Plan, Review, Register, Graduate
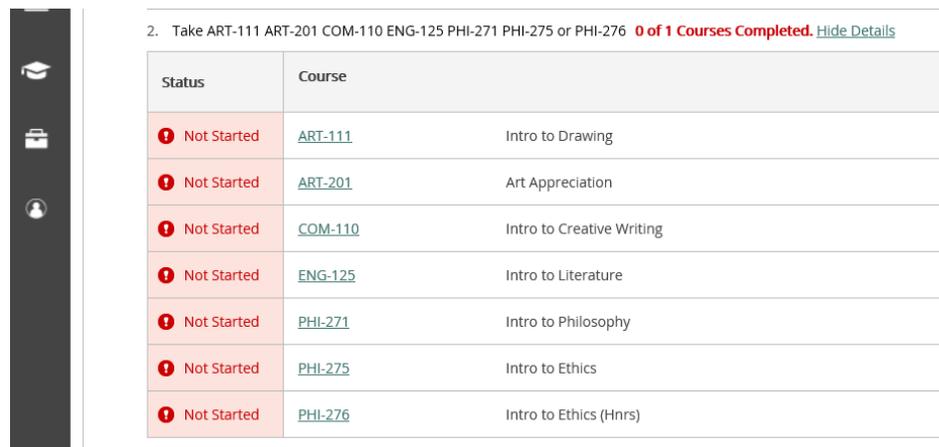
The Student Guide to Course Planning and Registration through Self Service

Sign into Student Planning
☐ Go to www.racc.edu, select MyRACC along the top bar.
☐ Enter your MYRACC username and password. For login issues, utilize the 'forgot password' feature or contact the Help Desk in Berks Hall 411 or call (610) 372-4721 extension 5342
☐ Once in MyRacc, select Self Service in the menu on the left.
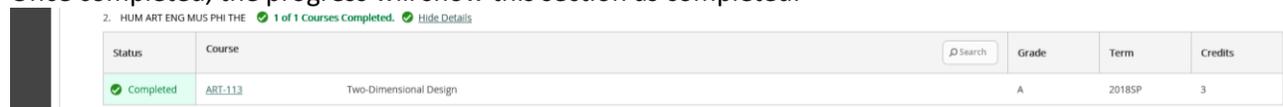☐ Once in Self Service, select the **Student Planning** box

STEP 1 - PLAN your courses
☐ Once Student Planning is selected, wait for your program data to load (could take 10-20 seconds)
☐ Click on My Progress to load your program requirements which appear in 5 categories
  o Pre-college level coursework
    ▪ Foundational Studies Writing and Math courses that may be required
  o General Education
    ▪ Courses in Communications, Math, Science and Social Science that are required for your program of study
  o Major Requirements
    ▪ Required courses specific to your major
  o Electives
    ▪ Some programs include elective course options which can be any 100 or 200 level course in any subject area. It is recommended that students check with an advisor to discuss the best choice for these elective courses as there may be courses best suited for transfer or career.
  o Other courses
    ▪ Courses taken that do not apply to the current program of study

☐ Courses that still need to be taken will be indicated in RED. Make sure to read the requirements needed. In this case, the student needs to only take ONE course from among these choices.
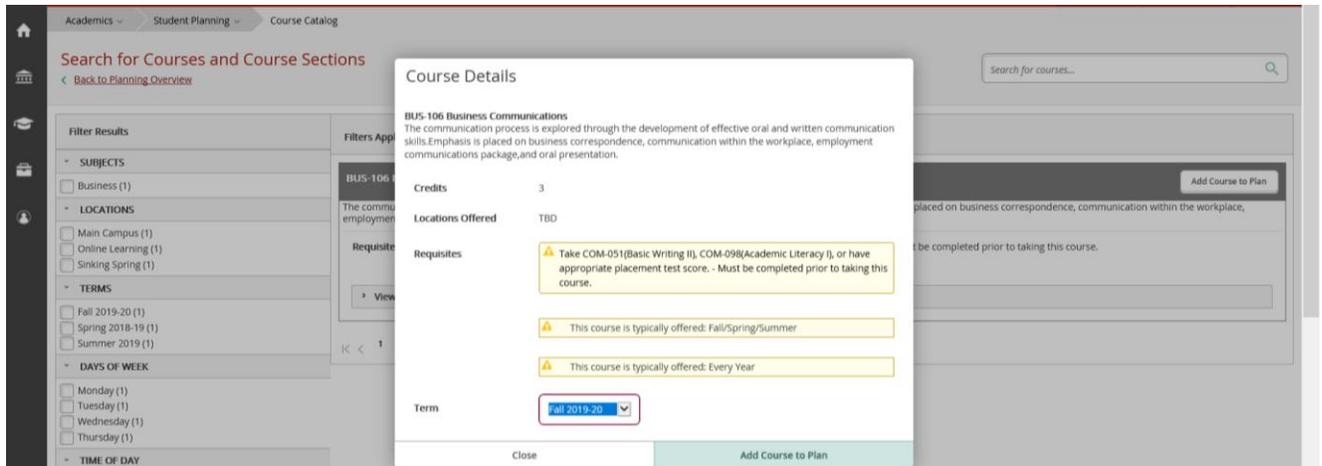
2. Take ART-111 ART-201 COM-110 ENG-125 PHI-271 PHI-275 or PHI-276 **0 of 1 Courses Completed.** Hide Details

