Accessing Student Planning from Student Self-Service

2021-2022

Table of Contents

Below are clickable links to different information within this guide. If you are seeking specific Student Self-Service information, please click on the relevant link below.

Step 1 – Logging In: Log into your ROC 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.


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.
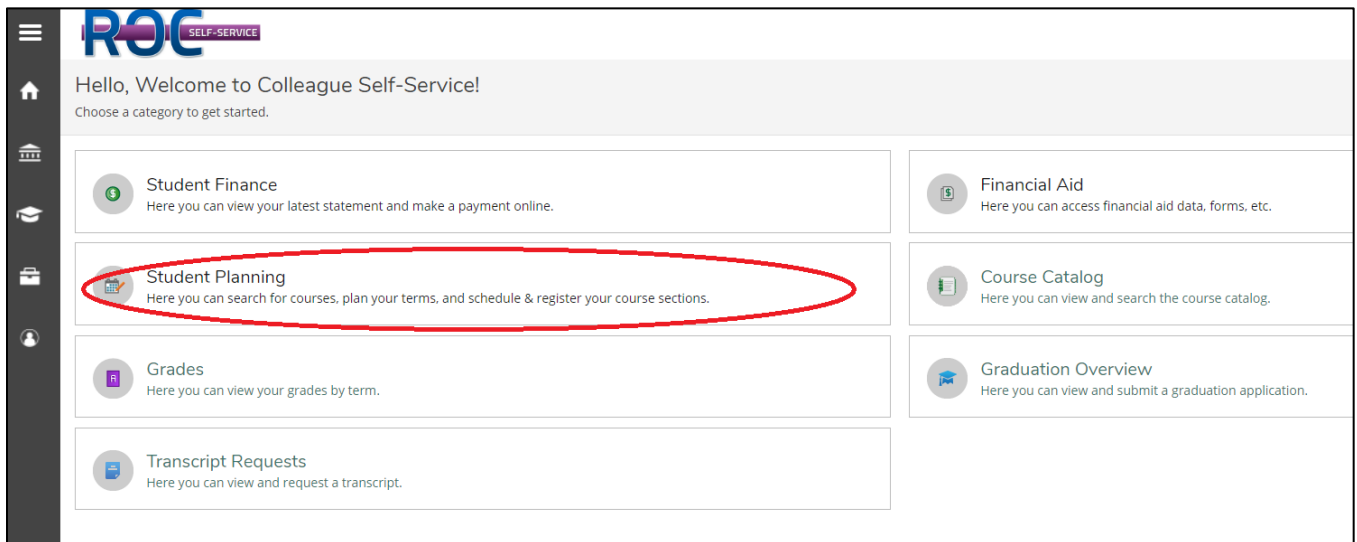
Step 3 – Main Student Planning Page: From the main Student Planning page, you can choose to **View Your Progress** (shows your program evaluation/progress