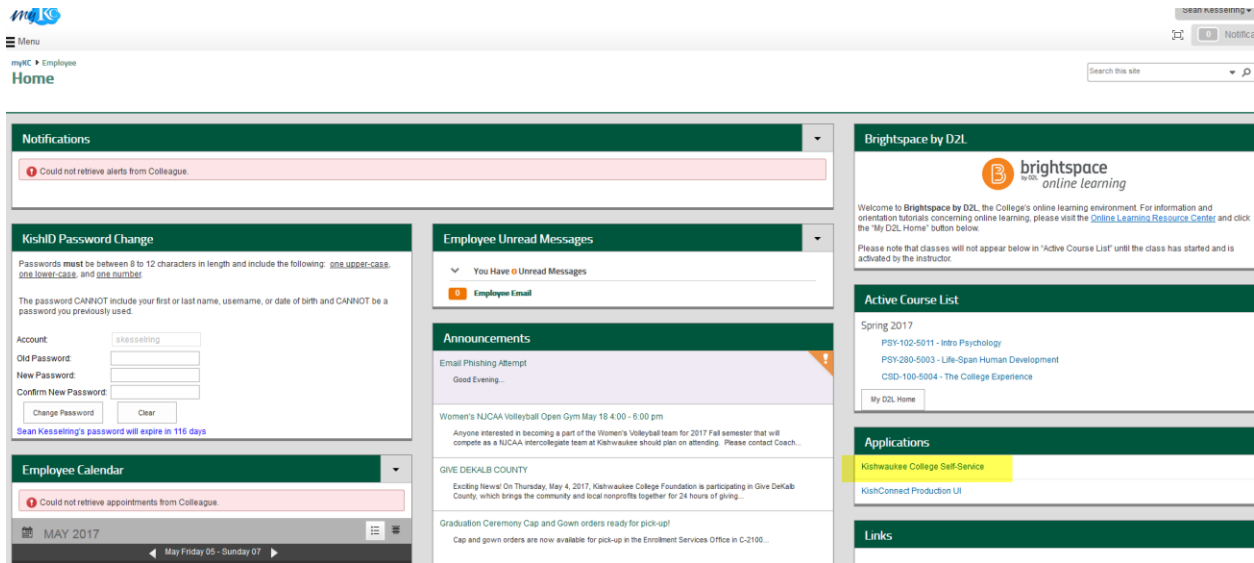


## To Plan Your Degree and Register for Classes:

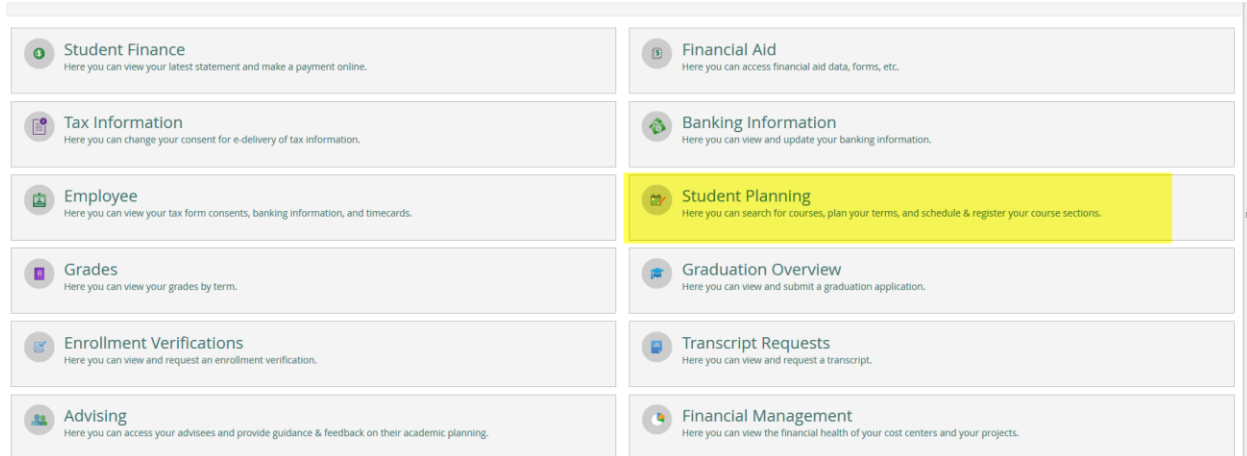
- 1) Login to your MyKC account at <https://www.kish.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service



