

HOW TO REGISTER WITH STUDENT PLANNING

LOGGING IN TO STUDENT PLANNING

Step 1: Visit 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.

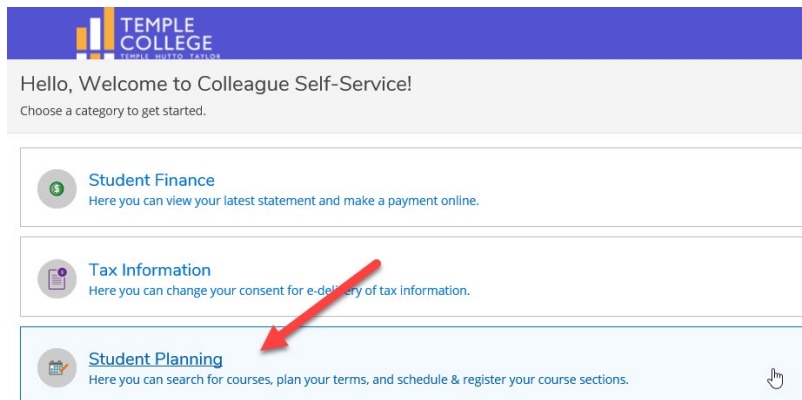
Returning Users: Enter the password that you created after the first time you logged into Student Planning/TConnect.

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

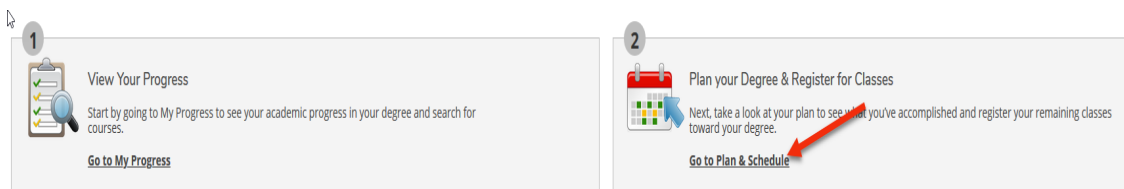
HOW TO REGISTER FOR CLASSES DURING REGISTRATION PERIOD

Step 1: Login to Student Planning using Self-Service.

Step 2: Select Student Planning



Step 3: Select **Go to Plan & Schedule**. Use the arrow buttons on the left side of the screen to advance to upcoming semester.

