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

3) Click on Student Planning

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**

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**To View Your Progress**

1) Click **View Your Progress**

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

4) A list of required classes will show in your progress. Under each category there are courses that are in
   a. GREEN for COMPLETED
   b. YELLOW for IN PROGRESS/PLANNED
   c. RED for NOT STARTED/REQUIRED
   d. 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***

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
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…
     o Update: Address, phone number, etc.