


# Accessing and Navigating Student Planning

Access Student Planning from eCentral Menu or directly from Self-Service

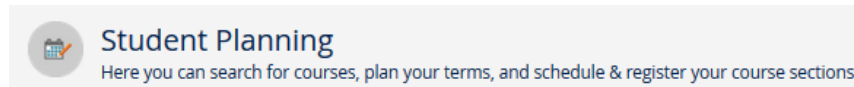
## Accessing Student Planning from eCentral Menu

1. Choose eCentral from main webpage [www.eastcentral.edu](http://www.eastcentral.edu)
2. Log into eCentral, using your ecc username and password
3. Click on Student Menu 
4. Click on Student Planning, under Academic Planning menu




## Accessing Student Planning from Self-Service

1. Click on Self-Service visit: <https://selfservice.eastcentral.edu/Student>
2. Log into Self-Service, using your ecc username and password
3. Choose Student Planning




## Steps to Getting Started

**1**



**View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

**2**



**Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

### View Your Progress

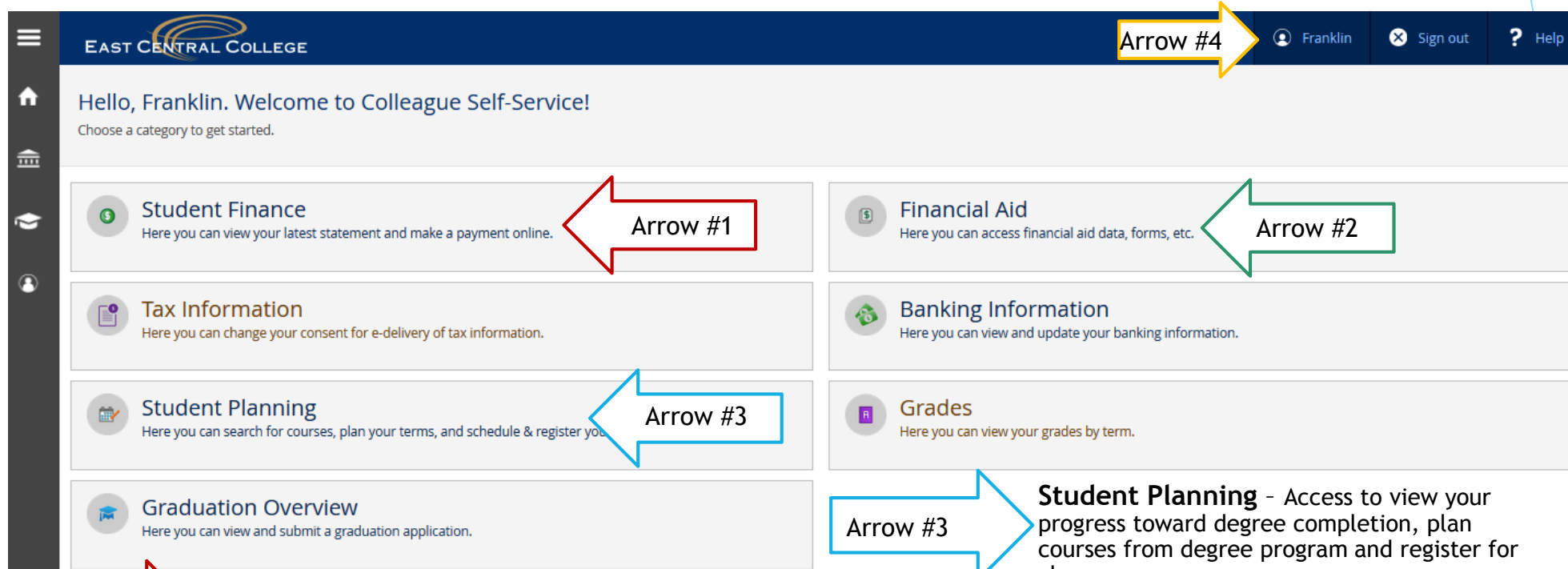
View your Program of Study requirements, progress toward your degree, plan courses for each term from your degree. Click [Go to My Progress](#)

### Plan your Degree & Register for Classes

View your semester schedule on a weekly view, timeline of planned courses, Advisor Request Plan Review, Select Sections for Registration, Register for courses. Click [Go to Plan & Schedule](#)

# Welcome Screen

On the Welcome Screen, you will have the option to select Student Finance, Financial Aid or Student Planning.



