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!