



# Self Service

Self Service

Student Planning I

Registering

How to

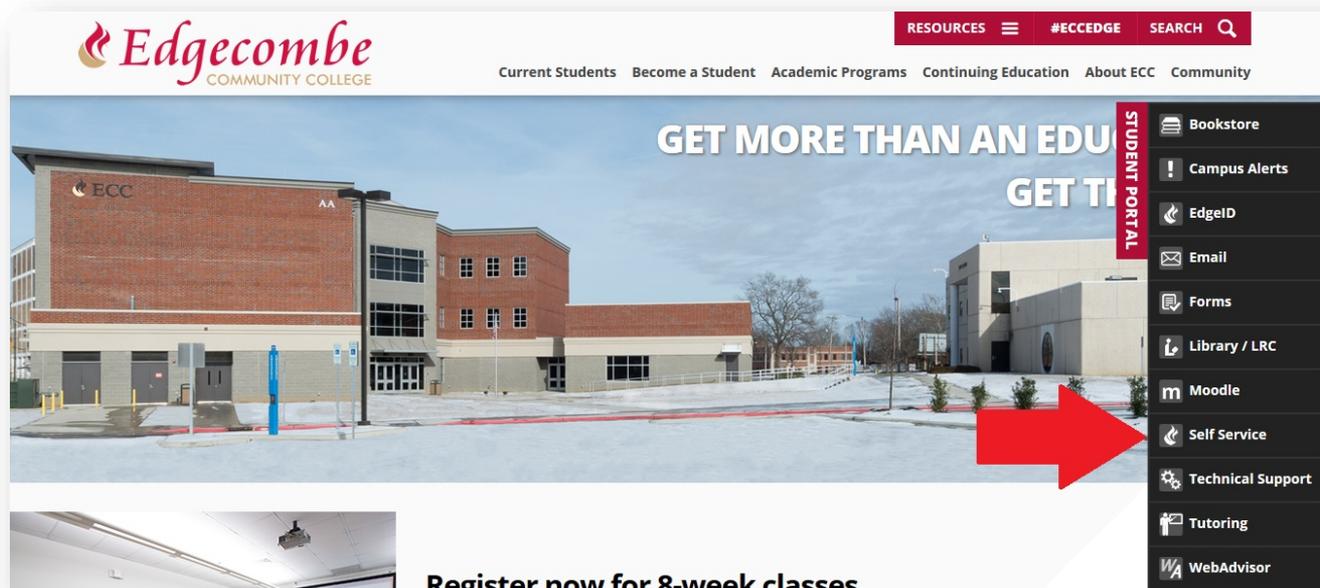
- Login to Self Service
- Use Student Planning as a tool for degree planning
- Plan and Register for classes
- Access and Print Billing Statement

# Access Self Service



Click on the student portal on the school's website

# Access Self Service from Student Portal



Then click on Self Service

# Sign in

 **Edgecombe**  
COMMUNITY COLLEGE

Sign in

Enter your user name and password to sign in.



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## Login to Self Service

# Student Planning

The screenshot shows the Edgewcombe Community College Colleague Self-Service portal. At the top, the Edgewcombe logo is on the left, and user options like 'Sign out' and 'Help' are on the right. Below the header, a welcome message reads 'Hello, [redacted] Welcome to Colleague Self-Service! Choose a category to get started.' The main area contains six service tiles: 'Student Finance' (view latest statement), 'Financial Aid' (access financial aid data), 'Tax Information' (change e-delivery consent), 'Employee' (view tax form consents), 'Student Planning' (search for courses, plan your schedule, register your course sections), and 'Grades' (view grades by term). A red arrow points to the 'Student Planning' tile. The footer includes the Edgewcombe logo and copyright information: '© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Select the Student Planning Tab

# Notifications

**Edgecombe**  
COMMUNITY COLLEGE

Academics ▾ Student Planning ▾ Planning Overview

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started

- 1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Geospatial Technology		<div style="width: 70%;"></div>

#### Fall 2016 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							

Check to see if any yellow notifications are in the top right corner.

