

Student Planning Frequently Asked Questions

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1. What is Student Planning?

Student Planning is an expansion of the self-service modules available to students under the MyRACC portal. It is a change to the way students plan a schedule for the upcoming semester and register for classes. For each program of study, there are specific courses that need to be completed. They are listed on a student's Progress page. Student Planning connects the courses from each student's Progress with the upcoming schedule of classes. This will enable students to easily plan classes that fulfill degree requirements and then register for those classes quickly and easily when registration opens.

2. How do I log into Student Planning?

Student Planning is accessed via the MyRACC portal found on RACC's home page at www.racc.edu. Select the Self-Service link in the left menu and click on the Student Planning module.

3. When will I have access to the system?

Students will have access to Self Service and Student Planning after applying to the college. Placement testing or a review of previous college transcripts will be required before self-registration of courses is available through Student Planning. Guest, Non-degree and Dual Enrollment students will not utilize Student Planning because they are taking individual courses and are not seeking a degree. These students will register for courses through other processes. Guest, Non-degree and Dual Enrollment student should visit <https://www.racc.edu/admissions/get-started> for more details.

4. How do I plan my schedule for the next semester?

Log into Self Service / Student Planning via the MyRACC portal. Click on the 'My Progress' to review your degree audit information. Click on one of the courses that is associated with an unmet requirement. Search for available sections, then click on "Add Section to Schedule." Repeat this process until you have filled out a complete schedule. You can review your plan via the Plan and Schedule tab, and you can search for classes directly via the Course Catalog tab. Detailed instruction guides can be found at: <https://www.racc.edu/services/students> and under the Student Resources Tab in the MyRACC portal.

5. How will I know if I have a hold on my account?

If you have a hold on your account, a notification will appear in the upper right-hand corner indicating the reason for the hold. In most cases, you will not be able to register if you have a hold on your account. You will need to go to the appropriate office to resolve the hold before self-registering.

6. If I add a section to my plan, does it mean I am registered for that class?

NO. Adding a section to your plan does **not** hold a seat in that section and does not register you for the class. You can add any class to your planner that you want and it will appear in yellow on your plan. When you attempt to register for the section, the registration system will validate that there is a seat available and that you meet all of the restrictions and/or requisites. You are not in the class until you have successfully registered for the class. **When you have successfully registered, the class section will be GREEN with a check mark ✓ on the scheduling page.**

7. When can I register for classes?

Registration typically opens according to the following schedule:

- Fall– registration opens March 1st
- Winterim / Spring – registration opens October 1st
- Summer – registration opens October 1st

To get the best selection of classes, register as soon as registration opens. Students do not need to complete courses that are in progress before registering for the next semester. If currently enrolled in a pre-requisite course, Student Planning will allow students to register for the next required course even though the pre-requisite course is not completed. If for some reason, the pre-requisite course is dropped or not successfully completed, the Records Office will make adjustments to student schedules accordingly. Students will continue to have access to the registration system through the end of the Add/Drop period.

8. How do I drop a class?

Simply log into Student Planning. Select the “Plan and Schedule” option. Click on the “Schedule” tab. Find the course in the menu on the left and select drop. A pop up will appear. Select the course(s) you wish to drop and submit. Students will be permitted to drop courses via Self Service through the end of the Drop/Add period. Contact the Records Office in B107 with questions.

9. How do I check where I am on the waitlist?

If you have added yourself to the waitlist for any sections and you want to see where you are on the list, log into Self Service and select the “My Waitlisted Sections” module.

10. Who do I contact if I have questions about Student Planning?

- If you have problems accessing the site, or if you encounter any technical difficulties, please contact the IT Help Desk at helpdesk@racc.edu or stop by Berks Hall 411.
- If you have specific questions about your requirements or classes you are considering, please contact your academic adviser or visit the Advising Center in Berks Hall 209.
- For issues related to registration, dropping courses or holds on your account, contact the Records and/or Cashier’s Office both located in Berks Hall 107.

11. I still need help figuring this out, where can I go for help?

There are a number of electronic resources available on the website at:

<https://www.racc.edu/services/students> or under the Student Resources tab in the MyRACC Portal .