**Arrow #1** **Self-Service Finance** - Access to your statement, breakdown of you tuition & fees, Account activity, Payment options

**Arrow #2** **Self-Service Financial Aid** - Access to your Financial Aid checklist, Missing Documents, Award Letter, SAP status

**Arrow #3** **Student Planning** - Access to view your progress toward degree completion, plan courses from degree program and register for classes

**Arrow #4** **User Profile** - Access to update your contact information, emergency contact information, Account Preferences, and change your password

# Steps to Getting Started

You will have two main options on the Student Planning welcome screen.

The screenshot shows the 'Steps to Getting Started' section of the Student Planning interface. It includes a search bar, two main action cards, a GPA/Progress summary, and a weekly course schedule. Four red arrows are overlaid on the image to highlight specific elements:

- Arrow #1** points to the 'View Your Progress' card.
- Arrow #2** points to the 'Plan your Degree & Register for Classes' card.
- Arrow #3** points to the GPA and Progress summary section.
- Arrow #4** points to the '2017 Fall Schedule' header.

Arrow #1

Option #1 is "View Your Progress". The My Progress screen is your degree audit, which displays all the courses needed to complete your degree. Plan your classes semester by semester directly from your degree audit.

Arrow #2

Option #2 is "Plan Your Degree & Register for Classes". This option will allow you to view your courses semester by semester, as well as register for classes directly via Student Planning.

Arrow #3

View your Degree program, Cumulative GPA and Progress Bar to completion.

Arrow #4

View your Course Schedule for the current term in a weekly view.

# Step 1: Planning Your Courses

## Understanding My Progress

Clicking on Option #1: “View Your Progress” on the welcome screen will bring you to the “My Progress” screen. This the “dashboard” that shows you your progress towards your degree completion. The Program of study you have officially declared will be preloaded. You can see which courses you’ve completed, which courses are in progress, and which courses you still need to complete in your degree program.

### My Progress

Business Administration - Associate of Arts  
(1 of 1 programs)

At a Glance

Cumulative GPA: 3.096 (2.000 required)  
Institution GPA: 3.096 (0.000 required)  
Degree: Associate of Arts  
Majors: Associate of Arts  
Departments: Business  
Catalog: 2016

Description  
This Associate of Arts curriculum provides both the theoretical and technical skills students need to enter a baccalaureate program in [More...](#)

Program Notes  
[Show Program Notes](#)

Requirements

Progress

Total Credits (68 of 60)

Total Credits from this School (68 of 15)

Arrow #1

Arrow #2

Arrow #3

Arrow #1 The top of the Program of Study shows your academic summary, including Degree Program, GPA, and Catalog Year

Arrow #2 The progress bar provides a visual representation of your estimate of your progress toward completion of your degree, this cannot be used as exact measurements. Always work with your advisor to ensure that all components of your degree and progress toward completing them are reflected accurately. The top bar shows overall progress. The middle bar shows total credits, and bottom bar shows total ECC credits. **\*\*Important\*\*** Students should be aware that the credit totals include developmental credits. You must subtract developmental credits from this total.

Arrow #3 Completed credits are represented in dark green, in progress credits are represented in light green and planned credits are represented in yellow.