# Resolve Notifications

If there are notifications,

- Contact the office that is indicated
- You can continue to plan courses
- You will not be able to register until issues are resolved

The screenshot displays the Edgewood Community College student portal. At the top, the college logo is on the left, and user account information (person, lock, question mark, and a yellow notification bubble with the number '1') is on the right. Below the header, a navigation bar includes a 'Home' icon, a 'Steps to Getting Started' section with a red arrow pointing to the right, and an 'Academics' dropdown menu. A light blue notification box titled 'Business Office Hold' is overlaid on the right side, containing the text: 'Please contact the Business Office at (252)823-5166 ext. 284 regarding the Business Office Hold on your account.' Below the notification, the 'Steps to Getting Started' section contains two numbered steps: 1. 'View Your Progress' with a clipboard icon and instructions to go to 'My Progress'. 2. 'Plan your Degree & Register for Classes' with a calendar icon and instructions to go to 'Plan & Schedule'.

# My Progress

The screenshot shows the Edgcombe Community College website interface. At the top, the logo for Edgcombe Community College is visible. Below the logo, there are navigation tabs for 'Academics', 'Student Planning', and 'Planning Overview'. The main content area is titled 'Steps to Getting Started' and contains two numbered steps. Step 1, 'View Your Progress', includes a checklist icon and a magnifying glass icon. It instructs users to go to 'My Progress' to see their academic progress and search for courses. A red arrow points to the 'Go to My Progress' link. Step 2, 'Plan your Degree & Register for Classes', includes a calendar icon and a blue arrow icon. It instructs users to look at their plan to see what they've accomplished and register for remaining classes. Below the steps, there is a table with columns for 'Programs', 'Cumulative GPA', and 'Progress'. The 'Programs' column shows 'Geospatial Technology' with a green progress bar. At the bottom, there is a section for 'Fall 2016 Schedule'.

**Steps to Getting Started**

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started.

- 1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Geospatial Technology		<div style="width: 70%;"></div>

Fall 2016 Schedule

To see what classes are available for you to take Click Go to My Progress

# My Progress page

On this page you will see your current major

The screenshot shows a web interface for 'Geospatial Technology' (1 of 1 programs). The page is titled 'At a Glance' and includes a navigation bar with a back arrow, a forward arrow, and a '+ View a New Program' button. The main content area is divided into two columns. The left column lists key information: Cumulative GPA: 0.000 (0.000 required), Institution GPA: 0.000 (0.000 required), Degree: Associate in Applied Science, Majors: Geographic Info Sys/GPS Tech, Departments: Geographic Info System/Global, and Catalog: 2015. Below this is a 'Description' section with a 'More...' link and a 'Program Notes' section with a 'Show Program Notes' link. The right column features a progress section with a blue information box stating 'Program Completion must be verified by the Registrar.' Below this are three progress bars: 'Progress' (a single dark green bar), 'Total Credits (37 of 70)' (a bar with 22 dark green, 12 light green, and 3 yellow segments), and 'Total Credits from this School (15 of 0)' (a bar with 12 dark green and 3 yellow segments). A red oval highlights the 'Geospatial Technology' title, the GPA information, and the progress bars. A text overlay on the right side of the screenshot explains the color coding for the progress bars.

You also can see how far you have progressed

- Dark Green indicates course credit that has been completed
- Light Green indicates course credit that is currently being taken or registered for in the future
- Yellow indicates course credit that has been planned

# My Progress page courses

The screenshot displays a 'My Progress' page with several sections. The top section shows course completion progress for requirements 2, 3, 4, and 5. Requirement 2 is completed (3 of 3 credits). Requirement 3 is fully planned (0 of 3 credits). Requirement 4 is partially completed (1 of 3 credits). Requirement 5 is completed (3 of 3 credits). Below this is a 'Major Requirements' section for a major requiring 15 credits, with 0 of 15 credits completed. A table lists the major requirements with their status: GIS-111 (Registered), GIS-112 (Not Started), GIS-121 (Not Started), GIS-245 (Not Started), and GIS-255 (Not Started).

