Accessing Student Planning from Student Self-Service

2021-2022

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Step 1 – Logging In: Log into your <u>ROC</u> account to access your homepage. Scroll to the bottom of the page and on the right side of the screen, under **"Campus Applications"** click on **Student Self-Service**. This will lead you to the main Student Self-Service Menu.

IWCC Email	
Canvas	
Self Service	
Office 365	
Laptop and Technology Check Out	

Step 2 – Student Self-Service Homepage: The Student Self-Service Homepage shows a variety of options for students to explore their academic and financial records here at Iowa Western. Click on **Student Planning** to access information about past, current, and future course registrations. This will lead you to the main Student Planning page.

≡		
A	Hello, Welcome to Colleague Self-Service! Choose a category to get started.	
^		
(≣ (I	Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
-	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	Course Catalog Here you can view and search the course catalog.
	Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.
	Transcript Requests	
	Here you can view and request a transcript.	
		-

Step 3 – Main Student Planning Page: From the main Student Planning page, you can choose to **View Your Progress** (shows your program evaluation/progress towards degree) and **Plan Your Degree & Register for Classes** (shows registration information).

≡		A bcaskey	〔→ Sign out	⑦ Help
A	Academics Student Planning Planning Overview			
ŧ	Steps to Getting Started There are many options to help you plan your courses and earn your degree. Here are 2 steps to get yo	Search for co	urses	Q
Ó	1 2 View Your Progress Plan your Degree & F	Register for Clas	sses	
÷	Start by going to My Progress to see your academic progress in your degree and search for courses.	plan to see what y classes toward you	ou've accomplished r degree.	and
٩	Go to Plan & Schedule	>		

Step 4 – View Your Progress (Program Evaluation): If you click on **View Your Progress**, a program evaluation will be generated showing your program of study requirements, those that are complete, those with planned courses for completion, and those that are incomplete.

Advisee Details				Search for courses	٩
Budent lo	Program(b) Commany Biocaston General Budes AS Educational Goal: No Response Advisor(10) jermyn McAlster				
Notifications (0)					×
At a Glance Cumulative GPA: Institution GPA: Degree: Majors: Departments: Catalog: Anticipated Completion Date Description General Studies AS Program Notes Show Program Notes Show Program Notes General Studies AS 2016	(2.000 required) (0.000 required) Associate of Science General Soudies AS General Soudies Transfer 2018 1/7/2021	oript Grades Petitions & Walvers	14	Loed Sample Course Plan 28 28 Planned Credits	₽rint 67 of 64 52 of 0
record, incluc	ion here give you a summary of your acader ing GPA, degree type, program of study, Cata ear, and anticipated graduation date.			urses you have finished s you are currently enrolled in anning to take; not yet regist	

3

Shows how many requirement s/credits are completed out of the total.	Group 1: Take ENG-105 and Complete all of the followin HUM/SOCIAL SCIENCE Take Predits from subjects	g items. ▲ 3 of 8 Completed. <u>Hide D</u> ENG-106. Group 2: SPC-112 or SPC-12 g items. ✓ 2 of 2 Completed. <u>Show</u> : POL ANT ECN GEO HIS PSY SOC ART + g items. ▲ 0 of 1 Completed. <u>Hide D</u>	22. Details CLS DRA FLS HUM LIT MUS I	PHI REL. Many MUS courses do not count toward this requirement – see catalo Developmental Psychology	78	Search Grade	Term 18/SP	Credits	Shows completed courses including grades, term of enrollment, and credits earned.
Indicates any incomplete requirement that has a planned course for fulfillment.	Complete all of the followin	T-130 MAT-140 MAT-157 MAT-211 MA g items. A 0 of 1 Completed. Fully P of 1 Courses Completed. <u>Hite Deta</u>	lanned Hide Details	Introduction to Sociology IMAT-227. Statistics College Algebra Precalculus Trigonometry Finite Math Calculus I		Grade	18/FA Term 19/SP	3 Credits	Shows in- progress courses including term of enrollment and credits worth.
	Complete all of the followin Carbon Complete all of the followin Status In-Progress G. THE COLLEGE EXPERING Take SDV-108. Walved Show Details	of study (e.g with specia ibjects ENG SPC POL ANT ECN GEO HI Ig Items. () 0 of 1 Completed. Fully I of 3 Credits Completed. Hide Detai	I, COURSE SU al notation of spy soc MAT BIO CHM PH Hanned Hide Dervis S Course MAT-102	tonsideration for your program bstitutions), they will show up on your program evaluation.	courses do not meet requirements	need to fulfill with search function h	study requirement a course, you can us ocated above the rec .a	se the course	

