

# OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

Welcome to Ocean County College's Student Planning software.  
This guide will provide students with an overview for utilizing Student Planning.

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## Accessing Student Planning

Students will be able to access Student Planning via logging into Ocean Connect.

## Ocean Connect

Ocean Connect is your portal to all of OCC's sites and services.

### My Courses

*Pearson LearningStudio (formerly eCollege and eCompanion)*

### OCC Email

*Your official OCC email account*

### WebAdvisor

*Register for Classes, Check Grades, view Financial Aid, and more...*

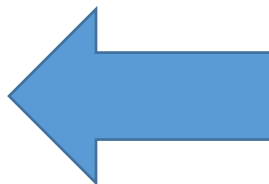
### Student Finance

*Pay your bill and view your past bills*

### Student Planning

*Register for classes, view your degree progress, and plan for the future*

### OneDrive



## Welcome Screen

On the Welcome Screen, you will have the option to select Student Finance, Financial Aid or Student Planning. To plan your degree program and register for classes, you should select “Student Planning”.

**OCEAN COUNTY COLLEGE**

John | Sign out | Help | Notifications

**Hello, John. Welcome to Colleague Self-Service!**  
Choose a category to get started.

- 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.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

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## Steps to Getting Started

You will have two options on the Student Planning welcome screen.

The screenshot shows the 'Student Planning' interface. At the top, there are navigation tabs: 'Academics', 'Student Planning', and 'Planning Overview'. Below this is a header 'Steps to Getting Started' with a search bar. The main content area has two numbered steps:

- 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](#)

Below the steps is a table showing student progress:

Programs	Cumulative GPA	Progress
AA Liberal Arts	3.462 (2.000 required)	<input type="text"/>



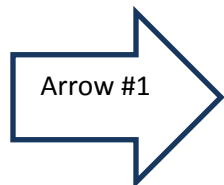
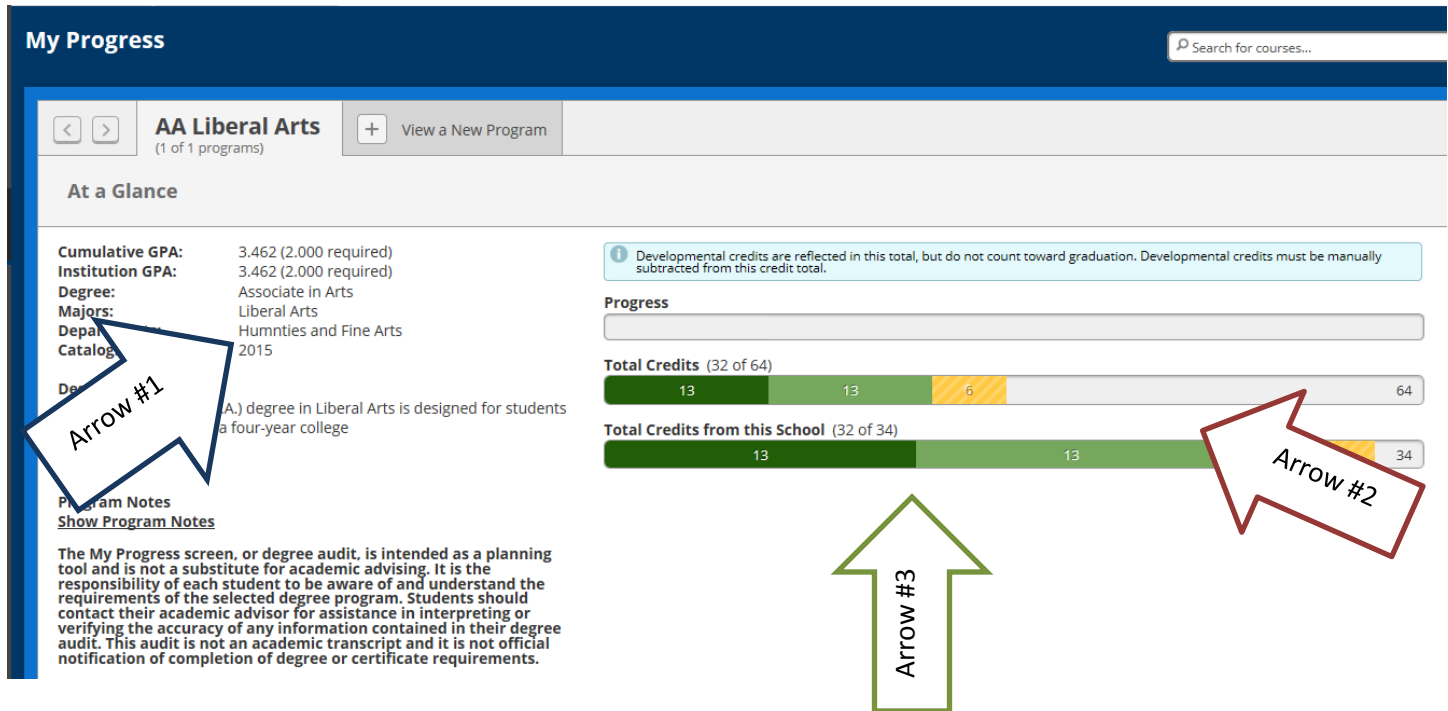
Option #1 is “View Your Progress”. The My Progress screen is your degree audit, which displays all the courses needed to complete your degree.



Option #2 is “Plan Your Degree & Register for Classes”. This option will allow you to plan your courses semester by semester, as well as register for classes directly via Student Planning.

## Understanding My Progress

Clicking on Option #1: “View Your Progress” on the welcome screen will bring you to the “My Progress” screen. The My Progress screen is your degree audit, which shows you all the courses required for your degree program. You can see which courses you’ve completed, which courses are in progress, and which courses you still need to complete.



Arrow #1

The top of the Degree Audit shows your academic summary, including Degree Program, Major, GPA, and Catalog Year.



Arrow #2

The progress bars provide a visual representation of your progress toward your degree. The top bar shows overall progress. The middle bar shows total credits, and the bottom bar shows total OCC credits.

**\*\*It is IMPORTANT for students to note that the credits totals INCLUDE DEVELOPMENTAL (REMEDIAL) CREDITS. You MUST SUBTRACT DEVELOPMENTAL CREDITS FROM THIS TOTAL.**



Arrow #3

Completed credits are represented in dark green, in progress credits are represented in light green and planned credits are represented in yellow.

## Understanding My Progress (continued)

Courses display on the My Progress screen as Completed, In Progress, Registered, Planned or Not Started.

### A. Communication (9 cr)

English I/English II/Fundamentals of Public Speaking

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 3 Courses Completed.** [Hide Details](#)

Arrow #1

Status	Course		Search	Grade	Term	Credits
In-Progress	COMM-154	Fund of Public Speaking			2016SP	3
Registered	ENGL-151	English I			2016FA	3
Not Started	ENGL-152	English II				

### E. Social Science (6cr)

Two (2) Social Science courses selected from the list of Approved General Education Courses.

Complete all of the following items. **0 of 1 Completed.** [Fully Planned](#) [Hide Details](#)

**Fully Planned 1 of 2 Courses Completed.** [Hide Details](#)

Arrow #2

Status	Course		Search	Grade	Term	Credits
Completed	PSYC-172	General Psychology		B	2015FA	3
Planned	SOCL-181	Intro Sociology			2017SP	3

Arrow #1

The audit displays the three required Communications courses as a unit, and then as three individual courses. Therefore, the requirement displays as “0 of 1 Completed” and “0 of 3 Courses Completed”. One of these courses is “In Progress”, one course is “Registered” and one course is “Not Started”.

Arrow #2

For the Social Science requirement, this student has completed one course, and the other course is planned. Therefore, the requirement displays “1 of 2 Courses Completed” and it is noted that the requirement is “Fully Planned”.

# OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

## Understanding My Progress (continued)

**Liberal Arts Elective Courses**

Complete the following item. **0 of 1 Completed.** [Hide Details](#)

**A. Electives (19 cr)**  
Electives (to total 64 or more credits): 19 credits

Developmental courses may not be used to satisfy this requirement. The Liberal Arts degree can include no more than 6 credits of business courses.

Specific Areas of Interest Available to A.A. in Liberal Arts Studies

The Liberal Arts degree does not require an academic major. Students may begin to explore specific areas of interest that they may pursue at a four-year institution. Areas of interest include: Education, English, Exercise Science/Sports Medicine/Sports Management, Health/Human Performance, History, Languages, Mathematics, Middle Eastern Studies, Music, Political Science, Psychology, Social Science, Sociology, Speech and Theater and Women's Studies.

Complete all of the following items. **0 of 1 Completed.**  
**3 of 19 Credits Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	ACAD-155	Student Success	A	2015FA	3

**Other Courses**

There are no Other Courses to display.

