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

Table of Contents:

Accessing Student Planning........................................................................................................Page 2

Welcome Screen.............................................................................................................................Page 2

Steps to Getting Started................................................................................................................Page 3

Understanding “My Progress”........................................................................................................Pages 4-6

Using View a New Program (What-If).......................................................................................... Pages 7-8

Adding Courses to the Plan............................................................................................................ Pages 9-12

Adding Course Sections to the Plan..............................................................................................Pages 13-16

Registering for Courses................................................................................................................Page 17-18

Dropping Courses.........................................................................................................................Page 19

Using the Timeline View................................................................................................................Pages 20-21

Using the Advising Tab..................................................................................................................Page 22

Using the Course Catalog..............................................................................................................Pages 22-23

Accessing Your Unofficial Transcript............................................................................................Page 23

Quick Reference Guide to Planning and Registering for Courses............................................Page 24
Accessing Student Planning
Students will be able to access Student Planning via logging into Ocean Connect.

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”.
**Steps to Getting Started**

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

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.

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

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.**

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**: ENGL-151, English I
  - Term: 2016SP, Credits: 3
- **Fundamentals of Public Speaking**: COMM-154
  - Term: 2016SP, Credits: 3

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”.

### E. Social Science (6cr)

- **General Psychology**: PSYC-172
  - Term: 2015FA, Credits: 3
- **Intro Sociology**: SOCI-110
  - Term: 2017SP, Credits: 3

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”.

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**Arrow #1**

**Arrow #2**
Understanding My Progress (continued)

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”.

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.
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.

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

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.
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.
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.

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

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

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**Adding Courses to the Plan (continued)**

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

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.

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 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”.

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.
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”.

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 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.
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.

Then, click “Add Section to Schedule”.

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

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.*
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”.

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.
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.

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.
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.

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.
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”.

Click the “Timeline” tab.
Using the Timeline View (continued)

Completed courses display with a grade.

In Progress courses and registered courses display with a checkmark.

Planned courses display in dark gray.

If you have not taken courses in a particular term, you can also delete the semester from your timeline view.
**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.

![Advising Tab Image]

**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”.

![Course Catalog Image]
Using the Course Catalog (continued)

You can search for courses by name or by department.

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.
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.

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.