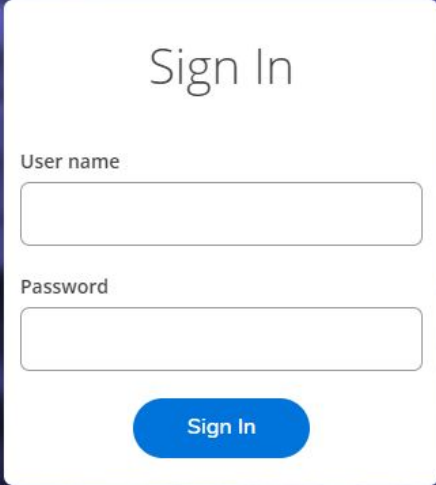


# STUDENT SELF-SERVICE GUIDE



# STEP ONE: SIGN IN



Sign In

User name

Password

Sign In



# MAIN SCREEN

myFDTC Self-Service THIS IS TEST!!!!

Hello, Welcome to FDTC Self-Service!  
Choose a category to get started.

- 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.
- Tax Information**  
Here you can change your consent for e-delivery of tax information.
- 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.
- Enrollment Verifications**  
Here you can view and request an enrollment verification.
- Transcript Requests**  
Here you can view and request a transcript.
- Nonacademic Attendance**  
Here you can view your nonacademic attendance.
- Academic Attendance**  
Here you can view your attendances by term.

Sign out Help

From this page, you can request a transcript, review your grades, review your financial aid information, etc.

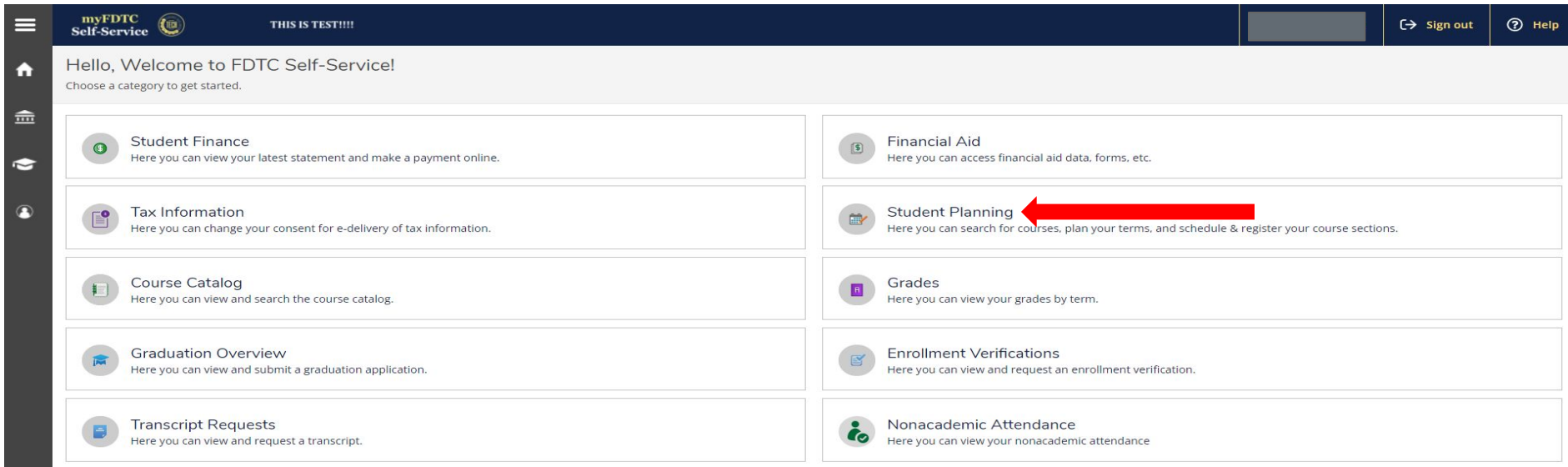


# HOW TO REGISTER FOR COURSES



# REGISTRATION: STEP ONE

To begin the registration process, click **“Student Planning”**



The screenshot displays the myFDTC Self-Service portal interface. At the top, the header includes the myFDTC Self-Service logo, the text "THIS IS TEST!!!!", a search bar, and links for "Sign out" and "Help". Below the header, a welcome message reads "Hello, Welcome to FDTC Self-Service!" followed by the instruction "Choose a category to get started." The main content area is a grid of service categories, each with an icon and a brief description. A red arrow points to the "Student Planning" category, which is the first option in the second column. The categories are:

- 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.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- 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.
- Enrollment Verifications**: Here you can view and request an enrollment verification.
- Transcript Requests**: Here you can view and request a transcript.
- Nonacademic Attendance**: Here you can view your nonacademic attendance.



