

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**.

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 PWS 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 864-992-4681 or email Registrar . Graduate Exit Survey	

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.

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

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.

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 'SPARTANBURG Community College' Student Planning interface. The 'Steps to Getting Started' section contains two main tasks: 'View Your Progress' (with a 'Go to My Progress' button) and 'Plan your Degree & Register for Classes' (with a 'Go to Plan & Schedule' button). Below this is a table for 'Full Fall Term 2025 Schedule' with columns for days of the week (Sun-Sat) and rows for programs like 'Patient Care Technician -SCC-Continuing Education' and 'Welding Certificate'.

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

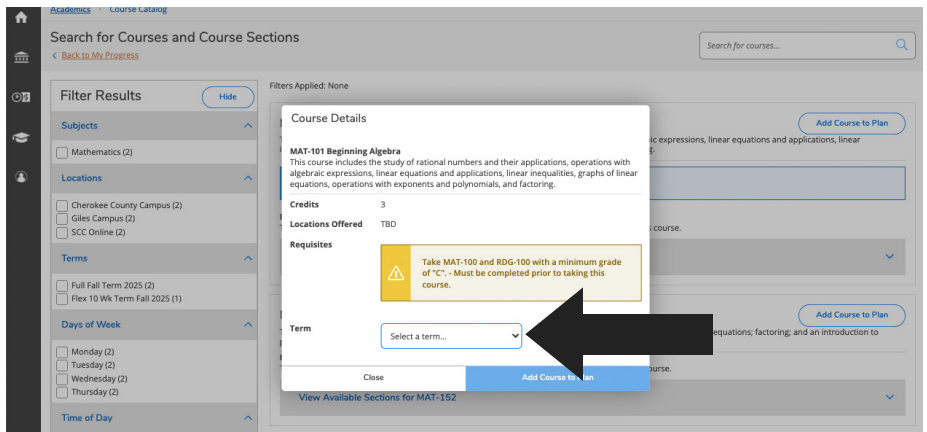
This screenshot displays a list of courses under the heading 'Complete all of the following items. 0 of 1 Completed.' The list includes courses like 'WLD-103 Print Reading I' and 'WLD-106 Gas and Arc Welding'. A large black arrow points to the 'WLD-106' course name. Below the main list is an 'Other Courses' section with entries like 'MAT-031 Developmental Math Basic (Replaced)'.

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

The screenshot shows the 'Search for Courses and Course Sections' page. On the left, there are 'Filter Results' for Subjects (Mathematics) and Locations (Cherokee County Campus, Giles Campus, SCC Online). The main area shows search results for 'MAT-101 Beginning Algebra (3 Credits)'. A large black arrow points to the 'Add Course to Plan' button for this course. Below it, there is a note that the course was attempted or already completed, and a 'View Available Sections for MAT-101' link.

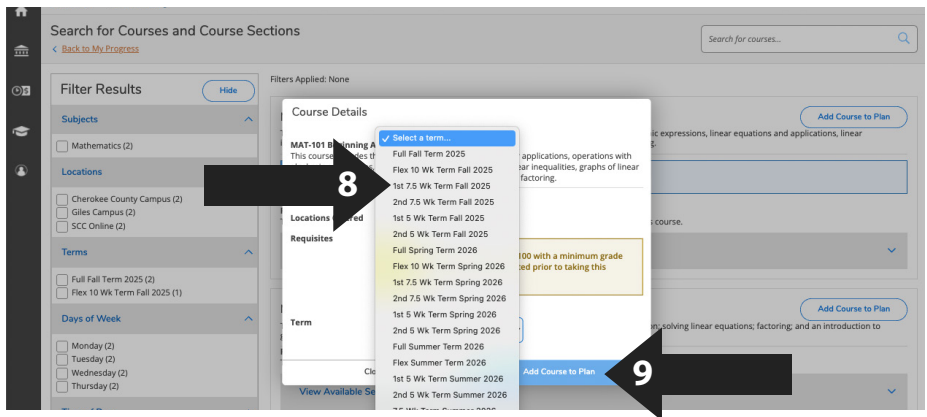
Continued... How to Develop a Course Schedule Using Student Planning

