



## To Plan Your Degree and Register for Classes:

- 1) Login to your MyKC account at [www.kish.edu/mykc](http://www.kish.edu/mykc)
- 2) Located in the right column under applications click on Kishwaukee College Self-Service

The screenshot shows the MyKC user interface. At the top, there is a navigation bar with a menu icon, the text 'myKC Employee Home', and a search box. Below the navigation bar, there are several sections: 'Notifications' with a message about alerts, 'KishID Password Change' with a form, 'Employee Unread Messages' showing one message, 'Announcements' with several news items, 'Employee Calendar' showing the month of May 2017, 'Brightspace by D2L' with a welcome message and course list, 'Active Course List' with a list of courses, 'Applications' with 'Kishwaukee College Self-Service' highlighted, and 'Links'.

- 3) Click on Student Planning

The screenshot shows a grid of application tiles. The tiles are: 'Student Finance', 'Financial Aid', 'Tax Information', 'Banking Information', 'Employee', 'Student Planning' (highlighted in yellow), 'Grades', 'Graduation Overview', 'Enrollment Verifications', 'Transcript Requests', and 'Advising', 'Financial Management'. Each tile has a brief description of the service.

- 1) Click on **Plan Your Degree & Register for Classes**
- 2) Click on the **Timeline** tab



Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

Spring 2017	Fall 2017	Spring 2018	Fall 2018
<ul style="list-style-type: none"><li>ART-282-5001: Introduction to Visual Arts Credits: 3 ✓</li><li>ENG-104-5005: Composition II Credits: 3 ✓</li><li>ENG-215-5001: Children's Literature Credits: 3 ✓</li><li>MAT-085-5A01: Intermediate Algebra I Credits: 2 ✓</li><li>MAT-086-5B01: Intermediate Algebra II Credits: 2 ✓</li></ul> <p>13 Enrolled Credits</p>	<ul style="list-style-type: none"><li>CHE-110: Basic Chemistry Credits: 3 ✗</li><li>CHE-111: Basic Chemistry Lab Credits: 1 ✗</li><li>MAT-208: Introductory Statistics Credits: 4 ✗</li></ul> <p>8 Planned Credits</p>		

- 3) Page right and review past, current, and future semesters
- 4) Return to **My Progress** tab on the top left of the page.
- 5) Review needed classes and choose a class to register.
- 6) If the class is available, click **Add Course to Plan**

BIO-103 General Biology (3 Credits) [Add Course to Plan](#)

An introductory course of study of biological science. This course includes an investigation of the basic principles of the study of life including: molecular biology, cell structure and function, genetics, evolution, and ecology. Not recommended for students intending to major in biology. Three hours lecture/discussion a week. IAI: L1 900

**Requisites:** take 1 group; #Take ENG-098; Minimum grade C; #Take PTR-890 PTR-880 OR PTW-872; #Take ENG-103 ENG-104 ENG-109 ENG-110 ENG-199 ENG-201 ENG-202 ENG-205 ENG-206 ENG-207 ENG-211 ENG-212 ENG-216 ENG-217 ENG-270 ENG-280 ENG-281 ENG-282 ENG-283 ENG-284 ENG-286 ENG-287 ENG-292 ENG-293 ENG-297 ENG-298 OR ENG-299; - Must be completed prior to taking this course.  
Take 1 group; #Take ENG-097; Minimum grade C; #Take PTW-850 PTW-856 PTW-857 PTW-870 PTW-871 OR PTW-872; - Must be completed prior to taking this course.  
Take 1 group; #Take MAT-066 OR MAT-096; Minimum grade C; #Take PTM-835 PTM-836 PTM-850 PTM-870 PTM-890 PTM-895 OR PTM-896; #Take MAT-085 MAT-086 MAT-075 MAT-097 MAT-098 MAT-101 MAT-120 MAT-130 MAT-150 MAT-155 MAT-201 MAT-202 MAT-208 MAT-210 MAT-211 MAT-220 MAT-229 MAT-230 MAT-231 MAT-240 MAT-260 IAI-M19000 IAI-M1904 IAI-M1905 OR IAI-M1907; - Must be completed prior to taking this course.

