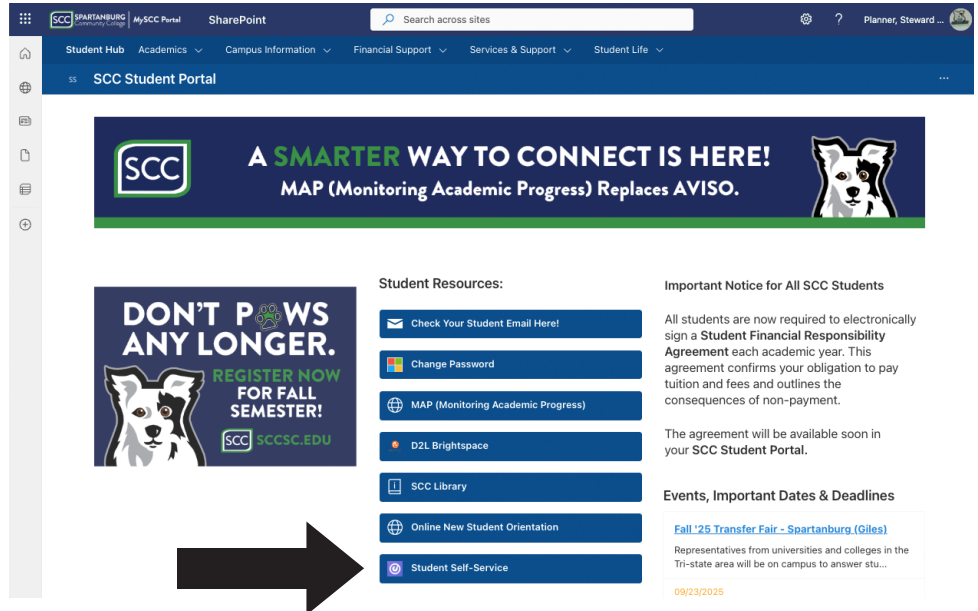


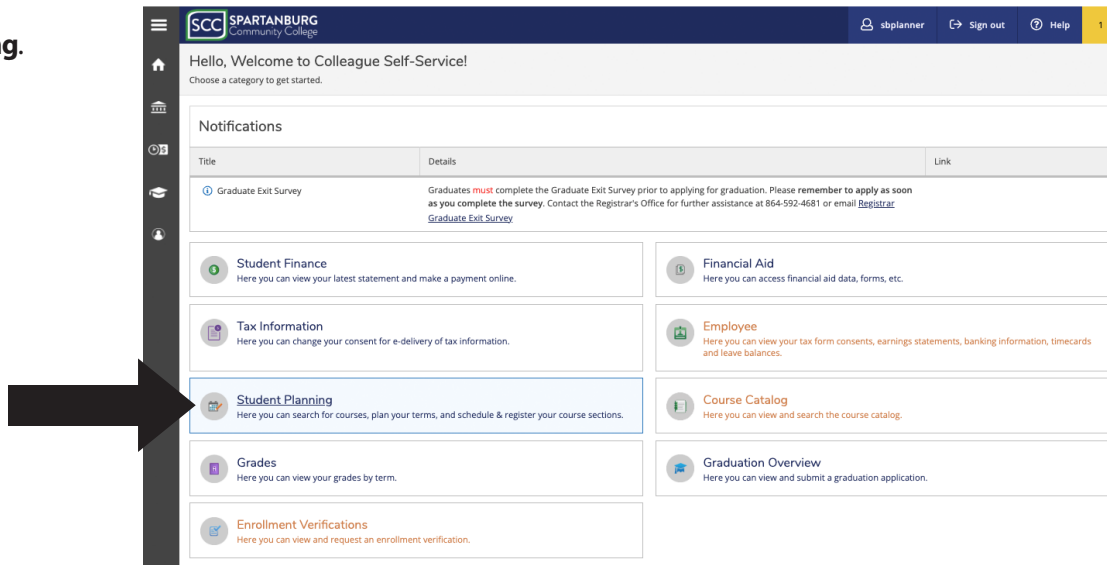
How to Develop a Course Schedule using Student Planning

