


Plan, Review, Register, Graduate

The QUICK Student Guide to Course Planning and Registration through Self Service

STEP 1 - **PLAN** your courses

- Sign into Self Service/Student Planning: Go to www.racc.edu, select MyRACC along the top bar.
- Select Self Service in the menu on the left. Once in Self Service, select the **Student Planning** box.
- Click on My Progress to load your program requirements.
- Read the header to determine what courses are needed. Courses needed will appear in RED.
- Locate and click on the course name that you plan to take.
- Select the term you plan to take the course, and Click on “Add Course to Plan”.
- Repeat for all courses you intend to take in current or future terms.
- Click **Plan your Degree and Schedule** located under the Student Planning menu at the top.
- Select Timeline to review your planned courses.

STEP 2- **REVIEW** plan with advisor

- When in Student Planning, click on the Plan & Schedule.
- Click on the tab called Timeline.
- Review your Timeline to verify that the courses displayed are correct.
- Check for errors which will be displayed by an  icon.**
- Click on the tab called Advising.
- Compose a note to your advisor(s), if needed
- Click Request Review (upper right hand corner).
- Meet with your assigned Faculty advisor or one of the Academic Advisors in the Advising Center (Berks Hall 209) to review your plan.

Although not mandatory, it is highly recommended that you review your plan with an advisor prior to registering for classes (Step 3 below)

STEP 3– **REGISTER** for courses

Courses must appear on your PLAN (Timeline) before you can register for specific sections.

- Sign into Self Service, Click on Student Planning, Click on Plan & Schedule
- View available course sections and build your schedule
 - **Click** on VIEW OTHER SECTIONS to populate the calendar with in person or hybrid sections.
 - **Use the Arrows under “view other sections’ to Scroll** through the courses to view all sections
 - When you hover on an in person or hybrid section the course will activate on the calendar so you can see the time on the calendar.
 - **ONLINE sections** will appear on the pages at the end since those sections are typically 1800 or higher.
 - Utilize the course search filter will activate at the top of the screen. (Utilize the Location filter to search for **ONLINE sections**)
- Click on the specific section of the course that you want from the **left column** or on the **calendar grid**.
- The section details will appear. Select **ADD SECTION** from the pop up menu.
- Repeat steps to add all courses. Courses will appear in YELLOW as planned.
- When finished, click on **REGISTER NOW**. Once successfully registered, courses will appear in GREEN.

Important: If you do not see the green box, YOU ARE NOT REGISTERED!

STEP 4– **GRADUATE**

Planning is an essential to on-time graduation – It will save you both TIME and MONEY!