"My Progress"

Tour and How-To

HOW TO USE "MY PROGRESS" ON YOUR SELF SERVICE TO CREATE YOUR CLASS SCHEDULE

Be sure to check for helpful tips!

Updated 8/31/2021
Overview

UNDERSTANDING "MY PROGRESS"
"At a Glance" Section

This section gives you a brief look at where you stand with your degree plan!
"At a Glance" Section

Your degree plan - is this the correct major?

At a Glance

Cumulative GPA: 3.997
Institution GPA: 3.997
Degree: Associate of Arts
Majors: Art

Tip! If the listed major is incorrect, contact the Advising Center by email at advisingcenter@templejc.edu.

Updated 8/31/2021
"At a Glance" Section

Program Completion must be verified by the Registrar.

Progress ▶ A visual of your progress in your degree plan

Total Credits ▶ The number of credits you have completed, are completing, or will complete

Total Credits from this School ▶ The number of credits specifically at Temple College

Tip! If you have reached 60 credits - check your course plan. You may still have courses to complete in your specific degree plan to graduate!
"Requirements" Section

This section tells you exactly what courses you need to take in order to complete your degree plan - as well as what courses you’ve already completed!

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>ARTS-1315</td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>ENGL-101</td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>MATH-1314</td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>MATH-1304</td>
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<tr>
<td>Not Started</td>
<td>MATH-1332</td>
<td></td>
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<td>Not Started</td>
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</tr>
<tr>
<td>Not Started</td>
<td>MATH-2412</td>
<td></td>
</tr>
</tbody>
</table>

Updated 8/31/2021
The status area tells you whether you have already completed this class, are currently taking the class, are planning to take the class, or have not yet started planning for the class.

Each semester is broken into groups. Within each group is a list of classes you’ll either need to take, or a list of classes to choose from to satisfy one area of your degree plan!

Tip! Look below the group number to see how many classes in this group you need to complete!
How to Use "My Progress" To Create Your Class Schedule

LOCATED IN YOUR SELF-SERVICE STUDENT PLANNER
Step 1:

On the Temple College website homepage, hover over the "Connect" tab.

A drop-down list will appear.

Select "Self Service".
Step 2:

You will be led to the Self Service login page.

Enter your TC User Name and Password.

Click "Sign In".

Username:
last name + first initial of first name + last 3 numbers of your student ID number.

Password:
Tcmmddyyyy (using your date of birth)
(If you have previously logged in, you may have already changed your password.)

Tip! If you get stuck on technical issues, contact the Temple College IT Help Desk at 254-298-8450 or helpdesk@templejc.edu
Step 3: You will arrive on the Self Service dashboard. On your dashboard, select "Student Planning."
Step 4: You will arrive at Student Planning.

On the left, you will see an option to view your progress.

Select the link that says "Go to My Progress."
How to Add Courses to Your Schedule

USING "MY PROGRESS" TO SELECT COURSES
Now that you know how to get to your My Progress page, we’ll use this page to select courses directly from your degree plan.
Step 5:

Scroll down to the "Requirements" section on your "My Progress" page. Select the link to the course you would like to add to your schedule.
Step 6: Click "View Available Sections..." to see what sections are available for the current or upcoming semester/term.

Tip! Avoid selecting the "Add Course to Plan" option. This is not the same as selecting a specific course section for enrollment!
Step 7: Scroll down to your desired semester/term. To identify the dates within which a section will take place, see the dates listed under the "Times" section. Once you find the section (or class) you would like, click "Add Section to Schedule."

Tip! Pay close attention to the time, location, and instructor to make sure you are selecting the exact section you want for your schedule!
Step 8:

Review the Section Details to ensure that this is the course section you'd like to add to your schedule.

Click "Add Section."

Tip! Check the "Requisites" area to make sure you are eligible to take this course.

Prerequisite: Satisfy TSI Reading requirements - Must be completed prior to taking this course.
Step 9: View schedule to verify section has been added.

Find "Student Planning" under the Academics tab.

Click on "Go to Plan & Schedule."

Click the arrow to find the desired semester term.

UP NEXT: How to request advisor approval!
Step 10: Request Advisor Approval

From the menu above your selected courses, click the Advising tab.

Once you are on the Advising tab, on the right-hand side of the screen, click the "Request Advisor Approval" button.

Each semester, every student must submit their course plan for Advisor approval. This allows the Advising Center to review your course plan and ensure that you are on the right track, not overloading your semester, and avoiding sections designated for High School or Developmental students.
Notes Section

Did you know: You can communicate with Advisors using the notes section under the Advising tab of the "Go to Plan and Schedule" area?

