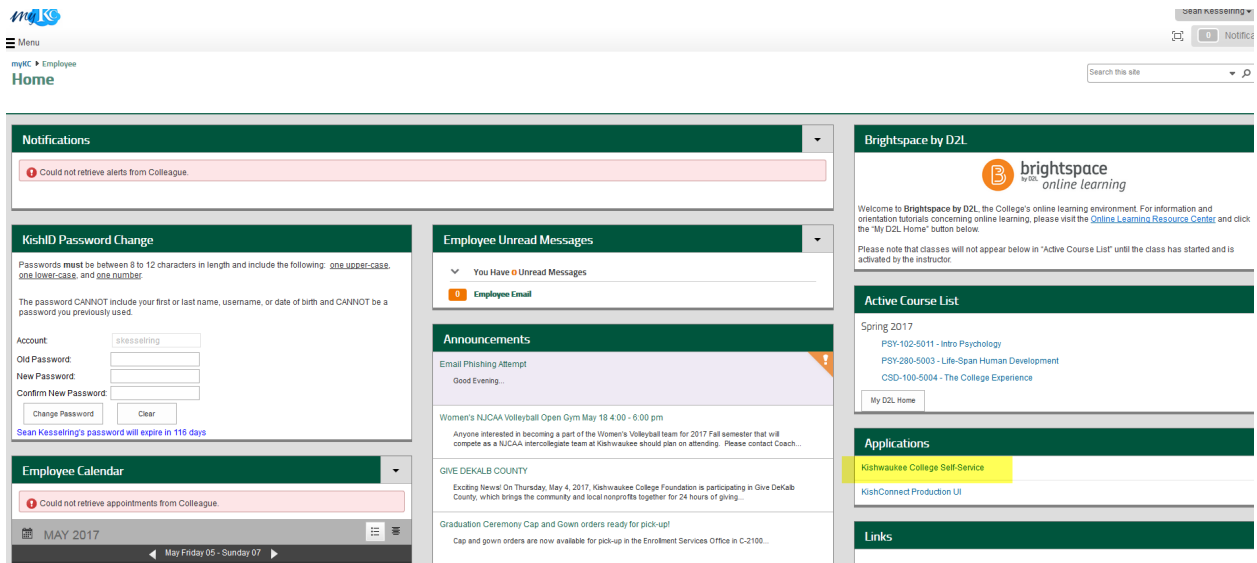


How to Print Course Schedule

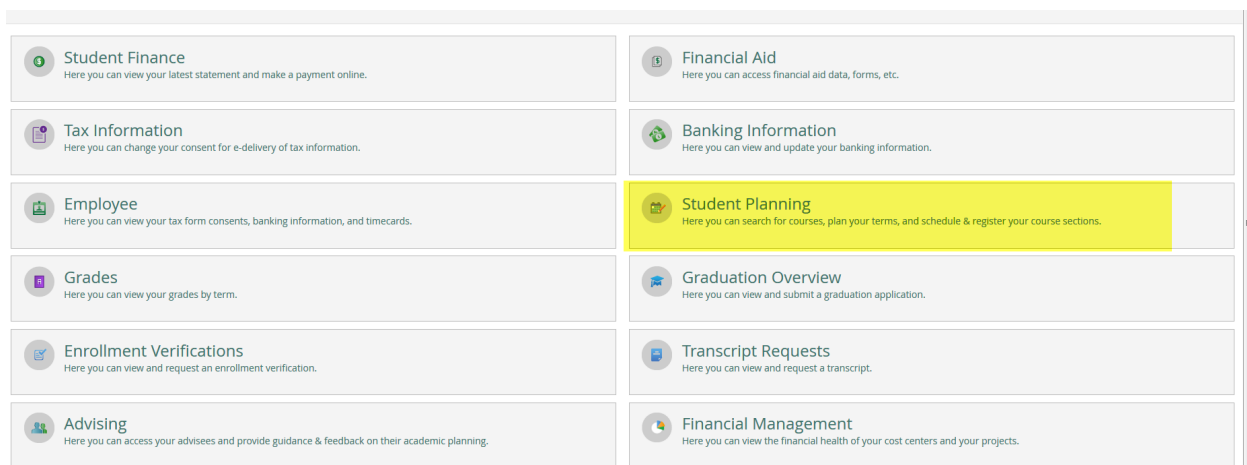
- 1) Login to your MyKC account at <https://www.kishwaukeecollege.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service



The screenshot shows the MyKC Employee Home page. The top navigation bar includes the MyKC logo, a menu icon, and the text "myKC Employee Home". On the right, there is a search bar and a notification icon. The main content area is divided into several sections:

- Notifications:** A red banner indicates "Could not retrieve alerts from Colleague."
- KishID Password Change:** A form for changing the password, with a note that the password must be 8-12 characters and cannot include the user's name or birth date. A message states "Sean Kasseing's password will expire in 116 days".
- Employee Unread Messages:** A section showing "You Have 0 Unread Messages" and "Employee Email".
- Announcements:** A section with a red arrow icon, containing messages about email phishing attempts, a good evening message, and a women's volleyball gym event.
- Employee Calendar:** A calendar view for May 2017, showing "May Friday 05 - Sunday 07". A red banner indicates "Could not retrieve appointments from Colleague."
- Brightspace by D2L:** A section for the online learning environment, including a welcome message and a list of active courses for Spring 2017.
- Applications:** A section with a yellow highlight, containing "Kishwaukee College Self-Service" and "KishConnect Production UI".
- Links:** A section for additional resources.