Status	Course	Grade	Term	Credits
Completed	ENG-111			3
Completed	ENG-112			3
Planned	MAT-143			
Not Started	MAT-152			
Completed	ART-111			3
Completed	GEO-111			3

Status	Course	Grade	Term	Credits
Registered	GIS-111			
Not Started	GIS-112			
Not Started	GIS-121			
Not Started	GIS-245			
Not Started	GIS-255			

**Green** indicates course credit that has been completed or that is currently in progress

**Yellow** indicates course credit that is planned or registered for in the future

**Red** indicates course credit that has not been started

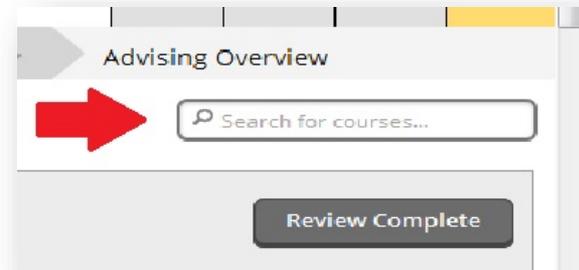
# To plan courses

Click on course number on  
My Progress page

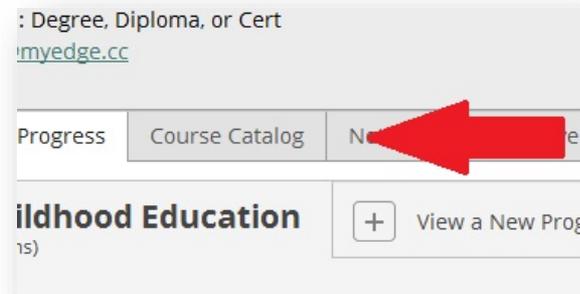


OR

Type course number in the  
Search box



Click Course Catalog



# Select Course Catalog



Find the Prefix of the class  
you want to add and click  
(ENG in this case)

# View Available Sections for a course

The screenshot displays a user interface for selecting courses. On the left is a navigation sidebar with icons for home, university, search, and a red-highlighted icon. The sidebar lists subjects (ENG, AST, BIO, SPA, SUR) and locations (Cooperative Education Work Exp, ECC-Rocky Mount Center, ECC-Tarboro Campus, Independent Study Course, North Edcombe High School, OC, Online Course). The main content area shows two course cards. The top card is for 'ENG-111 Writing and Inquiry (3 Credits)'. It includes a description, a status message 'This course was attempted or already completed.', and a 'Requisites' section stating 'Take DRE-098 - Must be completed prior to taking this course.'. A button 'Add Course to Plan' is in the top right. A link '> View Available Sections for ENG-111' is highlighted with a red arrow pointing left. The bottom card is for 'ACA-111 College Student Success (1 Credits)' with a similar 'Add Course to Plan' button.

View the available sections for the course you are adding (ENG 111 in this case)

# Add Section

The screenshot shows a course catalog interface. On the left is a navigation sidebar with icons for home, search, and other functions. The main content area is titled 'Back To Course Catalog' and shows 'Filter Results' for 'ENG-111 Writing and Inquiry (3 Credits)'. The course description states: 'This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.' A green banner indicates 'This course is in progress.' The prerequisites are 'Take DRE-098 - Must be completed prior to taking this course.' Below this, a section titled 'View Available Sections for ENG-111' shows 'Fall 2016' with a table of sections. A red arrow points to the 'Add Section to Schedule' button for the 'Writing and Inquiry OL1' section.

