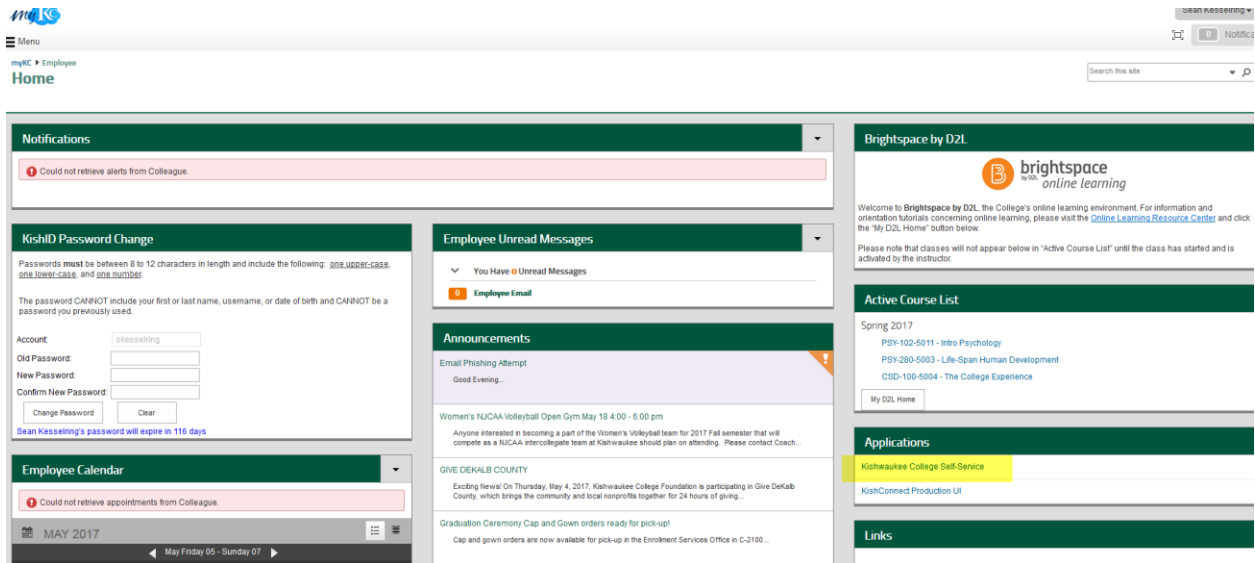


To Search for New Classes:

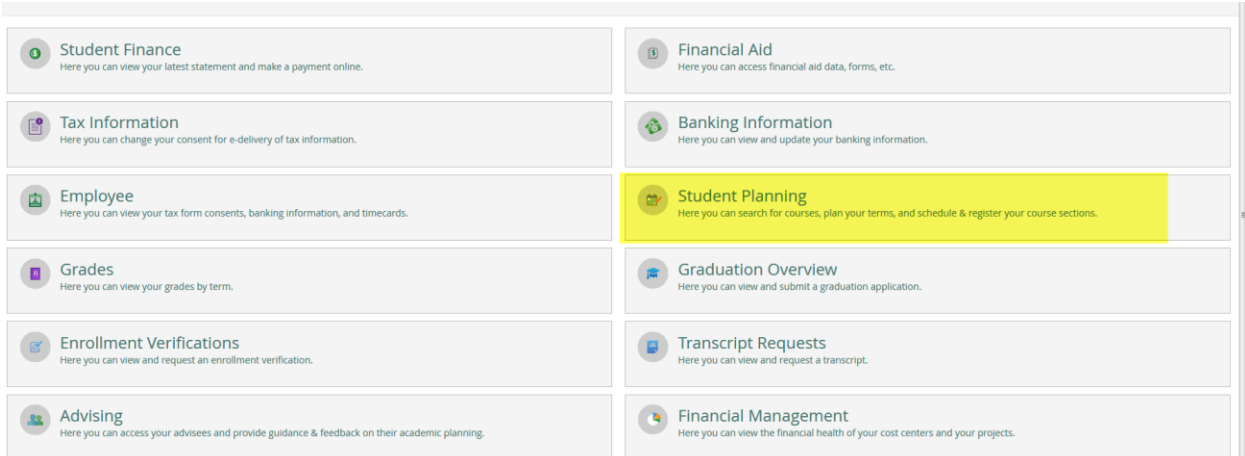
- 1) Login to your MyKC account at <https://www.kish.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service



The screenshot shows the MyKC employee dashboard. The top navigation bar includes the MyKC logo, a menu icon, and the user's name 'Sean Kasseing'. Below the navigation bar, there are several sections:

- Notifications:** A message stating 'Could not retrieve alerts from Colleague.'
- KishID Password Change:** A form for changing the password, with instructions and fields for account, old password, new password, and confirm new password.
- Employee Unread Messages:** A section showing 'You Have 0 Unread Messages' and an 'Employee Email' button.
- Announcements:** A section with several announcements, including 'Email Phishing Attempt', 'Women's NJCAA Volleyball Open Gym', 'Exciting News! On Thursday, May 4, 2017, Kishwaukee College Foundation is participating in Give DeKalb County...', and 'Graduation Ceremony Cap and Gown orders ready for pick-up!'.
- Employee Calendar:** A calendar view for May 2017, showing 'May Friday 05 - Sunday 07'.
- Brightspace by D2L:** A section for online learning, including a welcome message and a list of active courses for Spring 2017: PSY-102-5011 - Intro Psychology, PSY-280-5003 - Life-Span Human Development, and CSD-100-5004 - The College Experience.
- Applications:** A section with a link to 'Kishwaukee College Self-Service'.
- Links:** A section with a link to 'KishConnect Production UI'.

- 3) Click on Student Planning



The screenshot shows a dashboard with various service tiles. The 'Student Planning' tile is highlighted in yellow. The tiles include:

- Student Finance:** Here you can view your latest statement and make a payment online.
- Tax Information:** Here you can change your consent for e-delivery of tax information.
- Employee:** Here you can view your tax form consents, banking information, and timecards.
- Grades:** Here you can view your grades by term.
- Enrollment Verifications:** Here you can view and request an enrollment verification.
- Advising:** Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Aid:** Here you can access financial aid data, forms, etc.
- Banking Information:** Here you can view and update your banking information.
- Student Planning:** Here you can search for courses, plan your terms, and schedule & register your course sections.
- Graduation Overview:** Here you can view and submit a graduation application.
- Transcript Requests:** Here you can view and request a transcript.
- Financial Management:** Here you can view the financial health of your cost centers and your projects.

OPTION 1

- 1) Under **My Progress** all of your course requirements are listed. Next to each course there is a search bar with the magnifying glass that says **Search**. Click and it will load said courses.

A. COMMUNICATIONS

Complete the following groups:

Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1. ENG-103 AND ENG-104, WITH A GRADE OF C OR BETTER **0 of 2 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term
Not Started	ENG-103 Composition I		
Not Started	ENG-104 Composition II		

2. COM-100 **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term
Not Started	SPE-100 Oral Communication I		
Not Started	COM-100 Oral Communication		

OPTION 2

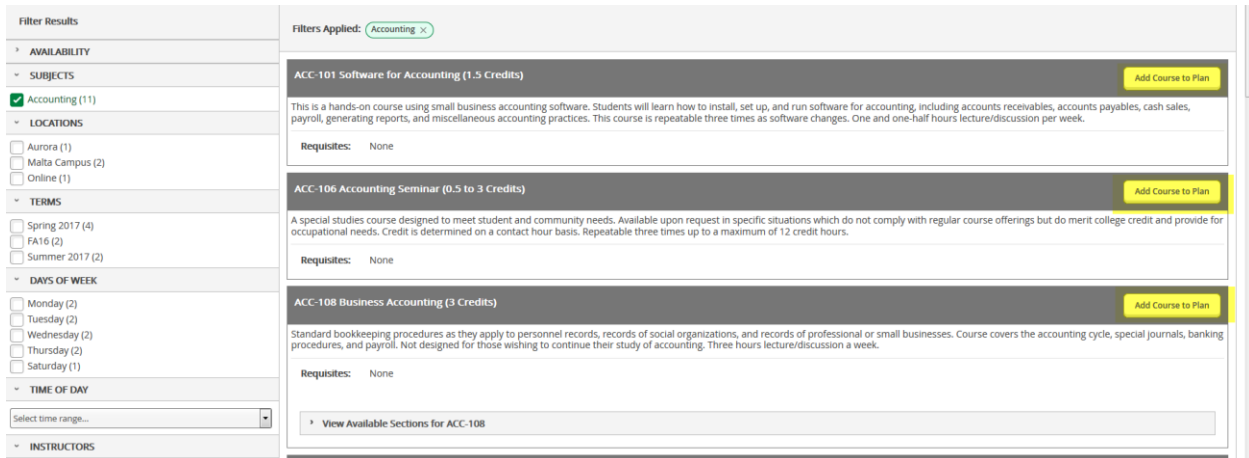
- 2) Another way to search for a course is to use the Course Catalog. Under the **Student Planning** tab, click **Course Catalog**. You may type in a subject or search by topic within the given categories. Once you click a category you can view all the classes that pertain to it.