Note: If you are unsure of the course(s) that you need to plan for the following term, please contact your Academic Advisor via your SCC e-mail account (Office 365) and/or compose a note by using the following steps: Click on **Self-Service** (in the MySCC Portal under Colleague Applications), click on **Student Planning**, then **Go to My Progress** and click on the **Advising** tab (located on the upper, left-hand corner of the page). You will then need to leave your note requesting assistance in the **Compose a Note** box then click on both Save Note **and** Request Review. Make sure to check your SCC e-mail inbox and the Advising tab (in Self-Service) for a reply. **You must contact your advisor prior to registering to ensure course approval. Your advisor will click the "Advisement Complete" button which will allow you to register after you have contacted them.**

1. Log into your My SCC Portal.
Select **Student Self-Service**.



2. Click on **Student Planning**.



Continued ... How to Develop a Course Schedule Using Student Planning

3. Click on **Go To My Progress**.

4. Check your progress. Courses completed/registered are in green; courses planned are in yellow; courses not started are in red.

The screenshot shows the 'Steps to Getting Started' section of the SCC Student Planning interface. It includes a search bar for courses and two main steps: 1. View Your Progress (with a 'Go to My Progress' button) and 2. Plan your Degree & Register for Classes (with a 'Go to Plan & Schedule' button). Below these steps are sections for Programs, Cumulative GPA, and Progress. A 'Full Fall Term 2025 Schedule' table is also visible.

5. Go to course column to choose a course. Click on the course name (example-WLD 106).

The screenshot shows a list of courses with columns for Status, Course, Grade, Term, and Credits. The 'WLD-106' course is highlighted with a large black arrow. Below the main list is a section for 'Other Courses'.

Status	Course	Grade	Term	Credits
Not Started	WLD-103 Print Reading I			
Not Started	WLD-105 Print Reading II			
Not Started	WLD-106 Gas and Arc Welding			
Not Started	WLD-107 Arc Welding III			
Not Started	Specialized Arc Welding			
Not Started	Inert Gas Weld Ferrous			
Not Started	Advanced Pipe Welding			
Not Started	Destructive Testing			
Not Started	Inert Gas Welding Pipe I			

Status	Course	Grade	Term	Credits
Noncourse Equivalency	MAT-031 Developmental Math Basic (Replaced)			0
Noncourse Equivalency	MAT-032 Developmental Mathematic (Replaced)			0
Noncourse Equivalency	MAT-101 Beginning Algebra (Replaced)			0

6. Click on **Add Course to Plan**.

The screenshot shows the 'Search for Courses and Course Sections' page. It includes a search bar, filter results, and a list of courses. The 'MAT-101 Beginning Algebra (3 Credits)' course is highlighted with a large black arrow pointing to the 'Add Course to Plan' button.

Filter Results

- Subjects: Mathematics (2)
- Locations: Cherokee County Campus (2), Giles Campus (2), SCC Online (2)
- Terms: Full Fall Term 2025 (2), Flex 10 Wk Term Fall 2025 (1)

Filters Applied: None

MAT-101 Beginning Algebra (3 Credits)

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring.