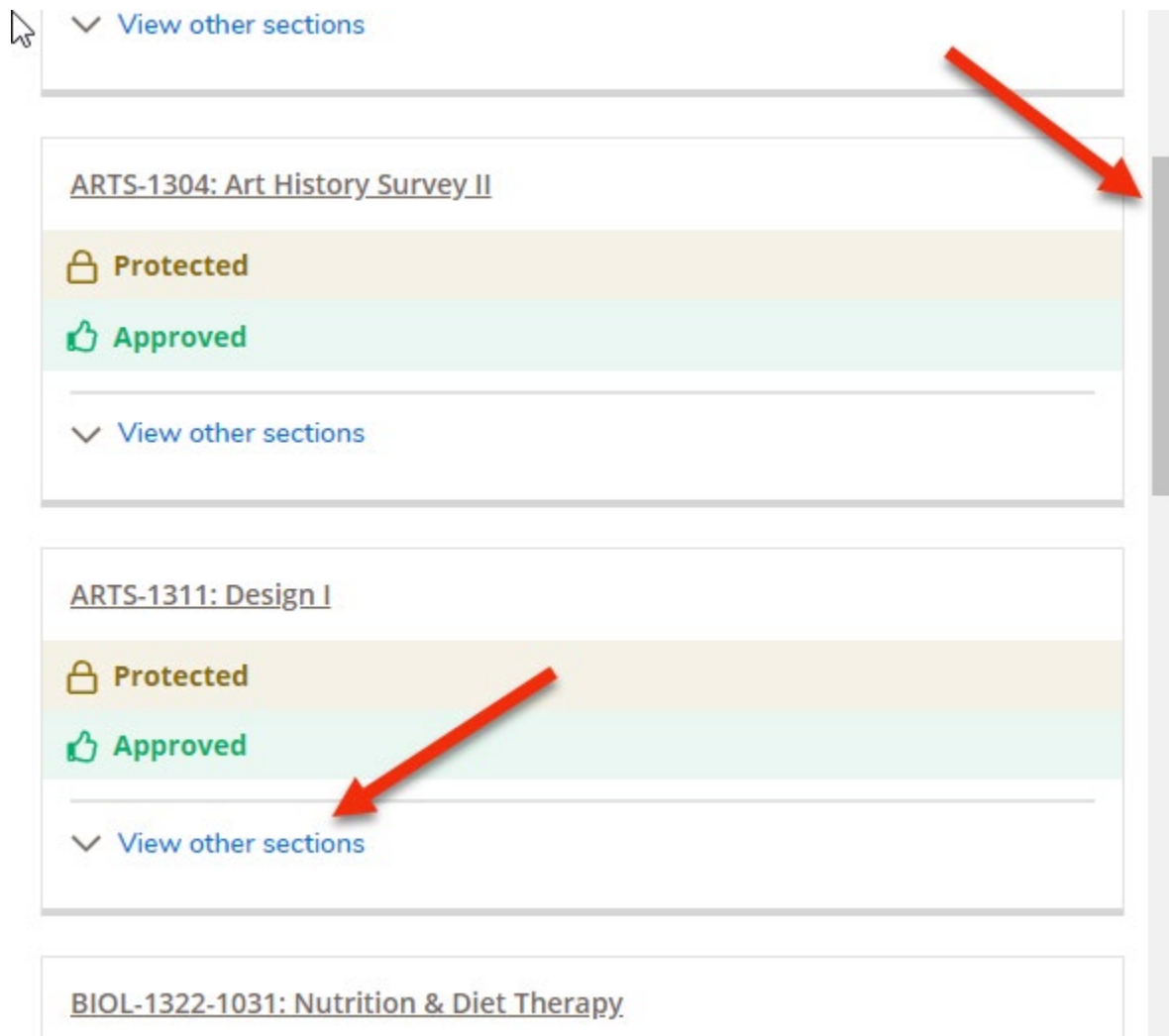




Step 3: Scroll down the course list to find the first course you want to register for the upcoming semester. Click View other sections in blue to pull up a list of available sections.

- a. View other
- b. Find a section, click on the course for a pop-up box, read additional information for the course
- c. Read all Additional Information for the courses you've selected

You are responsible for meeting ALL section requirements listed under Additional Information



Step 4: Scroll and use the arrow buttons to view and select the desired section. URGENT: *Scroll over chosen section and select to view meeting information and look at Additional Information.*

Step 5: Once you have reviewed the class information from your chosen section, select the blue Add Section tab at the bottom of the pop-up menu. You will now see your selected section on both the calendar and course list.

Step 6: Repeat Steps 1-4 until you have planned your entire upcoming semester.

Step 7: Using the course list of advisor/enrollment coordinator degree plan approved classes on the left side of the screen, scroll down the list to find the first course you want to register for and click **View other sections** to pull up a list of available sections.

This section has a waitlist

HIST-1302-1001 United States History II
Waitlisted: 0
Instructor: Hales, D
Time: MW 8:00 AM - 9:15 AM
Dates: 1/13/2020 - 5/8/2020
Location: Main Campus Academic Center - AC 3411 (Lecture)

HIST-1302-1002 United States History II
Seats Available: 2
Instructor: Tucker, G
Time: MW 8:00 AM - 9:15 AM
Dates: 1/13/2020 - 5/8/2020
Location: Main Campus Academic Center - AC 3413 (Lecture)

HIST-1302-1003 United States History II
Seats Available: 5
Instructor: Young, E
Time: MW 8:00 AM - 9:15 AM
Dates: 1/13/2020 - 5/8/2020
Location: Main Campus Academic Center - AC 3412 (Lecture)

HIST-1302-1005 United States History II
Seats Available: 3
Instructor: Reilly, G
Time: MW 11:00 AM - 12:15 PM
Dates: 1/13/2020 - 5/8/2020

Want to avoid course scheduling conflicts? Hover your mouse over a section and look at the calendar to see where this course fits in your schedule. If the course will cause a schedule conflict, it will turn red on the calendar.

The screenshot shows a course selection interface. On the left, there is a list of course sections. The first section is 'HIST-1302-1002 United States History II' with 2 seats available, taught by Tucker, G, on MW 8:00 AM - 9:15 AM at Main Campus Academic Center - AC 3413 (Lecture). A red dotted arrow points from this section to its corresponding slot on the calendar. The calendar shows a weekly schedule from Sun to Thu, with time slots from 7am to 12pm. The selected course is shown in a yellow box at 8am on Mon, Tue, and Thu. Other courses like ENGL-1302-1005 and HIST-1302-1004 are also visible in the calendar.