The screenshot shows the MyKC employee dashboard. The top navigation bar includes the MyKC logo, a menu icon, and the user's name 'Sean Kasseing'. Below the navigation bar, there are several sections:

- Notifications:** A message stating 'Could not retrieve alerts from Colleague.'
- KishID Password Change:** A form for changing the password, with a note that the password cannot include the user's first or last name, username, or date of birth.
- 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', 'Good Evening...', 'Women's NJCAA Volleyball Open Gym', and 'Exciting News! On Thursday, May 4, 2017, Kishwaukee College Foundation is participating in Give DeKalb County...'.
- Employee Calendar:** A calendar view for May 2017, showing 'May Friday 05 - Sunday 07'.
- Brightspace by D2L:** A section for the online learning environment, including a welcome message and a list of active courses for Spring 2017: PSY-102-5011 - Intro Psychology, PSY-280-5003 - Life-Span Human Development, and CSD-100-5004 - The College Experience.
- Applications:** A section with a highlighted 'Kishwaukee College Self-Service' link.
- Links:** A section for additional resources.

- 3) Click on Student Planning



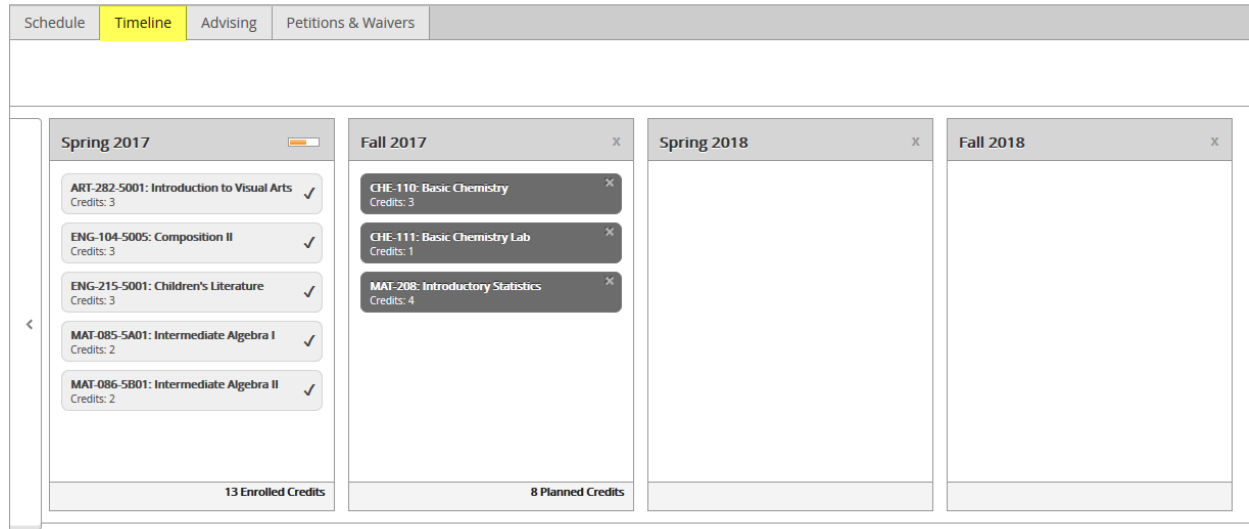
The screenshot shows a dashboard with various service tiles. The 'Student Planning' tile is highlighted in yellow. The tiles include:

- Student Finance:** Here you can view your latest statement and make a payment online.
- Tax Information:** Here you can change your consent for e-delivery of tax information.
- Employee:** Here you can view your tax form consents, banking information, and timecards.
- Grades:** Here you can view your grades by term.
- Enrollment Verifications:** Here you can view and request an enrollment verification.
- Advising:** Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Aid:** Here you can access financial aid data, forms, etc.
- Banking Information:** Here you can view and update your banking information.
- Student Planning:** Here you can search for courses, plan your terms, and schedule & register your course sections.
- Graduation Overview:** Here you can view and submit a graduation application.
- Transcript Requests:** Here you can view and request a transcript.
- Financial Management:** Here you can view the financial health of your cost centers and your projects.