Arrow #1

The Electives category requires 19 credits. These credits are displayed as one unit - "0 of 1 Completed", and then as "3 of 19 Credits Completed".

Arrow #2

This student has no courses in "Other Courses". Courses that are failed, repeated, or withdrawn will display here. Courses taken in excess of degree requirements will also display in "Other Courses".

When you have completed a requirement, Student Planning will collapse the course information. You will need to click "Show Details" to view the courses you took to complete the requirement.

**Associate of Science (A.S.) General Ed Req**

Complete all of the following items. ✓ **5 of 5 Completed.** [Show Details](#)

Complete all of the following items. ✓ **5 of 5 Completed.** [Hide Details](#)

**A. Communication**  
English I/English II  
Complete all of the following items. ✓ **1 of 1 Completed.** [Show Details](#)

**A. Communication**  
English I/English II  
Complete all of the following items. ✓ **1 of 1 Completed.** [Hide Details](#)

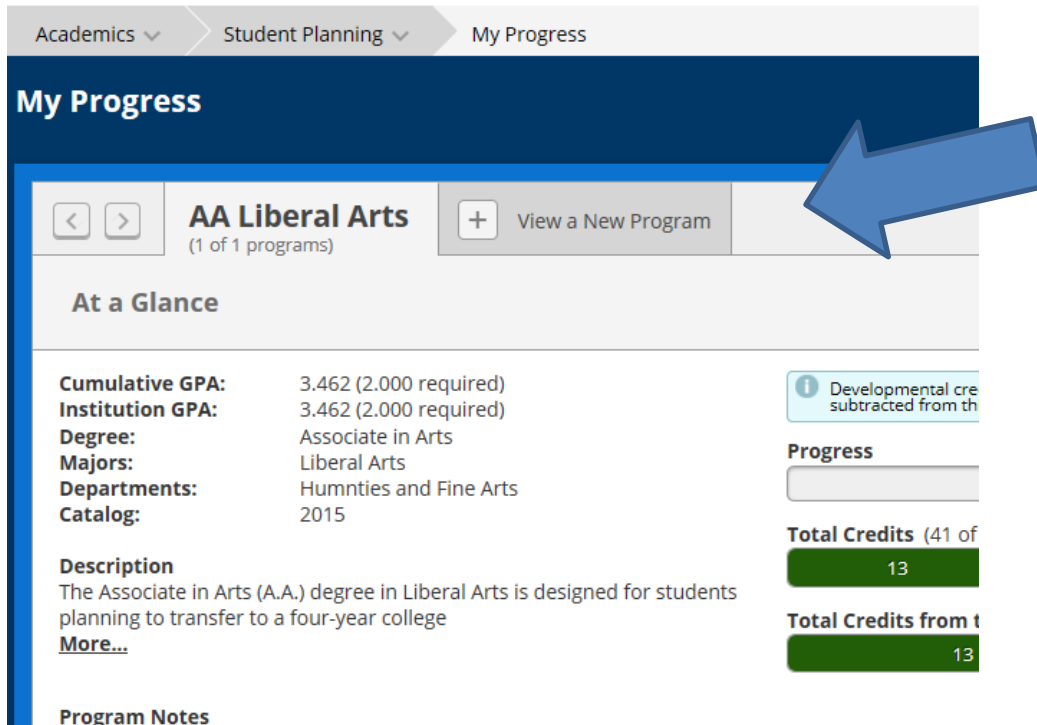
✓ **2 of 2 Courses Completed.** ✓ [Hide Details](#)

Status	Course	
✓ Completed	ENGL-151	English I
✓ Completed	ENGL-152	English II

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### View a New Program (What if?)

The “View a New Program” option on the Progress, or Degree Audit, screen, is often called the “What If” function. This function allows students to select a different degree program, to see what is required and what courses remain in that degree.



Academics ▾ Student Planning ▾ My Progress

### My Progress

< > **AA Liberal Arts** (1 of 1 programs) + View a New Program

#### At a Glance

<b>Cumulative GPA:</b>	3.462 (2.000 required)
<b>Institution GPA:</b>	3.462 (2.000 required)
<b>Degree:</b>	Associate in Arts
<b>Majors:</b>	Liberal Arts
<b>Departments:</b>	Humnties and Fine Arts
<b>Catalog:</b>	2015

**Description**  
The Associate in Arts (A.A.) degree in Liberal Arts is designed for students planning to transfer to a four-year college  
[More...](#)

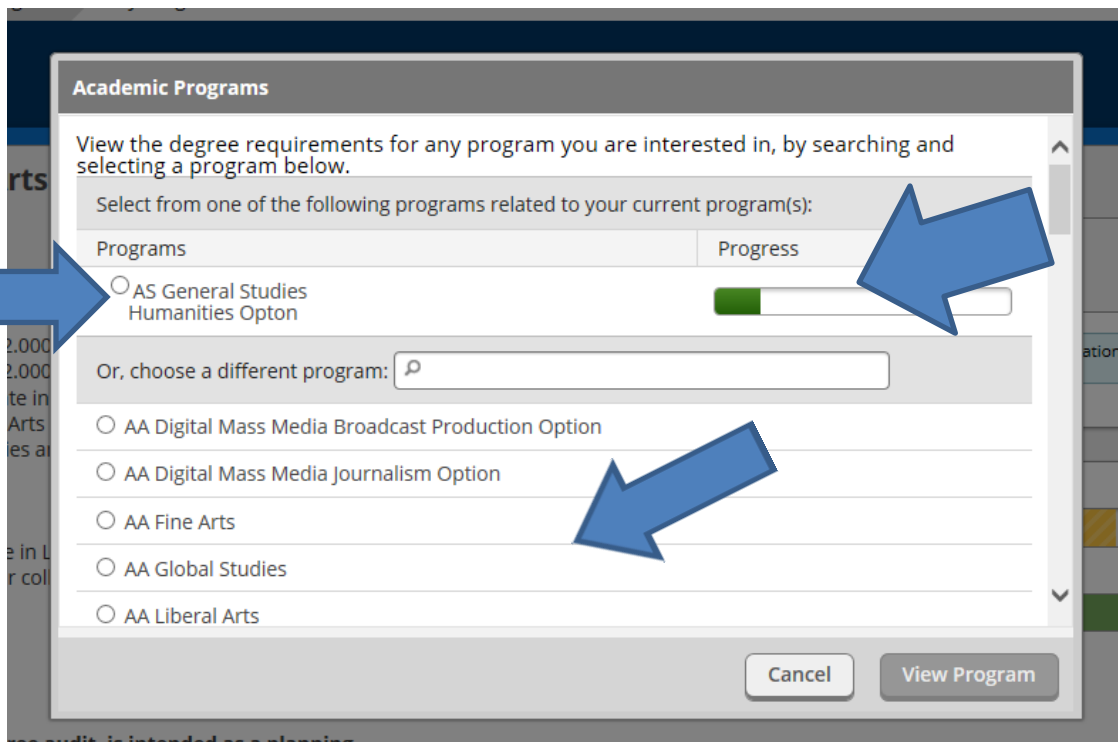
**Program Notes**

**Progress**

**Total Credits** (41 of 41)  
13

**Total Credits from t**  
13

Select the “View a New Program” option at the top of the Progress screen.



**Academic Programs**

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Select from one of the following programs related to your current program(s):

Programs	Progress
<input type="radio"/> AS General Studies Humanities Option	<div><div></div></div>

Or, choose a different program:

- ☐ AA Digital Mass Media Broadcast Production Option
- ☐ AA Digital Mass Media Journalism Option
- ☐ AA Fine Arts
- ☐ AA Global Studies
- ☐ AA Liberal Arts

Cancel View Program

You can choose from related programs, which allows you to see if you might be able to graduate sooner in a different major. You can even see a progress bar, which visually represents progress toward that degree.

You can also elect to select any other degree program.

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### View a New Program (What if?) – Continued

You can then see how your courses fulfill requirements in this degree program, and what courses remain to be completed. Note the warning at the top of the page, which reads: “You are not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.”

You must meet with an advisor and complete a Change of Curriculum form to officially change your major.

Academics ▾

Student Planning ▾

My Progress

**My Progress**

Search for courses...

< >

**AS Business Administration**

×

+

 View a New Program

⚠ You are not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.

**At a Glance**

**Cumulative GPA:** 3.462 (2.000 required)

**Institution GPA:** 3.462 (2.000 required)

**Degree:** Associate in Science

**Majors:** Business Administration

**Departments:** Business Studies

**Catalog:** 2016

**Description**

The AS in Business Administration is designed for those students desiring to transfer to a baccalaureate program in business.