towards degree) and **Plan Your Degree & Register for Classes** (shows registration information).
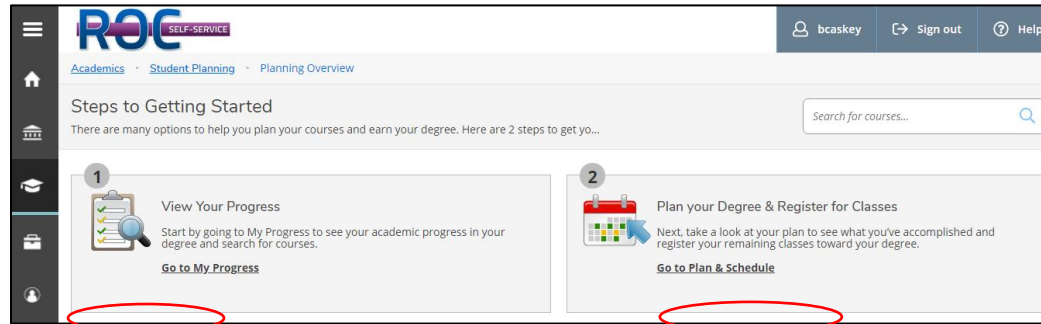
Step 4 – View Your Progress (Program Evaluation): If you click on **View Your Progress**, a program evaluation will be generated showing your program of study requirements, those that are complete, those with planned courses for completion, and those that are incomplete.
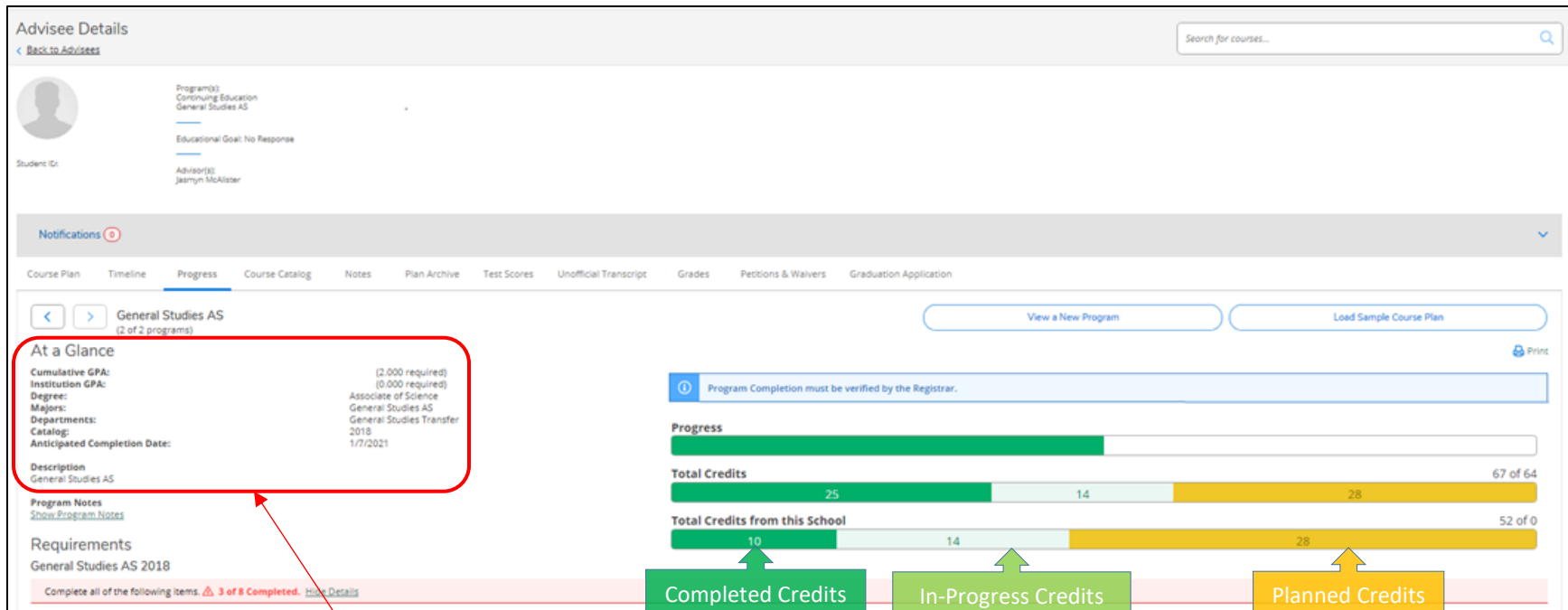
The information here give you a summary of your academic record, including GPA, degree type, program of study, Catalog Year, and anticipated graduation date.