1




### View Your Progress

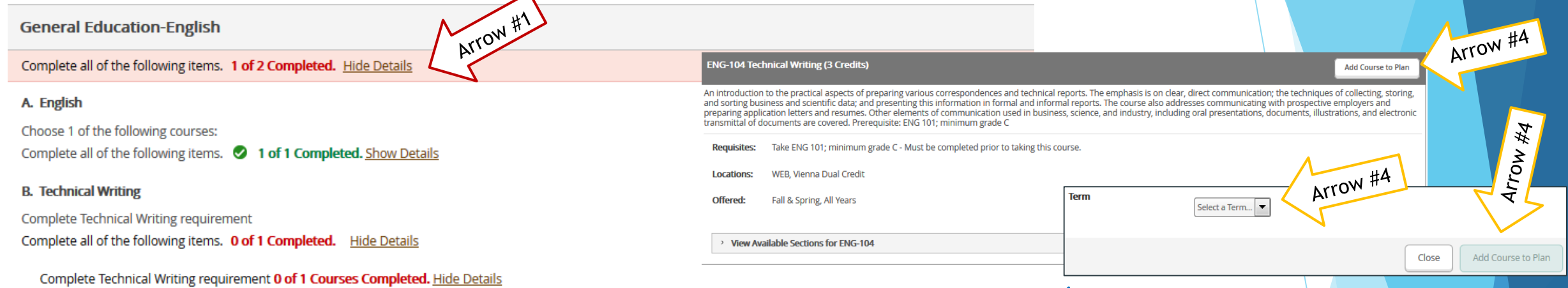
Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

# Step 1: Planning Your Courses -cont.

**1**  **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

Courses display on the My Progress screen as Completed, In Progress, Planned or Not Started. To plan courses you should scroll down to each requirement and plan the term that you will take the course.



**General Education-English** **Arrow #1**

Complete all of the following items. **1 of 2 Completed.** [Hide Details](#)

**A. English**

Choose 1 of the following courses:  
Complete all of the following items. **✓ 1 of 1 Completed.** [Show Details](#)

**B. Technical Writing**

Complete Technical Writing requirement  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

Complete Technical Writing requirement **0 of 1 Courses Completed.** [Hide Details](#)

**ENG-104 Technical Writing (3 Credits)** **Arrow #4**

[Add Course to Plan](#)

An introduction to the practical aspects of preparing various correspondences and technical reports. The emphasis is on clear, direct communication; the techniques of collecting, storing, and sorting business and scientific data; and presenting this information in formal and informal reports. The course also addresses communicating with prospective employers and preparing application letters and resumes. Other elements of communication used in business, science, and industry, including oral presentations, documents, illustrations, and electronic transmittal of documents are covered. Prerequisite: ENG 101; minimum grade C

**Requisites:** Take ENG 101; minimum grade C - Must be completed prior to taking this course.

**Locations:** WEB, Vienna Dual Credit

**Offered:** Fall & Spring, All Years

Term  **Arrow #4**

[View Available Sections for ENG-104](#)

[Close](#) [Add Course to Plan](#)

Status	Course	Search
<b>Not Started</b>	<a href="#">ENG-104</a> Technical Writing	<input type="text" value="Search"/>

**Arrow #1** Locate each section that is missing a requirement, they will be designated with **red 0 of ? Completed or Not Started.** Once a requirement is complete the requirement will turn **green with a checkmark.** **✓ 1 of 1 Completed.**

**Arrow #2** Use the search button to view all available courses that meet that requirement. Sometime the choices can be several dozen courses. View details of the course including: requisites, possible locations of course, possible terms offered.

**Arrow #3** Some requirements are specific with few choices. Detail on the course to view details of the course including: requisites, possible locations of course, possible terms offered.

**Arrow #4** Once you have chosen the course to plan. Click on **Add Course to Plan.** Choose the term Courses will then show on the Program of study with a **yellow check at Fully Planned ed**

Continue through each requirement, planning each requirement until all requirements have been fully planned.

# Step 1: Planning Your Courses -cont.

Choosing General Education Electives and courses added to the Other Courses category.