- 1) Click on Plan Your Degree & Register for Classes

2) Click on the **Timeline** tab

Plan your Degree and Schedule your courses

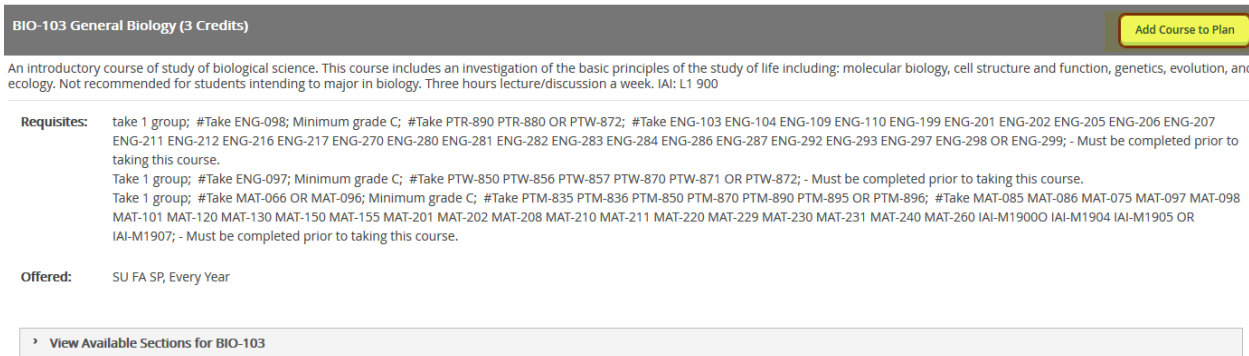


3) Page right and review past, current, and future semesters

4) Return to **My Progress** tab on the top left of the page.

5) Review needed classes and choose a class to register.

6) If the class is available, click **Add Course to Plan**



**BIO-103 General Biology (3 Credits)** Add Course to Plan

An introductory course of study of biological science. This course includes an investigation of the basic principles of the study of life including: molecular biology, cell structure and function, genetics, evolution, and ecology. Not recommended for students intending to major in biology. Three hours lecture/discussion a week. IAI: L1 900

**Requisites:** take 1 group; #Take ENG-098; Minimum grade C; #Take PTR-890 PTR-880 OR PTW-872; #Take ENG-103 ENG-104 ENG-109 ENG-110 ENG-199 ENG-201 ENG-202 ENG-205 ENG-206 ENG-207 ENG-211 ENG-212 ENG-216 ENG-217 ENG-270 ENG-280 ENG-281 ENG-282 ENG-283 ENG-284 ENG-286 ENG-287 ENG-292 ENG-293 ENG-297 ENG-298 OR ENG-299; - Must be completed prior to taking this course.  
 Take 1 group; #Take ENG-097; Minimum grade C; #Take PTW-850 PTW-856 PTW-857 PTW-870 PTW-871 OR PTW-872; - Must be completed prior to taking this course.  
 Take 1 group; #Take MAT-066 OR MAT-096; Minimum grade C; #Take PTM-835 PTM-836 PTM-850 PTM-870 PTM-890 PTM-895 OR PTM-896; #Take MAT-085 MAT-086 MAT-075 MAT-097 MAT-098 MAT-101 MAT-120 MAT-130 MAT-150 MAT-155 MAT-201 MAT-202 MAT-208 MAT-210 MAT-211 MAT-220 MAT-229 MAT-230 MAT-231 MAT-240 MAT-260 IAI-M19000 IAI-M1904 IAI-M1905 OR IAI-M1907; - Must be completed prior to taking this course.

**Offered:** SU FA SP, Every Year

[View Available Sections for BIO-103](#)

7) Select a term for the course, (i.e., Spring, Summer or Fall of 20...)

8) Return to **Plan & Schedule**

9) Click **Timeline**

Go to the semester chosen for your selected class. Total number of credits is displayed at the bottom of the box.