Completed = Courses you have finished
In-Progress = Courses you are currently enrolled in
Planned = Courses you are planning to take; not yet registered for

Shows how many requirements/credits are completed out of the total.

Indicates any incomplete requirement that has a planned course for fulfillment.

Shows completed courses including grades, term of enrollment, and credits earned.

Shows in-progress courses including term of enrollment and credits worth.

Requirements
General Studies AS 2018

Complete all of the following items. ⚠ 3 of 8 Completed. Hide Details

A. COMMUNICATIONS
Group 1: Take ENG-105 and ENG-106. Group 2: SPC-112 or SPC-122.
Complete all of the following items. ✓ 2 of 2 Completed. Show Details

B. HUM/SOCIAL SCIENCE
Take 3 credits from subjects POL ANT ECN GEO HIS PSY SOC ART CLS DRA FLS HUM LIT MUS PHI REL. Many MUS courses do not count toward this requirement -- see catalog.
Complete all of the following items. ⚠ 0 of 1 Completed. Show Details

⚠ 6 of 9 Credits Completed. Hide Details

Status	Course		Search	Grade	Term	Credits
✓ Completed	PSY-121	Developmental Psychology			18/SP	3
✓ Completed	SOC-110	Introduction to Sociology			18/FA	3

C. MATHEMATICS
Take MAT-121 MAT-129 MAT-130 MAT-140 MAT-157 MAT-211 MAT-217 MAT-220 MAT-225 OR MAT-227.
Complete all of the following items. ⚠ 0 of 1 Completed. Fully Planned Hide Details

⏱ Fully Planned ⚠ 0 of 1 Courses Completed. Hide Details

Status	Course		Search	Grade	Term	Credits
⊘ In-Progress	MAT-157	Statistics			19/SP	4
⊘ Not Started	MAT-121	College Algebra				
⊘ Not Started	MAT-129	Precalculus				
⊘ Not Started	MAT-130	Trigonometry				
⊘ Not Started	MAT-140	Finite Math				
⊘ Not Started	MAT-211	Calculus I				

If there are any special consideration for your program of study (e.g., course substitutions), they will show up with special notation on your program evaluation.

For any program of study requirement that you still need to fulfill with a course, you can use the course search function located above the requirement.

⊘ In-Progress | BIO-168 | Microbiology | | | | 19/SP |

F. DISTRIBUTED REQ
Take 3 credit hours from subjects ENG SPC POL ANT ECN GEO HIS PSY SOC MAT BIO CHM PHY PHS ENV ART CLS HUM DRA LIT MUS REL PHI FLS. Some ENG MAT and MUS courses do not meet requirements for graduation -- see catalog.
Complete all of the following items. ⚠ 0 of 1 Completed. Fully Planned Hide Details

⏱ Fully Planned ⚠ 0 of 3 Credits Completed. Hide Details

Status	Course		Search	Grade	Term	Credits
⊘ In-Progress	MAT-102	Intermediate Algebra			19/SP	4

G. THE COLLEGE EXPERNCE **Waived**
Take SDV-108.
ⓘ Waived Show Details

ⓘ SDV 108 requirement is waived per Dean Cara Trede. JClark, Registrar 12/03/18

*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 Iowa Western. Inconsistent enrollment can cause your program of study requirements to change if your program is updated to the most recent academic year.

Advisee Details

Program(s):
Continuing Education
General Studies AS

Educational Goal: No Response

Advisor(s):
Jasmyn McAlister

Notifications (0)

Course Plan   Timeline   Progress   Course Catalog   Notes   Plan Archive   Test Scores   Unofficial Transcript   Grades   Petitions & Waivers   Graduation Application

General Studies AS
(of 2 programs)

View a New Program   Load Sample Course Plan

At a Glance

Cumulative GPA: (2.000 required)
Institution GPA: (0.000 required)
Degree: Associate of Science
Majors: General Studies AS
Departments: General Studies Transfer
Catalog: 2018
Anticipated Completion Date: 1/7/2021

Description
General Studies AS

Program Notes
Show Program Notes

Requirements
General Studies AS 2018

Complete all of the following items. ⚠ 3 of 8 Completed. Hide Details

Program Completion must be verified by the Registrar.