**General Education Electives**  
Complete the following item. **0 of 1 Completed.** [Hide Details](#)

**A. Electives**  
Check with transfer institution for appropriate electives  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 18 Credits Completed.** [Hide Details](#)

Status	Course
Not Started	

**Other Courses**  
There are no Other Courses to display

Arrow #2

Arrow #1

Arrow #5

Arrow #3

Arrow #4

**Filter Results**

- AVAILABILITY**
- SUBJECTS**
  - HVC (HVAC) (54)
  - Music Applied (50)
  - Music Ensemble (50)
  - Art (37)
  - Emergency Medical Services (31)
  - [Show All Subjects](#)
- LOCATIONS**
  - Articulated Credit (31)
  - Belle High School (1)
  - Belle High School Dual Credit (3)
  - Bourbon Dual Credit (6)
  - Cuba High School Dual Credit (4)
  - Customized Training (2)
  - East Central - Warrenton (23)
  - East Central At Four Rivers (1)
  - [Show All Locations](#)
- TERMS**
  - 2017 Fall (360)
  - 2017 Summer (14)
- DAYS OF WEEK**
  - Sunday (1)
  - Monday (229)
  - Tuesday (146)
  - Wednesday (136)
  - Thursday (150)
  - Friday (89)
  - Saturday (10)
- TIME OF DAY**
  - Select time range...
- INSTRUCTORS**

Arrow #1

**OPTION 1:** Using the Search Function under General Education Electives for Associate of Arts degrees will display all college level courses.

Arrow #2

**OPTION 2:** Use the Search for Courses function in the upper right side below the user profile, to narrow down your options. Enter a subject, keyword in the title, or keyword to narrow down the search results

Arrow #3

**OPTION 3:** From the drop down Student Planning menu, click on Course Catalog. Use the filter functions to narrow down your options by subject.

Arrow #4

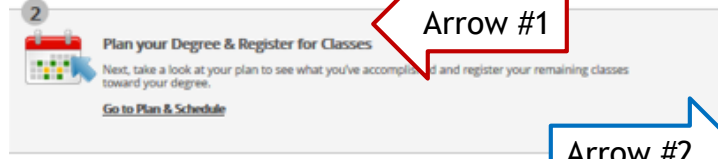
Use the Filter Results on the left of the Search results to narrow down the courses to add to the plan.

Arrow #5

Courses that fall in the Other Courses category will include remedial courses or extra courses not included in the degree. **\*\*IMPORTANT\*\*** Students should be aware that courses that fall outside the degree in the Other Courses

# Step 2: Requesting an Advisor to Review your Plan

Once your Program of Study has been planned you will need to review your plan, and request your Advisor to Review, Approve, and Archive your plan.



Arrow #1 On the Getting Started Page - Option 2 : "Plan Your Degree & Register for Classes". This option will allow you to view your courses semester by semester, as well as register for classes directly via Student Planning.

Arrow #2 Use the > button to scroll through current or future schedule in a weekly view.

Arrow #3 Choose the Timeline tab to review your planned courses based on the semester you have planned the class.

Arrow #4 Note any courses with the yellow box, these courses require a prereq that you have not planned. Click on the yellow box/word of prereq to get a list of courses that meet the prereq, plan the course for a term before the course in question. If this is not possible, you plan it for the term with the class and move the class that needs a prereq to a future term.