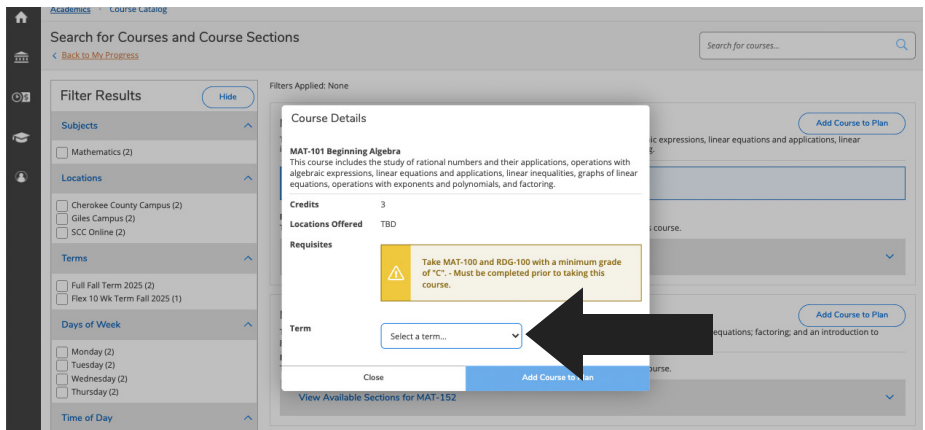
Requirements: Take MAT-100 and RDG-100 with a minimum grade of "C". - Must be completed prior to taking this course.

View Available Sections for MAT-101

MAT-152 Elementary Algebra (5 Credits)

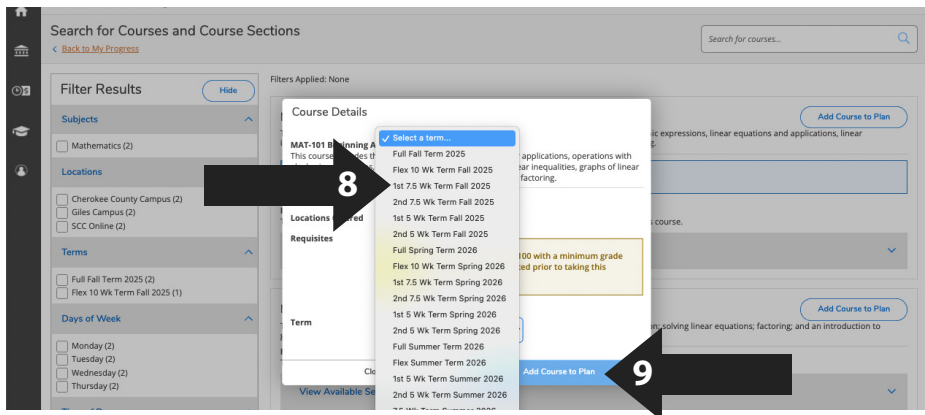
Continued ... How to Develop a Course Schedule Using Student Planning

7. Click on Select a Term.



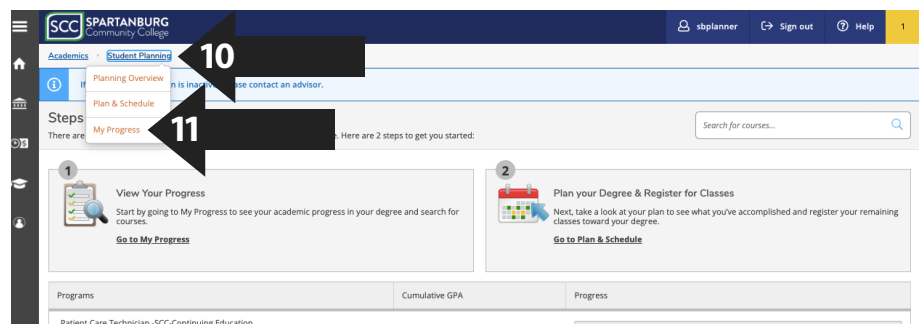
8. Use the drop box to select the term in which you wish to add the course.