# REGISTRATION: STEP TWO

Next, click **“Go to Plan & Schedule”**

myEDTC Self-Service THIS IS TEST!!!!

Student > Student Planning > Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you 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](#)

Search for courses...

Programs Cumulative GPA Progress

AAS, Respiratory Care

Summer 21-22 10-WEEK Term Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am			RES-151-01		RES-151-01		
8am		RES-141-01		RES-141-01			
9am							
10am		RES-141-01					
11am							
12pm							



# HOW TO LOCATE COURSES



# REGISTRATION: STEP THREE

Next, you have **two options**:

1. Search for your courses using the course code (i.e. BIO, SPC, ENG, PSY)

**OR**

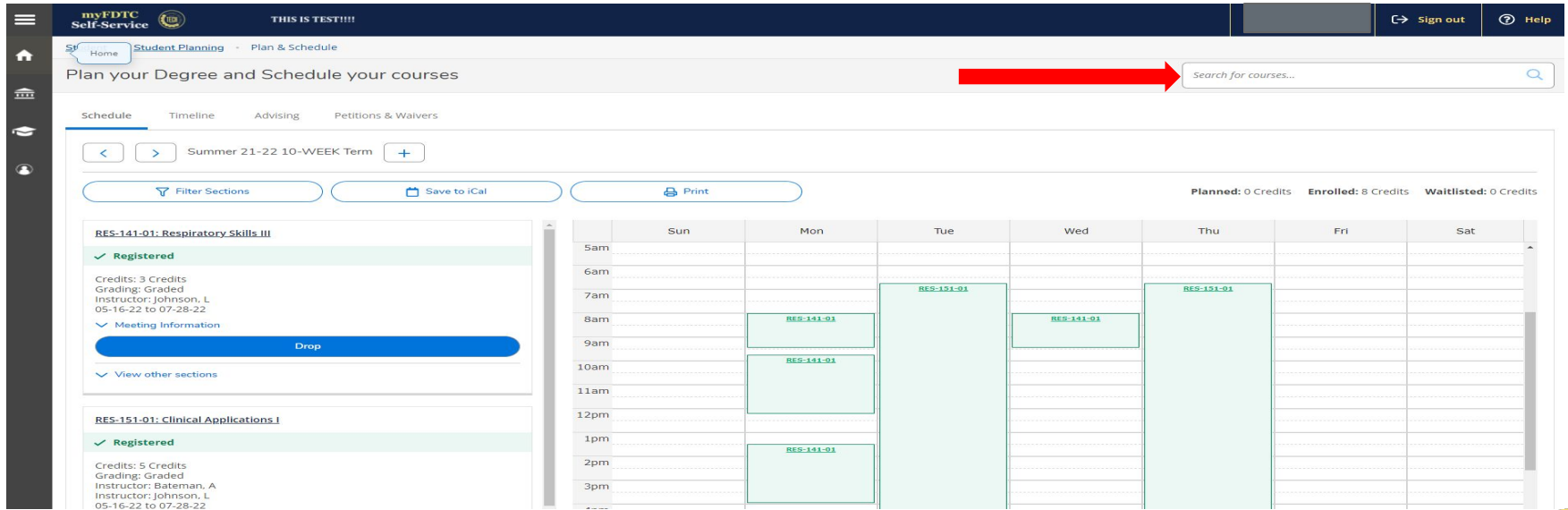
2. View your course plan to identify the required curriculum courses





# REGISTRATION: STEP THREE - OPTION ONE

To search for courses, enter the course code in the search box and click the search icon 



The screenshot displays the myFDTC Self-Service registration page. At the top, the navigation bar includes 'myFDTC Self-Service', 'THIS IS TEST!!!!', and links for 'Sign out' and 'Help'. Below the navigation bar, the page title is 'Plan your Degree and Schedule your courses'. A search box labeled 'Search for courses...' is highlighted with a red arrow. The main content area shows the 'Schedule' tab selected, with a dropdown menu for 'Summer 21-22 10-WEEK Term'. Below this, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The course details section shows two courses: 'RES-141-01: Respiratory Skills III' (Registered, 3 Credits) and 'RES-151-01: Clinical Applications I' (Registered, 5 Credits). The schedule grid shows the following course placements:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am			RES-151-01		RES-151-01		
8am		RES-141-01		RES-141-01			
9am							
10am		RES-141-01					
11am							
12pm							
1pm							
2pm		RES-141-01					
3pm							



# REGISTRATION: STEP THREE – OPTION ONE

Next, locate your course and click “View Available Sections”

The screenshot displays a registration interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with icons for home, search, and user profile, and a filter section with the following items:

- Topics
- Instruction Type
  - Not Online (8)

The main content area lists several courses, each with a 'View Available Sections' button. A red arrow points to the button for RES-204 Neonatal/Pediatric Care (3 Credits). The course details for RES-204 are as follows:

**RES-204 Neonatal/Pediatric Care (3 Credits)** Add Course to Plan

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

**Requisites:**  
Requisite with no print text exists - Must be completed prior to taking this course.

**Locations:**  
FDTC Main Campus, Health Sciences Campus


[View Available Sections for RES-204](#)

Other courses listed include RES-232 Respiratory Therapeutics (2 Credits) and RES-243 Mechanical Ventilation II (2 Credits), both with 'Add Course to Plan' buttons and 'View Available Sections' buttons.



