

# HOW TO CHECK YOUR DEGREE PLAN PROGRESS

## LOGGING IN TO STUDENT PLANNING

Step 1: Visit [www.templejc.edu](http://www.templejc.edu). Click on **Connect** in the upper left-hand corner of the webpage then select **Self-Service**.

Step 2: Enter your username and password.

Your user ID is your last name, first initial of your first name, and the last three of your student ID (example: smitha123).

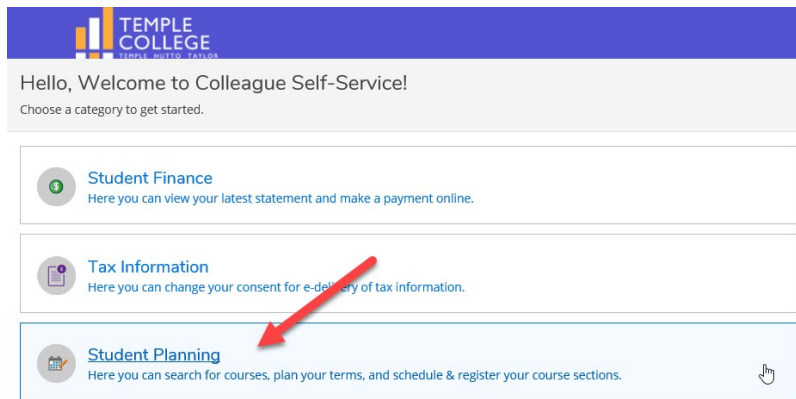
**First time users:** Your 6 digit password is your birthdate using a MMDDYY format.

**Returning Users:** Enter the password that you created after the first time you logged into Student Planning/TConnect.

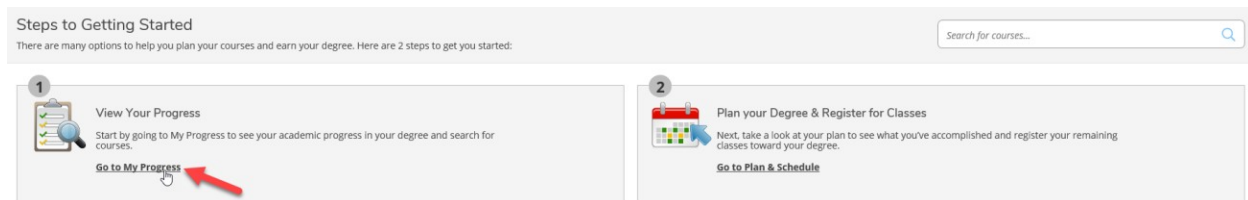
**Forgot your username/password:** Select **Forgot your User Name or Password**

## PLAN YOUR TIMELINE (BASED ON YOUR ACADEMIC MAP):

Step 1: Select **Student Planning**



Step 2: Select **Go to My Progress**.



Step 3: From the **At A Glance** screen, review information regarding your degree plan: GPA, Degree, Major (degree plan), Catalog Year, and read the description of your degree plan.

Step 4: On the right side, you will see a **Progress Completion** notification.



**Important Note:** The course evaluation on the **My Degree Plan Progress** screen is unofficial. For graduation verification, please contact your academic advisor/enrollment coordinator.

Under the notification, you will also see the following:


- The **Progress** bar provides a quick glance at the **completed progress**, registered credits, and **planned credits** that are applicable to your specific degree plan.
- The **Total Credits** bar shows the total number of **TC and transfer credits completed**, registered credits, and **planned credits**.
- The **Total Credits from this School** bar shows the total number of **TC credits completed**, registered credits, and **planned credits**.

Under requirements you will find the courses/subject area that need to be satisfy to complete your degree. The courses status found will be Not Started, Planned, Registered, and In-Progress.

- Before the courses begin, requirements that you are all uncompleted, not planned, and not **registered for in the current semester** are labeled **Not Started**.
- After the courses have been planned but not yet register for **in the current semester** will now display a status of **Planned**.

|   |                           |                         |
|---|---------------------------|-------------------------|
|  Planned     | <a href="#">MATH-1324</a> | Math for Busi & Soc Sci |
|  Not Started | <a href="#">MATH-1314</a> | College Algebra         |

- Before the courses begin, requirements that you are **registered for in the current semester** status will be **Registered**.
- After the courses begin, requirements that you are **registered for in the current semester** will now show a status of **In-Progress**.

|   |                           |                                |
|---|---------------------------|--------------------------------|
|  In-Progress | <a href="#">PHED-2112</a> | Advanced Jogging/Walking/Fit   |
|  Registered  | <a href="#">BCIS-1305</a> | Business Computer Applications |

- Click on the **Show Details** link to expand the section and view the list of specific courses needed/recommended to fulfill that specific requirement.
- Click on **Hide Details** if you do not want to view the list.

You can also use the **Search Button** to the right of the word Courses to access the course descriptions, view meeting and section offerings, and add classes to your plan (see note below).

**Note:** While you can add a course to your plan that has not been approved by your advisor/coordinator, when you go to register for the unapproved course the notification below will pop up. To avoid this notification, make sure you get advisor/coordinator approval for any course not currently listed and approved on your timeline.



## Questions about your degree plan progress

1. Why can I not view my transfer credits on the degree evaluation?

After Admissions and Records receives your official transcripts, **it takes about 6-8 weeks for your transcript to be equated.**

If your transcripts **were received more than 8 weeks** from the day you are viewing your degree evaluation, please **contact Admissions and Records – [admissionsrecords@templejc.edu](mailto:admissionsrecords@templejc.edu)**

2. Why are my transfer credits showing up as TRNF-1300?

If you **transferred from a private or out-of-state college/university** and the course you had taken has not been approved as a course-for-course match to a TC course, you are only given elective transfer credits.

If you believe that your course has a course-for-course match at TC, you will need to **provide a course syllabus to your assigned advisor** in order to start the department approval process.

3. I have only taken classes at TC (or at another Texas Public college/university), so what do I do about courses missing from my degree plan evaluation?

**Please contact your assigned advisor** so we can research the issue and get it fixed as soon as possible.