- *If you have questions about your program evaluation or would like assistance interpreting the requirements for your program of study, contact your College Success Advisor (if unsure of who that is, email Advising [advising@iwcc.edu]).
- **The requirements listed under View Your Progress are based on the Catalog Year you initially enrolled at lowa Western. Inconsistent enrollment can cause your program of study requirements to change if your program is updated to the most recent academic year.



Step 5A – Searching for Courses: To begin searching for courses from the main Plan page, simply plug into the search bar on the right side of the screen the three-letter and three-number course code (e.g., ENG-105 = Composition I) you are searching for. This will lead you to the Course Search Results page.

≡ ^	Academics · Student Planning · Plan & Schedule Plan your Degree and Schedule your co	ourses				B bcaskey	(→ Sign out	() Help	
 ▲ Let's you toggle 	Schedule Timeline Advising Petitions & W				Planned: 0 Cr		0 Credits Waitlist	ed: 0 Credits	
between different	() No Courses Selected For This Term	Sun 8am	Mon	Tue	Wed	Thu	Fri	Sat	Shows you
academic		9am							planned,
terms.		10am							enrolled, and
		11am							waitlisted
		12pm							credits.
		1pm							
		2pm							
		3pm							1

Step 5B: The Course Search Results page offers student's the ability to filter results to specific sections that meet their course needs (e.g., Summer 2020 Term). To see all available sections within a specific filtering criterion, click on **View Available Sections for 'XXX-000'**.

	Search for Courses and < Back to Plan & Schedule	Cou	rse Sections	Search for courses	Q
	Filter Results		Filters Applied: None		
Can filter results based on	Availability Open and Waitlisted Sections Open Sections Only	^	ENG-105 Composition I (3 Credits) Composition I focuses on complex essays composed in various rhetorical modes of exposito the writing process when composing fully developed, organized essays. The emphasis in this writing that has a clear and analytical focus. Documentation formatting is introduced with th argumentative essay. Extended readings and discussions in class enhance more mature critic	course is on the formal or academic style of e culmination of a thesis-driven, researched cal thinking abilities required of any college	f
various criteria	Subjects English (1)	^	reader and writer. (3/0) Prerequisite: A grade of "C" or higher in College Preparatory Writing of This course was attempted or already completed.	or writing placement.	
under this section.	Locations	^	Requisites: None Offered:		_
	Cass County Center (1) Clarinda Center (1) Council Bluffs Campus (1) On-line (1) Page/Fremont County Center (1) Riverside High School (1) Shelby County Center (1)		All Semesters, Every Year View Available Sections for ENG-105	~	
	Show All Terms	^			
	Spring 2020 (1)				
	Days of Week	^			

Step 5C: You can scroll through the list of available sections, and once you find a section you want to add to your plan, click on **Add Section to Schedule**.

ENG-105-OL03 Composition I Runs from 6/1/202	0 - 7/24/2020		Add Section to Schedule
Seats	Times	Locations	Instructors
25	6/1/2020 - 7/24/2020	On-line, Online ROC IWCC Online	Klocke, M

This will pull up the **Section Details** page, which gives greater detail for the section including a description. Once you confirm this is the section you want, click on **Add Section**.

