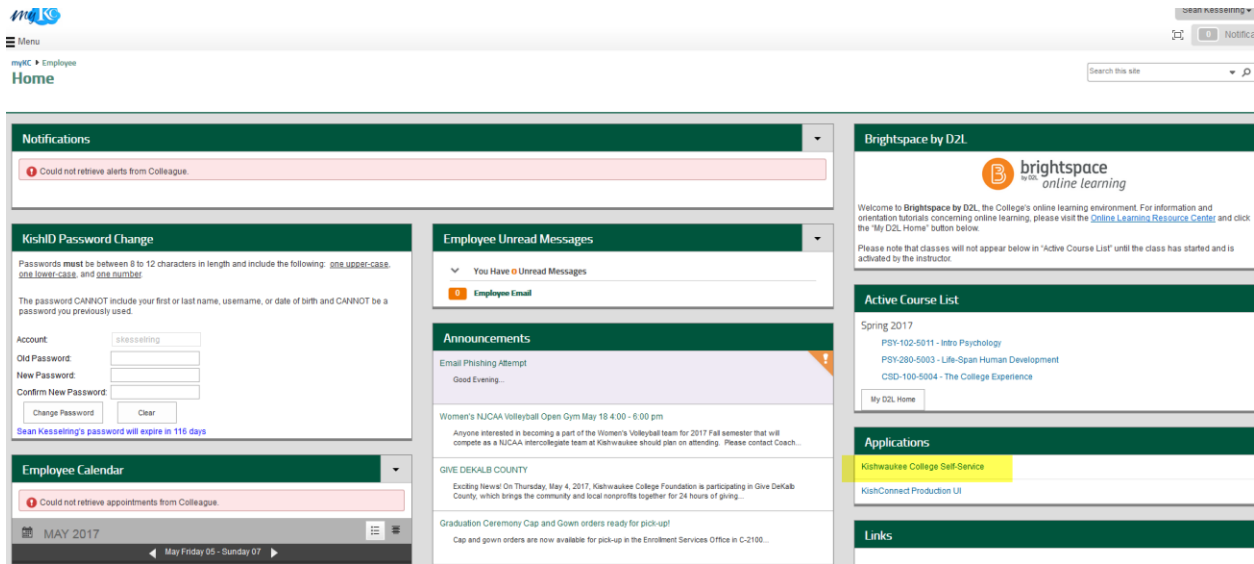


## How-to-Guide for Student Planning

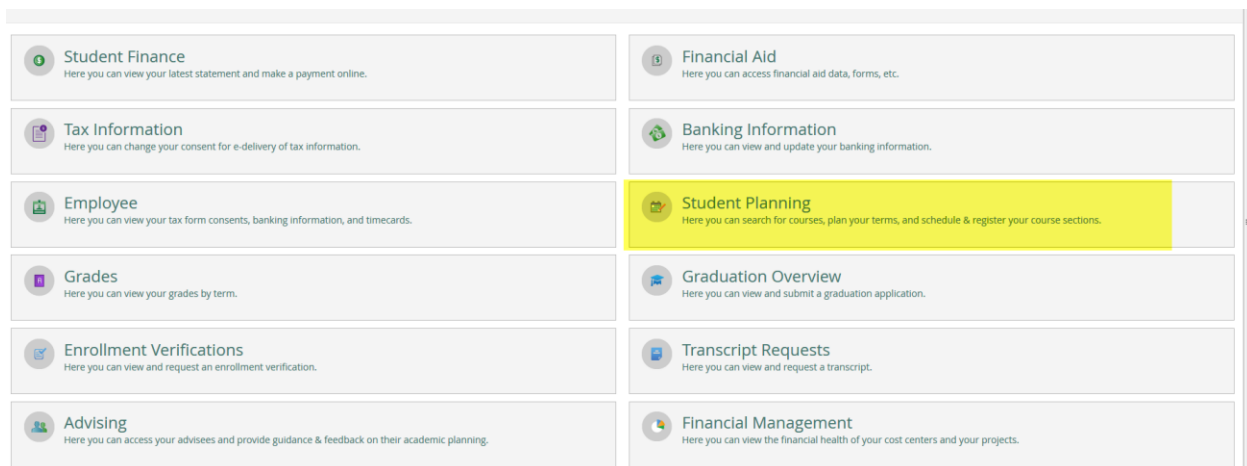
- 1) Login to your MyKC account at <https://www.kish.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service



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 widgets:

- Notifications:** A red banner indicating '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', '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.
- Applications:** A section with a link to 'Kishwaukee College Self-Service'.
- Links:** A section with a link to 'KishConnect Production UI'.