Status	Course	
❗ Not Started	ART-111	Intro to Drawing
❗ Not Started	ART-201	Art Appreciation
❗ Not Started	COM-110	Intro to Creative Writing
❗ Not Started	ENG-125	Intro to Literature
❗ Not Started	PHI-271	Intro to Philosophy
❗ Not Started	PHI-275	Intro to Ethics
❗ Not Started	PHI-276	Intro to Ethics (Hnrs)

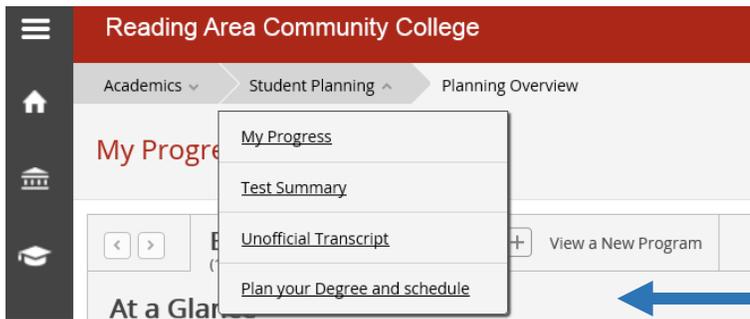Once completed, the progress will show this section as completed.

2. HUM ART ENG MUS PHI THE ✔ 1 of 1 Courses Completed. ✔ Hide Details

Status	Course		Grade	Term	Credits
✔ Completed	ART-113	Two-Dimensional Design	A	2018SP	3

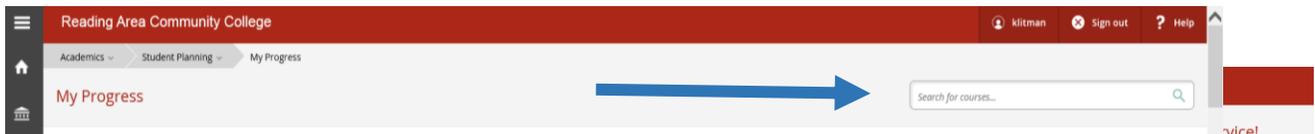☐ Locate and click on the course name that you plan to take
☐ Select "Add course to Plan"

☐ Select the term you plan to take the course, and Click on "Add Course to Plan"
☐ This will add the course to your plan.
☐ Repeat for all requirements you intend to fulfill in current or future terms.

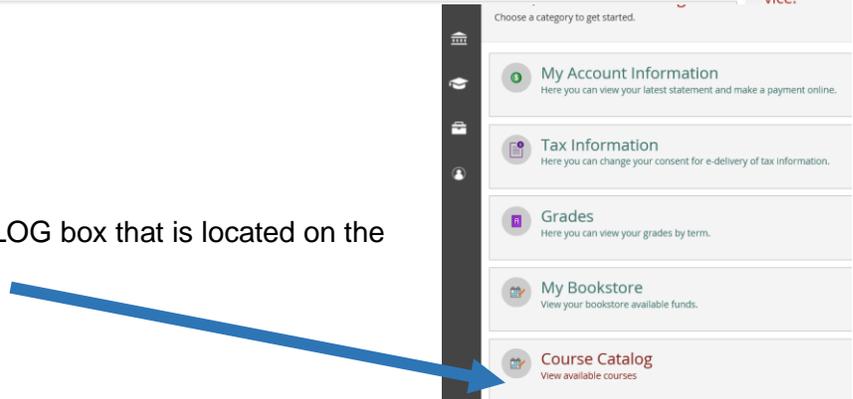☐ Click **Plan your Degree and Schedule** located under the Student Planning menu at the top