9. After selecting the term, click on **Add Course to Plan**.

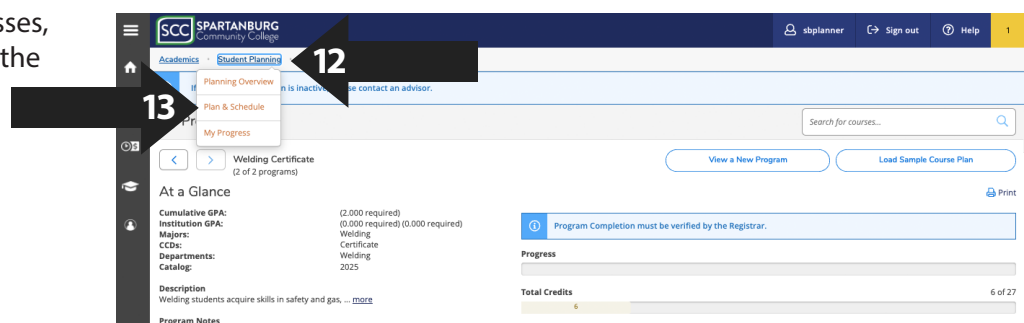


10. Click on **Student Planning** on the upper left-hand corner of the page.

11. Select **My Progress**. Repeat steps 5-9 until all classes have been selected.



12. Once you have selected all classes, click on **Student Planning** on the upper left-hand corner of the page.



13. Click on **Plan and Schedule**.

Continued ... How to Develop a Course Schedule Using Student Planning

14. Click on **Advising**.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Full Fall T +

Remove Planned Courses

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Filter Sections Save to Cal Print

ACC-191: Accounting Principles

Take ENG-032 or ENG-033 with a minimum grade of C- Must be completed prior to ENG-100 and MAT-100.

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							

15. Compose a note in the white box asking your advisor to review your semester plan for accuracy.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

My Advisors

Professor Bob

Request Review

Last review requested on 2/12/2024
[View Plan Archive](#)

Course Plan last reviewed on 4/14/2025 by Alimohamed, Sakina I.
Last advised on 8/13/2025 by Alimohamed, Sakina I.

Compose a Note

Save Note

View Note History

TESTING 2

Alimohamed, Sakina I. on 2/26/2024 at 2:05 PM

16. Click on **Save Note**.

17. **Request Review**. This will send an e-mail to your advisor.

Note: Please continue to check your SCC e-mail account as well as this Advising tab for a response from your advisor. Once your courses have been approved by your advisor, you are ready to select your class sections and register.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

My Advisors

Professor Bob

Request Review

Last review requested on 2/12/2024
[View Plan Archive](#)

Course Plan last reviewed on 4/14/2025 by Alimohamed, Sakina I.
Last advised on 8/13/2025 by Alimohamed, Sakina I.

Compose a Note

Test

Save Note

View Note History

TESTING 2

Alimohamed, Sakina I. on 2/26/2024 at 2:05 PM

testing

Alimohamed, Sakina I. on 2/26/2024 at 1:58 PM

How to Register for Approved Courses

1. Log into your My SCC Portal.
Click on **Student Self Service**.

SCC SPARTANBURG Community College MySCC Portal SharePoint Search across sites Planner, Steward ...

Student Hub Academics Campus Information Financial Support Services & Support Student Life

SCC Student Portal

SCC A **SMARTER** WAY TO CONNECT IS HERE! MAP (Monitoring Academic Progress) Replaces AVISO.

DON'T P.O.W.S ANY LONGER. REGISTER NOW FOR FALL SEMESTER! SCC SCCSC.EDU

Student Resources:

- Check Your Student Email Here!
- Change Password
- MAP (Monitoring Academic Progress)
- D2L Brightspace
- SCC Library
- Online New Student Orientation
- Student Self-Service**

Important Notice for All SCC Students

All students are now required to electronically sign a **Student Financial Responsibility Agreement** each academic year. This agreement confirms your obligation to pay tuition and fees and outlines the consequences of non-payment.

The agreement will be available soon in your SCC Student Portal.

Events, Important Dates & Deadlines

[Fall '25 Transfer Fair - Spartanburg \(Giles\)](#)

Representatives from universities and colleges in the Tri-state area will be on campus to answer stu...