Progress

Total Credits   25   14   28   67 of 64

Total Credits from this School   10   14   28   52 of 0

Print

Academic Programs

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Search for a program:

◯ Accounting Technician DIP
◯ Advanced Nursing Assistant Certificate
◯ Agribusiness Tech: Agronomy Operations Certificate
◯ Agribusiness Tech: Agronomy Sales & Service DIP
◯ Agribusiness Technology AAS
◯ Agriculture Transfer AS
◯ Appl Bus Tech Opt AAS
◯ Appl Bus Tech Opt AAS (EVENING)
◯ Application & Web Prog AAS
◯ Art AA
◯ Audio Engineering AAS
◯ Auto Maintenance & Light Repair Dip
◯ Auto Technology AAS

Cancel   View Program

If you have generated multiple programs of study, you can toggle through them using these buttons.

Click here to generate a program of study evaluation based on a different major.

Clicking on **View a New Program** will bring up a search window, where you can search through programs of study by name or scroll through a listing of all available programs of study.

Once you have selected the new program of study you would like to see a program evaluation for, click on **View Program**.

5

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.

Let's you toggle between different academic terms.

Shows you planned, enrolled, and waitlisted credits.

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'**.

Can filter results based on various criteria under this section.

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**.

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**.

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.

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.
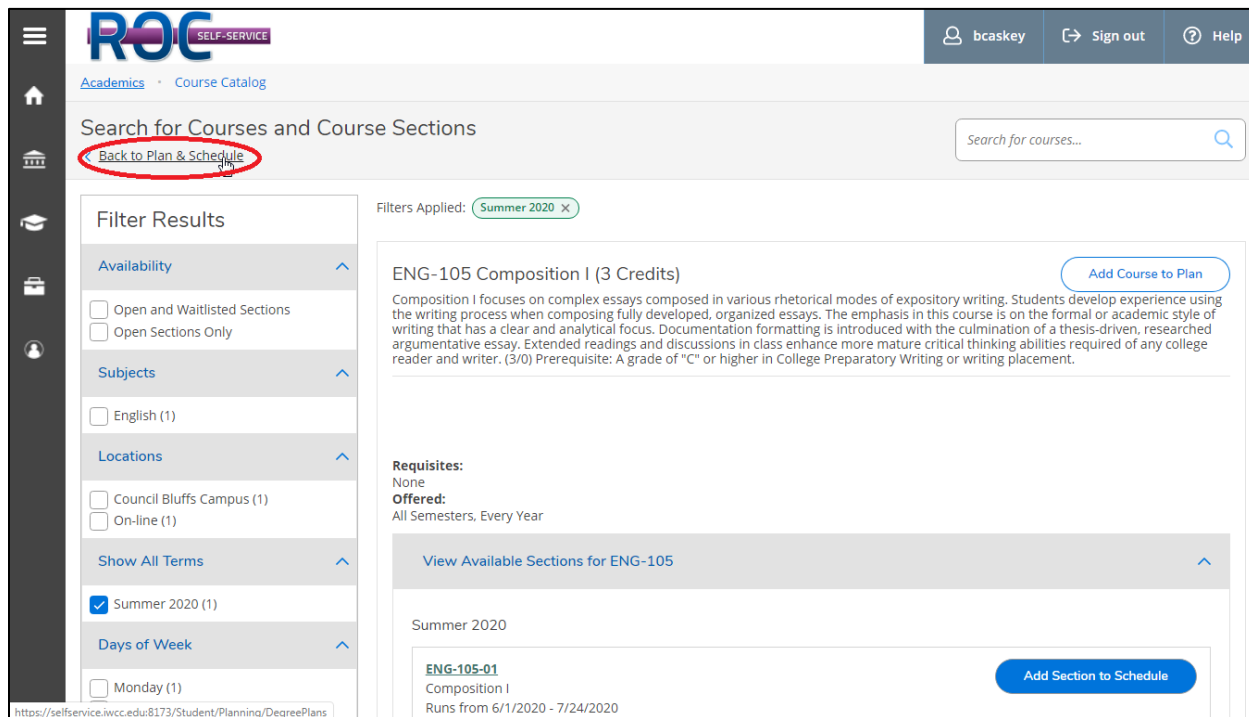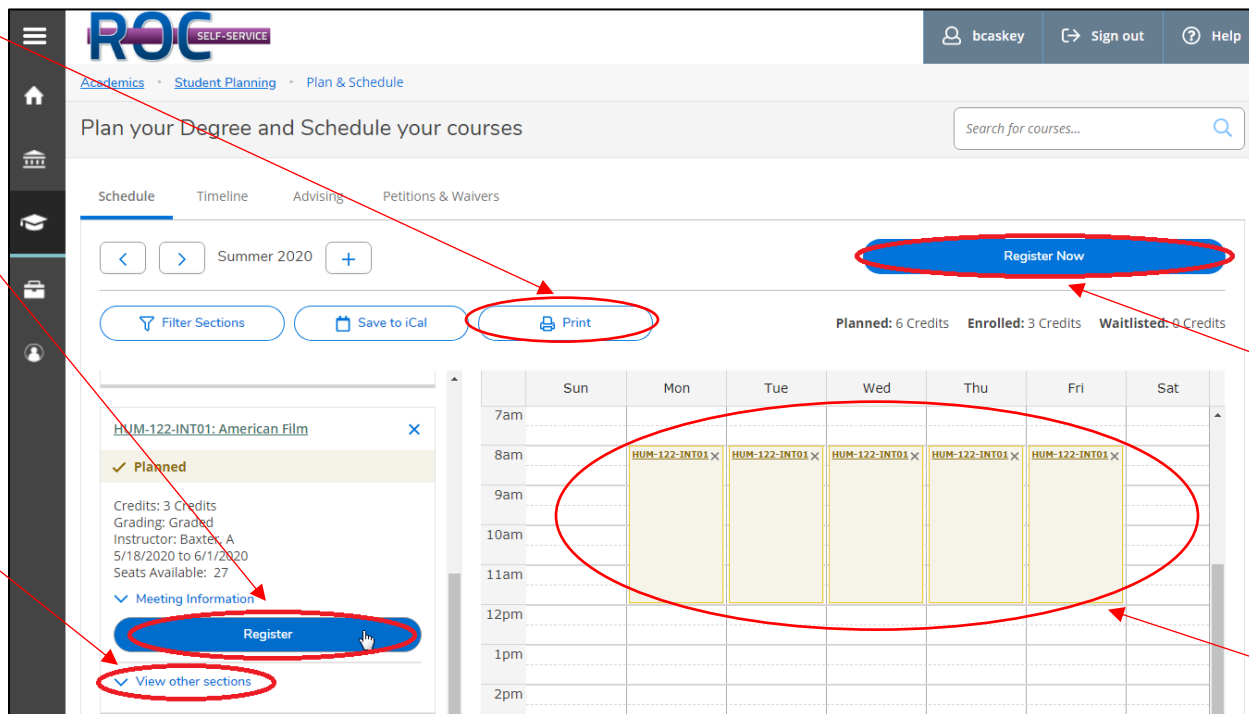

Step 7 – Registering for Courses: The main Plan page will look different now that you have added courses to your plan. From this page you can now register for the sections of courses you added to your plan and view your schedule.

You can **PRINT** your schedule!

Click to register for this section of the course.

OR

Click to view other sections of this course that are available.

Click to register for all planned courses you have chosen.

Courses with in-person meeting times will show up on your schedule.

Pay close attention to any notifications you receive from registering. You need to confirm that 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.

