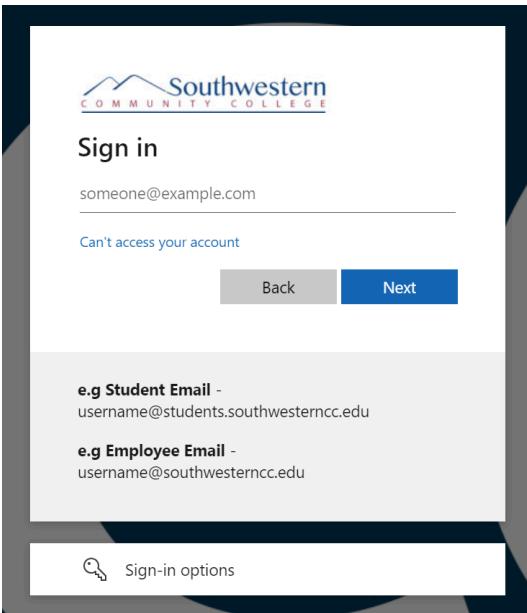
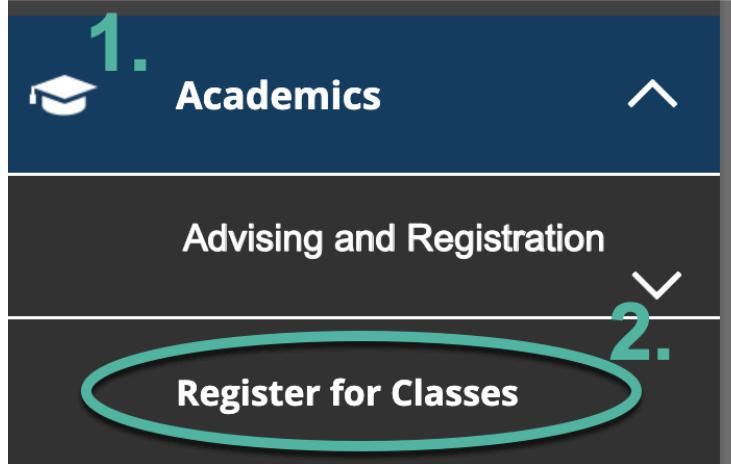
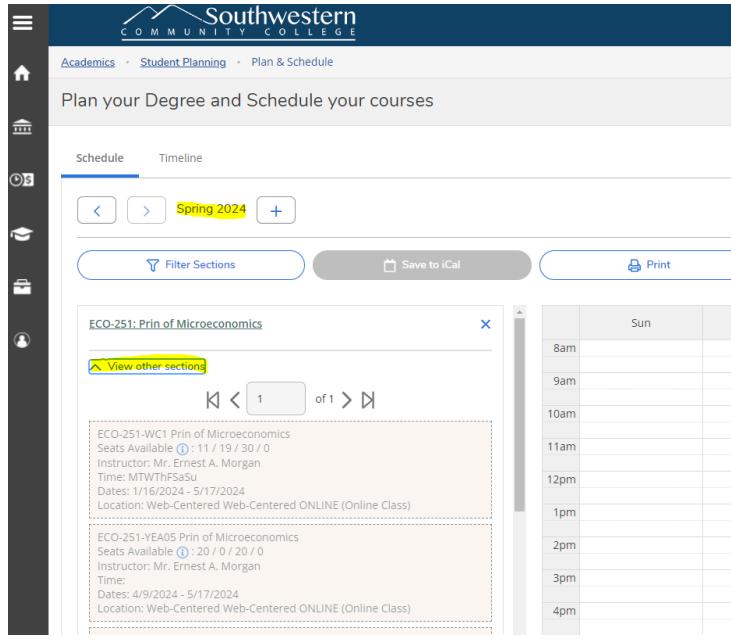


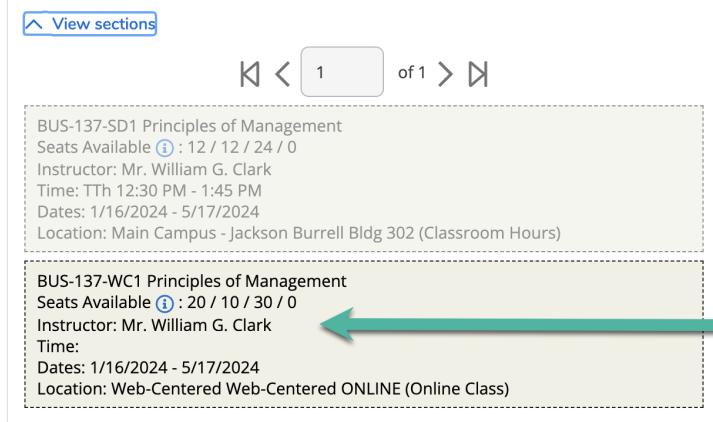
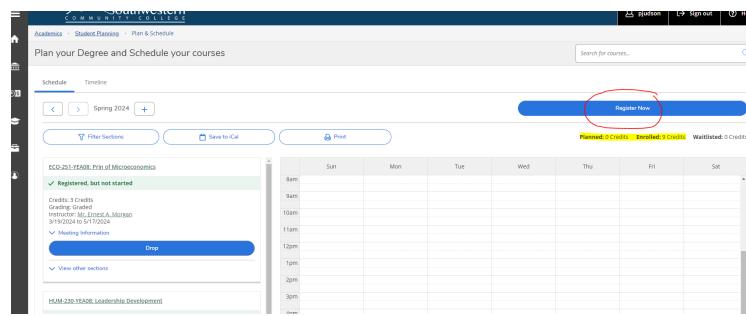
# REGISTERING FOR YOUR SCC COURSES USING SELF-SERVICE