09/23/2025

2. Click on **Student Planning**.

SCC SPARTANBURG Community College sbplanner Sign out Help 1

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Notifications

Title	Details	Link
Graduate Exit Survey	Graduates must complete the Graduate Exit Survey prior to applying for graduation. Please remember to apply as soon as you complete the survey. Contact the Registrar's Office for further assistance at 864-592-4681 or email Registrar	Graduate Exit Survey

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

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.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

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.

3. Click on **Go to Plan & Schedule**.

If your "Register" button is inactive, please contact an advisor.

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](#)

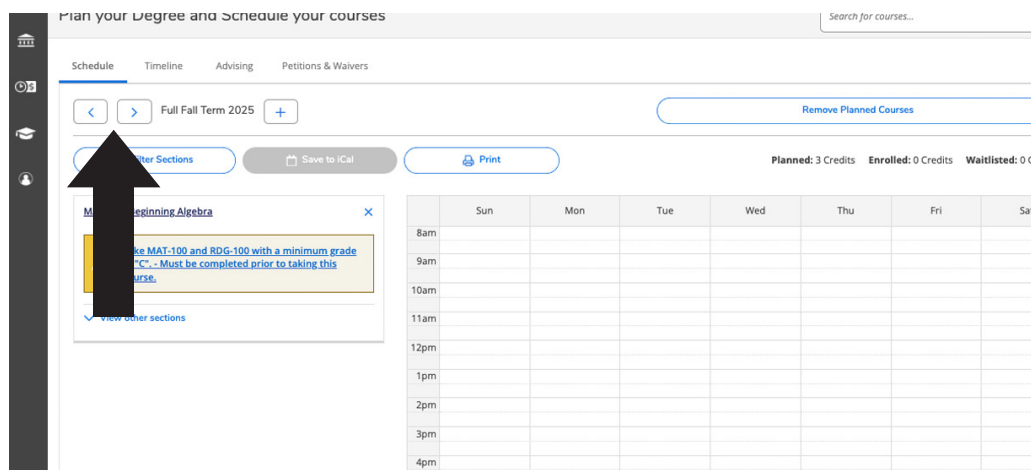
2 **Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Patient Care Technician -SCC-Continuing Education		
Welding Certificate	(2,000 required)	

