

# Student Planning Quick Start Guide

Updated 11/7/22

The following topics are covered:

- How to access Student Planning
- Plan and schedule courses
- Register for classes
- Print your registration statement and schedule
- View your Financial Aid Information

## How to Access Student Planning

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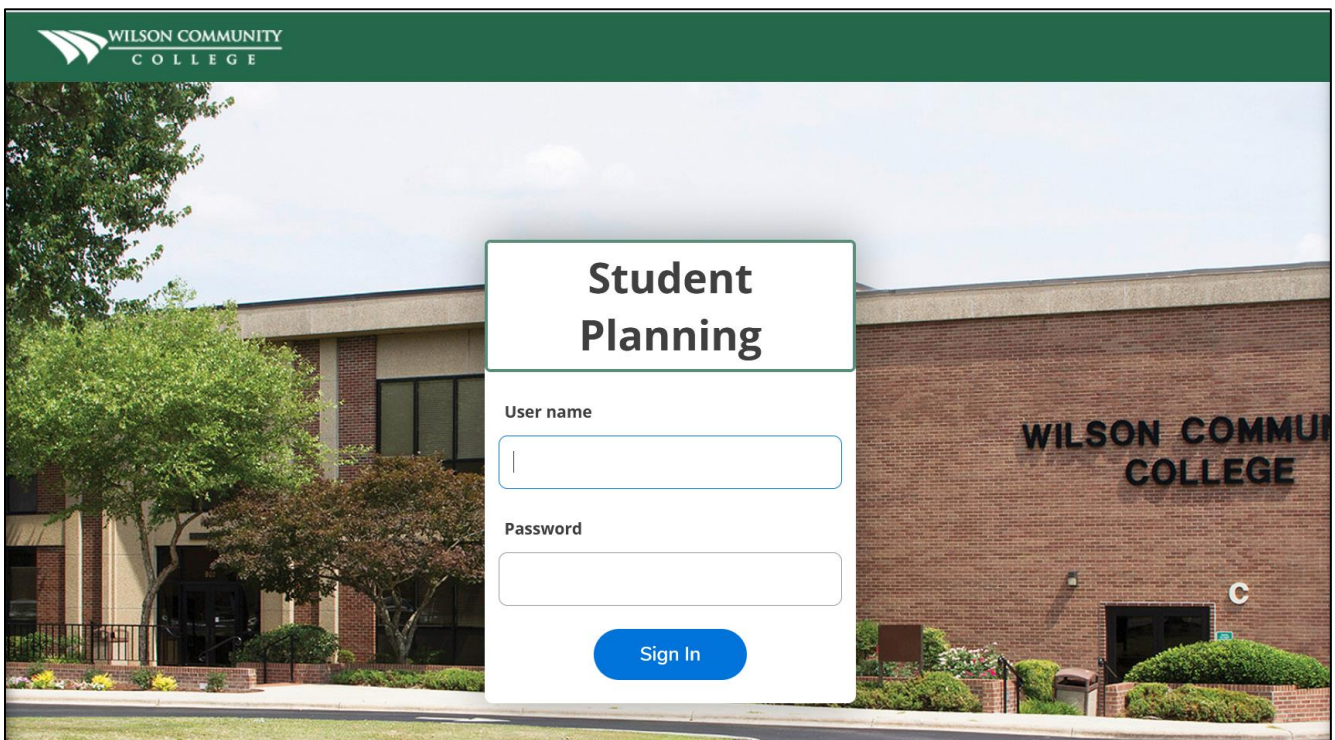
Access Student Planning on the [college website at www.wilsoncc.edu](http://www.wilsoncc.edu).

Select the Student Planning link at the top of the homepage.



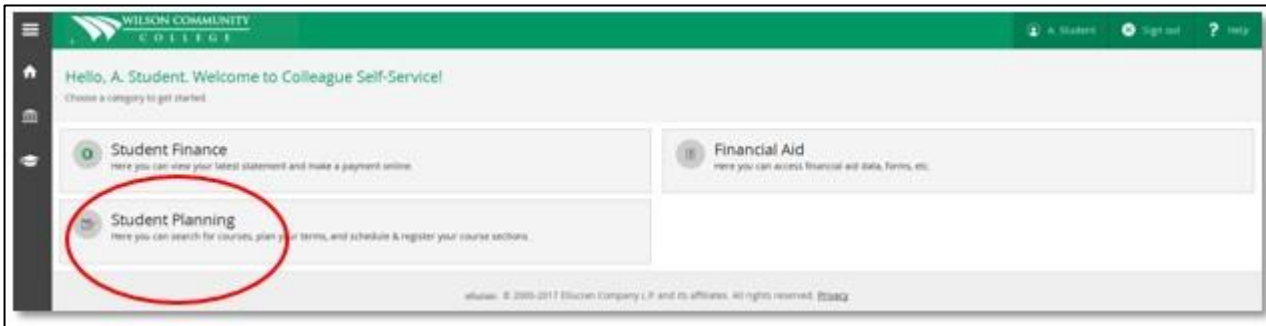
Log in using your username and password.