[More...](#)

**Program Notes**

[Show Program Notes](#)

ℹ Developmental credits are reflected in this total, but do not count toward graduation. Developmental credits must be manually subtracted from this credit total.

**Progress**

**Total Credits** (41 of 64)

13

19

9

64

**Total Credits from this School** (41 of 34)

13

19

9

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Adding Courses to the Plan

Students can add courses to their plan directly from the My Progress screen. If a course is a “named” course (no other courses can fulfill the requirement), start by clicking on the course in the My Progress screen.

#### A. Communication (9 cr)

English I/English II/Fundamentals of Public Speaking

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 3 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
In-Progress	COMM-154 Fund of Public Sp			2016SP	3
Not Started	ENGL-151 English I				
Not Started	ENGL-152 English II				

This will bring you to the course in the online catalog. You will then click “Add Course to Plan”.

**ENGL-151 English I (3 Credits)**[Add Course to Plan](#)

Students compose and revise expository essays totaling 3500 words, minimum. Through a series of primarily text-based writing assignments, the course reinforces and stresses the further development of critical reading and thinking, ethical reasoning, the writing process, and information literacy.

**Requisites:** Satisfactory placement test score/or successful completion of required developmental courses. - Must be completed prior to taking this course.

[View Available Sections for ENGL-151](#)

Next, select the term in which you plan to take the course and click “Add Course to Plan”.

**Course Details**

**ENGL-151: English I**

Students compose and revise expository essays totaling 3500 words, minimum. Through a series of primarily text-based writing assignments, the course reinforces and stresses the further development of critical reading and thinking, ethical reasoning, the writing process, and information literacy.

**Credits** 3

**Locations Offered** TBD

**Requisites** Satisfactory placement test score/or successful completion of required developmental courses. - Must be completed prior to taking this course.

**Term**

[Close](#) [Add Course to Plan](#)

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Adding Courses to the Plan (continued)

This course will then appear as “Planned” on your My Progress screen.

#### A. Communication (9 cr)

English I/English II/Fundamentals of Public Speaking

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 3 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
In-Progress	COMM-154 Fund of Public Sp		2016SP	3
Planned	ENGL-151 English I		2016FA	3
Not Started	ENGL-152 English II			

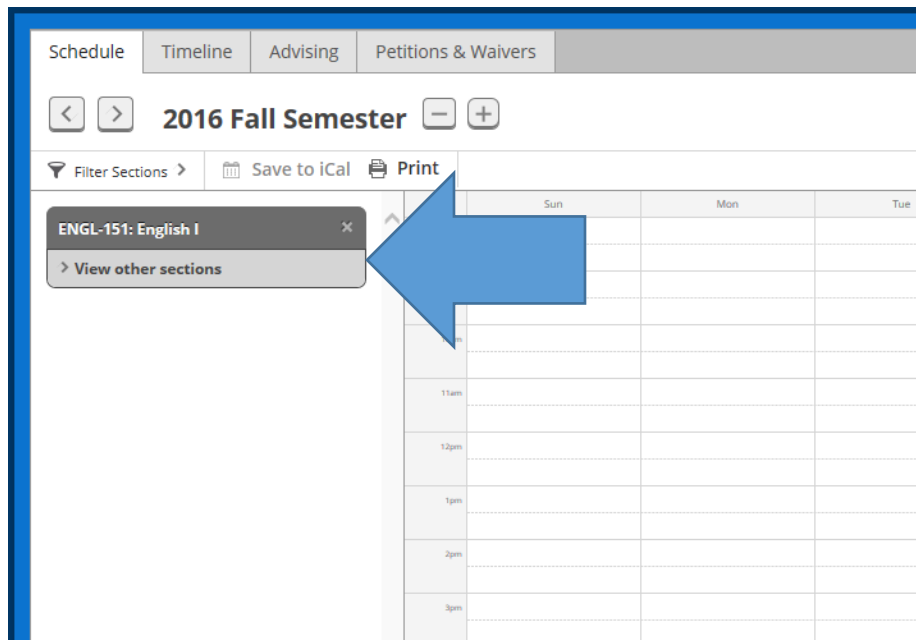
Next, hover over Student Planning in the navigation bar and select “Plan & Schedule”.

Plan and Schedule will bring you to the current semester. You will need to click the arrow next to the term to find the semester in which you are planning a course.

## Adding Courses to the Plan (continued)

You will then see the course you have planned listed on the left side of the screen. If the schedule of classes is not yet posted for the semester, this is as far as you can plan.

*\*Note that planning for a course in a future semester does not guarantee the course will be offered in that semester.*



When several courses could fulfill a requirement, you can use the “Search” function on the My Progress screen to access a list of courses which will complete the requirement.

Clicking the “Search” button for the requirement will bring you to a list of courses in the Course Catalog which could be used to complete the requirement. You can select a course and add the course to the plan as outlined on pages 10-11.

### B. History (6 cr)

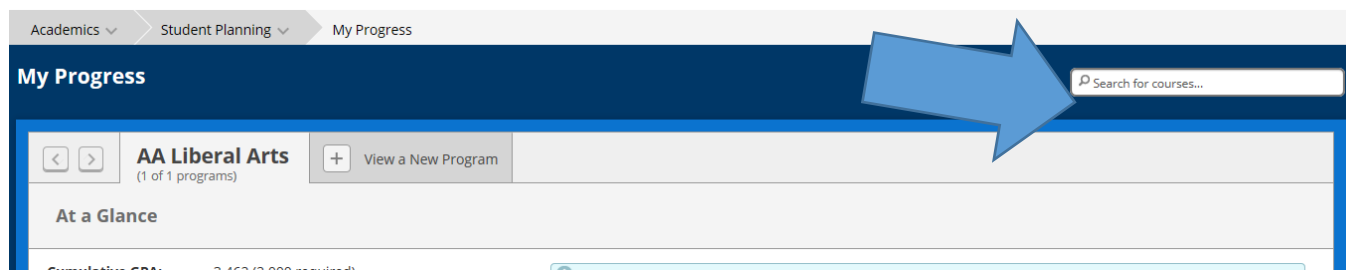
Two (2) History courses selected from the list of Approved General Education Courses.

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 2 Courses Completed.** [Hide Details](#)

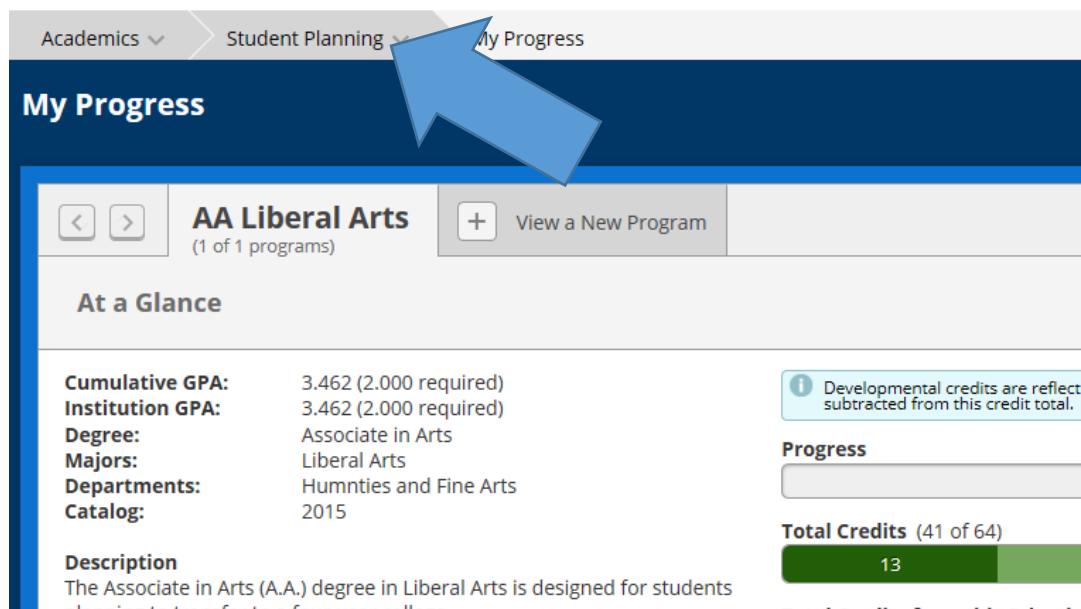
Status	Course	Search	Grade	Term	Credits
Not Started					

You can also plan for courses using the “Search for Courses” bar on the My Progress screen. Type in the name of the course, and you can to view the course in the online Catalog. Add the course to your plan as outlined on pages 9 – 10.



## Adding Courses to the Plan (continued)

Courses can also be added to your plan using the Course Catalog. Hover over Student Planning in the navigation bar and select “Course Catalog”.