If you know what courses you want to take, you can "Plan" them by using the COURSE CATALOG feature

A. Utilize the Search bar located in the upper right corner of Student Planning. Enter the course designator (ie: Information Technology or IFT or IFT 110)

OR

B. Select the COURSE CATALOG box that is located on the homepage of Self Service

STEP 2- REVIEW Plan with advisor

- □ When in Student Planning, click on the Plan & Schedule
- □ Click on the tab called Timeline
- □ Review your Timeline to verify that the courses displayed are correct.

Spring 2019-20	✕
ANT-140: Cultural Anthropology Credits: 3	✕
COM-221: English Comp II Credits: 3 (3 CEUs)	✕
PHY-245: Physics II Credits: 4	✕
⚠ Take PHY-240(Physics I). - Must be completed prior to taking this course.	

Check for errors which will be displayed by an icon.

This indicates that there may be a problem with taking this course during this term, for example another course must be completed first (pre-requisite)

You can move a course to another term by clicking on the course name and selecting the future term from the pull down menu.
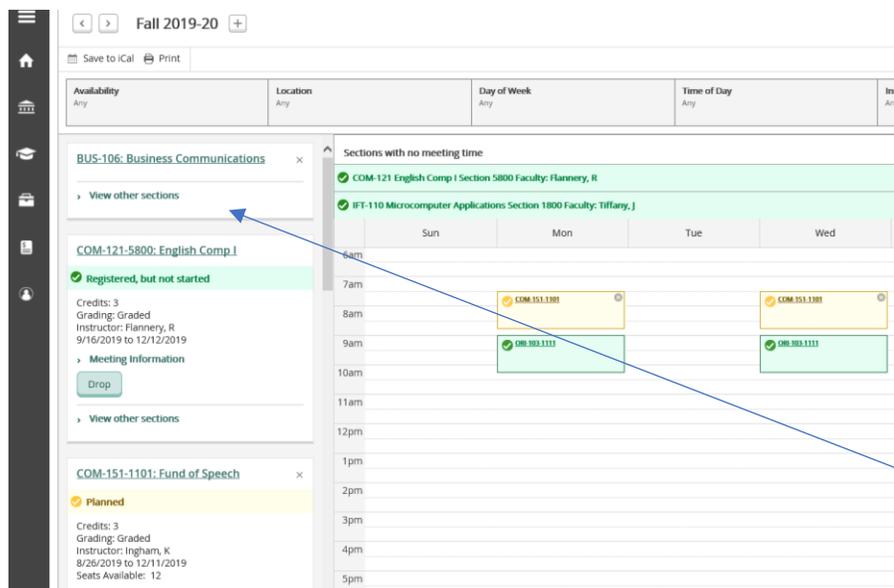
The goal is to have a plan that has no error icons.

- □ Click on the tab called Advising
- □ Compose a note to your advisor(s), if needed
- □ Click Request Review (upper right hand corner)
- □ Meet with your assigned Faculty advisor or one of the Academic Advisors in the Advising Center (Berks Hall 209) to review your plan.

STEP 3– REGISTER for courses

Courses must appear on your PLAN before you can register for specific sections. Refer to Step 2 for instructions.

- □ Sign in to Self Service through the MyRACC portal at: https://myRACC.racc.edu
- □ Click on Student Planning
- □ Wait for your program data to load
- □ Click on Plan & Schedule
- □ Click on Schedule

Specific course sections that are already ***scheduled and registered*** will appear in GREEN