Seats	Times	Locations	Instructors
5	TBD 8/18/2016 - 12/15/2016	Online Course, Online Course OL Classroom Hours	Cashwell, R

Scroll to the section you would like to add  
and click Add Section to Schedule

# Review and Add

Section Details

**Writing and Inquiry**

**Instructors** Cashwell, R ([cashwellr@edgecombe.edu](mailto:cashwellr@edgecombe.edu))

**Meeting Information** Times TBD  
8/18/2016 - 12/15/2016  
Online Course, Online Course OL (Classroom Hours)

**Dates** 8/18/2016 - 12/15/2016

**Seats Available** 5 of 22 Total

**Credits** 3

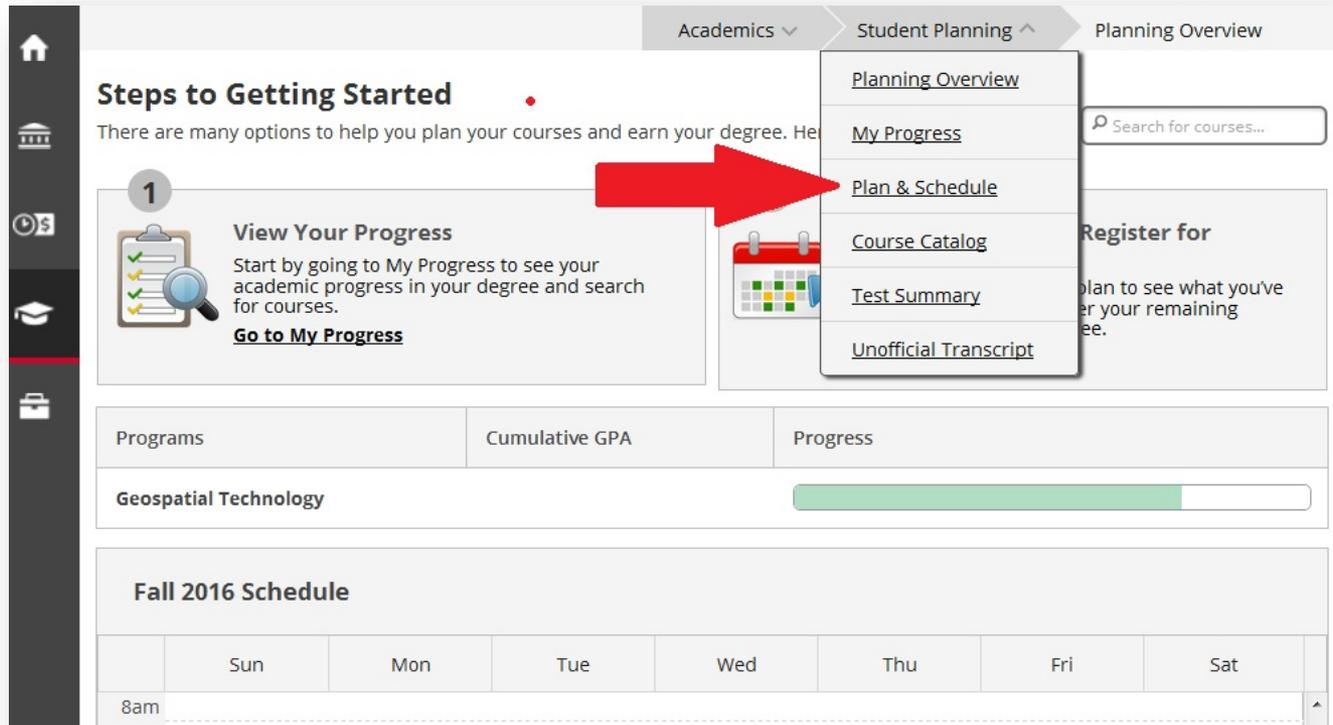
**Grading** Graded ⚠ Grading options do not match the student's

**Add Section**

Seats	Times	Locations	Instructors
5	TBD 8/18/2016 - 12/15/2016	Online Course, Online Course OL Classroom Hours	Cashwell, R

In the pop-up make sure this is the correct class then click Add Section to Schedule