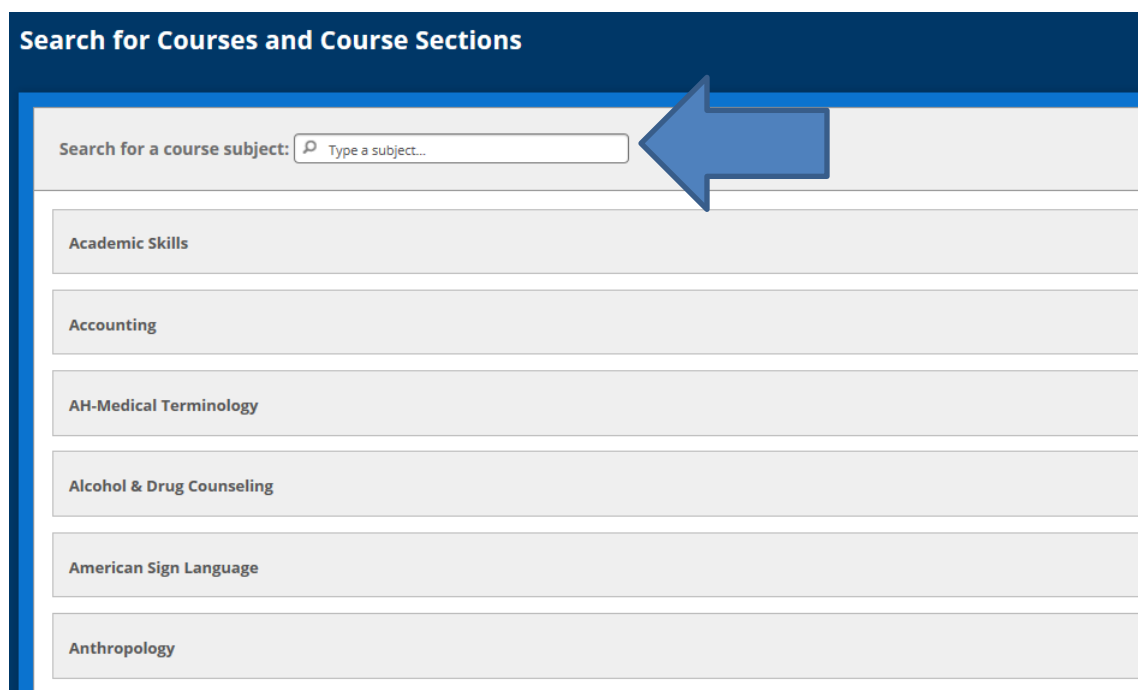


The screenshot shows the 'My Progress' page for the 'AA Liberal Arts' program. The navigation bar at the top includes 'Academics', 'Student Planning', and 'My Progress'. A blue arrow points to the 'Student Planning' dropdown menu. Below the navigation bar, the page title 'My Progress' is displayed. The main content area shows the program details for 'AA Liberal Arts' (1 of 1 programs) and a button to 'View a New Program'. Under the 'At a Glance' section, the following information is listed:

<b>Cumulative GPA:</b>	3.462 (2.000 required)
<b>Institution GPA:</b>	3.462 (2.000 required)
<b>Degree:</b>	Associate in Arts
<b>Majors:</b>	Liberal Arts
<b>Departments:</b>	Humnties and Fine Arts
<b>Catalog:</b>	2015

The 'Description' section states: 'The Associate in Arts (A.A.) degree in Liberal Arts is designed for students planning to transfer to a four-year college.' On the right side, a progress bar shows 'Total Credits (41 of 64)' with a green bar indicating 13 credits completed. A note above the progress bar states: 'Developmental credits are reflect subtracted from this credit total.'

Courses are searchable by discipline. When you select a course, you will then add the course to your plan as outlined on pages 9 – 10.



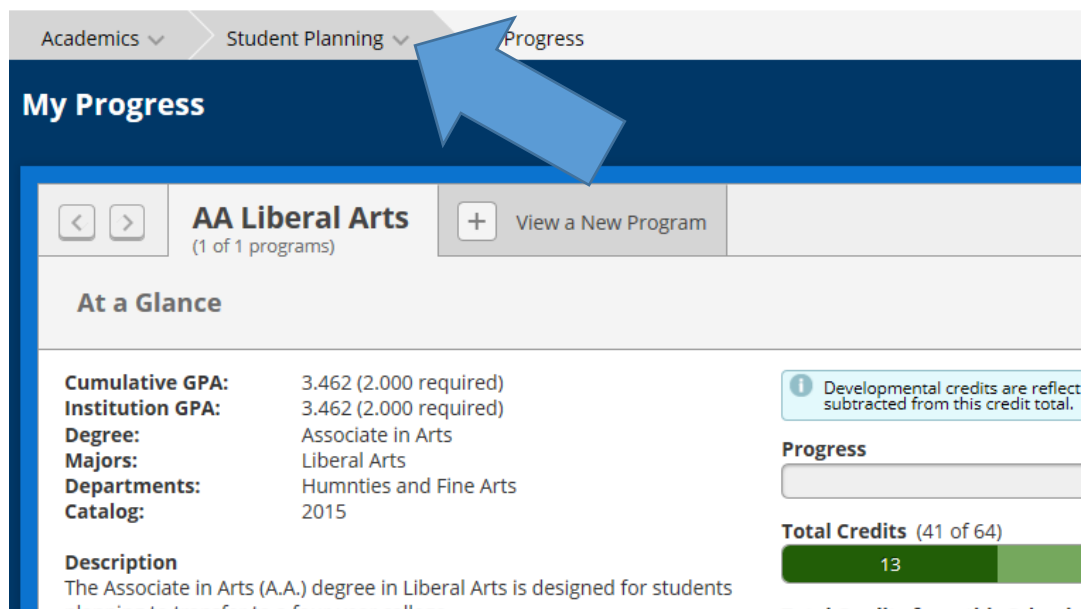
The screenshot shows the 'Search for Courses and Course Sections' page. The navigation bar at the top includes 'Academics', 'Student Planning', and 'My Progress'. A blue arrow points to the search input field. Below the navigation bar, the page title 'Search for Courses and Course Sections' is displayed. The main content area features a search bar with the placeholder text 'Search for a course subject: Type a subject...'. Below the search bar, a list of disciplines is shown, including:

- Academic Skills
- Accounting
- AH-Medical Terminology
- Alcohol & Drug Counseling
- American Sign Language
- Anthropology

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Adding Course Sections to the Plan

When the schedule of classes is posted for the upcoming semester, you can add specific course sections to your plan. Course sections determine the days of the week and time of day you will take a course. To start, hover over Student Planning in the navigation bar and select “Plan & Schedule”.



Academics ▾ Student Planning ▾ Progress

### My Progress

AA Liberal Arts  
(1 of 1 programs)

+ View a New Program

#### At a Glance

<b>Cumulative GPA:</b>	3.462 (2.000 required)
<b>Institution GPA:</b>	3.462 (2.000 required)
<b>Degree:</b>	Associate in Arts
<b>Majors:</b>	Liberal Arts
<b>Departments:</b>	Humtles and Fine Arts
<b>Catalog:</b>	2015

**Description**  
The Associate in Arts (A.A.) degree in Liberal Arts is designed for students planning to transfer to a four-year college.

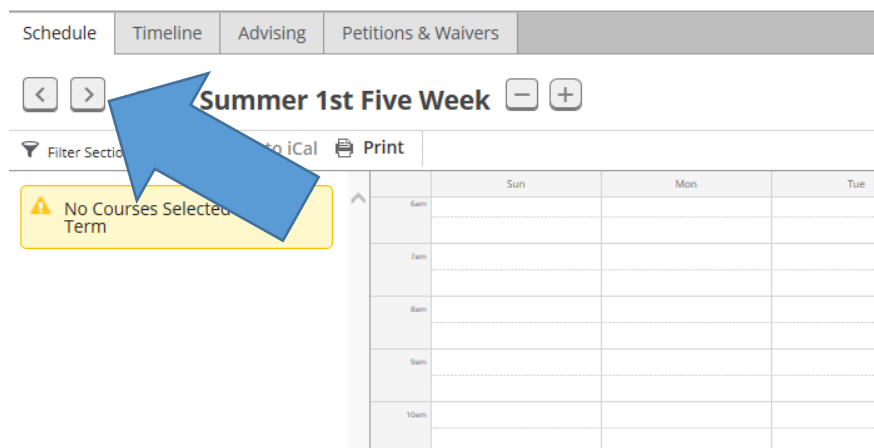
**Progress**

**Total Credits** (41 of 64)

13

Developmental credits are reflect subtracted from this credit total.

Plan and Schedule will bring you to the current semester. You will need to click the arrow next to the term to find the semester in which you are planning a course.