## To Register for Classes:

- 1) To view a calendar of your current semester schedule, click the **Schedule** tab under **Plan Your Degree & Register for Courses**. A description of the course appears on the left of the calendar with options to drop the class or view other sections of the same class. You may print the calendar.
- 2) Next to the timeline button is a **schedule**. This allows you to see classes set up like a week plan. With this you can determine which classes conflict with each other and which times you would most prefer to take a class.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2017

Remove Planned Courses

Planned: 13 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

Filter Sections | Save to iCal | Print

View other sections

BUS-256-5002: Business Law

Planned

Credits: 3  
Grading: Graded  
Instructor: TBD  
1/17/2017 to 5/19/2017  
Seats Available: 1

Meeting Information

View other sections

ENG-104: Composition II

ENG-103 with a grade of "C" or higher. Must be completed prior to taking this course.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			BUS-256-5002		BUS-256-5002		
9am							
10am		ACE-121-5001	ACE-121-5001	ACE-121-5001	ACE-121-5001		
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

- 3) To add a course to your schedule you can go to the **course catalog**. When you find a course you would like to take, click on it and there will be a

PSY-102: Intro Psychology (3 Credits)

Add Course to Plan

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences. Three hours lecture/discussion a week. IAI: 56 900

Requisites: None

Offered: SU FA SP, Every Year

View Available Sections for PSY-102

Spring 2017

Intro Psychology 5001  
Runs from 1/18/2017 - 5/19/2017

Add Section to Schedule

Seats	Times	Locations	Instructors
5	M/W 8:00 AM - 9:15 AM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J

Intro Psychology 5002  
Runs from 1/18/2017 - 5/19/2017

Add Section to Schedule

Seats	Times	Locations	Instructors
1	M/W 9:30 AM - 10:45 AM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J

Intro Psychology 5003  
Runs from 1/18/2017 - 5/19/2017

Add Section to Schedule

Seats	Times	Locations	Instructors
0	M/W 11:00 AM - 12:15 PM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J

button that says **View available sections**. Find a section you would like to take and add the section to your schedule.

- The class will then show in your schedule and timeline. It will be yellow until you register for it by clicking on it and registering. As soon as you register, it will turn green.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2017

Remove Planned Courses Register Now

Planned: 14 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		PSY-102-3001		PSY-102-3001			
9am			ENG-103-3013		ENG-103-3013		
10am							
11am		BIO-103-3003		BIO-103-3003			
12pm							
1pm							
2pm		MAI-208-3002		MAI-208-3002			
3pm							
4pm							
5pm							
6pm							
7pm							

PSY-102-3001: Intro Psychology

Planned

Credits: 4  
Grading: Graded  
Instructor: TBD  
8/21/2017 to 12/15/2017  
Seats Available: 32

Meeting Information

Register

View other sections

PSY-102-3001: Intro Psychology

Registered, but not started

Credits: 3  
Grading: Graded  
Instructor: TBD  
8/21/2017 to 12/15/2017

Meeting Information

Drop

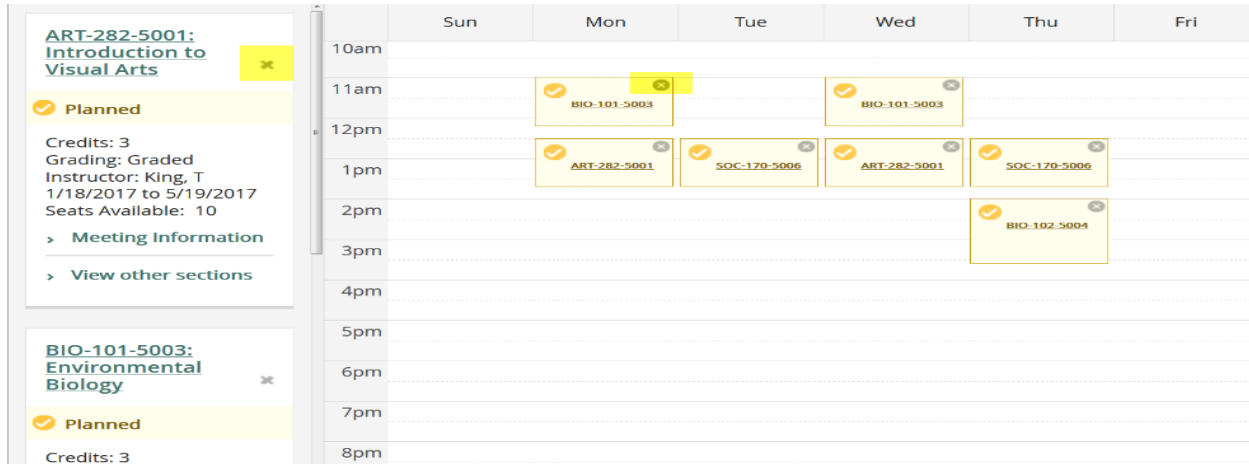
View other sections

	Sun	Mon	Tue	Wed	Thu
7am					
8am		PSY-102-3001		PSY-102-3001	
9am					
10am					
11am					
12pm					