7. Click on Select a Term.



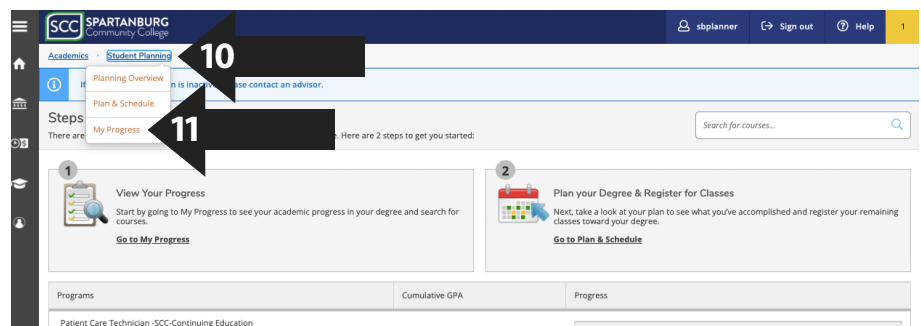
8. Use the drop box to select the term in which you wish to add the course.

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



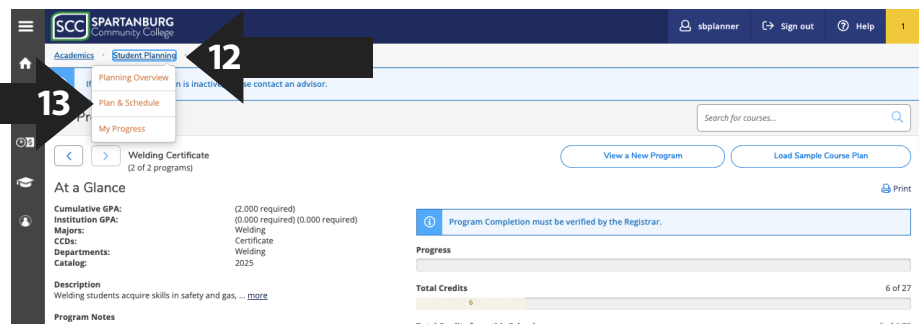
10. Click on **Student Planning** on the upper left-hand corner of the page.

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



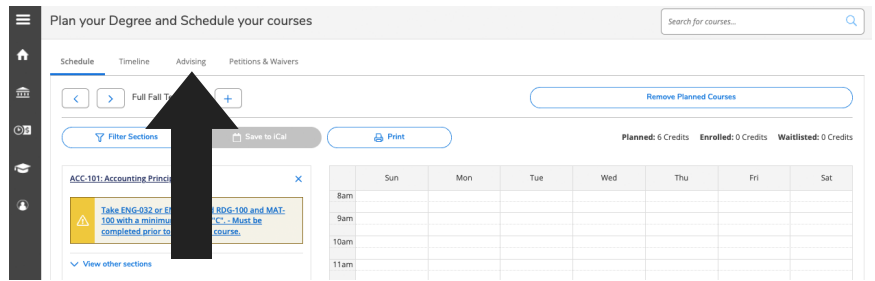
12. Once you have selected all classes, click on **Student Planning** on the upper left-hand corner of the page.