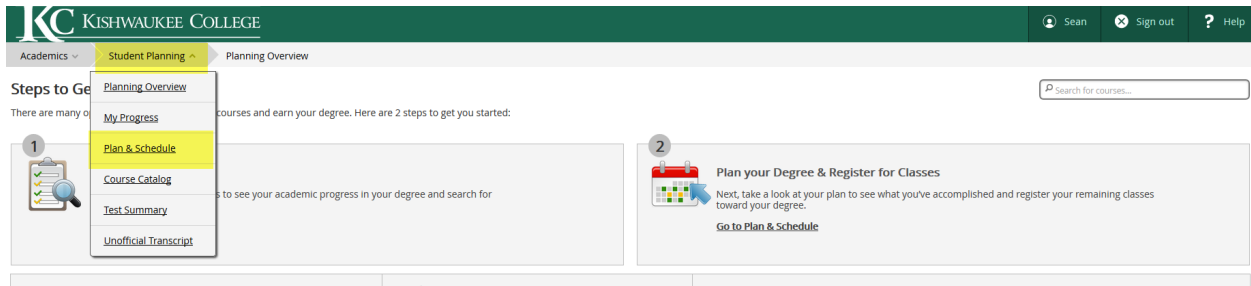
- 3) Click on Student Planning



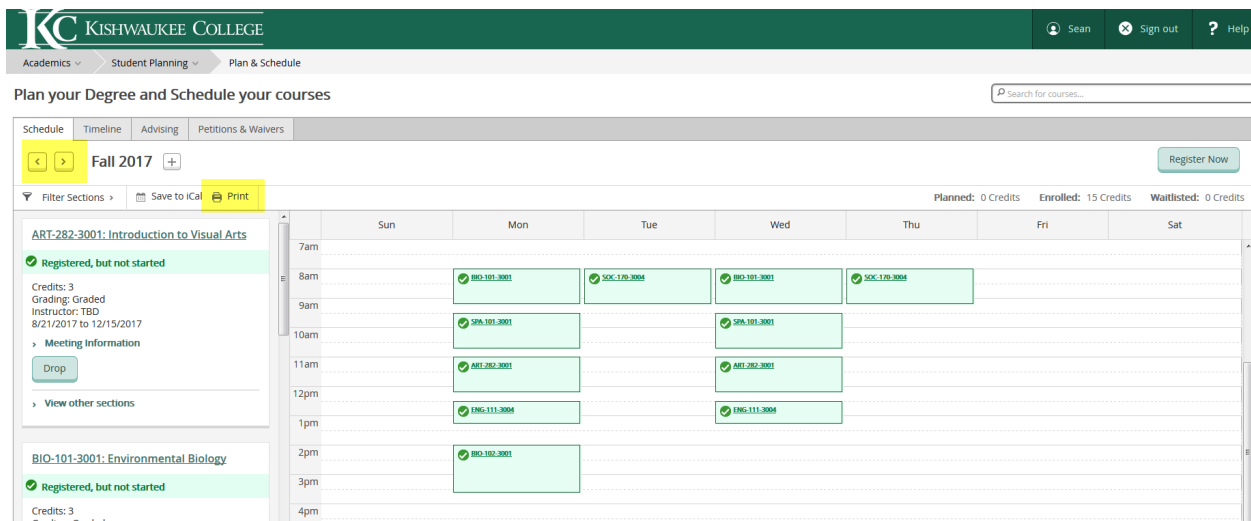
The screenshot shows the "Applications" menu in the MyKC Self-Service interface. The menu items are:

- Student Finance:** Here you can view your latest statement and make a payment online.
- Tax Information:** Here you can change your consent for e-delivery of tax information.
- Employee:** Here you can view your tax form consents, banking information, and timecards.
- Grades:** Here you can view your grades by term.
- Enrollment Verifications:** Here you can view and request an enrollment verification.
- Advising:** Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Aid:** Here you can access financial aid data, forms, etc.
- Banking Information:** Here you can view and update your banking information.
- Student Planning:** Here you can search for courses, plan your terms, and schedule & register your course sections. (This item is highlighted in yellow)
- Graduation Overview:** Here you can view and submit a graduation application.
- Transcript Requests:** Here you can view and request a transcript.
- Financial Management:** Here you can view the financial health of your cost centers and your projects.

1) In order to print your Course Schedule click on the **Student Planning** drop down menu. Click **Plan & Schedule**.



2) Use the arrows on the left side to indicate which semester you would like. Now, click on **Print** right below.



3) After you press **Print**, a new window will appear showing your **Course Schedule**. Now press print (may vary with your web browser).

Fall 2017					Planned: 0 Credits	Enrolled: 15 Credits	Waitlisted: 0 Credits
Schedule Details							
Status	Course Title	Time	Location	Instructor			
Registered, but not started	ART-282-3001 Introduction to Visual Arts	MW 11:00 AM - 12:15 PM 8/21/2017 - 12/15/2017	B Wing, 1401	TBD			
Registered, but not started	BIO-101-3001 Environmental Biology	MW 8:00 AM - 9:15 AM 8/21/2017 - 12/15/2017	C Wing, 2202	TBD			
Registered, but not started	BIO-102-3001 Environmental Biology Lab	M 2:00 PM - 3:40 PM 8/21/2017 - 12/15/2017	C Wing, 2214	TBD			
Registered, but not started	ENG-111-3004 College Study Skills	MW 12:30 PM - 1:20 PM 8/21/2017 - 12/15/2017	A Wing, 1244	TBD			
Registered, but not started	SOC-170-3004 Introduction to Sociology	TTh 8:00 AM - 9:15 AM 8/22/2017 - 12/15/2017	A Wing, 1243	TBD			
Registered, but not started	SPA-101-3001 Elementary Spanish I	MW 9:30 AM - 10:45 AM 8/21/2017 - 12/15/2017	A Wing, 2225	TBD			