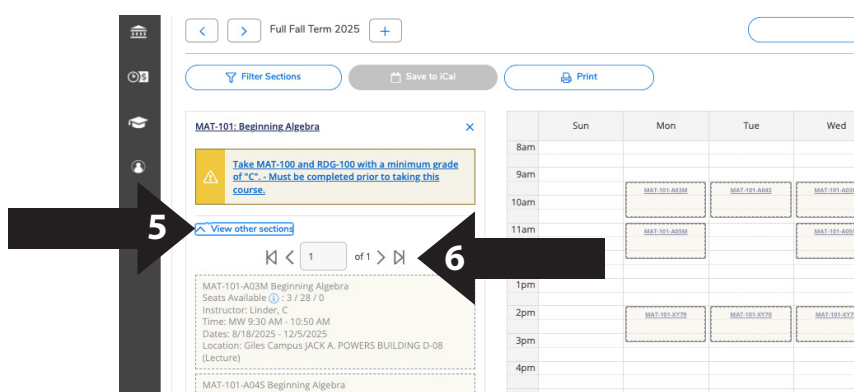
Full Fall Term 2025 Schedule

Continued ... How to Register for Approved Courses

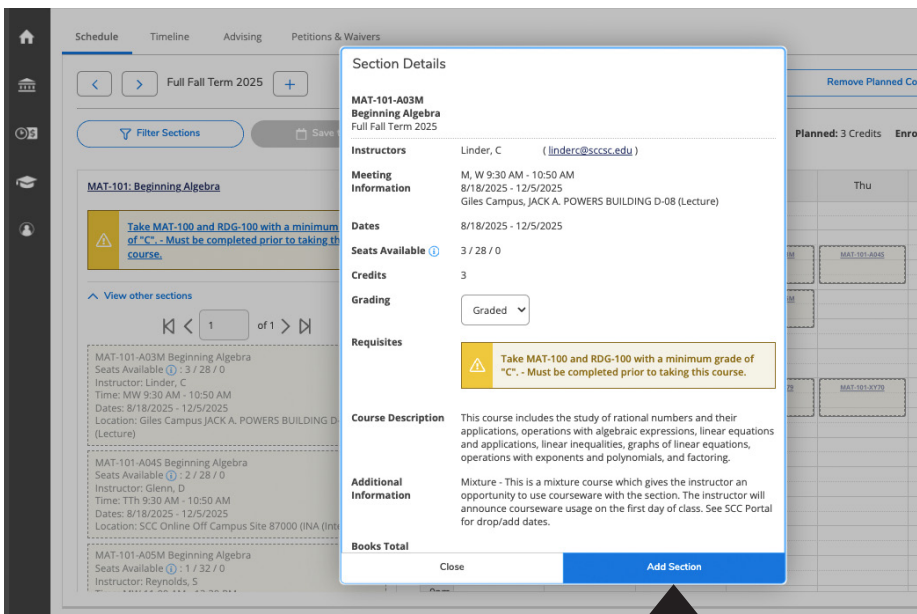
4. Scroll to the term in which you wish to register using the left and right arrows at the top, left-hand side of the page.



5. Click on **View other sections** under the course in which you wish to register for.
6. Review the available sections and click on your chosen section to add. You may use the left and right arrows to view more sections. If the section is presented in red, it may be full or unavailable.



7. Once you click on the section, please review the section details (date, time, and campus location) to ensure accuracy. Click on **Add Section** to place that section on your schedule.



Continued ... How to Register for Approved Courses

- Repeat steps 5-7 for all courses you have planned for that term. Once you have chosen all of the sections for your courses, click on Register for each course.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Full Fall Term 2025

Remove Planned Courses Register Now

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Filter Sections Save to iCal Print

MAT-101-A03M: Beginning Algebra

Take MAT-100 and RDG-100 with a minimum grade of "C". Must be completed prior to taking this course.

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Linder, C
8/18/2025 to 12/5/2025
Seats Available: 3

Meeting Information

Register

View other sections

Sun Mon Tue Wed Thu Fri Sat

12am
1am
2am
3am
4am
5am
9am
10am
11am
12pm

MAT-101-A03M MAT-101-A03M

- Once you have registered for your courses, they will turn green on the weekly schedule. Your registration for that term is complete.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Full Summer Term 2025

Remove Planned Courses Register Now

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

Filter Sections Save to iCal Print

XIT-100-A01N: Testing - I.T.

✓ **Registered**

Credits: 0 Credits
Grading: Graded
Instructor: Professor, B
5/19/2025 to 7/24/2025

Meeting Information

View other sections

Sun Mon Tue Wed Thu Fri Sat

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm

XIT-100-A01N XIT-100-A01N XIT-100-A01N XIT-100-A01N XIT-100-A01N

Sections with no meeting time

Types of SCC Classes

In addition to the traditional classroom settings, SCC offers a variety of courses taught using different methods. Letters following the section numbers (for example, 01N) indicate the type of course. Commonly used course types include:

F=Flex – Classes meet at designated times, but students can choose to attend some class meetings face to face, or attend the class remotely. Students experience both face to face and synchronous online instructional delivery, and weave between these formats throughout the semester, either by choice or as extenuating circumstances warrant.

H= Hybrid – class combines online learning and required on-campus meetings.

M= Mixture – class meets on campus with required use of online components for assignments.

N= Online – class is delivered online without traditional lecture.

LC=Learning Community – students taking a specific classification of courses (must have permission by advisor or instructor to take these courses).