- 3) Click on Student Planning

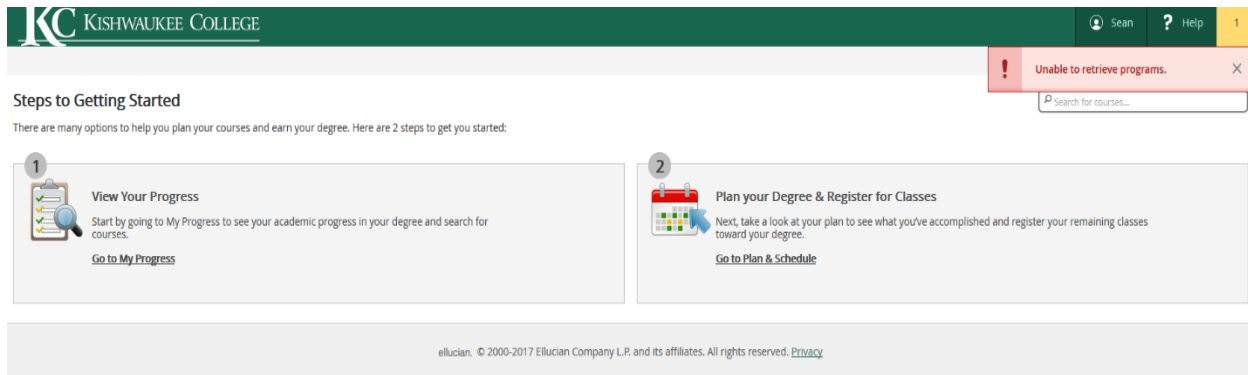


The screenshot shows a grid of application tiles. The 'Student Planning' tile is highlighted in yellow. The tiles include:

- 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.

- 4) Once in Student Planning you will see **Steps to Getting Started**

## 5) Step one will say **View Your Progress** and step two will say **Plan Your Degree & Register for Classes**



**Steps to Getting Started**

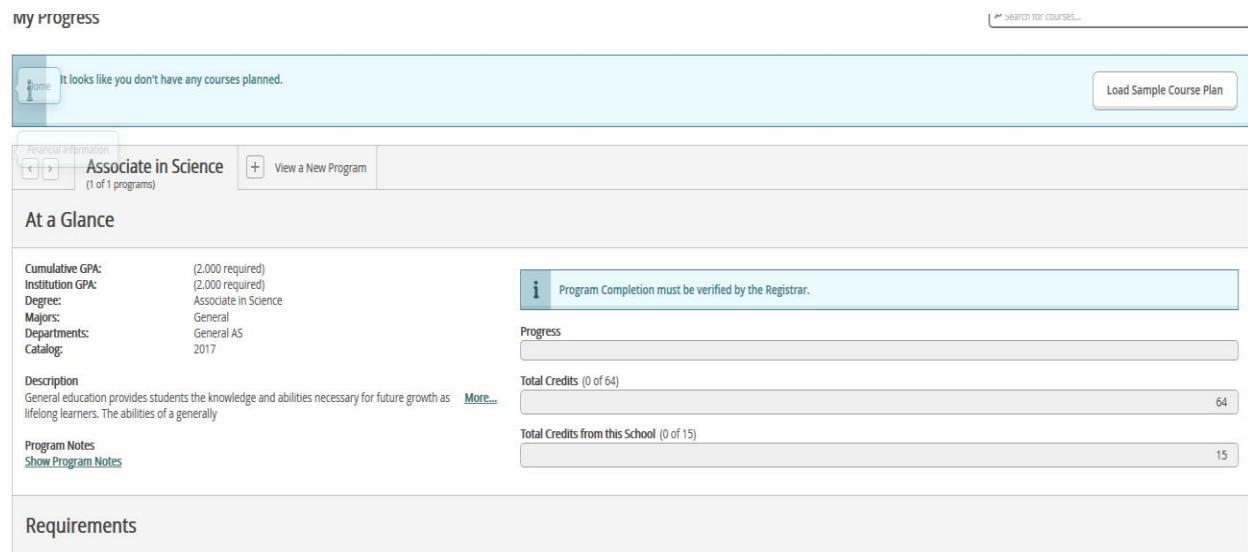
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 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](#)

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## To View Your Progress

### 1) Click **View Your Progress**



my progress

It looks like you don't have any courses planned. [Load Sample Course Plan](#)

Associate in Science (1 of 1 programs) [View a New Program](#)

#### At a Glance

Cumulative GPA:	(2,000 required)
Institution GPA:	(2,000 required)
Degree:	Associate in Science
Majors:	General
Departments:	General AS
Catalog:	2017

**Program Completion must be verified by the Registrar.**

Progress

Total Credits (0 of 64) 64

Total Credits from this School (0 of 15) 15

**Requirements**

### 2) Notice your degree program (AA/AS/AES/AFA or AAS Degrees & Certificates)

3) Notice the total amount of credits taken and the number required to graduate with your degree

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Associate in Arts (1 of 1 programs) [View a New Program](#) [Load Sample Course Plan](#)

### At a Glance

Cumulative GPA: 0.800 (2,000 required)  
 Institution GPA: 0.800 (2,000 required)  
 Degree: Associate in Arts  
 Majors: General  
 Departments: General AA  
 Catalog: 2017

Description: General education provides students the knowledge and abilities necessary for future growth as lifelong learners. The abilities of a generally [More...](#)

Program Notes [Show Program Notes](#)

Program Completion must be verified by the Registrar.