Step 8: Once you find the class you want to add to your plan, click on the class and select **Add Section** from the pop-up menu. You will now see your selected course section on the both the calendar and course list.

Step 9: Once you have planned the class or classes that best fit your schedule, click on the **Register or Register Now** button.

Using the **Register Now** button will allow you to register for every course with **one click**.

Using the **Register** button under each of the selected courses in the course list will require you to register for each section individually.

Step 10: Once registered, the courses will now show as **Registered, but not started** in the sidebar.

CONFIRMING COURSE REGISTRATION

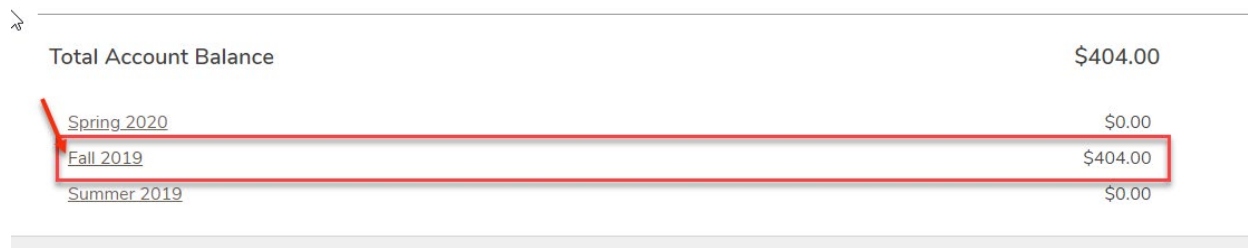
Step 1: Click on Home

The screenshot shows a student planning website. The navigation menu includes 'Home', 'Student Planning', and 'Plan & Schedule'. The 'Home' button is highlighted with a red arrow. Below the navigation menu, there is a section titled 'Plan your Degree and Schedule your courses' with tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is selected, and it shows a calendar for 'Spring 2020' with navigation buttons for previous and next terms.

Step 2: Click on Student Finance

The screenshot shows a student finance dashboard. The dashboard is divided into several sections. The first section is 'Student Finance' with a red arrow pointing to it. Below it are 'Tax Information' and 'Course Catalog'. To the right, there are sections for 'Financial Aid', 'Student Planning', and 'Grades'. Each section has a brief description of what users can do there.

Step 3: Click on Desired Semester to get Account Balance information



A screenshot of a web application showing account balance information. The table has two columns: the semester and the balance. The 'Fall 2019' row is highlighted with a red border, and a red arrow points to it from the left. The 'Total Account Balance' is listed as \$404.00.

Total Account Balance	\$404.00
Spring 2020	\$0.00
Fall 2019	\$404.00
Summer 2019	\$0.00

Step 4: Click on View Statement

IMPORTANT INFORMATION

Payments for tuition will be due by the date located under Registration on the Temple College website.

1. Do you have a tuition balance, but you are using Financial Aid to pay for the classes?

Contact the **Financial Aid** department **254-298-8231** or **financialaid@templejc.edu**.

2. Having trouble logging in to Self Service?

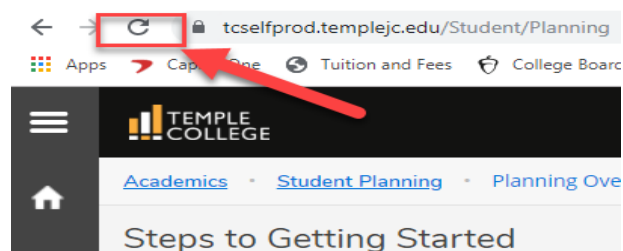
Contact the **Help Desk** to have your information reset. **254-298-8450** or **helpdesk@templejc.edu**.

3. Unable to register for your course/courses?

Contact **your assigned advisor**.

4. Having trouble loading Student Planning?

Refresh the browser.



If that doesn't work, **log out and log back in.**

If you are still unsuccessful, send a screen shot of the error message to **your assigned advisor**.

Please make note of any questions, concerns, or errors that you may be receiving and email them to your assigned advisor. Your feedback is crucial in making sure we are providing you a quality registration process.