D=Bring your own Device – Face-to-face class in which students will be required to bring their own computer or mobile device

S=Synchronous – Students must meet at a designated time online to attend class (classes are held virtually at designated time)

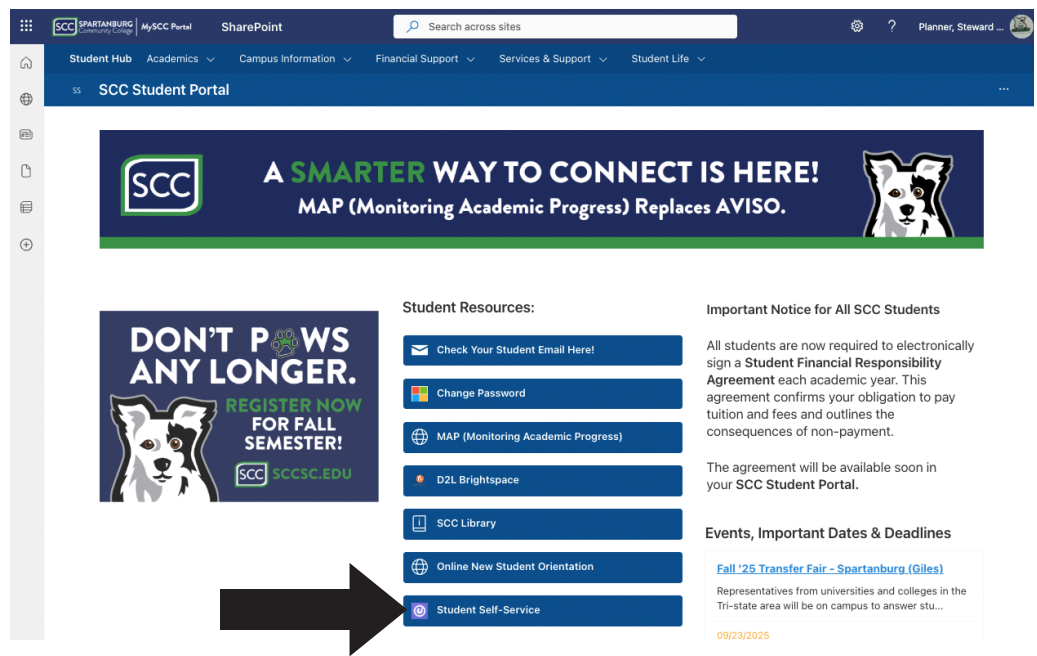
X = High school only – class is available only for current high school students and/or dual enrollment students.

When you find a class in which you are interested, look at the section number to see if it is a special type of class. When searching for classes you can limit your search by many criteria. If you want to look for classes at a particular location or online, use the drop-down option and select the location. Most online and hybrid courses require at least one proctored test to be taken in the SCC testing center or with a proctor approved by the instructor and the testing center.

How to Drop a Course

Note: Students receiving Financial Aid should contact the SCC Financial Aid office, Registrar Dept. and/or Business Office prior to dropping a course (after the course has begun) to determine how the dropped course will affect their aid.