- Username – first name initial, last name initial, last four digits of WCC Student ID
- Example: jd3456

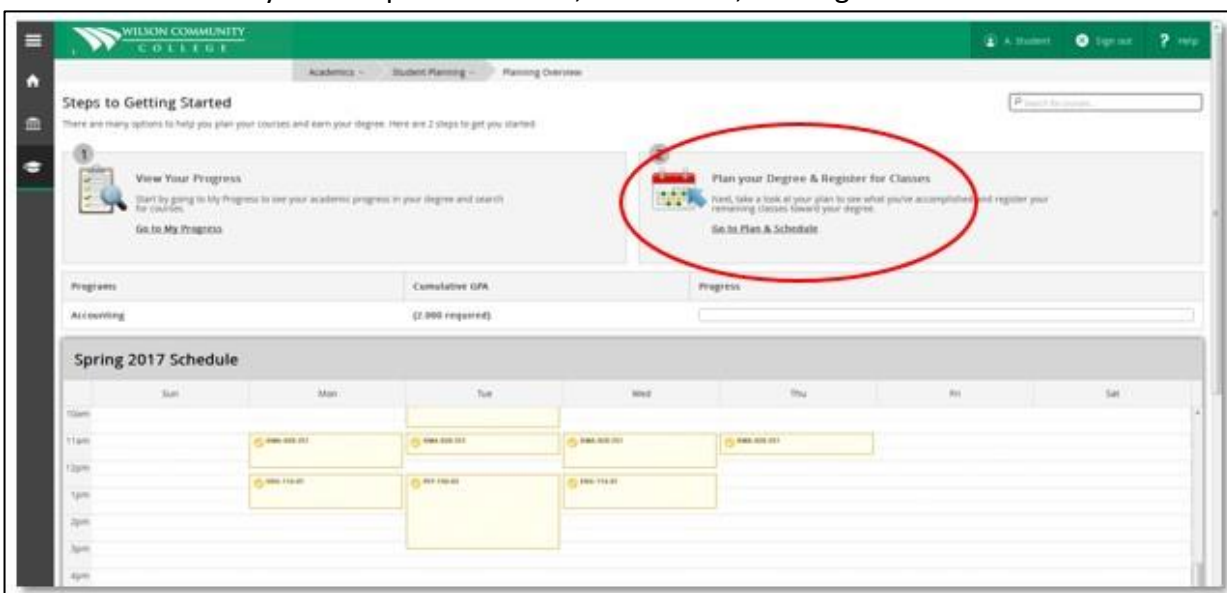


## Plan and Schedule Courses

Select the **STUDENT PLANNING** box to search for classes, plan your semester schedule, register, and to track your progress towards graduation.



Select box 2 to view your complete schedule, add classes, and register.



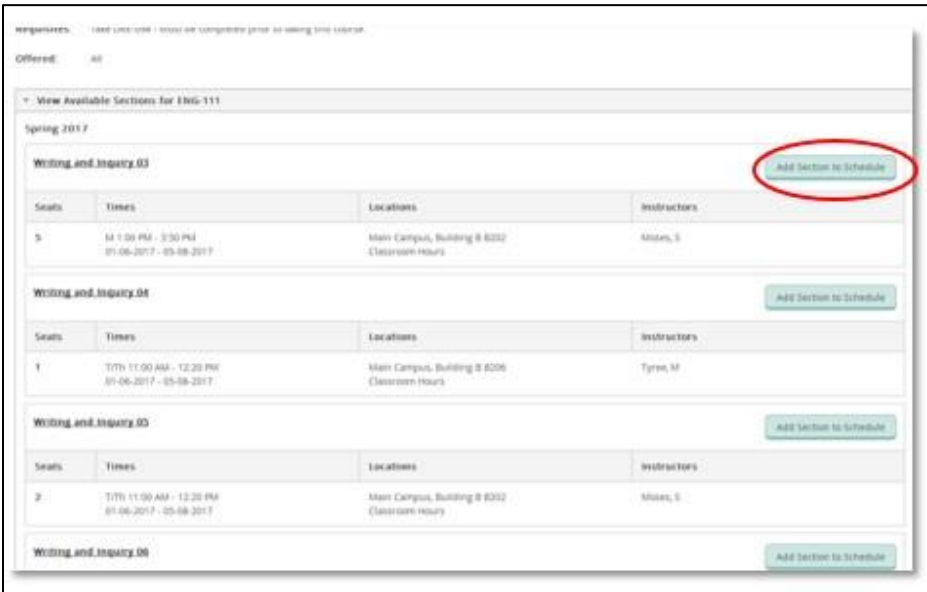
Use the search bar located at the top right of any screen to search for a specific class.