Schedule Timeline Advising Petitions & Waivers

< > Summer 1st Five Week - +

Filter Section to iCal Print

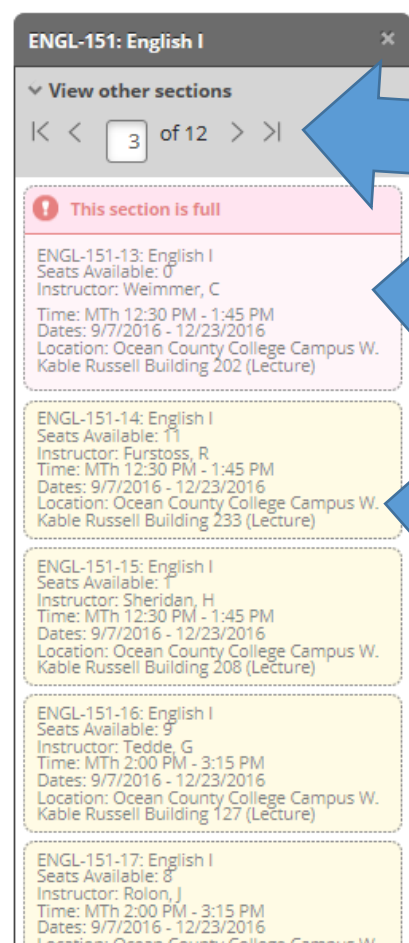
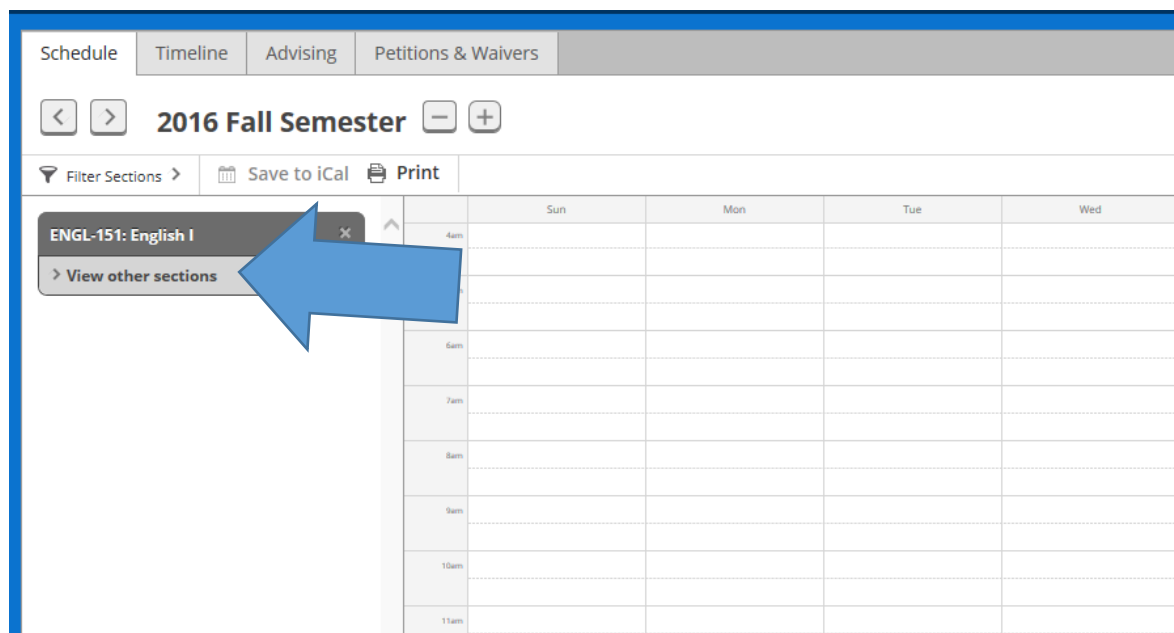
No Courses Selected Term

	Sun	Mon	Tue
6am			
7am			
8am			
9am			
10am			

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Adding Course Sections to the Plan (continued)

From the Plan & Schedule screen, you can click “View Other Sections” to see the course sections available.



Note there are several pages of course sections available for some courses. Make sure to review all of your options, not just those on the first page.

Student Planning will alert you when a section is full.

You should also note where a course section is taught. “Ocean County College Campus” means the course is taught on the Toms River campus. You will also see locations such as Southern Education Center (Manahawkin), Online, Hybrid, and local area high school off-site locations.

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Adding Course Sections to the Plan (continued)

Hover over the course sections to see how they fit into your weekly calendar. When you find a section that works for you, click on the section in the list of sections on the left of the screen.

< > **2016 Fall Semester** - + Remove Planned

Filter Sections > Save to iCal Print Planned: 3 Credits Enrolled: 0 Credits Waitlist:

**ENGL-151: English I**

View other sections

4 of 12

ENGL-151-19: English I  
Seats Available: 15  
Instructor: Waldman, P  
Time: MTh 2:00 PM - 3:15 PM  
Dates: 9/7/2016 - 12/23/2016  
Location: Ocean County College Campus W.  
Kable Russell Building 208 (Lecture)

ENGL-151-20: English I  
Seats Available: 14  
Instructor: Savage, M  
Time: MTh 3:30 PM - 4:45 PM  
Dates: 9/7/2016 - 12/23/2016  
Location: Ocean County College Campus W.  
Kable Russell Building 209 (Lecture)

ENGL-151-21: English I  
Seats Available: 22  
Instructor: Tierney, J  
Time: MTh 3:30 PM - 4:45 PM  
Dates: 9/7/2016 - 12/23/2016  
Location: Ocean County College Campus W.  
Kable Russell Building 233 (Lecture)

ENGL-151-22: English I  
Seats Available: 21  
Instructor: Seay, K  
Time: MTh 3:30 PM - 4:45 PM  
Dates: 9/7/2016 - 12/23/2016  
Location: Ocean County College Campus W.  
Kable Russell Building 230 (Lecture)

ENGL-151-23: English I  
Seats Available: 19  
Instructor: McElroy, B

	Sun	Mon	Tue	Wed	Thu	Fri	Sa
6am							
7am							
8am			ENGL-151-24			ENGL-151-24	
9am							
10am							
11am							
12pm							
1pm							
2pm		ENGL-151-19			ENGL-151-19		
3pm							
4pm		ENGL-151-20 ENGL-151-21 ENGL-151-22 ENGL-151-23			ENGL-151-20 ENGL-151-21 ENGL-151-22 ENGL-151-23		
5pm							

Then, click “Add Section to Schedule”.

**Section Details**

**ENGL-151-19: English I**  
2016 Fall Semester

**Instructors** Waldman, P ([pwaldman@ocean.edu](mailto:pwaldman@ocean.edu))

**Meeting Information** MTh 2:00 PM - 3:15 PM  
9/7/2016 - 12/23/2016  
Ocean County College Campus, W. Kable Russell Building 208 (Lecture)

**Dates** 9/7/2016 - 12/23/2016

**Seats Available** 15 of 22 Total

**Credits** 3

**Grading** Graded

**Requisites** Satisfactory placement test score/or successful completion of required

Close Add Section to Schedule

Review course information such as instructor, meeting time and location, credits, pre-requisites, and the course description.

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Adding Course Sections to the Plan (continued)

You will then see the section planned on your schedule. Planned sections appear in yellow. Until the registration period for the upcoming semester opens, this is as far as you can plan.

*\*Note that this section is only planned, which means you have not registered for the course, nor have you reserved a seat in the course. If the course section fills before you register, you will not be able to register for that section of the course.*

The screenshot shows the 'Schedule' tab selected. The semester is '2016 Fall Semester'. A sidebar on the left displays details for 'ENGL-151-19: English I', including 'Credits: 3', 'Grading: Graded', 'Instructor: Waldman, P', and 'Seats Available: 15'. A 'Planned' status is indicated with a checkmark. A 'Register' button is visible. The main schedule grid shows the course section planned for Monday at 2pm and Thursday at 2pm, highlighted in yellow. A large blue arrow points to the Monday section. The top navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The bottom right shows 'Planned: 3 Credits' and 'Enr'.

You can also use the “Filter” tool to search for specific Availability (i.e., show only open sections), Location, Day of Week, Time of Day, and Instructor.