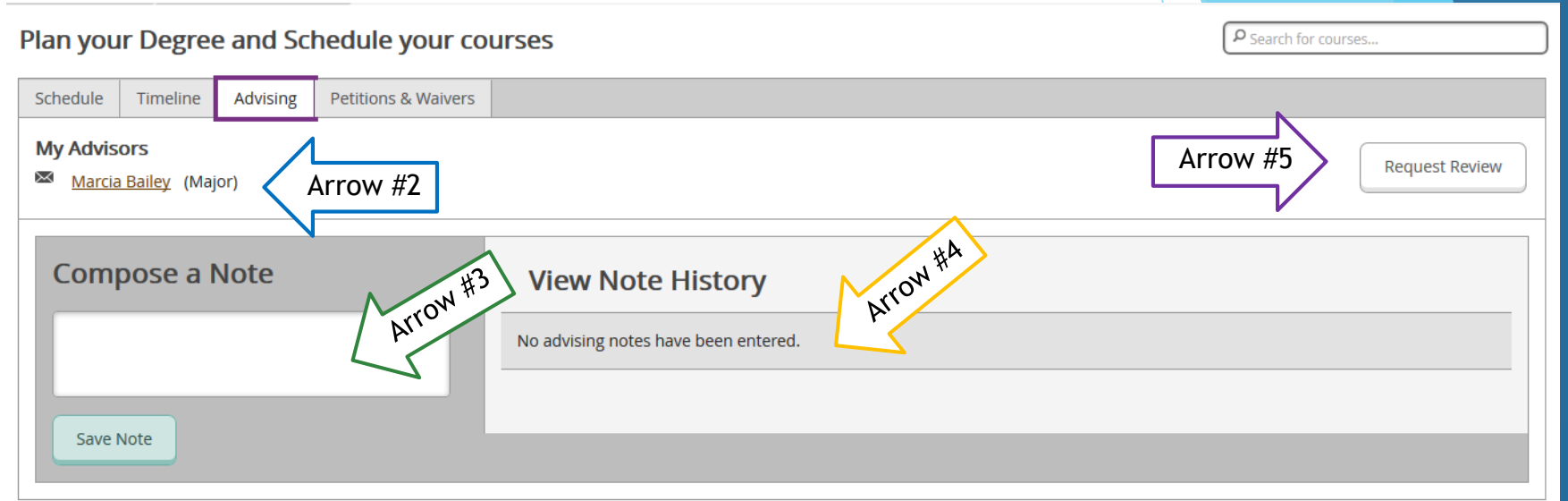
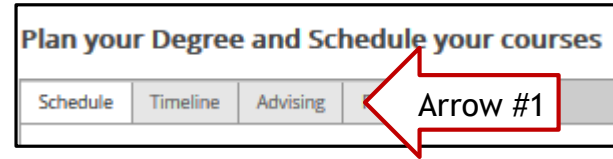
Arrow #5 Move a course to a future term by clicking on the course, choose a future term from the drop down menu, and click update course.

A large screenshot of the "Plan your Degree and Schedule your courses" interface. The interface shows a navigation bar with tabs for "Schedule", "Timeline", "Advising", and "Petitions &amp; Waivers". The "Timeline" tab is selected, showing a weekly view of the schedule for "2017 Fall". A list of courses is shown on the left, including "AGR-101: Introduction to Agriculture", "COL-101: Foundation Seminar", and "SOC-101: General Sociology". A yellow warning box is present next to the AGR-101 course, indicating a prerequisite issue. A "2017 Fall" popup window is open, showing course details for "AGR-101: Introduction to Agriculture", including credits, locations offered, and requisites. A yellow starburst annotation at the bottom says "Continue through each term to remove all Yellow requisite issues". Several other arrows point to specific elements: Arrow #1 points to the "Plan your Degree &amp; Register for Classes" button; Arrow #2 points to the right arrow navigation button; Arrow #3 points to the "Timeline" tab; Arrow #4 points to the yellow warning box; Arrow #5 points to the "Update Course" button in the popup window.

Continue through each term to remove all Yellow requisite issues

# Step 2: Requesting an Advisor to Review your Plan - cont.

Once all courses have been planned and requisites issues have been removed an Advisor should review your plan for accuracy.



**Arrow #1** Choose the Advising tab to request an advisor review your plan.

**Arrow #2** Your Advisor(s). You may email your advisor with questions by clicking on their name.

**Arrow #3** Compose Notes for the Advisor. This area is used to track advising notes between advisor and student. ***IMPORTANT***- Notes cannot be changed once saved, all advisors have access to view note history. Saving Note does automatically send a notification to advisor.