	ENG-10	
Section D	Details	
ENG-105-OL Summer 202		sition I
Instructors		Klocke, M (<u>mklocke@iwcc.edu</u> , 712-325-3286)
Meeting Information	1	6/1/2020 - 7/24/2020 On-line, Online ROC (IWCC Online)
Dates		6/1/2020 - 7/24/2020
Seats Availa	ble	25 of 25 Total
Credits		3
Grading		Graded •
Requisites		None
Course Desc	ription	Composition I focuses on complex essays composed in various rhetorical modes of expository writing. Students develop experience using the writing process when composing fully developed, organized essays. The emphasis in this course is on the formal or academic style of writing that has a clear and analytical focus. Documentation formatting is introduced with the culmination of a thesis-driven, researched argumentative essay. Extended readings and discussions in
	CI	Add Section

Once you click Add Section, at the top of the screen you will see a confirmation message that the section has been added to your plan. As well, if you have previously taken a course before and are adding it to your plan, it will give you a notification of this prior enrollment.

		A bcaskey	〔→ Sign out	⑦ Help	2
Academics · Course Catalog	~	ENG-105-OL	03 has been planne	d on the schedu	ıle.
Search for Courses and Course Sections < Back to Plan & Schedule	(i)	ENG-105 is a	lready enrolled in a	nother term.	

Step 6: Once you have added all of your courses to your plan, you still NEED TO REGISTER for these courses. To go to the place where you can register for courses, click on Back to Plan & Schedule on the left side of the screen towards the top. This will take you back to the main Plan page.

					۵	bcaskey	〔→ Sign out	⑦ Help
A	Academics · Course Catalog							
ŧ	Search for Courses and	Cour	se Section	S		Search for co	ourses	Q
٢	Filter Results		Filters Applied:	(Summer 2020 X)				
÷	Availability	^	ENG-10	Composition I (3 Credits)			Add Course t	to Plan
•	Open and Waitlisted Sections Open Sections Only		the writing p writing that	I focuses on complex essays composed in various rhetorical modes of exp rocess when composing fully developed, organized essays. The emphasis ir nas a clear and analytical focus. Documentation formatting is introduced wi we essay. Extended readings and discussions in class enhance more mature	h this co th the o	ourse is on th culmination o	e formal or academi of a thesis-driven, res	c style of earched
•	Subjects	^	reader and v	vriter. (3́/0) Prerequisite: A grade of "C" or higher in College Preparatory Wri	ting or	writing place	ment.	
	English (1)							
	Locations	^	Requisites:					
	Council Bluffs Campus (1)		None Offered: All Semester	s, Every Year				
	Show All Terms	^	View A	vailable Sections for ENG-105				^
	Summer 2020 (1)		Summer	2020				
	Days of Week	^						
https://sel	Monday (1)	ans	ENG-1 Compo Runs fi			Ad	ld Section to Schedule	

Step 7 – Registering for Courses: The main Plan page will look different now that you have added courses to your plan. From this page you can now register for the sections of courses you added to your plan and view your schedule.



your registration was successful and if not you need to contact your College Success Advisor (if unsure of who that is, email Advising [advising@iwcc.edu]) for assistance.

schedule.

Step 8 – Dropping Courses: If you need to drop a course after you have registered for it, you can do so from the main Plan page as well. Simply scroll down the list of courses you are currently registered for a click on **Drop** under the course you wish to drop.

Filter Sections		Print)		Planned: 0 Cre	edits Enrolled:	9 Credits Wai	tlisted
ENG-105-OL03: Composition I	A	Sun	Mon	Tue	Wed	Thu	Fri	5
✓ Registered, but not started	5am							
Credits: 3 Credits Grading: Graded	6am							
Instructor: Klocke, M 6/1/2020 to 7/24/2020	7am							
V Meeting Information	8am	Ш	UM-122-INT01	HUM-122-INT01	HUM-122-INT01	HUM-122-INT01	HUM-122-INT01	
Drop	9am							
✓ View other sections	10am							
	11am							
HUM-122-INT01: American Film	12pm							
✓ Registered, but not started	1pm							
Credits: 3 Credits Grading: Graded Instructor: Baxter, A	2pm							
5/18/2020 to 6/1/2020	3pm							
 Meeting Information 	4pm							
Drop 👆	5pm							

This will pull up a pop-up window asking you to confirm your course drop selection. Once you confirm the course(s) you want to drop, click **Update** to process the drop.