1. After clicking the Advising tab, type your message in the text box under "Compose a Note".

2. Click the "Save Note" button below the text box.

- Your note will be brought to the attention of the Advising Center.
- When an Advisor has responded to you, you will receive an email that says "Advisor Note in Self-Service".
- You will find their response and a record of your communications under the Advising tab of the "Go to Plan and Schedule" area. (Bottom of the page.)

*Please allow One Business Day for a response.*
Adding a course to your schedule **DOES NOT COMPLETE REGISTRATION.**

Your course plan must be reviewed and approved by the Academic Advising Center.

If you are unable to submit an approval request using the "Request Advisor Approval" button on your self-service, please contact the Advising Center.

email: advisingcenter@templejc.edu  phone: 254-298-8331

*Please allow One Business Day for a response.*

**Tip!** In the body of your email, please include your full name, date of birth, and/or your student ID number.
How to Register for Your Selected Courses

USING YOUR SELF SERVICE DASHBOARD

Hello, Welcome to Colleague Self
Choose a category to get started.

Register Now
Click the button to see available terms and conditions.

Student Finance
Here you can view your latest statement.

Tax Information
After receiving advisor approval, log back into Self Service. On your Self Service dashboard, you will now see a blue "Register Now" banner. Click the "Register" button on the right hand side.

Tip! If you are already in your Self Service when you receive approval, you can click the home button shaped like a house to return to your dashboard!

Updated 8/31/2021
Step 2: A pop-up will appear.

- Select the course for which you'd like to register.

- Click the "Register" button.

- Click "Go to Schedule" to review your registered courses.
Schedule Review

Use the arrow tab to review your desired semester.

You will see each class that you have in your plan, including courses for which you are registered, as well as courses that are awaiting approval.

Tip! Click the "Drop" button to reverse registration.
How to Use a Waitlist

ADDING YOURSELF TO A WAITLIST AND REGISTERING WHEN A SEAT BECOMES AVAILABLE

Updated 8/31/2021
What is a Waitlist?

When a class is full and all the seats are taken, a **waitlist** may be created.

Picture a waitlist like a line of students waiting their turn to get into a class.

When you add yourself to a waitlist, you are going to the end of a line to wait for your turn to take a seat, if a seat becomes available.

- Students are given permission to join a class **in the order in which they joined** the waitlist.
- You will be **notified via your TC email** when you have permission to register for the waitlisted course.
- You will have only **48 hours from the time the email is sent** to register for the open seat.
- If you do not register during that time period, **the open seat will expire** and the next person on the list will receive permission to register.
- If your opportunity to register was missed, you can add your name back to the waitlist, but you will go to the back of the line.
How to Add Yourself to a Waitlist

1. When picking a course, you will see "waitlisted" instead of "seats" on the left side of the section information.

2. Click "Add Section to Schedule" to add the section to your course plan.

3. When section details pop up, click "Add Section" at the corner of the pop-up.

Steps continue on the next page...
How to Add Yourself to a Waitlist

Go to your Schedule tab in "Go to Plan & Schedule"

4. Find "Student Planning" under the Academics tab at the top left corner of the screen.

5. Click on "Go to Plan & Schedule."

6. Click the "Waitlist" button under your desired course. (Be sure you're looking under the correct semester.)

Tip! You will still need course approval in order to add yourself to a waitlist.
When a seat becomes available for you, you will receive a **Waitlist Seat Available** email in your TC email account.

- You have **48 hours** from the time the email was sent to accept your seat and complete registration for your course.

- You may receive this email at **any time**, including nights and weekends, so we recommend checking your email **daily** if you are on a waitlist.

- If you do not register during that time period, **the open seat will expire** and the next person on the list will receive permission to register.

- If your opportunity to register was missed, you can add your name back to the waitlist, but you will go to the back of the line.

----- Original Message -----  
From: tconnect@templejc.edu <tconnect@templejc.edu>  
Sent: Monday, August 30, 2021 2:04 AM  
To: Elle Lucian <luciane892@stu.templejc.edu>  
Subject: Waitlist Seat Available

Dear Elle T. Lucian,

A seat has been reserved for you in the following section: PHED-1112-9001 in FA2021

To claim your seat, you must register for the section no later than 9/1/21.

You can register at: (link)

Or, if you require further assistance, please contact the Advising department at: 254-298-8331 or via email at advisingcenter@templejc.edu.

UP NEXT: How to accept your seat from a waitlist!
Waitlist: Accepting Your Seat

1. After signing into Self Service, go to Student Planning. Under "Go to Plan and Schedule," find the semester with the waitlisted section.

2. On the left hand side of the screen, scroll through your class list until you find the waitlisted course you have permissions to register for. Click the Register button.

3. Once you register, locate the course once again in your class list. You will now see Registered, but not started, letting you know that your registration was a success.
Enjoy your semester!

Success starts here!