EX: ENG 111

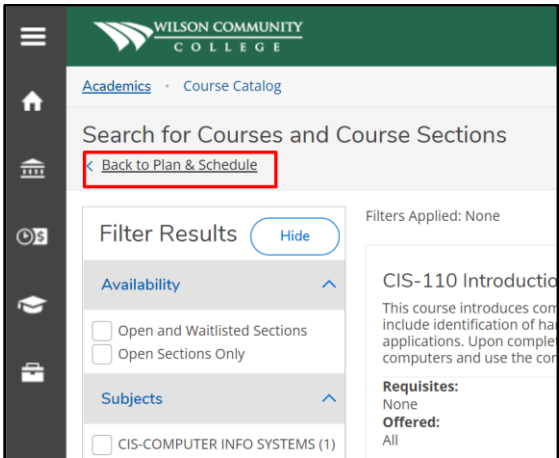


From the list of results, choose the section you want to add to your schedule by selecting **ADD SECTION to SCHEDULE**.

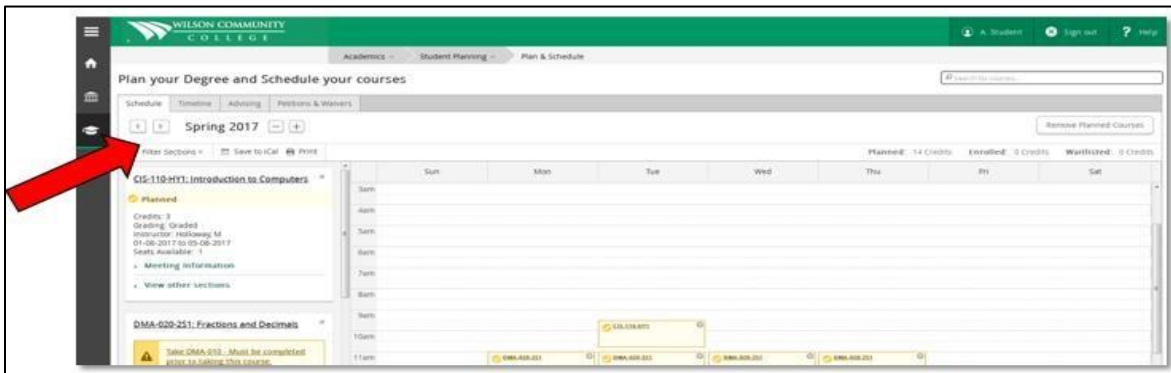
- SEATED COURSES ARE LISTED FIRST WITH A SECTION NUMBER (**01**)
- AFTER THE COURSE ABBREVIATION.
- HYBRID COURSES ARE
- LISTED NEXT WITH AN **HY**.
- ONLINE OR NET COURSES ARE LISTED WITH A **NT**.
- BLENDED COURSES ARE LISTED WITH A **BL**.



To view the class or classes you added to your schedule, select **Back to Plan and Schedule**.



This screen allows you to view or remove all of the courses you have planned.



## Register for classes

To register, click **REGISTER NOW** (after you have met with your advisor and **only** during registration periods).



Classes that you have successfully registered for will appear in **GREEN**. Planned courses that you are NOT registered for will appear in **YELLOW**.

Planned: 2 Credits   Enrolled: 11 Credits   Waitlist						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	DMA-G DMA-G DMA-G	DMA-G DMA-G DMA-G	DMA-G DMA-G DMA-G	DMA-G DMA-G DMA-G	DMA-G DMA-G DMA-G	DMA-G DMA-G DMA-G
		CIS-110-HY1	ACA-111-03			

## View and print your registration statement and schedule.

Select the **HOME** button at any time to take you to the main menu.  
Next, select the student finance box to view and print your schedule and tuition statement.  
(You will only be able to view and print if you are registered for classes)



Select Account Activity, from this screen you will be able to view/print your statement.



## View your Financial Aid Information

Select the **Home** button to return to the main menu. Select the **Financial Aid** box.  
From here you can manage your financial aid information and accept your award letter.