# Plan and Schedule



The screenshot shows a web interface for student planning. At the top, there are navigation tabs: "Academics", "Student Planning", and "Planning Overview". A dropdown menu is open under "Student Planning", listing several options: "Planning Overview", "My Progress", "Plan & Schedule", "Course Catalog", "Test Summary", and "Unofficial Transcript". A red arrow points to the "Plan & Schedule" option. Below the navigation, there is a section titled "Steps to Getting Started" with a numbered list. Step 1 is "View Your Progress", which includes a sub-section "Go to My Progress" with a link. To the right, there is a "Register for" section with a search bar and a "Register for" button. Below this, there is a progress bar for "Geospatial Technology" and a "Fall 2016 Schedule" table. The table has columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a row for "8am".

Academics ▾ Student Planning ▲ Planning Overview

## Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are some of the most popular options:

- 1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

[Plan & Schedule](#)

[Register for](#)

Search for courses...

Programs Cumulative GPA Progress

Geospatial Technology

### Fall 2016 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							

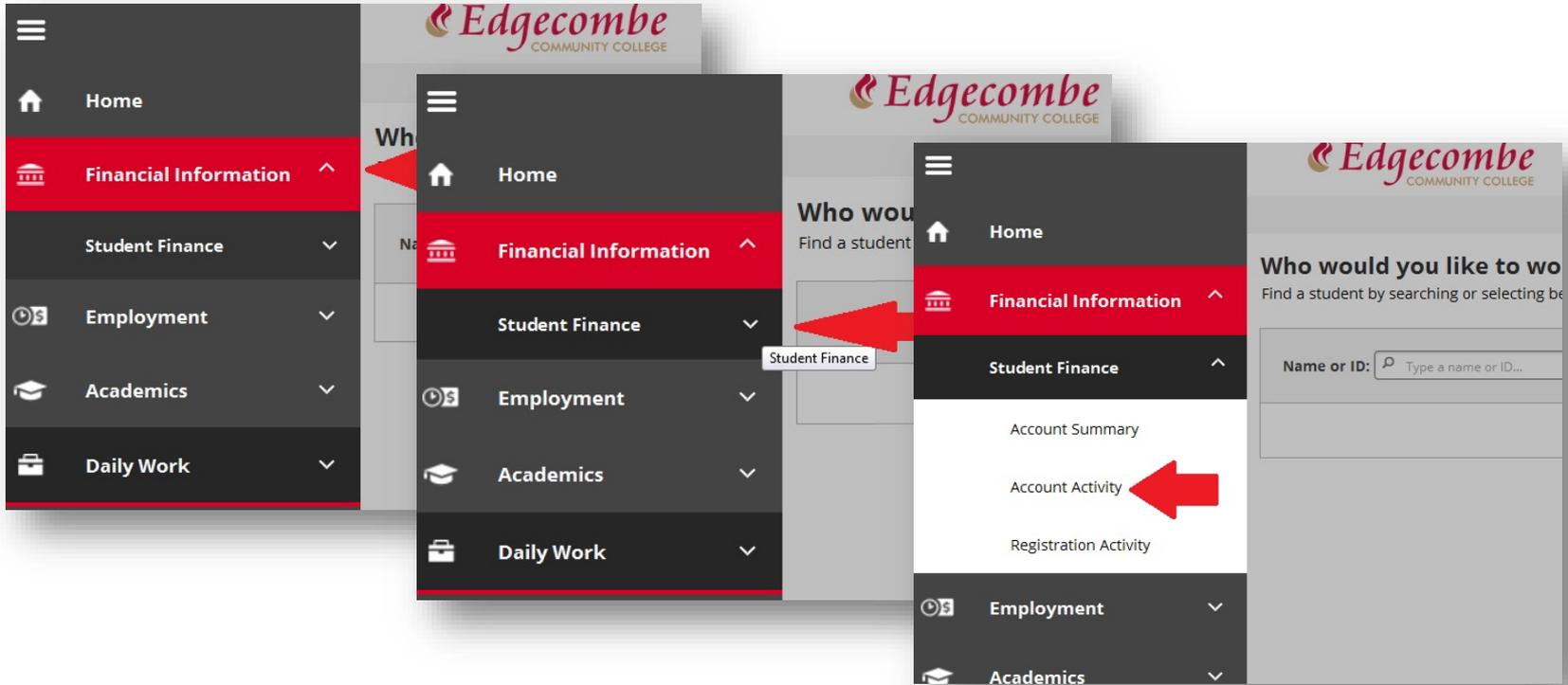
After all classes needed are added to Plan then click Plan and Schedule