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

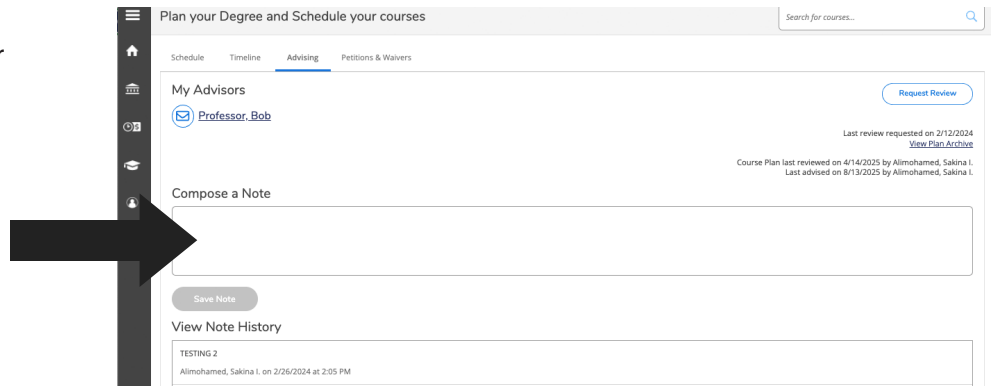


Continued... How to Develop a Course Schedule Using Student Planning

14. Click on **Advising**.



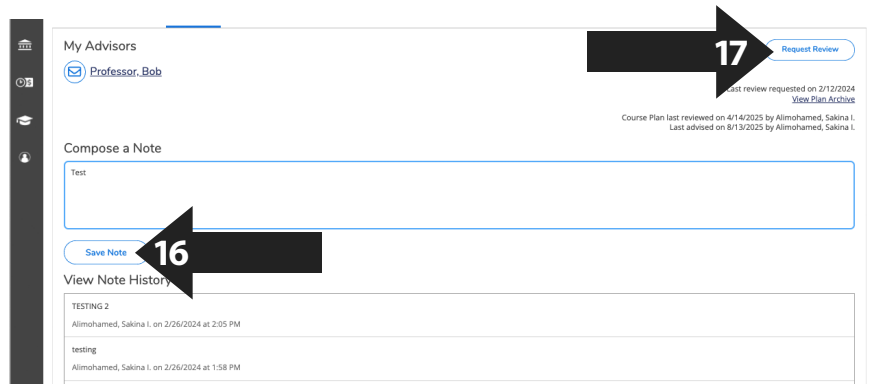
15. Compose a note in the white box asking your advisor to review your semester plan for accuracy.



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.



How to Register for Approved Courses

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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.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Full Fall Term 2025

Remove Planned Courses

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

MAT-101: Beginning Algebra

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

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

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.

MAT-101: Beginning Algebra

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

View other sections

MAT-101-A03M Beginning Algebra
Seats Available (0) : 3 / 28 / 0
Instructor: Linder, C
Time: MW 9:30 AM - 10:50 AM
Dates: 8/18/2025 - 12/5/2025
Location: Giles Campus JACK A. POWERS BUILDING D-08 (Lecture)

MAT-101-A04S Beginning Algebra
Seats Available (0) : 1 / 32 / 0
Instructor: Reynolds, S

	Sun	Mon	Tue	Wed
8am				
9am				
10am		MAT-101-A03M	MAT-101-A04S	MAT-101-A03M
11am		MAT-101-A03M		MAT-101-A03M
1pm				
2pm		MAT-101-KY2	MAT-101-KY2	MAT-101-KY2
3pm				
4pm				
5pm				

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.

Section Details

MAT-101-A03M Beginning Algebra
Full Fall Term 2025

Instructors Linder, C (linderc@sccc.edu)

Meeting Information M, W 9:30 AM - 10:50 AM
8/18/2025 - 12/5/2025
Giles Campus, JACK A. POWERS BUILDING D-08 (Lecture)

Dates 8/18/2025 - 12/5/2025

Seats Available (0) : 3 / 28 / 0

Credits 3

Grading Graded

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

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

Additional Information Mixture - This is a mixture course which gives the instructor an opportunity to use courseware with the section. The instructor will announce courseware usage on the first day of class. See SCC Portal for drop/add dates.

