EAST CENTRAL COLLEGE

STUDENT PLANNING – Instruction Guide

Quick Steps for Students (Plan – Meet – Register)

It is recommended to print the Term by Term breakdown of your Program of Study from the Catalog.

a) Visit catalog.eastcentral.edu
b) Click on Academic Programs from the menu
c) Click on Program of Study (your major) from the list
d) Click on Print Degree Planner from upper top menu on right (looks like paper)
e) Click on Print this Page in upper right corner
f) This page will be used when determining which courses should be planned each term in Student Planning.

STEP 1 – Below are instructions to sign in to Student Planning

a) Click on the eCentral link on the east central homepage www.eastcentral.edu
b) Log into eCentral using your ecc username and password
c) Click on Student Menu
d) Click on Student Planning under Academic Planning menu

STEP 2 – Below are instructions to Plan your courses from your Program of Study. Students

a) Wait for your program data to load (could take 10 – 20 seconds), Steps to Getting Started page will appear
b) Click on Go to My Progress to select courses from the requirements tables
c) Scroll down to view the requirement that needs to be fulfilled
d) Click on the required course under the requirement or click on the Search button for all available courses that meet the requirement.
e) Select the course of interest and Click on the Add Course to Plan
f) Choose the Term you would like to Add Course to Plan from the drop down menu
g) Repeat for all requirements for your Program of Study

STEP 3 – Below are instructions to select courses that are not on your Program of Study.

Important - Students should be aware that courses added to the Student Plan that are not part of the Program of Study, might not be paid for by Financial Aid.

a) From the Steps to Getting Started page, Click on Student Planning, and choose Course Catalog from the top menu
b) Locate and click on the subject of interest
c) Locate and click on the Filter Results to narrow the search and select the course to Add Course to Plan
d) Or if adding courses for the term under the course choose, View Other Sections for available sections for the term and select the section of interest and click Add Section to Schedule

STEP 4 – Below are the instructions to submit your plan to your advisor for review

Students must have plan archived by their advisor each term before registration. If no changes need to be made each term, the plan will just need to be sent to the advisor for review. If changes need to be made, complete STEP 2 then continue to STEP 4.

a) From the Steps to Getting Started page, Click on Go to Plan & Schedule
b) Click on the tab called Advising
c) Compose a note for your advisor(s), if needed
d) Click Request Review (upper right hand corner)
e) An automated email is sent to Advisors for plan review, Advisors will review your plan and communicate any changes that need to be made via email. Review process might take several days, please check student email account for Student Plan Archived email.
f) **Meet with your Advisor**, if needed

STEP 5 – Below are the instructions to review and update your contact and emergency contact information

Students must review and update their personal information each semester before registration.

a) Click on your Name from the upper right hand of screen
b) Choose User Profile from the menu
c) Choose Confirm button, If Addresses, Email Addresses, and Phone Numbers are correct
    a. If Address needs updated, choose + Request Address Change and enter new address on Address Details form, Click Add Address
    b. If Personal Email needs updated, choose + Add New Email or X to Delete email address or the pencil icon to update email address
    c. If Phone Numbers need updated, choose + Add New Phone or X to Delete Phone or pencil to update Phone
d) Once information has been updated, choose the Confirm button on each item to update information. The Green Notification message stating information has been confirmed
e) Click on your Name from the Upper right hand screen
f) Choose Emergency Information from the menu
g) Choose Confirm button, if Emergency & Missing Contact Information is correct
h) If Emergency & Missing Contact needs to be updated, Choose + Add New Contact or X to Delete emergency contact or the pencil icon to update emergency contact information
i) Once information has been updated, choose the Confirm button on each item to update information. The Green Notification message stating information has been confirmed

STEP 6 – Below are the instructions on how to choose course sections for the term. After you have heard back from the advisor that your plan has been archived and the schedule goes live, you can go back into Student Planning to choose the sections of the courses you have planned.

a) From the Steps to Getting Started page, Click on Go to Plan & Schedule
b) Under the Schedule tab, use the arrow button next to the term to locate the term to register
c) Choose the Filter Sections option to limit section search criteria: Availability of section (open/closed/waitlisted), Location (East Central – Rolla, Main Campus, Web), Day of Week, Time of Day, or Instructor
d) Under each course, Click on View other sections
e) Choose Add Section to add the course to the planned courses for the term.
f) Repeat for all courses for the term.

g) Verify sections do not overlap and if they do, select a different section (gray box on the left hand side of the screen that reads, View Other Sections) All sections will display with yellow with checkmark to show sections ready to register for courses.

Important: Planned sections are not registered classes. You are not registered for classes until the courses show up with a green box and arrow around them.

STEP 7 – Below are the instructions to register on your Registrar assigned date (important)

a) From the Steps to Getting Started page, Click on Go to Plan & Schedule
b) Under the Schedule tab, use the arrow button next to the term to locate the term to register.
c) Click on **Register Now** – Once you have successfully registered for your courses, they will turn **GREEN** and have a check mark in the left hand corner for the course box.
d) If course is full and has a waitlist, choose Waitlist button under the course. Waitlist reports are run daily, if a seat becomes available, you will be automatically enrolled in the course with an email. Verify that you are not enrolled in that course in another section for that term and you have no time conflicts with the waitlisted section.

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