**Arrow #4** View the History of Saved Notes between student and advisor.

**Arrow #5** Click Request Review to send an automatic notification to My Advisors to review your plan. Reviews may take several days. Advisors will contact you if issues need resolved, an appointment is needed, or when your plan is archived.



# Step 3: Review and Update User Profile

While waiting for your advisor to archive your plan, review and update your User Profile and Emergency Contact Information.

The screenshot shows the user profile page for Franklin. The navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The user's name 'Franklin' is in the top right, with 'Sign out' and 'Help' links. A dropdown menu is open under the name, showing options: 'User Profile', 'Change Password', 'Emergency Information', 'View/Add Proxy Access', and 'Account Preferences'. A yellow confirmation banner is present with a 'Confirm' button. Below are sections for 'Addresses' and 'Email Addresses', each with a confirmation banner and a table of entries. A purple arrow points to the 'Request Address Change' link.

**Arrow #1** Click on Your Name to open the User Information.

**Arrow #2** Click on User Profile to review, correct, and confirm your address, email address, and Phone Numbers. Make corrections as needed.

**Arrow #3** Click Emergency Information to review and update your Emergency/Missing Person Contact information. Make corrections as needed.

**Arrow #4** If information is correct and no changes need to be made, click Confirm. This information should be reviewed and confirmed each registration period.

**Arrow #5** If corrections need to be made, click on the plus + sign to add new information, X to delete the information or the pencil to update the information. Once information has been updated, click confirm to update the information in the system.

**Repeat Arrow 4 & 5 to Update your Emergency Contact information**

Address	Type	Preferred
1964 Prairie Dell Road, Union, MO 63084	Home	<input checked="" type="checkbox"/>

Email	Type	Preferred	
Marcia.bailey@eastcentral.edu	Internet	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
franklin.falcon@student.eastcentral.edu	ECC Student	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

# Step 4: Create Your Schedule of Classes

Once you have completed Steps 1 - 3, You can choose your classes for the term.

**Arrow #1** From the Option 2 : “Plan Your Degree & Register for Classes”. On the Schedule tab, Arrow > to the term you want to register.

**Arrow #2** Click on View other sections to view all available sections offered. Use the Filter Sections to limit sections to a specific location, date/time, etc.

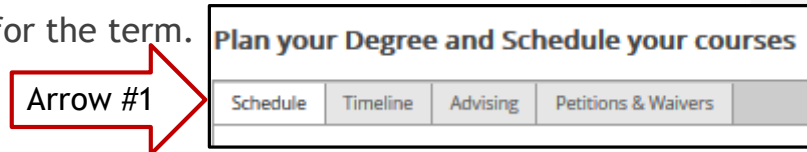
	Sun	Mon	Tue	Wed	Thu	Fri
5am						
6am						
7am						
8am			COL-101-18B		COL-101-18B	
9am		COL-101-18C	COL-101-18	COL-101-18	COL-101-18D2	COL-101-18C
10am		COL-101-18	COL-101-18	COL-101-18	COL-101-18	COL-101-18D2
11am		COL-101-18E		COL-101-18E		
12pm						

**Arrow #3** View all available sections in the list view or in the weekly calendar view. Scroll over the course to view section specific information. **\*\*Note\*\*** the Yellow triangle explanation points. They provide information about the section. In this example the classes are full and have a waitlist available. Click on the section you would like to add to your cart.

**Arrow #4** Review section information, seats available, graded or audited course options. To Add the Section to the plan click Add Section.

Continue to View other sections for each planned course until all courses are planned. Once all courses are planned you have your shopping cart ready for registration.