# REGISTRATION: STEP THREE - OPTION ONE

After identifying your desired section, click “Add Section to Schedule”

 This course was attempted or already completed.

**Requisites:**  
Requisite with no print text exists - Must be completed prior to taking this course.  
**Locations:**  
FDTC Main Campus, Health Sciences Campus

[View Available Sections for RES-123](#)

RES-204 Neonatal/Pediatric Care (3 Credits) [Add Course to Plan](#)

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.


**Requisites:**  
Requisite with no print text exists - Must be completed prior to taking this course.  
**Locations:**  
FDTC Main Campus, Health Sciences Campus

[View Available Sections for RES-204](#)

Fall 22-23 15-WK Term

**RES-204-01** [Add Section to Schedule](#)

Neonatal/Pediatric Care

Seats 	Times	Locations	Instructors
15 / 15 / 0	Th 8:00 AM - 11:00 AM 08-15-22 - 12-09-22	Health Sciences Campus, Florence Health Science Campus F353 Lecture	Johnson, L (Lecture)

The logo for Florence-Darlington Technical College, featuring a circular emblem with the text "FLORENCE-DARLINGTON TECHNICAL COLLEGE" and "TECH" in the center.

# REGISTRATION: STEP THREE - OPTION ONE

Next, click "Add Section"

**Requisites:**  
Requisite with no print text exists - Must be completed prior to taking this course.

**Section Details**

**RES-204-01**  
**Neonatal/Pediatric Care**  
Fall 22-23 15-WK Term

**Instructors** Johnson, L (lakeisha.johnson@fdtc.edu)


**Meeting Information** Th 8:00 AM - 11:00 AM  
08-15-22 - 12-09-22  
Health Sciences Campus, Florence Health Science Campus F353 (Lecture)

**Dates** 08-15-22 - 12-09-22

**Seats Available** 15 / 15 / 0

**Credits** 3

**Grading** Graded

**Requisites**  
 Requisite with no print text exists - Must be completed prior to taking this course.

**Course Description** This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

**Additional Course Fees** Fees listed here are in addition to general tuition and fees charged at registration.  
**Health Sciences Course Fee:** \$50.00 per credit

**Books** [Bookstore Information](#)

Close **Add Section**



# REGISTRATION: STEP THREE – OPTION TWO

Click “Student Planning” and select “My Progress” from the dropdown list

The screenshot shows the myFDTC Self-Service portal. The top navigation bar includes the myFDTC Self-Service logo, the text "THIS IS TEST!!!!", a user profile icon, and links for "Sign out" and "Help". Below the navigation bar, the "Student Planning" link is circled in red. The main content area is titled "Plan your Degree and Schedule your courses" and includes a search bar. The "Schedule" tab is selected, showing the "Summer 21-22 10-WEEK Term" with navigation arrows and a plus sign. Below this are buttons for "Filter Sections", "Save to iCal", and "Print". The status bar indicates "Planned: 0 Credits", "Enrolled: 8 Credits", and "Waitlisted: 0 Credits". The course "RES-141-01: Respiratory Skills III" is listed as "Registered" with details: Credits: 3 Credits, Grading: Graded, Instructor: Johnson, L, 05-16-22 to 07-28-22. A meeting information section is partially visible. To the right is a weekly schedule grid with columns for Sun through Sat and rows for 12am, 1am, 2am, 3am, and 4am.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							
4am							



# REGISTRATION: STEP THREE – OPTION TWO

Next, locate the course in the course plan and click on it

**Description**  
The Respiratory Care program gives students a solid foundation in the field of respiratory care.

**Program Notes**  
[Show Program Notes](#)

**Requirements** [Expand All](#) ▾

**Course Requirements For Respiratory Care**  
Must have 2.000 minimum GPA for this requirement. Current GPA: [REDACTED]  
Complete all of the following items. **1 of 3 Completed.** [Hide Details](#)

**A. General Ed. Courses**  
Complete BIO-112 MAT-110 PHS-101 ENG-101 SPC-205 PSY-201; Complete 3 Credit Hours from courses listed in the Humanities/Fine Arts course listings.  
Complete all of the following items. **2 of 2 Completed.** [Show Details](#)