**Offered:** SU FA SP, Every Year

[View Available Sections for BIO-103](#)

- 7) Select a term for the course, (i.e., Spring, Summer or Fall of 20...)
- 8) Return to **Plan & Schedule**
- 9) Click **Timeline**

Go to the semester chosen for your selected class. Total number of credits is displayed at the bottom of the box.



### To Register for Classes:

- 1) To view a calendar of your current semester schedule, click the **Schedule** tab under **Plan Your Degree & Register for Courses**. A description of the course appears on the left of the calendar with options to drop the class or view other sections of the same class. You may print the calendar.
- 2) Next to the timeline button is a **schedule**. This allows you to see classes set up like a week plan. With this you can determine which classes conflict with each other and which times you would most prefer to take a class.

Plan your Degree and Schedule your courses

The screenshot shows a web interface for planning a degree and scheduling courses. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The current semester is 'Spring 2017'. A search bar is available for finding courses. Below the navigation, there are options to filter sections, save to iCal, and print. The main area is a weekly calendar grid from Sunday to Saturday, 7am to 6pm. Several course sections are plotted: BUS-256-5002 on Tuesday and Thursday at 8am, and ACC-121-5001 on Monday, Tuesday, Wednesday, and Thursday at 10am. A sidebar on the left provides details for selected courses, including 'BUS-256-5002: Business Law' and 'ENG-104: Composition II'. The 'ENG-104' section includes a warning icon and text: 'ENG-104 with a grade of "C" or higher. Must be completed prior to taking this course.'

- 3) To add a course to your schedule you can go to the **course catalog**. When you find a course you would like to take, click on it and there will be a button that says **View available sections**. Find a section you would like to take and add the section to your schedule.

The screenshot shows a course catalog entry for 'PSY-102 Intro Psychology (3 Credits)'. It includes a description of the course, prerequisites (None), and offering information (SU FA SP, Every Year). A section titled 'View Available Sections for PSY-102' is expanded for 'Spring 2017'. Two sections are listed:

Seats	Times	Locations	Instructors
5	M/W 8:00 AM - 9:15 AM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J
1	M/W 9:30 AM - 10:45 AM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J

Buttons labeled 'Add Section to Schedule' are present next to each section listing.



- 4) The class will then show in your schedule and timeline. It will be yellow until you register for it by clicking on it and registering. As soon as you register, it will turn green.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2017

Remove Planned Courses Register Now

Planned: 14 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		PSY-102-3001		PSY-102-3001			
9am			ENGL-103-3013		ENGL-103-3013		
10am							
11am		BIO-103-3003		BIO-103-3003			
12pm							
1pm							
2pm		MAT-208-3002		MAT-208-3002			
3pm							
4pm							
5pm							
6pm							
7pm							

PSY-102-3001: Intro Psychology

Registered, but not started

Credits: 3  
Grading: Graded  
Instructor: TBD  
8/21/2017 to 12/15/2017

Drop

	Sun	Mon	Tue	Wed	Thu
7am					
8am		PSY-102-3001		PSY-102-3001	
9am					
10am					
11am					
12pm					

### Dropping Classes:

#### Dropping/Removing 'Planned' Course

- 1) If you wish to REMOVE a class, click the X in the upper right corner of the class in your **schedule**. *THIS ONLY WORK IF COURSE IS PLANNED*



2) If you wish to remove the class completely, you must go to your **timeline** and click the X in the term you wish to remove it from. If you don't remove it from your timeline, it will remain indefinitely.

### Dropping/Removing 'Registered' Course

3) If you wish to DROP a class you have registered for, you must click the **Drop** button under the desired course.

**\*\*\*NOTE: You cannot drop courses after the withdrawal period\*\*\***