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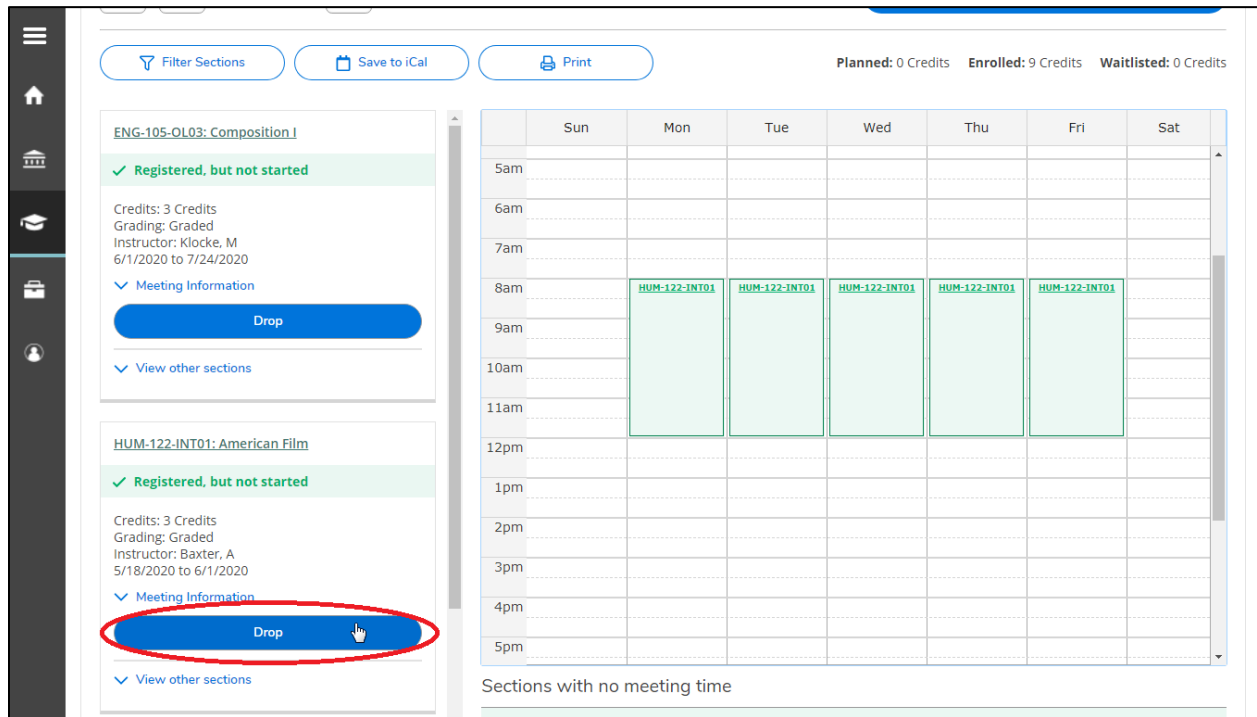
This will pull up a pop-up window asking you to confirm your course drop selection. Once you confirm the course(s) you want to drop, click **Update** to process the drop.