**B. Req. Major Core Cou**  
Complete RES-101, RES-121, RES-123, RES-131, RES-141, RES-204, and RES-232.  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**REQUIRED MAJOR CORE COURSES** **4 of 7 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	<a href="#">BES-123</a> Cardiopulmonary Physiology	[REDACTED]	2021FA	3
✓ Completed	<a href="#">BES-121</a> Respiratory Skills I	[REDACTED]	2021FA	4
✓ Completed	<a href="#">BES-101</a> Intro. to Respiratory Care	[REDACTED]	2021FA	3
✓ Completed	<a href="#">BES-131</a> Respiratory Skills II	[REDACTED]	2022SP	4
🔄 In-Progress	<a href="#">BES-141</a> Respiratory Skills III	[REDACTED]	2022SU	3
🕒 Planned	<a href="#">BES-204</a> Neonatal/Pediatric Care	[REDACTED]	2022FA	3
🚫 Not Started	<a href="#">RES-232</a> Respiratory Therapeutics	[REDACTED]		

**C. Other Req. Courses**  
Complete RES-111, RES-112, RES-113, RES-114, RES-115, RES-116, RES-117, RES-118, RES-119, RES-120, RES-121, RES-122, RES-123, RES-124, RES-125, RES-126, RES-127, RES-128, RES-129, RES-130, RES-131, RES-132, RES-133, RES-134, RES-135, RES-136, RES-137, RES-138, RES-139, RES-140, RES-141, RES-142, RES-143, RES-144, RES-145, RES-146, RES-147, RES-148, RES-149, RES-150, RES-151, RES-152, RES-153, RES-154, RES-155, RES-156, RES-157, RES-158, RES-159, RES-160, RES-161, RES-162, RES-163, RES-164, RES-165, RES-166, RES-167, RES-168, RES-169, RES-170, RES-171, RES-172, RES-173, RES-174, RES-175, RES-176, RES-177, RES-178, RES-179, RES-180, RES-181, RES-182, RES-183, RES-184, RES-185, RES-186, RES-187, RES-188, RES-189, RES-190, RES-191, RES-192, RES-193, RES-194, RES-195, RES-196, RES-197, RES-198, RES-199, RES-200, RES-201, RES-202, RES-203, RES-204, RES-205, RES-206, RES-207, RES-208, RES-209, RES-210, RES-211, RES-212, RES-213, RES-214, RES-215, RES-216, RES-217, RES-218, RES-219, RES-220, RES-221, RES-222, RES-223, RES-224, RES-225, RES-226, RES-227, RES-228, RES-229, RES-230, RES-231, RES-232, RES-233, RES-234, RES-235, RES-236, RES-237, RES-238, RES-239, RES-240, RES-241, RES-242, RES-243, RES-244, RES-245, RES-246, RES-247, RES-248, RES-249, RES-250, RES-251, RES-252, RES-253, RES-254, RES-255, RES-256, RES-257, RES-258, RES-259, RES-260, RES-261, RES-262, RES-263, RES-264, RES-265, RES-266, RES-267, RES-268, RES-269, RES-270, RES-271, RES-272, RES-273, RES-274, RES-275, RES-276, RES-277, RES-278, RES-279, RES-280, RES-281, RES-282, RES-283, RES-284, RES-285, RES-286, RES-287, RES-288, RES-289, RES-290, RES-291, RES-292, RES-293, RES-294, RES-295, RES-296, RES-297, RES-298, RES-299, RES-300, RES-301, RES-302, RES-303, RES-304, RES-305, RES-306, RES-307, RES-308, RES-309, RES-310, RES-311, RES-312, RES-313, RES-314, RES-315, RES-316, RES-317, RES-318, RES-319, RES-320, RES-321, RES-322, RES-323, RES-324, RES-325, RES-326, RES-327, RES-328, RES-329, RES-330, RES-331, RES-332, RES-333, RES-334, RES-335, RES-336, RES-337, RES-338, RES-339, RES-340, RES-341, RES-342, RES-343, RES-344, RES-345, RES-346, RES-347, RES-348, RES-349, RES-350, RES-351, RES-352, RES-353, RES-354, RES-355, RES-356, RES-357, RES-358, RES-359, RES-360, RES-361, RES-362, RES-363, RES-364, RES-365, RES-366, RES-367, RES-368, RES-369, RES-370, RES-371, RES-372, RES-373, RES-374, RES-375, RES-376, RES-377, RES-378, RES-379, RES-380, RES-381, RES-382, RES-383, RES-384, RES-385, RES-386, RES-387, RES-388, RES-389, RES-390, RES-391, RES-392, RES-393, RES-394, RES-395, RES-396, RES-397, RES-398, RES-399, RES-400, RES-401, RES-402, RES-403, RES-404, RES-405, RES-406, RES-407, RES-408, RES-409, RES-410, RES-411, RES-412, RES-413, RES-414, RES-415, RES-416, RES-417, RES-418, RES-419, RES-420, RES-421, RES-422, RES-423, RES-424, RES-425, RES-426, RES-427, RES-428, RES-429, RES-430, RES-431, RES-432, RES-433, RES-434, RES-435, RES-436, RES-437, RES-438, RES-439, RES-440, RES-441, RES-442, RES-443, RES-444, RES-445, RES-446, RES-447, RES-448, RES-449, RES-450, RES-451, RES-452, RES-453, RES-454, RES-455, RES-456, RES-457, RES-458, RES-459, RES-460, RES-461, RES-462, RES-463, RES-464, RES-465, RES-466, RES-467, RES-468, RES-469, RES-470, RES-471, RES-472, RES-473, RES-474, RES-475, RES-476, RES-477, RES-478, RES-479, RES-480, RES-481, RES-482, RES-483, RES-484, RES-485, RES-486, RES-487, RES-488, RES-489, RES-490, RES-491, RES-492, RES-493, RES-494, RES-495, RES-496, RES-497, RES-498, RES-499, RES-500, RES-501, RES-502, RES-503, RES-504, RES-505, RES-506, RES-507, RES-508, RES-509, RES-510, RES-511, RES-512, RES-513, RES-514, RES-515, RES-516, RES-517, RES-518, RES-519, RES-520, RES-521, RES-522, RES-523, RES-524, RES-525, RES-526, RES-527, RES-528, RES-529, RES-530, RES-531, RES-532, RES-533, RES-534, RES-535, RES-536, RES-537, RES-538, RES-539, RES-540, RES-541, RES-542, RES-543, RES-544, RES-545, RES-546, RES-547, RES-548, RES-549, RES-550, RES-551, RES-552, RES-553, RES-554, RES-555, RES-556, RES-557, RES-558, RES-559, RES-560, RES-561, RES-562, RES-563, RES-564, RES-565, RES-566, RES-567, RES-568, RES-569, RES-570, RES-571, RES-572, RES-573, RES-574, RES-575, RES-576, RES-577, RES-578, RES-579, RES-580, RES-581, RES-582, RES-583, RES-584, RES-585, RES-586, RES-587, RES-588, RES-589, RES-590, RES-591, RES-592, RES-593, RES-594, RES-595, RES-596, RES-597, RES-598, RES-599, RES-600, RES-601, RES-602, RES-603, RES-604, RES-605, RES-606, RES-607, RES-608, RES-609, RES-610, RES-611, RES-612, RES-613, RES-614, RES-615, RES-616, RES-617, RES-618, RES-619, RES-620, RES-621, RES-622, RES-623, RES-624, RES-625, RES-626, RES-627, RES-628, RES-629, RES-630, RES-631, RES-632, RES-633, RES-634, RES-635, RES-636, RES-637, RES-638, RES-639, RES-640, RES-641, RES-642, RES-643, RES-644, RES-645, RES-646, RES-647, RES-648, RES-649, RES-650, RES-651, RES-652, RES-653, RES-654, RES-655, RES-656, RES-657, RES-658, RES-659, RES-660, RES-661, RES-662, RES-663, RES-664, RES-665, RES-666, RES-667, RES-668, RES-669, RES-670, RES-671, RES-672, RES-673