

TCL Self-Service Quick Student Planning and Registration Guide

1. Login to TCL Self-Service at <u>http://selfservice.tcl.edu</u>.

TECHNICAL COLLEGE			
	Sign In User name Lik UserName Password		
		Sign In	
	TECHNICAL COLLEGE OF THE LOWCOUNTRY	© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserve	ed. <u>Privacy</u>

- Your user name is your first and last name, all in lower case with no spaces.
- For current and returning students your password is the same as it was for Webadvisor. NOTE: If this is your first semester at TCL, your password is the last seven digits of your Social Security Number and you will be required to change your password after logging in. Your new password can be six to nine characters long and must be a combination of letters and numbers.

Need help logging in? Contact the Help Desk at 843-525-8344 or via email at helpdesk@tcl.edu

2. Select the Student Planning tab.

Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.

3. Go to My Progress.

≡ ♠	Academics v Student Planning v Planning Overview Steps to Getting Started Search for courses and earn your degree. Here are 2 steps to get you started: There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started: Search for courses									
) التا التا التا	1 View Your Progress start by going to My Progres Go to My Progress	ss to see your academic progress in yo	our degree and search for		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					
	Programs		Cumulative GPA		Progress					
	Associate in Arts		4.000 (2.000 required)							
	Spring 2018 - 16 Week Term Schedule									
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	9am 10am		MGT-120-708							

4. Select course to place on your plan.

At a Glance Cumsdave GPA: Instatuto RPA: Degree (2.000 required) (2.000 required) Associate in Applied Science Associate in Applied Science Program Science 2017 Improvements Program Completion must be verified by the Registrar. Program Completion must be verified by the Registrar. Program Science Program Science Science Science Program Science Science Program Science Science Program Science Science Science Program Science Science Science Program Science Science Program Science Science Program Science Science Program Science Program Scie
Cumulative GPA: (2.000 required) Degree: A social in Applied Science A s
Requirements
Major CRJ 2014 Complete al i of the following items: O of 3 Completed: <u>Hide Datalis</u> A Major Courses STUDION MUST TAKE CRJ-101, CRJ-122, CRJ-130, CRJ-242; Complete al infe following items: O of 1 Completed. <u>Hide Datalis</u>
0 of 4 Courses Completed. <u>Histor Datalis</u>
Status Course Pseurch Grade Term Credits
Not Started Clip.101 Intro to Criminal Justce
Not Started Clij.123 Criminology
Not Started CB/130 Police Administration
Not Started CB-242 Correctional Systems

- 5. Click View Available Sections.
- 6. Select the section that works best with your schedule and Add Section to Schedule.

|--|

Intro to Crimir	Intro to Criminal Justice 01 🚯							
Seats	Times –	Locations	Instructors					
15	M/W 8:00 AM - 10:45 AM 6/4/2018 - 7/31/2018	Beaufort - Main Campus, Building 14 - Computer/Elec 101 Lecture	Ricks, M					
Intro to Crimir	al Justice 82 🚯		Add Section to Schedule					
Seats	Times	Locations	Instructors					
15	6/4/2018 - 7/31/2018	Online Only Internet	TCL Staff					

7. Review section details and Add Section.

Section Details							
CRJ-101-01: Intro to Cri Summer 2018 - 8 Week	minal Justice K Term						
Instructors	Ricks, M	Ricks, M					
Meeting Information	M, W 8:00 AM 10:45 AM 6/4/2018 - 7/31/2018 Beaufort - Main Campus, Building 14 - Computer/Elec 101 (Lecture)						
Dates	6/4/2018 - 7/31/2018						
Seats Available	15 of 15 Total						
Credits	3						
Grading	Graded						
Requisites	A TAKE RDG-100 - Must be completed prior to taking this course.						
Course Description	This course includes an overview of the functions and responsiblities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.						
Additional Course Fees	Fees listed here are in addition to general tuition and fees closed to the registration.						
	Sled Bkgrnd Ck Fee:	\$25.00					
(Close		Add Section				

8. Select Plan and Schedule from the Student Planning tab at the top of the form.

Academics ~	Student Planning ~	Course Catalog			
Search for	Planning Overview	urse Sections			i. Europe
C Back to Mg Pr	My Progress				L of the
	Flan & Schedule				
Filter Results	Course Catalog	holed N	ione		
* AVAILABILITY	Test Summary	CRI-101 Intro b	o Criminal Justice (3 Credits)		Million
* SUBJECTS	Unofficial Transcript	This course inclu	des an overview of the functions and responsib	ittes of agencies involved in the administration of autoce to include police organ	scattors, court systems, correctional systems and assentie is
15T information	n Systems Tech (2)	agencies.			
ACC Accountin	g (1) ral Engineering (1)	🤨 This course	e is planned.		
ANT Anthropol	logy (1)	Remister	TAXE BDG-100 - Must be completed prior to ta	ione that course	
Show All Subjection	cts	nequotes.	near and the canadian period before the second	ang out courte.	
- LOCATIONS		- View Avail	lable Sections for CRI-101		
Beaufort - Mai	areer Execellence (1) n Campus (33) nein Cartar (7)	Spring 2018	8 - 16 Week Term		
New River Carr Online Only (2) Whale Branch	ipus (12) 8) Early College HS (4)	intro.to.Or	iminal justice.01 🚳		Add Section to Schedule
- TERMS		Seats	Times	Locations	Instructors
Fall 2018 - 14 V 2017FA (30) 2018SP (25)	Veek Term (32)	10	M 8:00 AM - 10:45 AM 1/8/2018 - 5/7/2018	Beaufort - Main Campun, Building 14 - Computer/Elec 101 Lecture	Ricks, M
2017FA2 (12)	- II Week Term (20)	Intro to Cri Runs from	iminal Justice 25 3		Add Section to Schedule
· DAYS OF WEEK	<			10000	
Monday (21)		Seats	Times	Locations	matructors
Tuesday (23)	h ming CegeePans	6	T/Th 8:25 AM - 9:45 AM 1/17/2018 - 5/7/2018	Hampton - Mungin Center, Hampton Center 135 Lecture	Rivers, D

9. Use the arrows to navigate to the current term. Select Register for each planned course in each term OR select Register Now to register for all planned courses.

Summer 2018 - 8 Weel	k Term 📃	+					Remove Planned Courses	Register Now
		-						Refresh
🛛 Filter Sections > 👘 Save to iCal 🗎	Print					Planned	d: 6 Credits Enrolled 5	Waitlisted: 0 Cre
CRJ-101-01: Intro to Criminal Justice	× .	Sun	Mon	Tue	Wed	Thu	Fri	Sat
📀 Planned	8a	m	CRI-101-01		CRI-101-01			
Credits: 3 Grading: Graded Instructor: Ricks, M	9a	m						
6/4/2018 to 7/31/2018 Seats Available: 15	10a	m	-					
Meeting Information	11a	m						
Register	12p	m						
> View other sections	1p	m						
	2p	m	SPC-205-02		SPC-205-02			
SPC-205-02: Public Speaking	× 3p	m						
Planned	4p	m	-		-			
Credits: 3 Grading: Graded	5pi	m						
6/4/2018 to 7/31/2018 Seats Available: 25	6p	m						
> Meeting Informa	7pi	m						
Register	*R	m						

10. Check to be sure your course status moves from Planned to Registered.



Need Help?

- Call 843-525-8207 or 843-525-8337
- Visit one of our campuses
 - o Beaufort (Student Records, Bldg. 2, Room 106)
 - New River (Admissions)
 - Hampton (Front Desk)