**\*\*IMPORTANT** - Classes should not conflict on the schedule.



**COL-101: Foundation Seminar**

**View other sections**

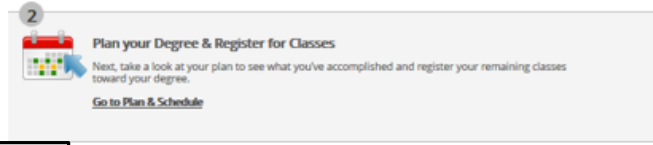
1 of 5

**This section has a waitlist**

COL-101-18B: Foundation Seminar  
Waitlisted: 0  
Instructor: Staff  
Time: TTh 8:00 AM - 8:50 AM  
Dates: 8/21/2017 - 10/13/2017  
Location: Main Campus George H. Buescher Hall 214 (Seminar)

COL-101-18C: Foundation Seminar-Health Sci  
Seats Available: 5  
Instructor: Staff  
Time: MW 9:30 AM - 10:20 AM  
Dates: 8/21/2017 - 10/13/2017  
Location: Main Campus Health & Science Building 201 (Seminar)

**Arrow #3**



Schedule | Timeline | Advising | Petitions & Waivers

2017 Fall

Filter Sections > Save to iCal Print

**COL-101: Foundation Seminar**

**View other sections**

**ENG-080: Reading Comprehension**

**View other sections**

**Arrow #2**

**Section Details**

**COL-101-18C: Foundation Seminar-Health Sci**  
2017 Fall

**Instructors** Staff (sstaff@eastcentral.edu)

**Meeting Information** M, W 9:30 AM 10:20 AM  
8/21/2017 - 10/13/2017  
Main Campus, Health & Science Building 201 (Seminar)

**Dates** 8/21/2017 - 10/13/2017

**Seats Available** 5 of 25 Total

**Credits** 1

**Grading** Graded

**Requisites** None

**Course Description** Foundation Seminar is a one credit hour, transferable course required of all degree seeking students, taken at entry into college. The seminar style course will require a core set of assignments and class activities completed throughout the semester; the seminar curriculum will include material and activities to assist students in the transition to college and serve as an introduction to the resources available at East Central College. Additional course content will focus on the student's intended major or career interest, and will be developed by the academic or program area. This requirement is waived for students with 12 or more college credits from another college or university with a 2.0 GPA.

**Books** Bookstore Information

Close Add Section

**Arrow #4**

**PLANNED CLASSES ARE NOT REGISTERED CLASSES!**

# Step 5: Register for Classes

Once registration opens, it is time to register for classes from your shopping cart.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Arrow #1

Review your weekly view to confirm sections are still available, no time conflicts, etc. Choose **Register Now** to register for all sections in your shopping cart OR Choose **Register** below each planned course to register for each section individually.

Arrow #2

Classes with a **red** border are not available for registration. This normally because the class is full. Students may choose to waitlist a class. This allows the student to be placed on a waitlist. If a seat becomes available a student would then be registered for the course.

Arrow #3

Successfully registered classes will be visible with a **Green Check mark**. The course will also have a Drop button on the left side bar.

Arrow #3

No Green Check  
=  
NOT REGISTERED

COL\*101-18C:  
Foundation  
Seminar-Health Sci

Registered, but not started

Credits: 1  
Grading: Graded  
Instructor: Staff  
8/21/2017 to 10/13/2017

Meeting Information

Drop

View other sections

EAST CENTRAL COLLEGE

Academics Student Planning Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

2017 Fall

Remove Planned Courses

Register Now

Filter Sections Save to iCal Print

Planned: 10 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Planned

Credits: 3  
Grading: Graded  
Instructor: Barro, Linda  
8/21/2017 to 10/13/2017  
Seats Available: 11

Meeting Information

Register

View other sections

SOC-101-M: General Sociology

Planned

Credits: 3  
Grading: Graded  
Instructor: Cunningham, Bill  
8/21/2017 to 12/15/2017  
Waitlisted: 0

Meeting Information

Waitlist

Arrow #1

Arrow #2

Arrow #2

Arrow #1

# Step 5: Register for Classes -cont

Once registration opens, it is time to register for classes from your shopping cart.