, RES-674, RES-675, RES-676, RES-677, RES-678, RES-679, RES-680, RES-681, RES-682, RES-683, RES-684, RES-685, RES-686, RES-687, RES-688, RES-689, RES-690, RES-691, RES-692, RES-693, RES-694, RES-695, RES-696, RES-697, RES-698, RES-699, RES-700, RES-701, RES-702, RES-703, RES-704, RES-705, RES-706, RES-707, RES-708, RES-709, RES-710, RES-711, RES-712, RES-713, RES-714, RES-715, RES-716, RES-717, RES-718, RES-719, RES-720, RES-721, RES-722, RES-723, RES-724, RES-725, RES-726, RES-727, RES-728, RES-729, RES-730, RES-731, RES-732, RES-733, RES-734, RES-735, RES-736, RES-737, RES-738, RES-739, RES-740, RES-741, RES-742, RES-743, RES-744, RES-745, RES-746, RES-747, RES-748, RES-749, RES-750, RES-751, RES-752, RES-753, RES-754, RES-755, RES-756, RES-757, RES-758, RES-759, RES-760, RES-761, RES-762, RES-763, RES-764, RES-765, RES-766, RES-767, RES-768, RES-769, RES-770, RES-771, RES-772, RES-773, RES-774, RES-775, RES-776, RES-777, RES-778, RES-779, RES-780, RES-781, RES-782, RES-783, RES-784, RES-785, RES-786, RES-787, RES-788, RES-789, RES-790, RES-791, RES-792, RES-793, RES-794, RES-795, RES-796, RES-797, RES-798, RES-799, RES-800, RES-801, RES-802, RES-803, RES-804, RES-805, RES-806, RES-807, RES-808, RES-809, RES-810, RES-811, RES-812, RES-813, RES-814, RES-815, RES-816, RES-817, RES-818, RES-819, RES-820, RES-821, RES-822, RES-823, RES-824, RES-825, RES-826, RES-827, RES-828, RES-829, RES-830, RES-831, RES-832, RES-833, RES-834, RES-835, RES-836, RES-837, RES-838, RES-839, RES-840, RES-841, RES-842, RES-843, RES-844, RES-845, RES-846, RES-847, RES-848, RES-849, RES-850, RES-851, RES-852, RES-853, RES-854, RES-855, RES-856, RES-857, RES-858, RES-859, RES-860, RES-861, RES-862, RES-863, RES-864, RES-865, RES-866, RES-867, RES-868, RES-869, RES-870, RES-871, RES-872, RES-873, RES-874, RES-875, RES-876, RES-877, RES-878, RES-879, RES-880, RES-881, RES-882, RES-883, RES-884, RES-885, RES-886, RES-887, RES-888, RES-889, RES-890, RES-891, RES-892, RES-893, RES-894, RES-895, RES-896, RES-897, RES-898, RES-899, RES-900, RES-901, RES-902, RES-903, RES-904, RES-905, RES-906, RES-907, RES-908, RES-909, RES-910, RES-911, RES-912, RES-913, RES-914, RES-915, RES-916, RES-917, RES-918, RES-919, RES-920, RES-921, RES-922, RES-923, RES-924, RES-925, RES-926, RES-927, RES-928, RES-929, RES-930, RES-931, RES-932, RES-933, RES-934, RES-935, RES-936, RES-937, RES-938, RES-939, RES-940, RES-941, RES-942, RES-943, RES-944, RES-945, RES-946, RES-947, RES-948, RES-949, RES-950, RES-951, RES-952, RES-953, RES-954, RES-955, RES-956, RES-957, RES-958, RES-959, RES-960, RES-961, RES-962, RES-963, RES-964, RES-965, RES-966, RES-967, RES-968, RES-969, RES-970, RES-971, RES-972, RES-973, RES-974, RES-975, RES-976, RES-977, RES-978, RES-979, RES-980, RES-981, RES-982, RES-983, RES-984, RES-985, RES-986, RES-987, RES-988, RES-989, RES-990, RES-991, RES-992, RES-993, RES-994, RES-995, RES-996, RES-997, RES-998, RES-999, RES-1000.



