

Accessing and Navigating Student Planning

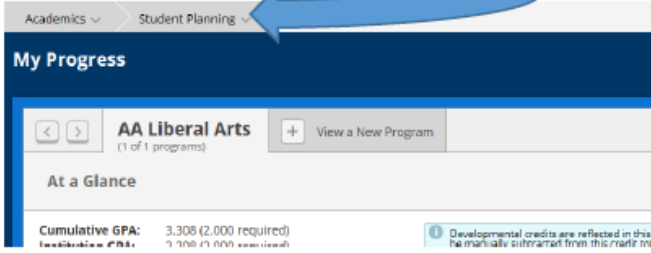
FOR STUDENTS:

Accessing the Student Planning Menu

In the previous version, there was a tab on the top of the My Progress Screen for "Plan and Schedule," where you add sections to your course plan.

Now, you will need to hover over Student Planning at the top of the screen, where you'll see your menu options, including "Plan and Schedule" and "Course Catalog".

Hover over Student Planning to view menu

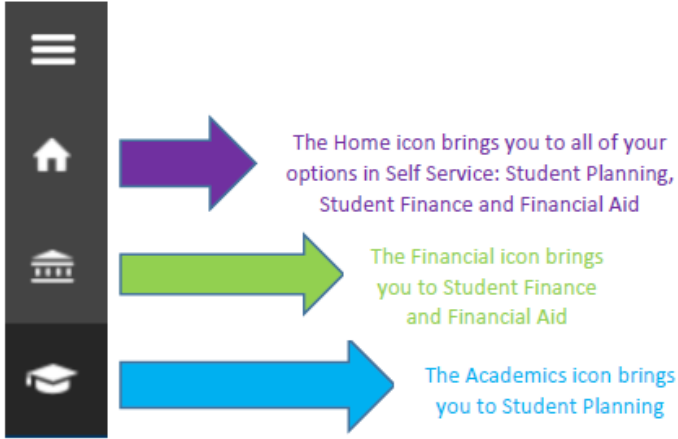


The screenshot shows the 'My Progress' screen for 'AA Liberal Arts'. At the top, there are two dropdown menus: 'Academics' and 'Student Planning'. A blue arrow points to the 'Student Planning' dropdown, which is circled in blue. Below the dropdowns, the screen displays 'AA Liberal Arts (1 of 1 programs)' and 'At a Glance' with GPA information.

Accessing Self Service Features

Self Service is the portal for all of OCC's online Academic and Financial tools. Currently, students have access to Student Planning, Student Finance and Financial Aid in Self Service.

The new version of Student Planning features a menu on the left side of the screen. The menu displays your Self Service options.



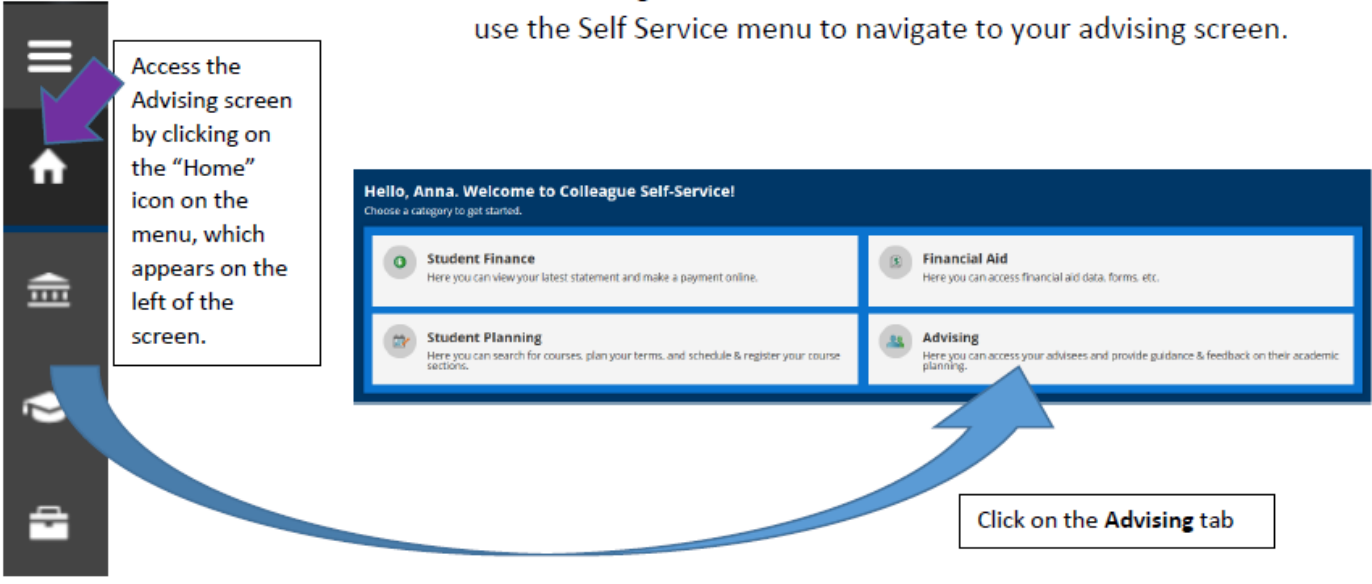
The diagram shows a vertical menu on the left with four icons: a hamburger menu icon, a home icon, a financial aid icon, and an academics icon. Arrows point from each icon to a text box describing its function.

- The Home icon brings you to all of your options in Self Service: Student Planning, Student Finance and Financial Aid
- The Financial icon brings you to Student Finance and Financial Aid
- The Academics icon brings you to Student Planning

FOR ADVISORS:

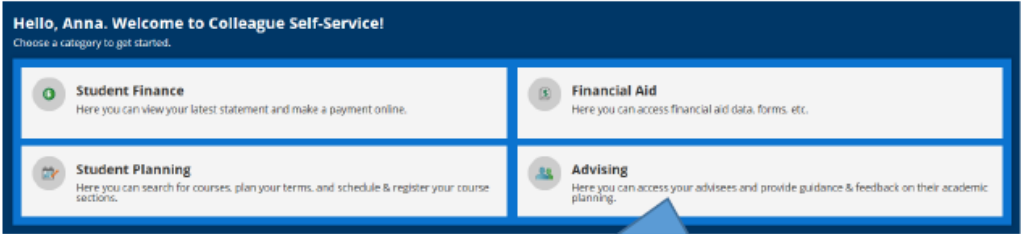
Accessing the Advising Screen

When you access Student Planning, you will no longer see the "Advising" tab on the home screen. You will now need to use the Self Service menu to navigate to your advising screen.



The diagram shows a vertical menu on the left with five icons: a hamburger menu icon, a home icon, a financial aid icon, an academics icon, and a briefcase icon. A purple arrow points to the home icon with the text: 'Access the Advising screen by clicking on the "Home" icon on the menu, which appears on the left of the screen.'

Click on the **Advising** tab



The screenshot shows the 'Hello, Anna. Welcome to Colleague Self-Service!' dashboard. It has a grid of four categories: Student Finance, Financial Aid, Student Planning, and Advising. The 'Advising' category is highlighted with a blue border and a blue arrow points to it from the text 'Click on the Advising tab'.