**Arrow #1** To register for a waitlisted class, scroll down to the course and click Waitlist. To look for other available sections, choose view other sections.

**Arrow #2** Successful waitlisted classes will display, Drop Waitlist and have a yellow waitlisted check mark. Note the number of students on the waitlist.

**WAITLIST NOTE:** The waitlist is reviewed daily for open seats, if a seat becomes available the first person on list who meets qualifications is automatically enrolled in the section. Confirmations are sent to the ECC student email account. If a student no longer wishes to remain on the waitlist, the student can choose Drop Waitlist to remove themselves from the waitlist.

**Arrow #1**

**Arrow #2**

SOC-101-M: General Sociology

✔ **Planned**

Credits: 3  
Grading: Graded  
Instructor: Cunningham, Bill  
8/21/2017 to 12/15/2017  
Waitlisted: 0

> Meeting Information

Waitlist

> View other sections

SOC-101-M: General Sociology

✔ **Waitlisted**

Credits: 3  
Grading: Graded  
Instructor: Cunningham, Bill  
8/21/2017 to 12/15/2017  
Waitlisted: 1

> Meeting Information

Drop Waitlist

> View other sections

Schedule | Timeline | Advising | Petitions & Waivers

< 2017 Fall +

Filter Sections > Save to iCal Print

**Arrow #3**

2017 Fall Planned: 3 Credits Enrolled: 7 Credits Waitlisted: 0 Credits

Schedule Details

Status	Course Title	Time	Location	Instructor
Registered, but not started	COL-101-18C Foundation Seminar-Health Sci	MW 9:30 AM - 10:20 AM 8/21/2017 - 10/13/2017	Health & Science Building, 201	Staff
Registered, but not started	ENG-080-E Reading Comprehension	MW 11:00 AM - 12:15 PM 8/21/2017 - 12/15/2017	Hansen Hall, 129	Buckey, M
Registered, but not started	ENG-090-18GK Intro to Writing	MW 12:30 PM - 3:15 PM 8/21/2017 - 10/13/2017	Hansen Hall, 220	Barro, Linda
<b>Waitlisted</b>	SOC-101-M General Sociology	MW 3:30 PM - 4:45 PM 8/21/2017 - 12/15/2017	George H. Buescher Hall, 216	Cunningham, Bill

**Arrow #3**

To print the schedule, choose Print from the Schedule tab. A new window will open with a printable course schedule.

Note: Review Dates, Times, and location of classes to confirm registration for correct section.

# Drop Classes

To drop a class, you can directly drop from the Schedule tab.

Arrow #1

From the Plan and Schedule section, Choose the Schedule Tab

Arrow #2

Locate the class you want to drop, Click Drop from the section you wish to drop.

Arrow #3

Confirmation screen will popup. Check all boxes you wish to drop or add. Click Update.

Arrow #4

Classes will be visible in planned mode. To remove sections from your plan, click the X box in the corner.

## Plan your Degree and Schedule your courses

Schedule **Arrow #1** Planning Petitions & Waivers

< > 2017 Fall +

Filter Sections > Save to iCal Print

### Register and Drop Sections

You have elected to drop: COL-101-18C (1 Credits)

Select sections to drop:

- COL-101-18C (1 Credits)
- ENG-080-E (3 Credits)
- ENG-090-18GK (3 Credits)

Select sections to add:

- SOC-101-M (3 Credits)

Arrow #3

Cancel

Update

Arrow #2

### COL\*101-18C: Foundation Seminar-Health Sci

Registered, but not started

Credits: 1  
Grading: Graded  
Instructor: Staff  
8/21/2017 to 10/13/2017

> Meeting Information

Drop

> View other sections

Arrow #4

COL-101-18C

ENG-080-E

ENG-090-18GK

SOC-101-M