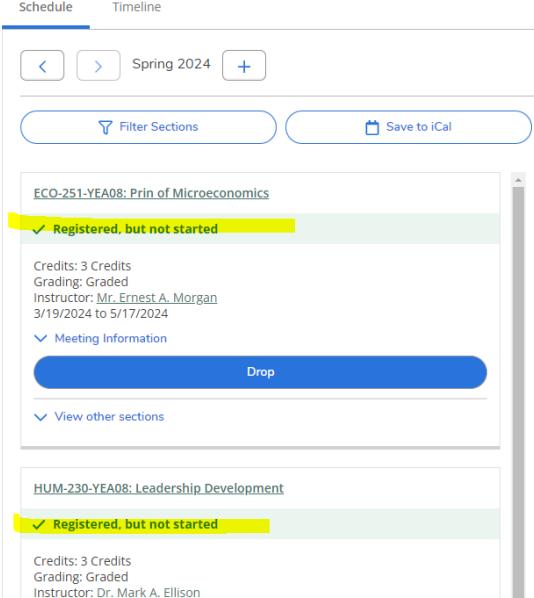
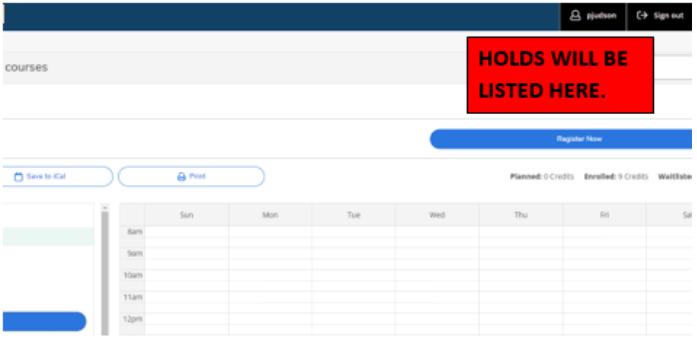
## Reminder:

You must FIRST complete the advising process with your academic advisor.

Step 1	<p>Sign in to <a href="#">MySCC</a> with your username and password.</p> <p>Note: If you encounter any issues logging in, contact <a href="#">SCC IT</a>.</p>	 A screenshot of the Southwestern Community College sign-in page. The page features the college's logo at the top. Below it, there is a text input field for 'Sign in' with the placeholder 'someone@example.com'. Underneath the input field is a link 'Can't access your account'. At the bottom of the page are two buttons: 'Back' and 'Next'. Below the main form, there are two examples: 'e.g Student Email - username@students.southwesterncc.edu' and 'e.g Employee Email - username@southwesterncc.edu'. At the very bottom of the page is a 'Sign-in options' button with a magnifying glass icon.
Step 2	Open "Self-Service"	 A graphic icon for 'Self-Service'. It consists of a purple circle with a white 'i' symbol inside, with a small purple arrow pointing to the right at the bottom. Below the icon, the word 'Self-Service' is written in a smaller, dark purple font.

<b>Step 3</b>	Click on the <b>Graduation Cap</b> (Academics) on the left-hand side of the screen. Then click on <b>“Register for Classes.”</b>	
<b>Step 4</b>	Confirm the semester at the top of the page. As Necessary, use the Arrow buttons to move between semesters.	
<b>Step 5</b>	Any classes approved by your advisor will be listed on the left-hand side. To search for a section that meets your needs, click <b>View sections</b>	

<b>Step 6</b>	<p>Scroll down to view different sections for the class.</p> <p>When you find a section that you think meets your needs, click the box to open more information.</p>	
<b>Step 7</b>	<p>The pop-up box will give you more information about the time and location of the course (for on campus classes) and information about synchronous meetings or proctored testing (for online classes).</p> <p>Once you have found a section that meets your needs, click <b>“Add Section (Not Registered)</b>.</p>	<p><b>Section Details</b></p> <p><b>BUS-137-WC1 Principles of Management</b> Spring 2024</p> <p><b>Instructors</b> Mr. William G. Clark (<a href="mailto:w_clark@southwesterncc.edu">w_clark@southwesterncc.edu</a>, 828-339-4275 x4275)</p> <p><b>Meeting Information</b> 1/16/2024 - 5/17/2024 Web-Centered, Web-Centered ONLINE (Online Class)</p> <p><b>Dates</b> 1/16/2024 - 5/17/2024</p> <p><b>Seats Available</b> 20 / 10 / 30 / 0</p> <p><b>Credits</b> 3</p> <p><b>Grading</b> Graded</p> <p><b>Requisites</b> None</p> <p><b>Course Description</b> This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.</p> <p><b>Books</b> <a href="#">Bookstore Information</a></p> <p><b>Transfer Status</b> Yes</p> <p><b>Add Section (Not Registered)</b></p>
<b>Step 8</b>	<p><b>Click “Register Now”</b></p> <p><b>Note:</b> You should be able to see your “Planned” credits under the button, which will change to “Registered” once your registration has been</p>	

	processed.	
<b>Step 9</b>	To confirm registration, ensure that your courses are now labeled as <b>“Registered, but not started”</b> or <b>“Registered.”</b>	
<b>Step 10</b>	If a course does not have a green indicator, check the top right corner of the screen for an explanation. Note the contact email or phone number and contact them to resolve the issue.	

Questions? Please submit a [Help Ticket to SCC E-Learning](#) (under "Select Type of Help," choose "Self-Service Assistance")