Books Total

Close Add Section

Continued... How to Register for Approved Courses

8. 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.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface for the 'Full Fall Term 2025'. On the left, a course card for 'MAT-101-A03M: Beginning Algebra' is displayed. It includes a warning icon and text: 'Take MAT-100 and RDG-100 with a minimum grade of "C" - Must be completed prior to taking this course.' Below this, it lists 'Planned' status, 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Linder, C', '8/19/2025 to 12/15/2025', and 'Seats Available: 3'. A large blue 'Register' button is prominently displayed, with a large black arrow pointing to it from the right. The right side of the interface shows a weekly schedule grid with columns for Sun through Sat and rows for time slots from 12am to 12pm. Two course sections are visible in the grid: 'MAT-101-A03M' on Monday at 10am and 'MAT-101-A03M' on Wednesday at 10am.

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

The screenshot shows the 'Plan your Degree and Schedule your courses' interface for the 'Full Summer Term 2025'. On the left, two course cards for 'XIT-100-A01N: Testing - LT' are shown, both with a green checkmark and the word 'Registered'. The first card lists 'Credits: 0 Credits', 'Grading: Graded', 'Instructor: Professor, B', and '5/19/2025 to 7/24/2025'. The second card lists 'Credits: 0 Credits', 'Grading: Graded', 'Instructor: Professor, B', and '5/19/2025 to 7/24/2025'. The right side of the interface shows a weekly schedule grid with columns for Sun through Sat and rows for time slots from 8am to 8pm. Five course sections are visible in the grid, all highlighted in green: 'XIT-100-A01' on Monday at 10am, 'XIT-100-A01' on Tuesday at 10am, 'XIT-100-A01' on Wednesday at 10am, 'XIT-100-A01' on Thursday at 10am, and 'XIT-100-A01' on Friday at 10am. A large black arrow points upwards from the bottom of the grid towards the green sections. Below the grid, the text 'Sections with no meeting time' is visible.

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 is a navigation bar with 'Student Hub', 'Academics', 'Campus Information', 'Financial Support', 'Services & Support', and 'Student Life'. Below this is a search bar and a user profile icon. The main content area features a banner for 'A SMARTER WAY TO CONNECT IS HERE! MAP (Monitoring Academic Progress) Replaces AVISO.' with the SCC logo and a dog mascot. Below the banner, there are several sections: 'DON'T POWS ANY LONGER. REGISTER NOW FOR FALL SEMESTER!' with a dog mascot; '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' (highlighted with a black arrow); 'Important Notice for All SCC Students' with text about the 'Student Financial Responsibility Agreement'; and 'Events, Important Dates & Deadlines' with a link for 'Fall '25 Transfer Fair - Spartanburg (Giles)'.

How to Drop a Course

2. Click on **Student Planning**.

The screenshot shows the SCC Spartanburg Community College self-service portal. The user is logged in as 'sbplanner'. The main navigation menu on the left includes options like Home, Academics, and Student Planning. The main content area displays a 'Hello, Welcome to Colleague Self-Service!' message and a 'Choose a category to get started.' section. Below this, there are several notification and service tiles. The 'Student Planning' tile is highlighted with a large black arrow pointing to it. Other tiles include 'Graduate Exit Survey', 'Student Finance', 'Financial Aid', 'Tax Information', 'Employee', 'Grades', and 'Enrollment Verifications'.

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

The screenshot shows the 'Steps to Getting Started' page in the SCC self-service portal. The user is logged in as 'sbplanner'. The page displays a 'Steps to Getting Started' section with two numbered steps. Step 1 is 'View Your Progress' and Step 2 is 'Plan your Degree & Register for Classes'. The 'Go to Plan & Schedule' button under Step 2 is highlighted with a large black arrow. Below the steps, there is a table showing 'Programs', 'Cumulative GPA', and 'Progress'.

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.

The screenshot shows the 'Plan Degree and Schedule your courses' page in the SCC self-service portal. The user is logged in as 'sbplanner'. The page displays a 'Plan Degree and Schedule your courses' section. The 'Full Fall Term 2025' is selected. Below this, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A course box for 'ENG-101-A02: English Composition I' is displayed on the left. The 'Drop' button in this box is highlighted with a large black arrow. To the right, there is a class schedule grid showing courses scheduled for various times and days.