# REGISTRATION: STEP THREE – OPTION TWO

Next, click **“View Available Sections”**

Filters Applied: None

RES-232 Respiratory Therapeutics (2 Credits) [Add Course to Plan](#)

This course is a study of specialty areas in respiratory care, including rehabilitation.

**Requisites:**  
Requisite with no print text exists - Must be completed prior to taking this course.

**Locations:**  
FDTC Main Campus, Health Sciences Campus

[View Available Sections for RES-232](#)

Page 1 of 1



# REGISTRATION: STEP THREE – OPTION TWO

Next, click **“Add Section to Schedule”**

Search for Courses and Course Sections

[Back to My Progress](#)

Filter Results Hide

- Subjects  
Respiratory Therapy (1)
- Locations  
FDTC Main Campus (1)  
Health Sciences Campus (1)
- Terms  
Fall 22-23 15-WK Term (1)
- Days of Week  
Thursday (1)
- Time of Day  
Select time range...
- Starts by  Ends by
- Instructors

Filters Applied: None

**RES-232 Respiratory Therapeutics (2 Credits)** Add Course to Plan

This course is a study of specialty areas in respiratory care, including rehabilitation.

**Requisites:**  
Requisite with no print text exists - Must be completed prior to taking this course.

**Locations:**  
FDTC Main Campus, Health Sciences Campus

[View Available Sections for RES-232](#)


Fall 22-23 15-WK Term

**RES-232-01** +3 Add Section to Schedule

Respiratory Therapeutics

Seats	Times	Locations	Instructors
20 / 20 / 0	Th 12:00 PM - 2:00 PM 08-15-22 - 12-09-22	Health Sciences Campus, Florence Health Science Campus F353 Lecture	Johnson, L (Lecture)

Page 1 of 1





# REGISTRATION: STEP THREE – OPTION TWO

Next, click **“Add Section”**

Section Details

RES-232-01 Respiratory Therapeutics  
Fall 22-23 15-WK Term

**Instructors** Johnson, L ([lakeisha.johnson@fdtc.edu](mailto:lakeisha.johnson@fdtc.edu))

**Meeting Information** Th 12:00 PM - 2:00 PM  
08-15-22 - 12-09-22  
Health Sciences Campus, Florence Health Science Campus F353 (Lecture)


**Dates** 08-15-22 - 12-09-22

**Seats Available** 20 / 20 / 0

**Credits** 2

**Grading** Graded ▾

**Requisites**

 Requisite with no print text exists - Must be completed prior to taking this course.

**Course Description** This course is a study of specialty areas in respiratory care, including rehabilitation.

**Additional Course Fees** Fees listed here are in addition to general tuition and fees charged at registration.  
**Health Sciences Course Fee:** \$50.00 per credit

**Books** [Bookstore Information](#)

Close Add Section

Page 1 of 1



# COMPLETING YOUR REGISTRATION



# REGISTRATION: STEP FOUR

Next, click **“Student”** and choose **“Student Planning”** from the dropdown list

The screenshot shows a web interface for a course catalog. At the top left, a navigation menu has 'Student' highlighted with a red circle. Below it is a search bar with the text 'Search for Courses and Course Sections' and a search input field containing 'Search for courses...'. A 'Back to My Progress' link is visible on the left. A 'Filter Results' sidebar on the left contains categories like Subjects, Locations, Terms, Days of Week, and Time of Day, each with expandable options. The main content area shows 'Filters Applied: None' and details for 'RES-275 Adv Clinical Practice (5 Credits)'. It includes a description, prerequisites, and locations. Below this, a section titled 'View Available Sections for RES-275' shows a table for the 'Fall 22-23 15-WK Term'. The table has columns for Seats, Times, Locations, and Instructors. A specific section 'RES-275-01 Adv Clinical Practice' is listed with an 'Add Section to Schedule' button.

Course Catalog

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

Filter Results [Hide](#)

Subjects [^](#)

Respiratory Therapy (1)

Locations [^](#)

Health Sciences Campus (1)

Terms [^](#)

Fall 22-23 15-WK Term (1)

Days of Week [^](#)

Monday (1)

Wednesday (1)

Time of Day [^](#)

Filters Applied: None

RES-275 Adv Clinical Practice (5 Credits) [Add Course to Plan](#)

This course includes clinical practice in advanced patient care procedures.

**Requisites:**  
TAKE RES-141, RES-151, AND PSY-201 - Must be completed prior to taking this course.  
Take RES-204 RES-232 RES-243; - Must be taken at the same time as this course.

**Locations:**  
Health Sciences Campus

[View Available Sections for RES-275](#) [^](#)

Fall 22-23 15-WK Term

**RES-275-01** [Add Section to Schedule](#)

Adv Clinical Practice

Seats <a href="#">?</a>	Times	Locations	Instructors



# REGISTRATION: STEP SIX

Next, click **“Go to Plan & Schedule”**

[Student](#) · [Student Planning](#) · [Planning Overview](#)

## Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you 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](#)

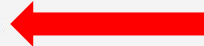
2



### 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](#)



Programs	Cumulative GPA	Progress
AAS.Respiratory Care		

Summer 21-22 10-WEEK Term Schedule



# REGISTRATION: STEP SEVEN

Next, scroll over to the appropriate semester


The screenshot displays a web interface for student planning. At the top, there are navigation tabs for 'Student Home', 'Student Planning', and 'Plan & Schedule'. Below this is a search bar for courses. The main navigation includes 'Schedule', 'Time', 'Advising', and 'Petitions & Waivers'. A red arrow points to the 'Time' tab. The current semester is 'Summer 21-22 10-WEEK Term'. There are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. Summary statistics show 'Planned: 0 Credits', 'Enrolled: 8 Credits', and 'Waitlisted: 0 Credits'. On the left, course details for 'RES-141-01: Respiratory Skills III' are shown, including a 'Registered' status, 3 credits, and a 'Drop' button. Below it, 'RES-151-01: Clinical Applications I' is also listed as 'Registered' with 5 credits. On the right, a class schedule grid shows the following enrollment:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am			RES-151-01		RES-151-01		
8am		RES-141-01		RES-141-01			
9am							
10am		RES-141-01					
11am							
12pm							
1pm		RES-141-01					
2pm							



# REGISTRATION: STEP EIGHT

Next, click **“Register Now”**


Plan your Degree and Schedule your courses Search for courses... 