	≡	Print Planned: 0 Credits Enrolled: 9 Credits Waitlisted: 0 Credits								
		ENG-105-OL03: Composition I		Sun	Mon	Tue	Wed	Thu	Fri	Sat
		✓ Registered, but not started		5am						•
Make sure the course(s) you want to drop are checked.		Credits: 3 Credits Grading: Graded Instructor: Klocke, M 6/1/2020 to 7/24/2020	Register and Drop Sections You have elected to drop: HUM-122-INT01 (3 Credits) Select sections to drop: ENG-105-0L03 (3 Credits) WHUM-122-INT01 (3 Credits) SPC-122-0L01 (3 Credits)					JM-122-INT01	HUM-122-INTO1	
		Drop View other sections								
		HUM-122-INT01: American Film								
		Credits: 3 Credits Grading: Graded		Cancel		Update		2		
	' I	Instructor: Baxter, A 5/18/2020 to 6/1/2020		3pm						
		✓ Meeting Information		4pm						
		Drop		5pm						······
		✓ View other sections Sections with no meeting time								

Pay close attention to any notifications you receive from dropping. You need to confirm that your drop was successful and if not you need to contact your College Success Advisor (if unsure of who that is, email Advising [advising@iwcc.edu]) for assistance.

Step 9 – Waitlisting Courses: If you need to add yourself to a waitlist for a course, you will see a few different things as you search for the course to add to your plan and formally add yourself to the waitlist from the main Plan page.



Pay close attention to any notifications you receive from wait listing. You need to confirm that you were added to a waitlist successfully and if not you need to contact your College Success Advisor (if unsure of who that is, email Advising [advising@iwcc.edu]) for assistance.

Step 10 – Viewing Your Plan/Schedule: If you would like to change the view of your course plan and schedule over your entire lowa Western enrollment, click on **Timeline** tab towards the top of the screen.



This will generate a **Timeline** view of all of your planned courses; and will show any prior, current, and future confirmed enrollments.

=					A bcaskey (→ Sign out)	⑦ Help	
Shows prior,	Academi	ics Student Planning Plan & Schedule				l r	
current, and future terms of	Plan	your Degree and Schedule y	our courses		Search for courses	Q	'X' ii cou plai
enrollment.	Sched	dul e Timeline Advising Pet	tions & Waivers				ca
							col
-		Add a Term					COL
							'
3		Summer 2011	Spring 2020		Fall 2020		cou
		ECN-120-EC03: Principles of Macroecon Credits: 3 Credits		ENG-105-OL03: Composition I Credits: 3 Credits			ei
Allow you to		LIT-150-EC01: World Literature I Credits: 3 Credits		HUM-122-INT01: American Film Credits: 3 Credits			V
oggle to terms		POL-121-EC01: International Relations Credits: 3 Credits		MGT-195-OL01: Workplace Empowerment		>	inc
current view		REL-150-EC01: Introduction to the Bible		Credits: 3 Credits			a wa
(e.g., Spring		Credits: 3 Credits		A valuated			VV c
2011).							
							The e
	lits	GPA: 12 Enrolled Credits		3 Enrolled Credits, 3 Planned Credi	ts		su
							yo
							an

Step 11 – Contacting Your Advisor: This has changed with the update of ROC.

You will go back to your ROC homepage. In the Advisor box you will be able to use the arrows to move from your College Success Advisor to your Faculty Advisor. Their emails will be listed below their name. To contact them, click their email link.

If you do not have an advisor listed or you are confused on who your advisor is, please call 712-325-3200 or email advising@iwcc.edu.