# Register Now

The screenshot shows a web interface for planning a degree. At the top, there are navigation tabs: 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a search bar and a title 'Plan your Degree and Schedule your courses'. A secondary navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The main area shows a calendar for 'Spring 2017' with a 'Remove Plan' button and a 'Register Now' button. A red arrow points to the 'Register Now' button. On the left, a class 'MAT-143-OL1: Quantitative Literacy' is listed with a yellow background and a checkmark, indicating it is planned. Below the class name, details include 'Credits: 3', 'Grading: Graded', 'Instructor: Killoran, T', '1/6/2017 to 5/3/2017', and 'Seats Available: 10'. A 'Register' button is also visible for this class.

Classes that are Yellow are planned but not registered. To register click Register Now.

# Account Activity



Registration is complete when all classes are green. Click the Student Finance tab

# View summary

Term

Charges \$1,025.00 - Financial Aid \$650.00 = Balance \$375.00

[Expand All](#)

	\$1,025.00
	\$650.00
<b>Balance</b>	<b>\$375.00</b>

[Top of page](#)

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**Edgecombe**  
COMMUNITY COLLEGE

Here you can see charges to your account for registration or visits to the Bookstore using financial aid .

Here you can see Financial Aid, scholarships, and/or sponsorships that have been awarded.

This takes you to your account activity.

# View Statement

Term

 Charges \$1,025.00 -  Financial Aid \$650.00 =  Balance \$375.00

[View Statement](#)

Click View Statement

[Expand All](#)

Charges	\$1,025.00
Financial Aid	\$650.00
<b>Balance</b>	<b>\$375.00</b>

[Top of page](#)

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This takes you to your account activity.

# Class Schedule and Statement

*Edgecombe Community College* Student Statement

Edgecombe Community College  
2009 W. Wilson Street  
Tarboro, NC 27886

College Graduate  
1234 Way-To-Go Drive  
Success, NC 12345

Name	
Student ID	
Total Balance	\$472.50
Amount Due 2/26/2016	\$472.50
Total Amount Due	\$472.50
Amount Enclosed	

-----  
Please return this portion of the statement to the institution, along with your payment.  
-----  
Date Generated: 2/26/2016

Account Activity Summary - Spring Semester 2016

Charges	
Miscellaneous Charges	\$472.50
<b>+ Total Charges</b>	<b>\$472.50</b>
<b>= Spring Semester 2016 Balance</b>	<b>\$472.50</b>
<b>= Total Amount Due</b>	<b>\$472.50</b>
<b>Total Balance</b>	<b>\$472.50</b>

Course Schedule

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
CIS-110-OL7	Introduction to Computers	3.00		TBD	TBD	OL OL OL	3/7/2016-5/4/2016
ENG-111-RD4	Writing and Inquiry	3.00		MW TuTh	11:00 AM-12:29 PM 11:00 AM-12:29 PM	RMC R1 204 RMC R1 232	3/7/2016-5/4/2016

This is your new class schedule and statement that can be used at the book store.

# Contact



Questions?

**For advising or general navigation  
questions contact:**

The ECC Student Success Center

Ext 231 Tarboro

Ext 306 Rocky Mount

[advising@edgecombe.edu](mailto:advising@edgecombe.edu)