Schedule Timeline Advising Petitions & Waivers

< > Fall 22-23 15-WK Term + Remove Planned Courses **Register Now**

Filter Sections Save to iCal Print Planned: 10 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

**RES-204-01: Neonatal/Pediatric Care** ✕

 **Requisite with no print text exists - Must be completed prior to taking this course.**

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Johnson, L  
08-15-22 to 12-09-22  
Seats Available: 15

✓ Meeting Information

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am		RES-275-01 ✕		RES-275-01 ✕			
8am					RES-204-01 ✕		
9am							
10am							
11am							



# HOW TO REMOVE A CLASS IF YOU MAKE A MISTAKE



# COURSE REMOVAL: STEP ONE

Click the “**x**” by the course title

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > Fall 22-23 15-WK Term + Remove Planned Courses Register Now

Filter Sections Save to iCal Print Planned: 10 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Mon	Tue	Wed	Thu	Fri	Sat
5am						
6am						
7am	RES-275-01 x		RES-275-01 x			
8am				RES-204-01 x		
9am						
10am						
11am						

**RES-204-01: Neonatal/Pediatric Care** x

**Requisite with no print text exists - Must be completed prior to taking this course.**

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Johnson, L  
08-15-22 to 12-09-22  
Seats Available: 15

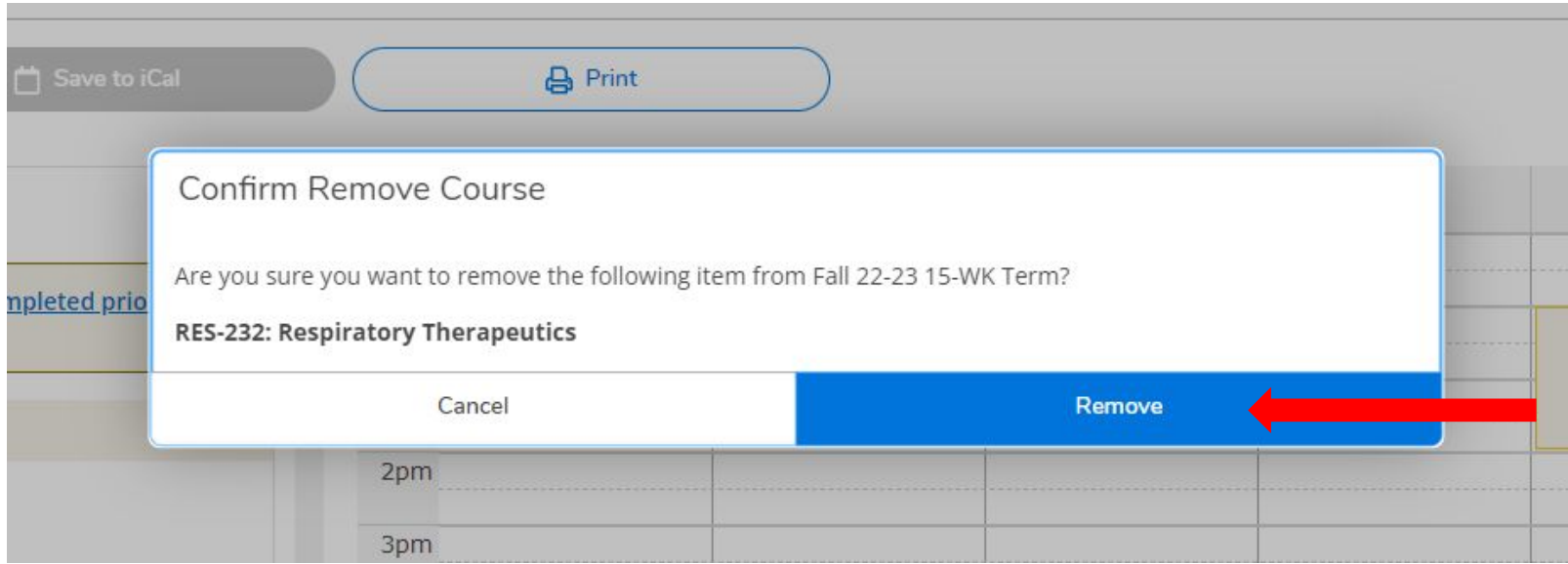
Meeting Information





# COURSE REMOVAL: STEP TWO

Next, click **“Remove”**



The screenshot shows a web interface with a confirmation dialog box. At the top, there are two buttons: "Save to iCal" and "Print". The dialog box is titled "Confirm Remove Course" and contains the text: "Are you sure you want to remove the following item from Fall 22-23 15-WK Term?" followed by "RES-232: Respiratory Therapeutics". At the bottom of the dialog, there are two buttons: "Cancel" and "Remove". A red arrow points to the "Remove" button. In the background, a calendar grid is visible with time slots for 2pm and 3pm.