## Dropping Classes:

### Dropping/Removing 'Planned' Course

- 1) If you wish to REMOVE a class, click the X in the upper right corner of the class in your **schedule**. *THIS ONLY WORKS IF COURSE IS PLANNED*



The screenshot shows a weekly schedule grid from Sunday to Friday, 10am to 8pm. On the left, two course cards are visible: 'ART-282-5001: Introduction to Visual Arts' and 'BIO-101-5003: Environmental Biology'. Both are marked as 'Planned'. The schedule grid shows the following classes:

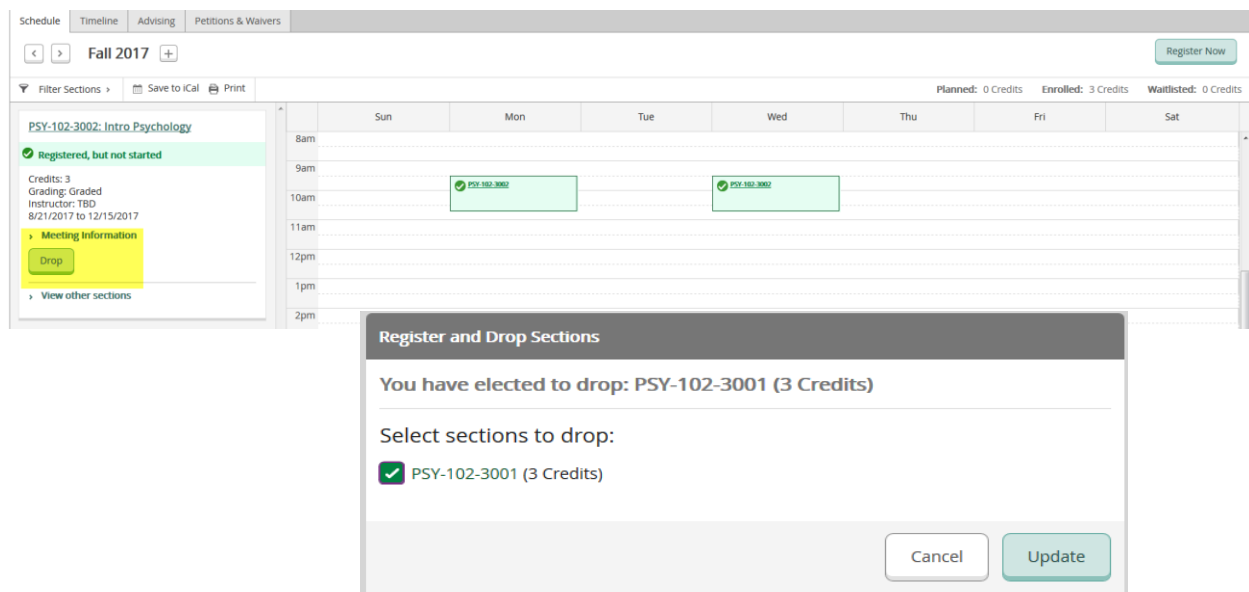
- Monday 11am: BIO-101-5003
- Monday 12pm: ART-282-5001
- Tuesday 12pm: SOC-170-5006
- Wednesday 11am: BIO-101-5003
- Wednesday 12pm: ART-282-5001
- Thursday 12pm: SOC-170-5006
- Thursday 2pm: BIO-102-5004

- 2) If you wish to remove the class completely, you must go to your **timeline** and click the X in the term you wish to remove it from. If you don't remove it from your timeline, it will remain indefinitely.

### Dropping/Removing 'Registered' Course

- 3) If you wish to DROP a class you have registered for, you must click the **Drop** button under the desired course.

**\*\*\*NOTE: You cannot drop courses after the withdrawal period\*\*\***



The screenshot shows a course schedule for 'Fall 2017'. A course card for 'PSY-102-3002: Intro Psychology' is shown with a 'Drop' button highlighted. A modal dialog box titled 'Register and Drop Sections' is open, displaying the message: 'You have elected to drop: PSY-102-3001 (3 Credits)'. Below this, it says 'Select sections to drop:' and shows a checked box next to 'PSY-102-3001 (3 Credits)'. The dialog has 'Cancel' and 'Update' buttons.