



## How-to-Guide for Student Planning

- 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 self-service dashboard. The 'Applications' section is highlighted in yellow, indicating the next step in the guide.

- 3) Click on Student Planning

The screenshot shows the Student Planning application menu. The 'Student Planning' item is highlighted in yellow.

- 4) Once in Student Planning you will see **Steps to Getting Started**



## 5) Step one will say **View Your Progress** and step two will say **Plan Your Degree & Register for Classes**

The screenshot shows the top navigation bar with the Kishwaukee College logo and name. Below it is a search bar and a notification banner that says "Unable to retrieve programs." The main content area is titled "Steps to Getting Started" and contains two numbered steps:

- 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](#)

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## To View Your Progress

### 1) Click **View Your Progress**

The screenshot shows the "my progress" page. At the top, there is a search bar and a message: "It looks like you don't have any courses planned." with a "Load Sample Course Plan" button. Below this is a navigation bar for the "Associate in Science" program (1 of 1 programs). The main content area is titled "At a Glance" and contains the following information:

Cumulative GPA:	(2,000 required)
Institution GPA:	(2,000 required)
Degree:	Associate in Science
Majors:	General
Departments:	General AS
Catalog:	2017

**Description**  
General education provides students the knowledge and abilities necessary for future growth as lifelong learners. The abilities of a generally [More...](#)

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

**Progress**

Total Credits (0 of 64)	64
Total Credits from this School (0 of 15)	15

**Requirements**

### 2) Notice your degree program (AA/AS/AES/AFA or AAS Degrees & Certificates)



3) Notice the total amount of credits taken and the number required to graduate with your degree

The screenshot displays the 'Associate in Arts' program page. At the top, there are navigation tabs: Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Grades. The main header shows 'Associate in Arts (1 of 1 programs)' and a 'Load Sample Course Plan' button. Below this is the 'At a Glance' section, which includes:

- Cumulative GPA: 0.800 (2,000 required)
- Institution GPA: 0.800 (2,000 required)
- Degree: Associate in Arts
- Majors: General
- Departments: General AA
- Catalog: 2017

A blue information box states: 'Program Completion must be verified by the Registrar.' Below this is a 'Progress' section with two horizontal bars:

- Total Credits (19 of 64):** A bar showing 6 completed (green), 13 in progress/planned (yellow), and 45 remaining (grey).
- Total Credits from this School (19 of 15):** A bar showing 6 completed (green), 13 in progress/planned (yellow), and 15 remaining (grey).

The 'Requirements' section is partially visible, showing 'General Education' with a note: 'Complete all of the following items. 1 of 7 Completed. Hide Details'. Underneath, the category 'A. COMMUNICATIONS' is listed.

4) A list of required classes will show in your progress. Under each category there are courses that are in

- GREEN for COMPLETED
- YELLOW for IN PROGRESS/PLANNED
- RED for NOT STARTED/REQUIRED
- BLUE for FULFILLED

5) Notice the course listings



6) \*\*\*Not all red courses need to be completed, only one or two may be necessary to fulfill your requirements\*\*\*

Requirements

General Education

Complete all of the following items. **1 of 7 Completed.** [Hide Details](#)

**A. COMMUNICATIONS**

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

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

Status	Course	
<b>Completed</b>	<a href="#">ENG-103</a>	Composition I
<b>Planned</b>	<a href="#">ENG-104</a>	Composition II

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

Status	Course	
<b>Planned</b>	<a href="#">COM-100</a>	Oral Communication
<b>Not Started</b>	<a href="#">SPE-GECC</a>	GECC Comm Speech

**B. MATHEMATICS**

Complete 3 hours from the following: MAT-101, MAT-202, MAT-208, MAT-210, MAT-211, MAT-220, MAT-229, MAT-230, MAT-231  
Complete all of the following items. **1 of 1 Completed.** [Show Details](#)

7) View ALL the requirements for completion

8) If you want to change or look at a different program, click **View a New Program** located next to your Degree/Program tab

Course Plan | Timeline | Progress | Course Catalog | Notes | **Associate in Arts** | Test Scores

Associate in Arts (1 of 1 programs) [+ View a New Program](#)

**At a Glance**

Cumulative GPA: 0.800 (2.000 required)  
Institution GPA: 0.800 (2.000 required)  
Degree: Associate in Arts  
Majors: General  
Departments: General AA  
Catalog: 2017

**Description**  
General education provides students the knowledge and abilities necessary for future growth as lifelong learners. The abilities of a generally

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

**Requirements**

**General Education**

Complete all of the following items. **1 of 7 Completed.** [Hide Details](#)

**A. COMMUNICATIONS**

Complete the following groups:

Academic Programs

- Administrative Assistant
- Adult Education General
- Advanced Automotive Technology
- Alternative Energy Technology
- Application Specialist
- ASE/Advanced Level
- Associate in Arts
- Associate in Engineering Science
- Associate in Fine Arts/Art Ed Option
- Associate in Fine Arts/Art Option
- Associate in Science
- Automated Engineering Tech
- Automated Industrial Tech
- Automotive Technology
- Aviation Flight
- Basic Automotive Technology
- Basic Diesel Power/Equipment Repair



9) In the top right hand corner, you will see a notification bar which shows the following:

- Messages from your counselor/advisor
- Hold on your account
- Error messages such as....
  - Update: Address, phone number, etc.

The screenshot shows a student portal interface. At the top, there is a dark green navigation bar with the text "LEGE" on the left and user options "Sean", "Sign out", "Help", and a notification count "2" on the right. Below the navigation bar, the main content area is partially visible, showing a "3 Overview" section. A red notification bar is overlaid on the right side of the page, containing two messages:

- Message 1: "Your address needs to be confirmed in order to register for classes. Please click here to confirm your address information." with a close button (X).
- Message 2: "Your phone needs to be confirmed in order to register for classes. Please click here to confirm your phone information." with a close button (X).

Below the notification bar, the main content area shows a "to transfer" section, a ".com" link, and a navigation menu with items: "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript", and "Grades". At the bottom of the screenshot, there is a "Planned: 13 Credits", "Enrolled: 0 Credits", "Waitlisted: 0 Credits" summary, a "Remove Planned Courses" button, and an "Unprotect" button.