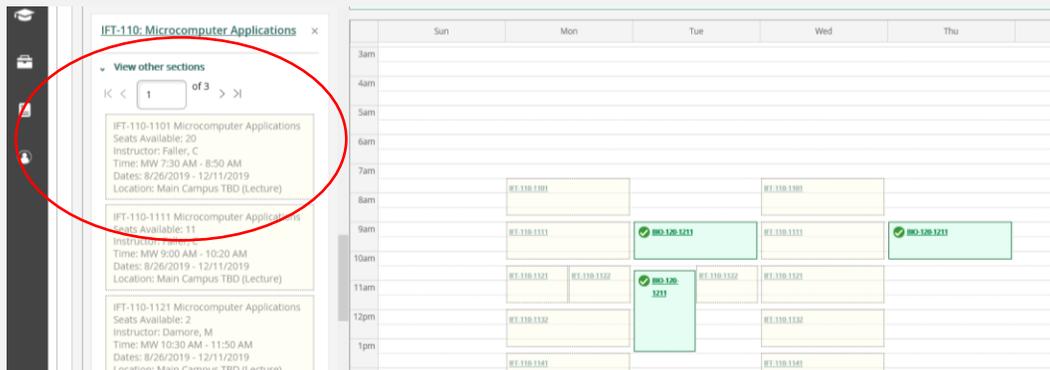Specific course sections that are already ***planned*** will appear in YELLOW

Courses that are planned but no specific section has been selected will appear in the left column but will not appear on the calendar.

A SPECIFIC SECTION MUST BE SELECTED TO REGISTER FOR THE COURSE.

☐   View available course sections and begin to plan schedule

To view available sections

1.   Click on **VIEW OTHER SECTIONS** to populate the calendar with in person or hybrid sections. (on line sections will NOT populate on the calendar – see below)

2.   SCROLL through the courses under 'View Other Sections".
     - There may be several pages of courses listed in numerical order by section number. **Use the page over arrows to scroll through choices**
     - When you hover on an in person or hybrid section the course will activate on the calendar so you can see the time on the calendar.
     - *ONLINE sections* will appear on the pages at the end since those sections are typically 1800 or higher.

3.   Utilize the course search filter will activate at the top of the screen. (NOTE: The course filter will work for an individual course or for multiple courses, but the "view other sections" link for the course(s) must be selected first.
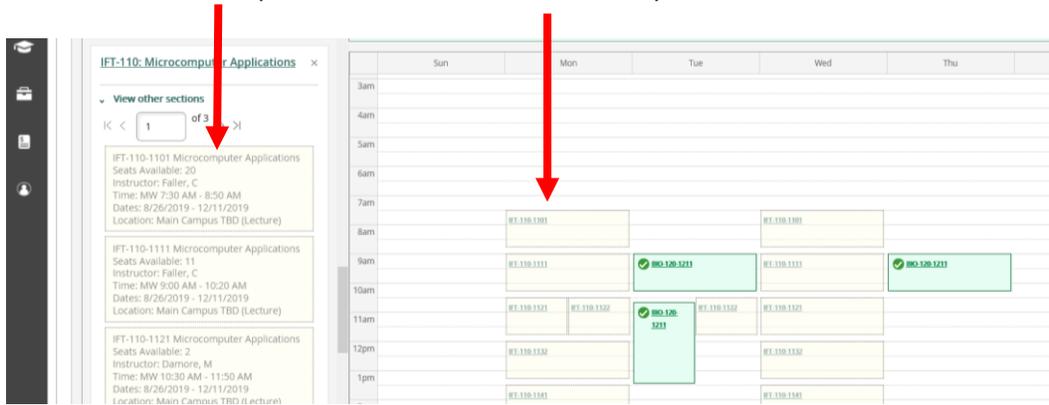

The Filter features include:
- Availability : open and waitlisted sections
- Location: Online, Main Campus, Sinking Spring
- Day of the Week
- Time of Day
- Instructor
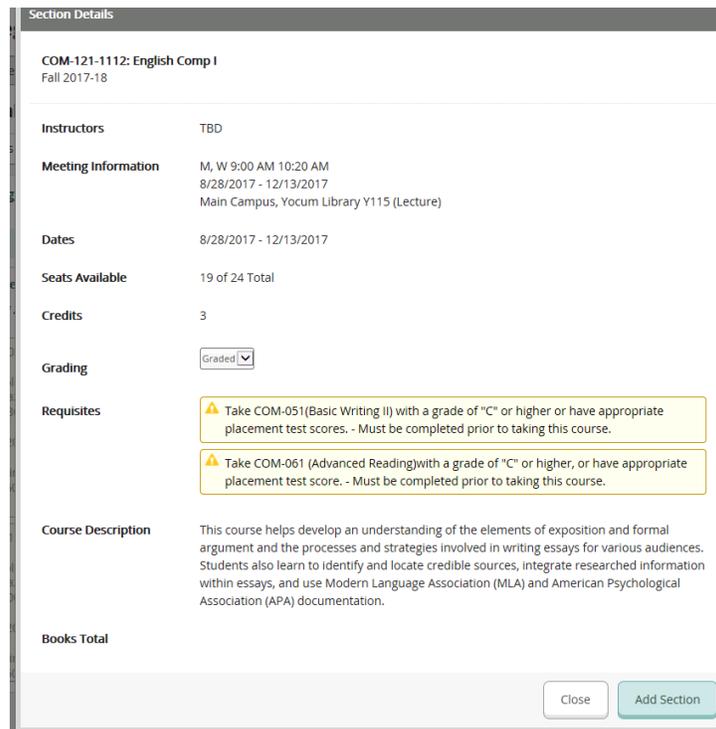- Sub-terms / Sessions : Term options (15 week, 12 week, 8 week and 4 week terms)

