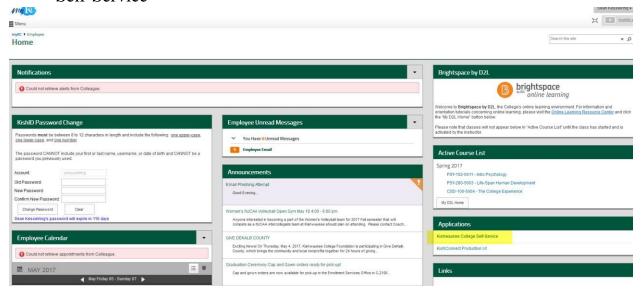
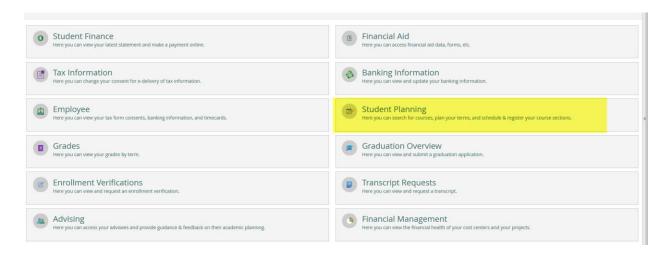


To Plan Your Degree and Register for Classes:

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



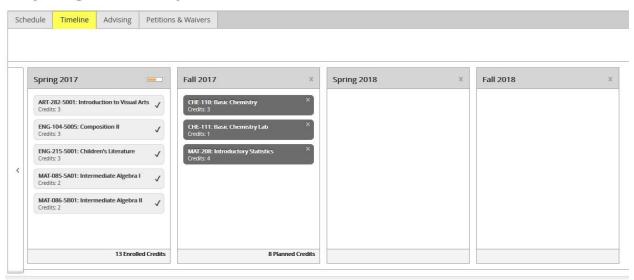
3) Click on Student Planning



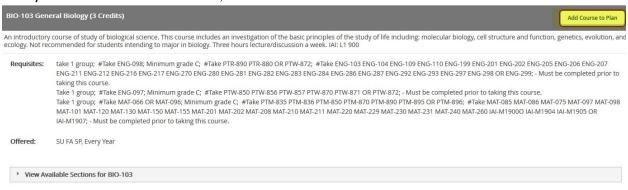
- 1) Click on Plan Your Degree & Register for Classes
- 2) Click on the **Timeline** tab



Plan your Degree and Schedule your courses



- 3) Page right and review past, current, and future semesters
- 4) Return to My Progress tab on the top left of the page.
- 5) Review needed classes and choose a class to register.
- 6) If the class is available, click Add Course to Plan



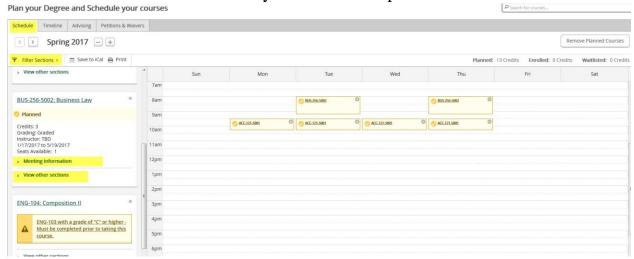
- 7) Select a term for the course, (i.e., Spring, Summer or Fall of 20...)
- 8) Return to Plan & Schedule
- 9) Click Timeline

Go to the semester chosen for your selected class. Total number of credits is displayed at the bottom of the box.

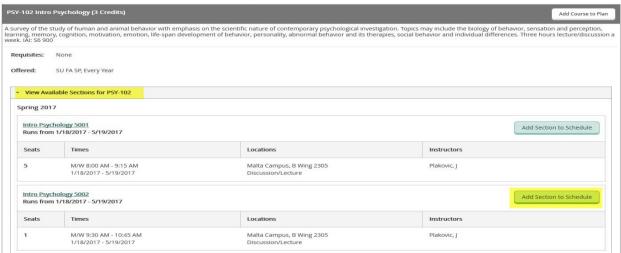


To Register for Classes:

- 1) To view a calendar of your current semester schedule, click the **Schedule** tab under **Plan Your Degree & Register for Courses**. A description of the course appears on the left of the calendar with options to drop the class or view other sections of the same class. You may print the calendar.
- 2) Next to the timeline button is a **schedule**. This allows you to see classes set up like a week plan. With this you can determine which classes conflict with each other and which times you would most prefer to take a class.

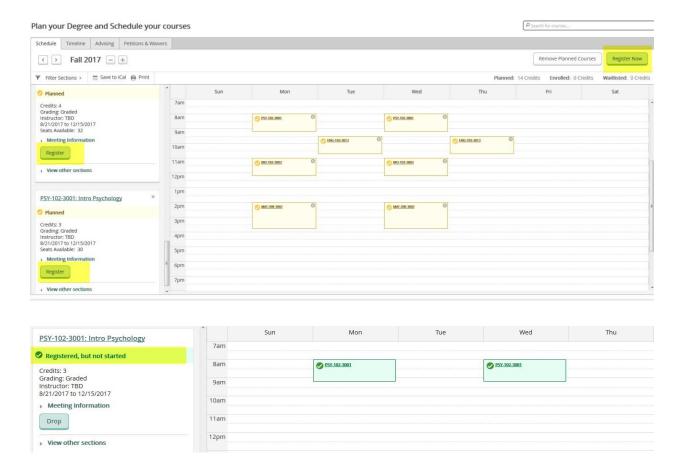


3) To add a course to your schedule you can go to the **course catalog**. When you find a course you would like to take, click on it and there will be a button that says **View available sections**. Find a section you would like to take and add the section to your schedule.





4) The class will then show in your schedule and timeline. It will be yellow until you register for it by clicking on it and registering. As soon as you register, it will turn green.

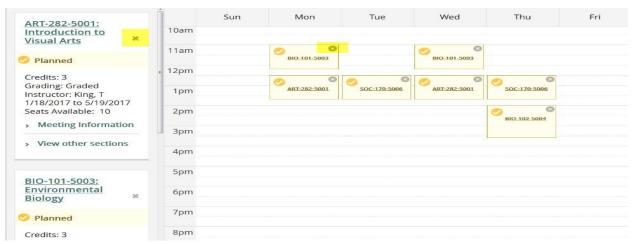


Dropping Classes:

Dropping/Removing 'Planned' Course

1) If you wish to REMOVE a class, click the X in the upper right corner of the class in your **schedule**. *THIS ONLY WORK IF COURSE IS PLANNED*





2) If you wish to remove the class completely, you must go to your **timeline** and click the X in the term you wish to remove it from. If you don't remove it from your timeline, it will remain indefinitely.

Dropping/Removing 'Registered' Course

3) If you wish to DROP a class you have registered for, you must click the **Drop** button under the desired course.

NOTE: You cannot drop courses after the withdrawal period