*\*Note you must click “Filter Sections” before clicking “View Other Sections” to see the filtered results.*

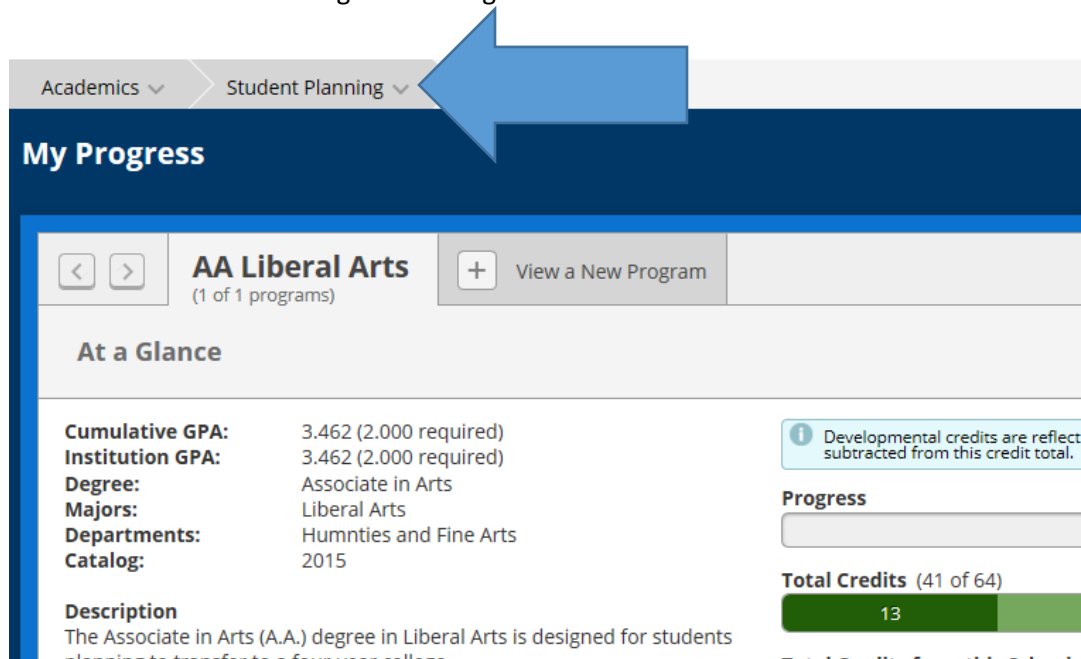
The screenshot shows the 'Filter Sections' dropdown menu open, displaying filter options: 'Availability Any', 'Location Any', 'Day of Week Any', 'Time of Day Any', and 'Instructor Any'. A large blue arrow points to the 'Filter Sections' dropdown. The sidebar on the left shows 'ENGL-151: English I' with a 'View other sections' button. The main schedule grid is empty. The top navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The bottom right shows 'Planned: 3 Credits' and 'Enroll'.

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Registering for Courses

During the registration period, students with access to register for courses online can register for courses via Student Planning. All of the deadlines, rules and regulations associated with registration apply to registration via Student Planning.

Hover over Student Planning in the navigation bar and select “Plan & Schedule”.

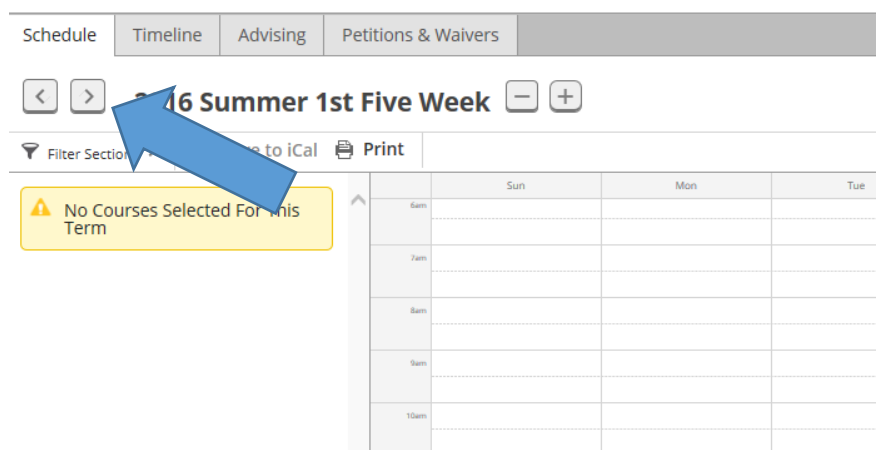


The screenshot shows the 'My Progress' section for the 'AA Liberal Arts' program. The navigation bar at the top has 'Academics' and 'Student Planning' (highlighted with a blue arrow). Below the navigation bar, the 'My Progress' section displays the program name 'AA Liberal Arts' (1 of 1 programs) and a button to 'View a New Program'. The 'At a Glance' section lists the following information:

- Cumulative GPA:** 3.462 (2.000 required)
- Institution GPA:** 3.462 (2.000 required)
- Degree:** Associate in Arts
- Majors:** Liberal Arts
- Departments:** Humnties and Fine Arts
- Catalog:** 2015

A description states: 'The Associate in Arts (A.A.) degree in Liberal Arts is designed for students planning to transfer to a four-year college.' On the right, a 'Progress' bar shows 'Total Credits (41 of 64)' with a green bar indicating 13 credits completed. A note mentions: 'Developmental credits are reflect subtracted from this credit total.'

Plan and Schedule will bring you to the current semester. You will need to click the arrow next to the term to find the semester in which you are registering for a course.



The screenshot shows the 'Schedule' tab in the Student Planning interface. The navigation bar at the top has 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the navigation bar, the 'Schedule' section displays the current term '2016 Summer 1st Five Week' with left and right arrows and minus/plus buttons. A yellow warning box states: 'No Courses Selected For this Term'. Below the warning box, there is a table with columns for 'Sun', 'Mon', and 'Tue' and rows for '6am', '7am', '8am', '9am', and '10am'.

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Registering for Courses (continued)

You can click the “Register” button for each course you would like to add to your schedule, or you can click the “Register Now” button at the top of the screen to register for all planned sections at the same time.

The screenshot shows the '2016 Fall Semester' planning interface. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these are navigation arrows, the semester name, and buttons for 'Remove Planned Courses' and 'Register Now'. A blue arrow points to the 'Register Now' button. The interface displays a grid with days of the week (Sun-Sat) and times (5am-4pm). Two courses are planned: 'ENGL-151-19: English I' and 'SOCI-181-01: Intro Sociology'. Each course entry in the grid is highlighted in yellow and includes a 'Register' button. A blue arrow points to one of these 'Register' buttons. On the left, a sidebar shows details for each course, including credits, grading, instructor, and meeting information, with a 'Register' button for each. The status at the top right indicates 'Planned: 6 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

When you have successfully registered for courses, the planned sections will turn green. The courses are now officially on your schedule, and you are responsible for payment to secure these classes.

The screenshot shows the same '2016 Fall Semester' planning interface after successful registration. A red banner at the top contains a warning icon and the text: 'You must click this button to pay for registration or you could be removed from your classes.' with a 'Pay for Registration' button. A blue arrow points to this button. The 'Planned' status at the top right now shows 'Planned: 0 Credits', 'Enrolled: 6 Credits', and 'Waitlisted: 0 Credits'. The course entries in the grid are now green and marked with a checkmark, indicating they are 'Registered, but not started'. A blue arrow points to one of these green entries. The sidebar on the left also shows the courses as 'Registered, but not started' with a 'Drop' button instead of 'Register'. The 'Register Now' button is still present at the top right.

# OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

## Dropping Courses

During the registration period, students with access to register for courses online can also drop courses via Student Planning. All of the deadlines, rules and regulations associated with regular registration apply to registration via Student Planning.

You can drop the course via the “Drop” button. Remember, a course is not officially dropped from your schedule until you have taken this action.

The screenshot shows the Student Planning interface for the 2016 Fall Semester. At the top, a red banner states: "You must click this button to pay for registration or you could be removed from your classes." with a "Pay for Registration" button. Below this, the "Schedule" tab is selected. The left sidebar shows two course cards: "ENGL-151-19: English I" and "SOC1-181-01: Intro Sociology". Both are marked "Registered, but not started". A blue arrow points to the "Drop" button on the "ENGL-151-19" card. The main calendar grid shows the following sections: "SOC1-181-01" on Monday 8am and Thursday 8am, and "ENGL-151-19" on Monday 2pm and Thursday 2pm. The status bar at the top right indicates: "Planned: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits".

Once you have dropped a course, it will return to a planned (yellow) section on your calendar. If you do not intend to take the course, you should remove it from your plan.

The screenshot shows the Student Planning interface after a course has been dropped. The "ENGL-151-19: English I" card in the left sidebar is now marked "Planned" and has a yellow background. The "Drop" button is still visible. The main calendar grid shows the following sections: "SOC1-181-01" on Monday 8am and Thursday 8am, and "ENGL-151-19" on Monday 2pm and Thursday 2pm. The status bar at the top right indicates: "Planned: 3 Credits Enrolled: 3 Credits Waitlisted: 0 Credits". A blue arrow points to the "ENGL-151-19" section on the calendar.