Search for a course subject:

- [Accounting](#)
- [Agriculture](#)
- [Agriculture Transfer](#)
- [Anthropology](#)
- [Art](#)
- [Automotive Technology](#)
- [Aviation Flight](#)
- [Biology](#)
- [Business](#)
- [Chemistry](#)
- [Collision Repair Technology](#)
- [Communication](#)

- 3) Once a class has been chosen, there are several filters to use on the Left Side, including class location, days and instructors available, terms, etc. to help maximize the desired results.
- 4) Examine the course information, including **prerequisites**.

5) Once you find the course you want, click **Add Course to Plan**.



Filter Results

Filters Applied: Accounting

- AVAILABILITY
- SUBJECTS
 - Accounting (11)
- LOCATIONS
 - Aurora (1)
 - Malta Campus (2)
 - Online (1)
- TERMS
 - Spring 2017 (4)
 - FA16 (2)
 - Summer 2017 (2)
- DAYS OF WEEK
 - Monday (2)
 - Tuesday (2)
 - Wednesday (2)
 - Thursday (2)
 - Saturday (1)
- TIME OF DAY
 - Select time range...
- INSTRUCTORS

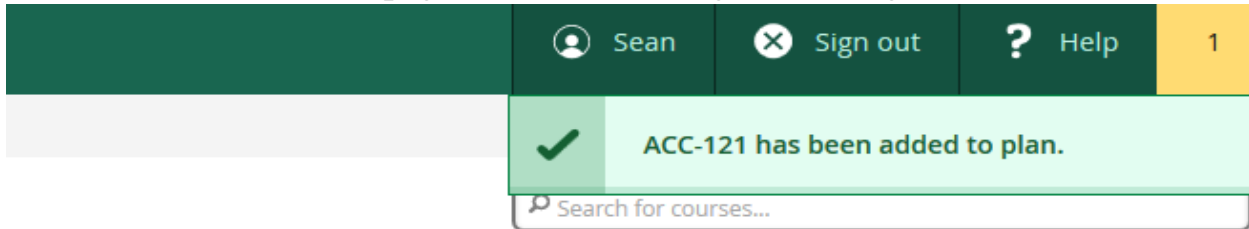
ACC-101 Software for Accounting (1.5 Credits) Add Course to Plan
 This is a hands-on course using small business accounting software. Students will learn how to install, set up, and run software for accounting, including accounts receivables, accounts payables, cash sales, payroll, generating reports, and miscellaneous accounting practices. This course is repeatable three times as software changes. One and one-half hours lecture/discussion per week.
 Requisites: None

ACC-106 Accounting Seminar (0.5 to 3 Credits) Add Course to Plan
 A special studies course designed to meet student and community needs. Available upon request in specific situations which do not comply with regular course offerings but do merit college credit and provide for occupational needs. Credit is determined on a contact hour basis. Repeatable three times up to a maximum of 12 credit hours.
 Requisites: None

ACC-108 Business Accounting (3 Credits) Add Course to Plan
 Standard bookkeeping procedures as they apply to personnel records, records of social organizations, and records of professional or small businesses. Course covers the accounting cycle, special journals, banking procedures, and payroll. Not designed for those wishing to continue their study of accounting. Three hours lecture/discussion a week.
 Requisites: None

[View Available Sections for ACC-108](#)

6) Choose term. A green box appears at the top of the page announcing the added course. The page returns to the original catalog search with filters.



Sean Sign out Help 1

ACC-121 has been added to plan.

Search for courses...

7) If you wish to change the search filters, click the X on boxes listed after “Filters applied” and choose different selections.



Filter Results

- SUBJECTS
- LOCATIONS
- TERMS
 - Spring 2017 (343)
 - FA16 (317)
 - Summer 2017 (114)
- DAYS OF WEEK
 - Sunday (1)
 - Monday (264)
 - Tuesday (268)
 - Wednesday (252)
 - Thursday (254)
 - Friday (51)
 - Saturday (10)
- TIME OF DAY
 - Select time range...
- INSTRUCTORS
 - Adzovic, K (1)
 - Aebly, A (1)
 - Ahlberg, T (3)
 - Ahlert, K (5)
 - Alde, R (11)
 - Show All Instructors
- ACADEMIC LEVELS
 - Undergraduate (846)
 - Continuing Education (73)
- COURSE LEVELS
 - Credit (841)
 - Non-Credit (78)