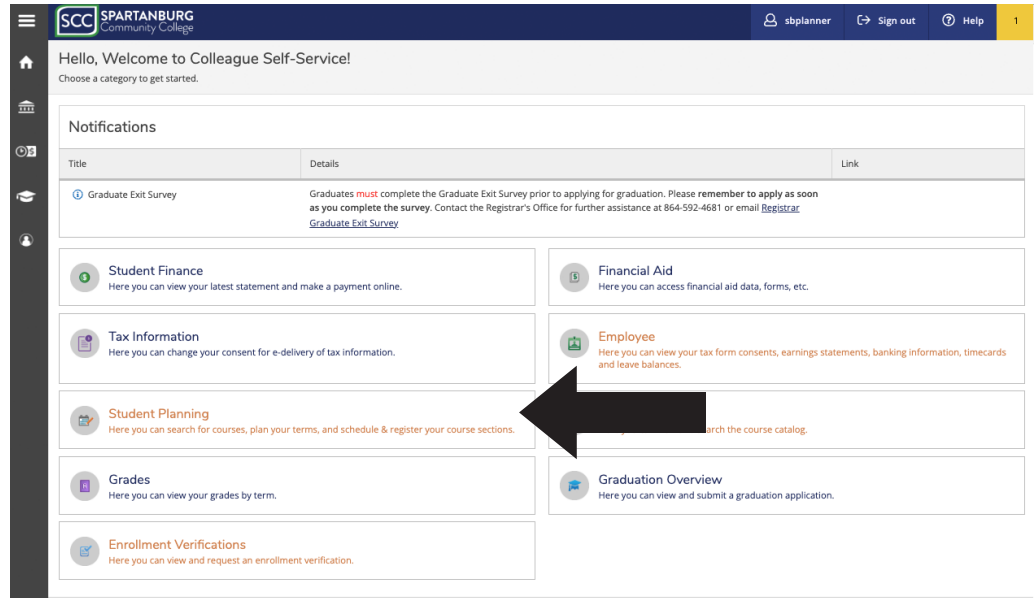
1. Log into your My SCC Portal.
Click on **Student Self Service**.



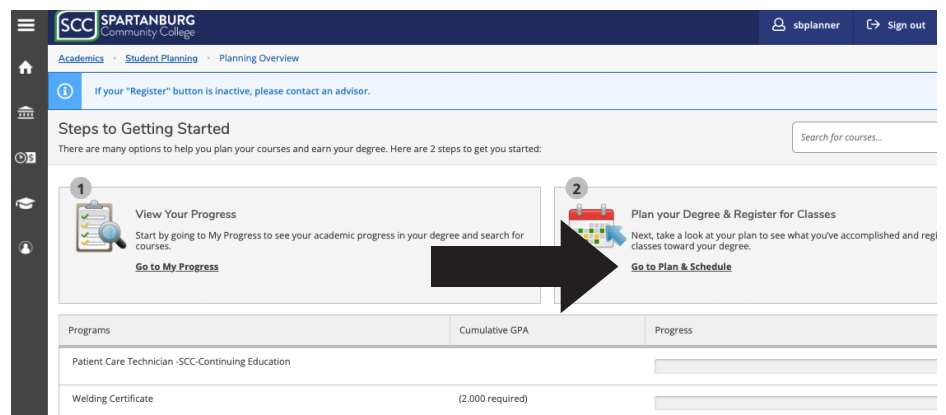
The screenshot shows the SCC Student Portal interface. At the top, there's a navigation bar with links for Student Hub, Academics, Campus Information, Financial Support, Services & Support, and Student Life. Below this is a banner for SCC with the text "A SMARTER WAY TO CONNECT IS HERE! MAP (Monitoring Academic Progress) Replaces AVISO." and a dog mascot. On the left, there's a sidebar with a search bar and a list of icons. In the center, there's a section titled "Student Resources:" with a list of links: Check Your Student Email Here!, Change Password, MAP (Monitoring Academic Progress), D2L Brightspace, SCC Library, Online New Student Orientation, and Student Self-Service. A large black arrow points to the "Student Self-Service" link. To the right of the resources, there's a section titled "Important Notice for All SCC Students" with text about the Student Financial Responsibility Agreement. Below that, there's a section titled "Events, Important Dates & Deadlines" with a link for the Fall '25 Transfer Fair - Spartanburg (Giles) and a date of 09/23/2025.

How to Drop a Course

2. Click on **Student Planning**.



3. Click on **Go to Plan and Schedule**.



6. Scroll to the term in which you wish to drop a course using the left and right arrows at the top, left-hand side of the page.

7. Each of your registered courses will display in a box on the left. Click the **Drop** button in the box of the course you wish to drop.

Note: Check your class schedule for accuracy after dropping a class.