ONLINE SECTIONS: Online courses will only appear on the calendar **after** a specific section is planned.

To find online sections, use either the **Location filter** at the top of the screen or **page over under 'View other sections'** until you reach the online sections which are typically on the last pages.
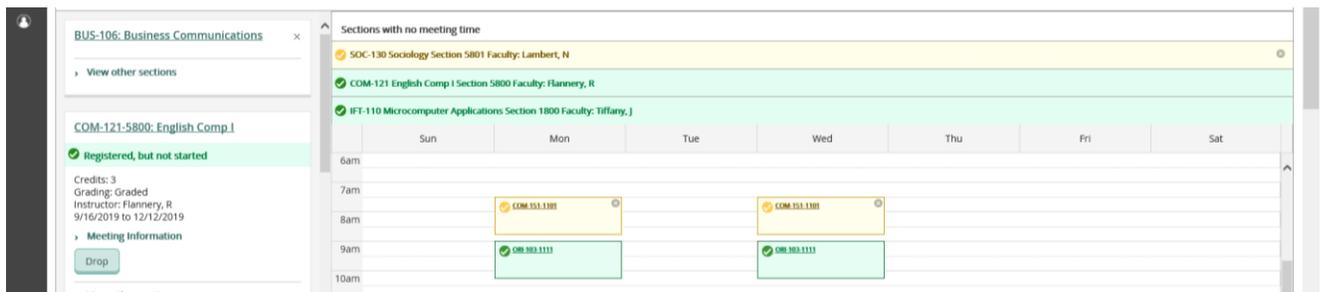
□ Click on the specific section of the course that you want from the **left column** or on the **calendar grid.**

□ The section details will appear. Select **ADD SECTION** from the pop up menu.

□ Section will appear in YELLOW as planned. Planned on line sections will appear at the top of the calendar. Repeat step to add multiple courses.

□ When finished, click on **REGISTER NOW**. Once successfully registered, courses will appear in green and have a checkmark.

Important: If you do not see the green box, YOU ARE NOT REGISTERED!

□ Click on the PRINT icon if you wish to print the schedule or use the ICalendar feature to save to your RACC outlook calendar

STEP 4– GRADUATE

Planning is an essential to on-time graduation

It will save both TIME and MONEY

Increase Earning Potential: With proper planning, most degrees can be completed in two years or less. The sooner you have a degree, the sooner you will have begin your new career. Do the math….

College > College > College > College > College

College > College > Career $$$ > Career $$$ > Career $$$

Reduce Debt: Less time in college decreases student debt. Fewer loans are required to finish your degree because the amount of time in college is reduced.

Take only the courses you need: Without proper planning, you could end up taking courses that are not required for your program of study. This is a waste of both time and money.

Graduate On-time: You can ensure on-time graduation by planning out what courses you will take during which term.

- *Pre-requisites:* Foundational Studies courses and pre-requisite courses are sometimes required for a particular course. When utilizing Student Planning, the timeline will clearly indicate if a pre-requisite is required.
- Courses not offered every term: Some courses in your major are also only offered during certain terms. (Typically Fall or Spring only). If not taken in the proper semester, your graduation could be delayed an entire year.

By utilizing the timeline feature in Student Planning you will be assured that you are on track for on-time graduation!

If we can be of service, please visit the Advising Center in Berks Hall 209 or call 610-607-6245
For technical issues, please contact the help desk at helpdesk@racc.edu or call 610-372-4721 x 5342
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