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”.

**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 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.

Access the Advising screen by clicking on the “Home” icon on the menu, which appears on the left of the screen.

Hello, Anna. Welcome to Colleague Self-Service.

Choose a category to get started:

- **Student Finance**: Here you can view your billing statement and make a payment online.
- **Financial Aid**: Here you can access financial aid forms, etc.
- **Student Planning**: Here you can search for courses, plan your term, and register your course sections.
- **Advising**: Here you can access your advisors and provide guidance to students on academic planning.

Click on the **Advising** tab.