Progress

Total Credits (19 of 64)	6	13	64
Total Credits from this School (19 of 15)	6	13	15

### Requirements

General Education

Complete all of the following items. 1 of 7 Completed. [Hide Details](#)

A. COMMUNICATIONS

4) A list of required classes will show in your progress. Under each category there are courses that are in

- GREEN for COMPLETED
- YELLOW for IN PROGRESS/PLANNED
- RED for NOT STARTED/REQUIRED
- BLUE for FULFILLED

5) Notice the course listings

6) **\*\*\*Not all red courses need to be completed, only one or two may be necessary to fulfill your requirements\*\*\***

### Requirements

General Education

Complete all of the following items. 1 of 7 Completed. [Hide Details](#)

A. COMMUNICATIONS

Complete the following groups:

Complete all of the following items. 0 of 2 Completed. [Fully Planned](#) [Hide Details](#)

1. ENG-103 AND ENG-104, WITH A GRADE OF C OR BETTER [Fully Planned](#) 1 of 2 Courses Completed. [Hide Details](#)

Status	Course	
Completed	ENG-103	Composition I
Planned	ENG-104	Composition II

2. COM-100 [Fully Planned](#) 0 of 1 Courses Completed. [Hide Details](#)

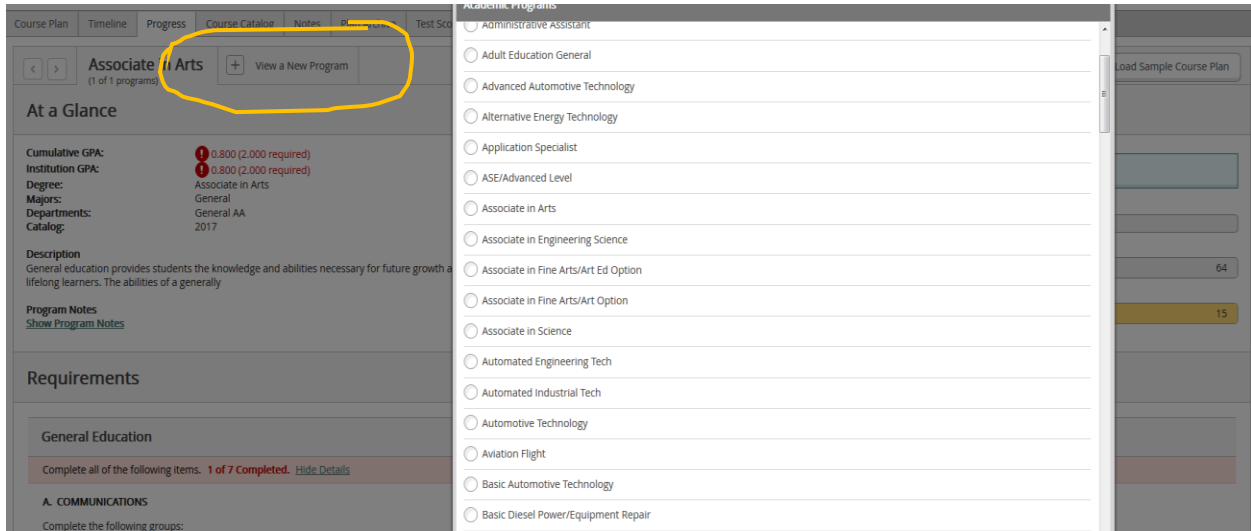
Status	Course	
Planned	COM-100	Oral Communication
Not Started	SPE-GECC	GECC Comm Speech

B. MATHEMATICS

Complete 3 hours from the following: MAT-101, MAT-202, MAT-208, MAT-210, MAT-211, MAT-220, MAT-229, MAT-230, MAT-231

Complete all of the following items. [Fully Planned](#) 1 of 1 Completed. [Show Details](#)

- 7) View ALL the requirements for completion
- 8) If you want to change or look at a different program, click **View a New Program** located next to your Degree/Program tab



- 9) In the top right hand corner, you will see a notification bar which shows the following:

- Messages from your counselor/advisor
- Hold on your account
- Error messages such as....
  - Update: Address, phone number, etc.