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Using the Timeline View

The Timeline View is a snapshot of all the courses you have completed and planned. The timeline shows a semester by semester view of your courses. You can scroll through this page to see all past, current, and planned semesters.

Hover over Student Planning in the navigation bar and select “Plan & Schedule”.

Academics ▾ Student Planning ▾

### My Progress

< > **AA Liberal Arts** (1 of 1 programs) + View a New Program

#### At a Glance

**Cumulative GPA:** 3.462 (2.000 required)  
**Institution GPA:** 3.462 (2.000 required)  
**Degree:** Associate in Arts  
**Majors:** Liberal Arts  
**Departments:** Humanities and Fine Arts  
**Catalog:** 2015

**Description**  
The Associate in Arts (A.A.) degree in Liberal Arts is designed for students planning to transfer to a four-year college.

**Progress**

**Total Credits** (41 of 64)  
13

Developmental credits are reflected subtracted from this credit total.

Click the “Timeline” tab.

### Plan your Degree and Schedule your courses

**You must click this button to pay for registration or you could be removed from your classes.**

Schedule **Timeline** & Waivers

< > **2016 Summer 1st Five Week** - +

Filter Sections > Save to iCal Print

**No Courses Selected For This Term**

	Sun	Mon
8am		
9am		
10am		
11am		
12pm		
1pm		

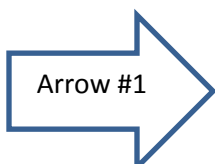



## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Using the Timeline View (continued)

The screenshot shows the 'Timeline' tab in the student planning interface. It displays four semesters: 2015 Fall Semester, 2015 Spring Semester, 2016 Fall Semester, and 2016 Fall Quick Term. Each semester contains a list of courses with their credits and status. Four arrows point to specific features:

- Arrow #1** points to the '2015 Fall Semester' header.
- Arrow #2** points to the '2016 Fall Semester' header.
- Arrow #3** points to the 'ENGL-151-19: English I' course in the 2016 Fall Semester.
- Arrow #4** points to the '2016 Fall Quick Term' header.

At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. A 'Remove Planned Courses' button is visible in the top right corner. The bottom of each semester panel shows the GPA and enrolled credits.

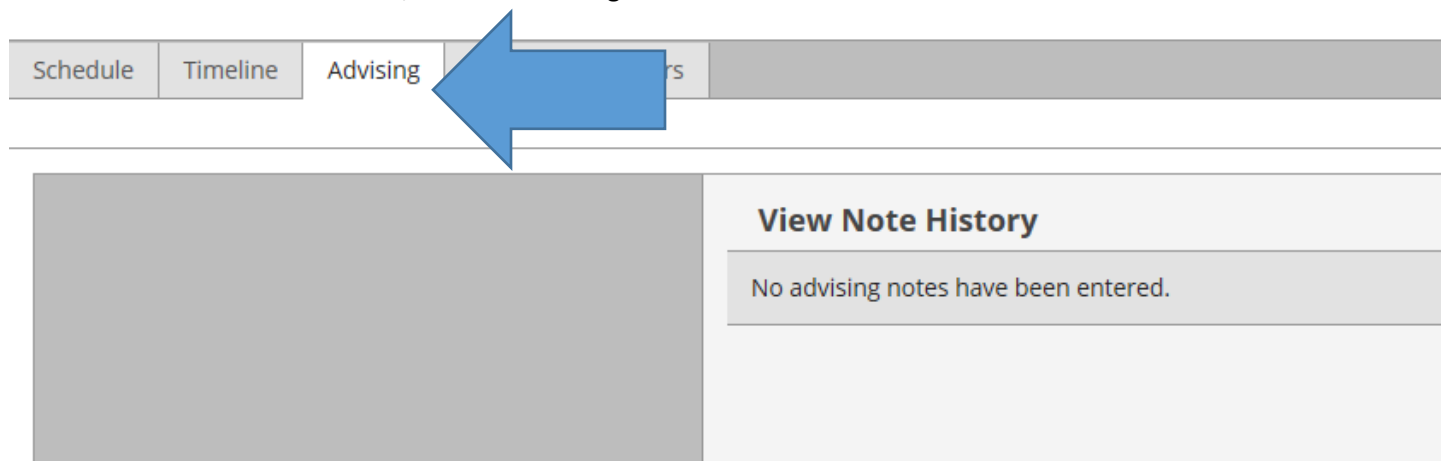
-  **Arrow #1** Completed courses display with a grade.
-  **Arrow #2** In Progress courses and registered courses display with a checkmark.
-  **Arrow #3** Planned courses display in dark gray.
-  **Arrow #4** If you have not taken courses in a particular term, you can also delete the semester from your timeline view.

## OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

### Using the Advising Tab

On the Advising tab, you can view any notes your advisor has left for you.

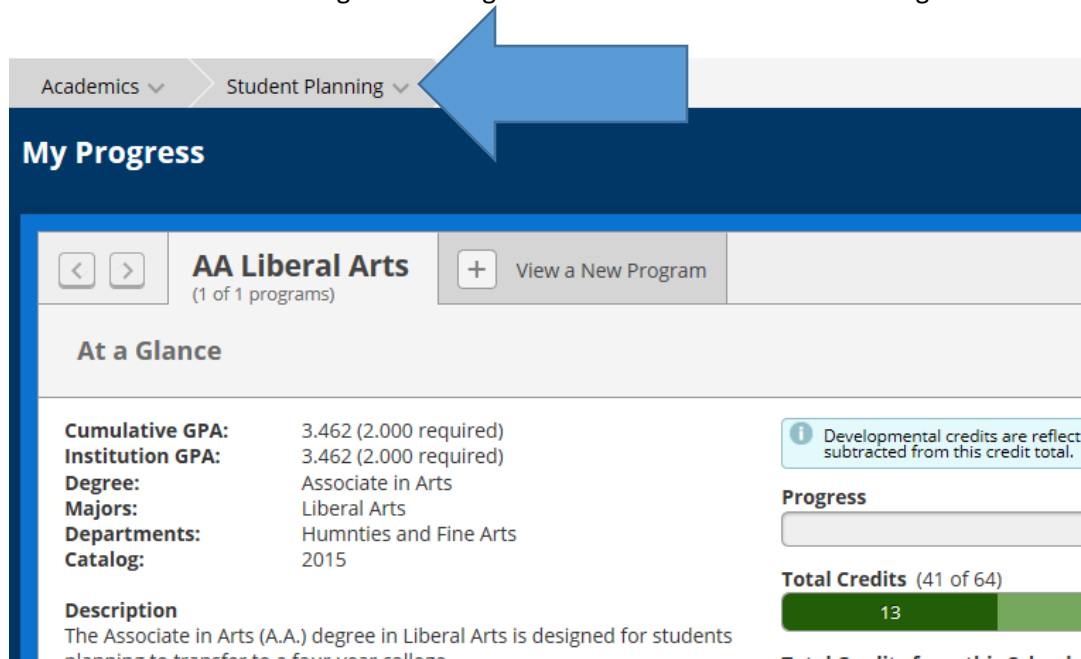
From the Plan & Schedule screen, click the Advising tab.