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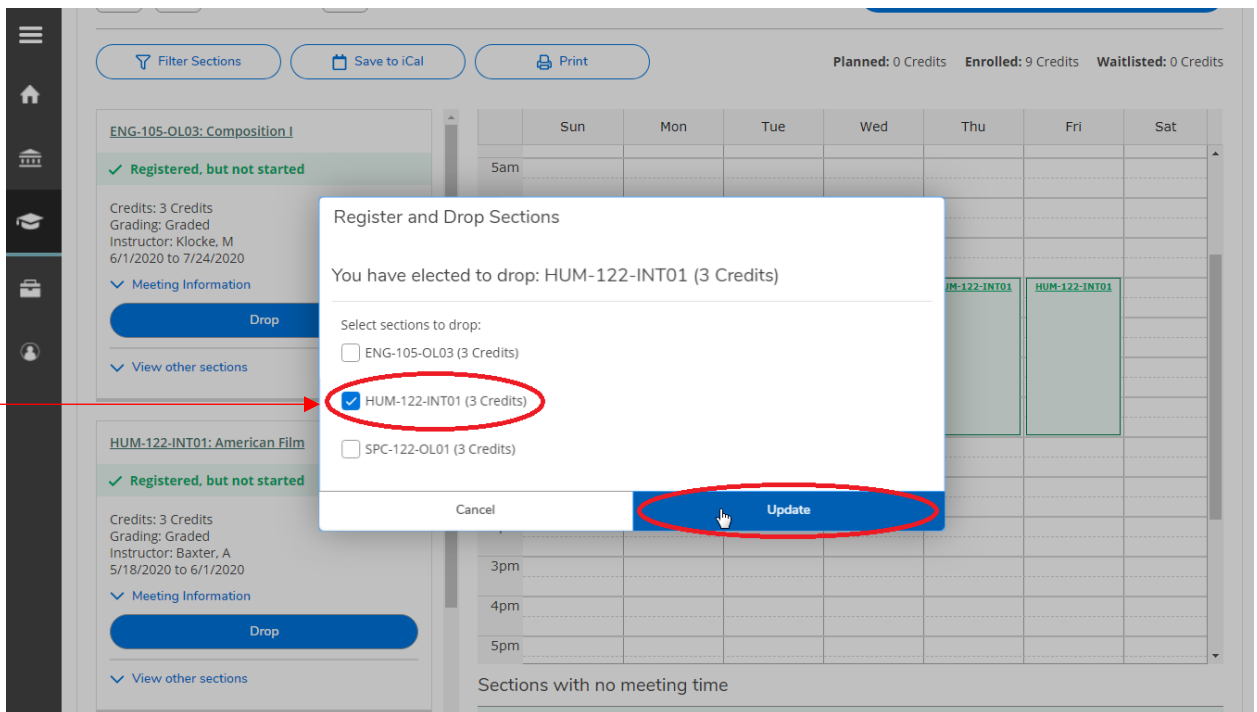
Pay close attention to any notifications you receive from dropping. You need to confirm that your drop was successful and if not you need to contact your College Success Advisor (if unsure of who that is, email Advising [advising@iwcc.edu]) for assistance.

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.

If you select a course to add to your plan that is full/has a waitlist, this alert will appear.

You can add a waitlisted course to your plan still by clicking here.

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 Iowa Western enrollment, click on **Timeline** tab towards the top of the screen.
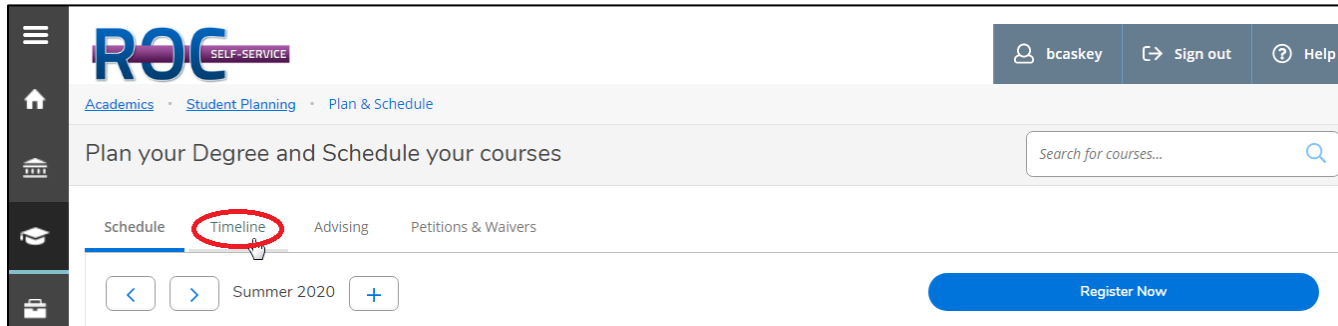
This will generate a **Timeline** view of all of your planned courses; and will show any prior, current, and future confirmed enrollments.

Shows prior, current, and future terms of enrollment.

Allow you to toggle to terms not shown in current view (e.g., Spring 2011).

'X' indicates a course that is planned. You can delete planned courses from here.

'✓' indicates a course you are enrolled in.

Waitlisted indicates you are on the waitlist for a course.

The bottom of each term summarizes you enrolled and planned credits.

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.