### Using the Course Catalog

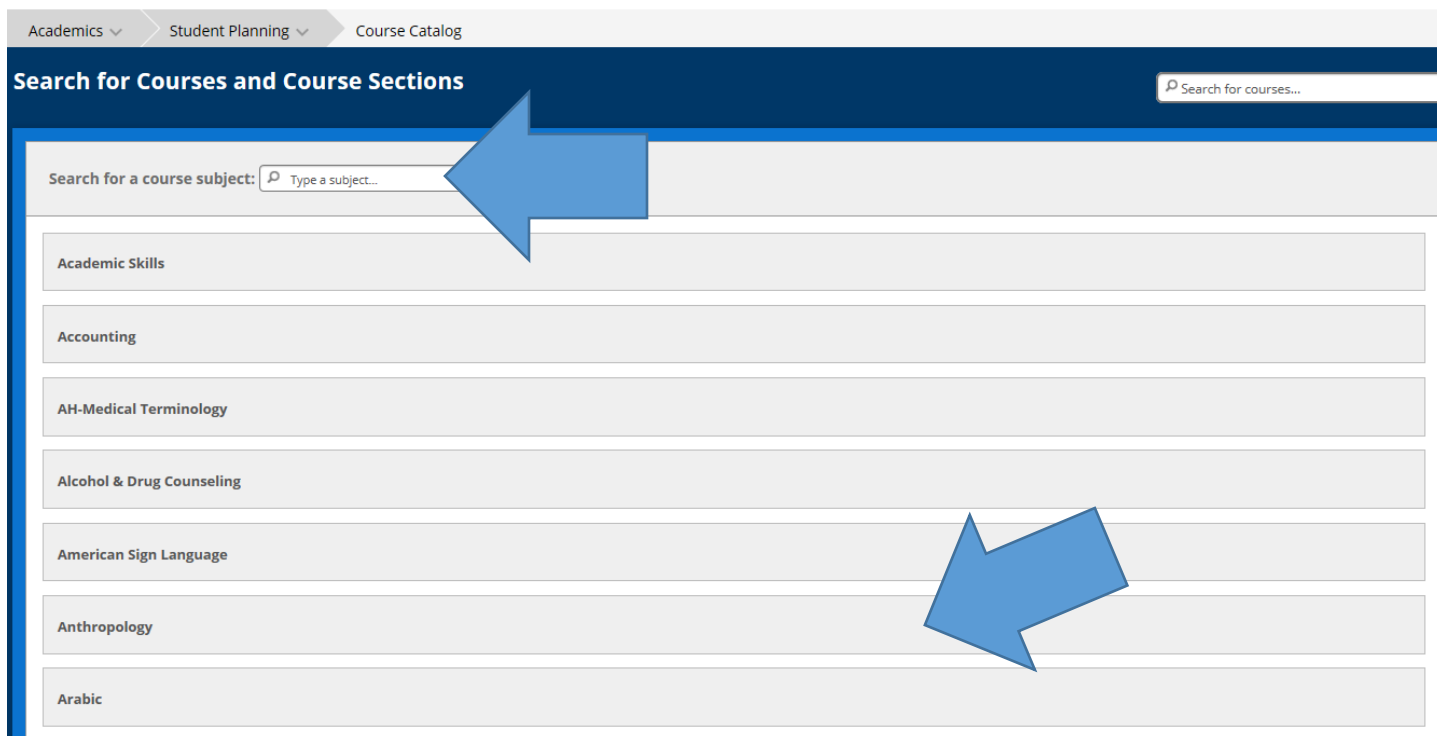
The Course Catalog allows students to search the database of OCC courses. See the Page 12 for instructions on adding courses to your plan via the Course Catalog.

Hover over Student Planning in the navigation bar and select “Course Catalog”.



## Using the Course Catalog (continued)

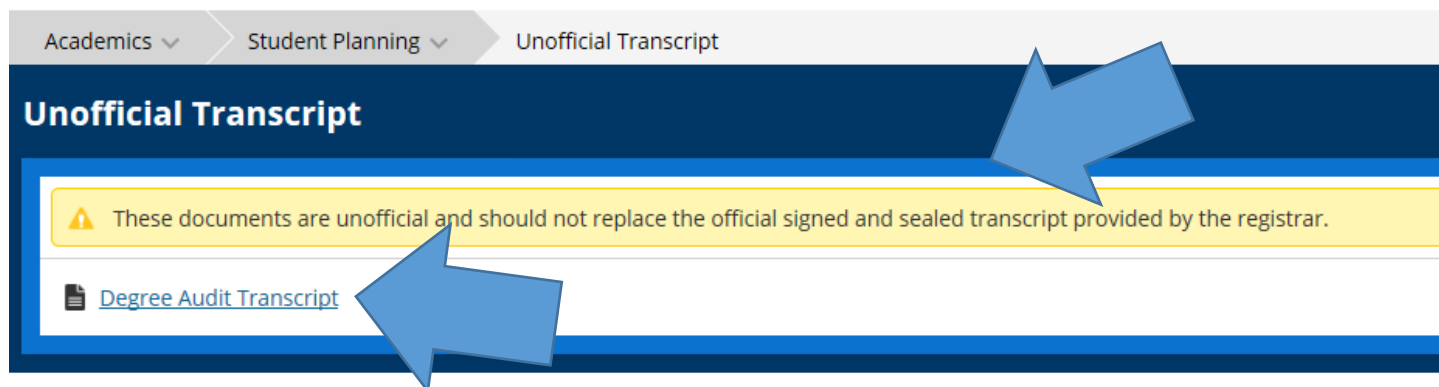
You can search for courses by name or by department.



The screenshot shows the 'Course Catalog' page. At the top, there is a navigation bar with 'Academics', 'Student Planning', and 'Course Catalog'. Below this is a dark blue header with the text 'Search for Courses and Course Sections' and a search input field labeled 'Search for courses...'. The main content area has a light gray background. On the left, there is a search bar labeled 'Search for a course subject:' with a dropdown arrow and the text 'Type a subject...'. To the right of this search bar is a list of departments: Academic Skills, Accounting, AH-Medical Terminology, Alcohol & Drug Counseling, American Sign Language, Anthropology, and Arabic. A blue arrow points from the search bar to the 'Search for a course subject:' input field. Another blue arrow points from the right side of the department list to the 'Search for a course subject:' input field.

## Accessing your Unofficial Transcript

Hover over Student Planning in the navigation bar and select “Unofficial Transcript”. Click “Degree Audit Transcript” to download a pdf of your unofficial transcript. Note this transcript is not official.



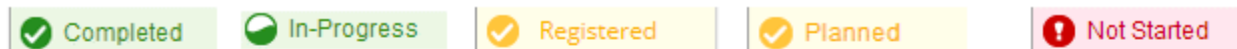
The screenshot shows the 'Unofficial Transcript' page. At the top, there is a navigation bar with 'Academics', 'Student Planning', and 'Unofficial Transcript'. Below this is a dark blue header with the text 'Unofficial Transcript'. The main content area has a light gray background. At the top of the content area, there is a yellow warning message: 'These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.' Below this message is a link labeled 'Degree Audit Transcript' with a document icon. A blue arrow points from the right side of the page to the yellow warning message. Another blue arrow points from the left side of the page to the 'Degree Audit Transcript' link.

# OCEAN COUNTY COLLEGE: STUDENT PLANNING GUIDE FOR STUDENTS

## Quick Reference Guide to Planning and Registering for Courses

### STEP ONE:

USE **"MY PROGRESS"** TO VIEW YOUR DEGREE AUDIT. COURSES DISPLAY AS COMPLETED, IN PROGRESS, REGISTERED, PLANNED OR NOT STARTED.



### STEP TWO:

USE THE **"PLAN AND SCHEDULE"** TAB TO ADD COURSES TO YOUR PLAN. YOU CAN PLAN AS MANY FUTURE SEMESTERS AS YOU NEED TO COMPLETE YOUR DEGREE. YOU ARE ADDING COURSES – NOT SPECIFIC SECTIONS – IN THIS STEP.

USE THE **"SEARCH"** FUNCTION IN THE DEGREE AUDIT TO FIND COURSES THAT WILL FULFILL A REQUIREMENT

Status	Course	Search
Not Started		

THEN, ADD THE COURSE TO YOUR PLAN FOR THE SEMESTER YOU PLAN TO TAKE THE COURSE

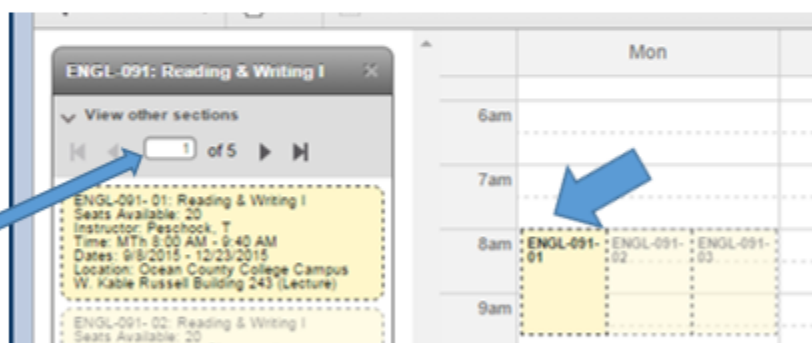


### STEP THREE:

WHEN THE SCHEDULE IS AVAILABLE FOR THE NEXT SEMESTER, YOU WILL BE ABLE TO SEE WHICH SECTIONS ARE OFFERED FOR THE COURSES YOU PUT ON YOUR PLAN. USE THE **"PLAN AND SCHEDULE"** FUNCTION TO ADD SECTIONS FOR THAT SEMESTER.

PLANNED COURSES APPEAR IN **YELLOW**.

**\*\*NOTE:** THE **"VIEW OTHER SECTIONS"** FUNCTION MIGHT LIST MULTIPLE PAGES OF SECTIONS.



STEP FOUR: WHEN REGISTRATION OPENS, USE THE **"PLAN AND SCHEDULE"** FUNCTION TO REGISTER FOR PLANNED SECTIONS.

REGISTERED COURSES APPEAR IN **GREEN**.

YOU CAN ALSO DROP COURSES USING THE PLAN AND SCHEDULE FUNCTION.

