

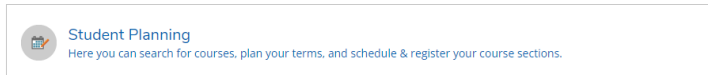
Using Self Service Student Planning: Planning and Online Registration

Plan courses using Student Planning

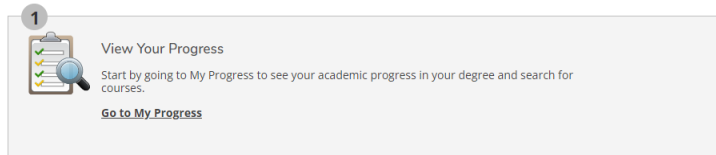
The following steps will assist you on the journey to registering for classes. Once you have completed the planning steps, the next step will be to register online. Let's get started.

New student or current student in a designated program of study

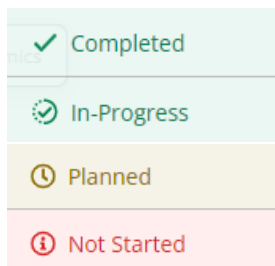
1. Visit **Self Service** on [the Hub](#)
2. Click **Student Planning**



3. Click **View Your Progress**



4. Verify the correct program of study is selected or use the arrow buttons to locate your program of study
5. Scroll to the requirements section to view the requirements listed for your program of study
6. Use the Status column to determine which courses are completed, in progress, planned or not started



7. Click the blue course name to review course catalog information

Status	Course
Not Started	ENGL-1010 Composition I

8. Use the **Filter Results** on the left navigation to narrow results to the appropriate location, term, etc.
9. Click **View Available Sections**

- a. Available seats, times, locations and instructors will be listed
- b. Select the option that best fits your schedule and click **Add Section to Schedule**
- c. In the **Section Details** pop up review prerequisites, corequisites and additional information to ensure you are eligible to register for the class
- d. Click **Add Section**

Section Details

ENGL-1110-WB01
Business Communications
Spring 2023

Meeting Information 1/9/2023 - 5/5/2023
Web, Login at thehub.southeast.edu WEB (Lecture)

Dates 1/9/2023 - 5/5/2023

Seats Available 20 / 20 / 0

Credits 3

Grading Graded

Requisites **Take ENGL-0985 or ENGL-0999; Minimum grade C - Must be completed prior to taking this course.**

Course Description Study of principles and techniques of writing effective business letters, electronic and written messages, and reports through the process of planning, writing, editing, and revising for the intended audience. Students will practice using the principles of grammar, punctuation, and correct word usage that have practical application in writing for business purposes.

Additional Information Refund Date: 01/16/23; Withdraw Date: 04/05/23

Books Total

Close Add Section

10. Your course is now planned. A planned course is a not yet registered course and displays in gold throughout Student Planning.

✓ **Planned**

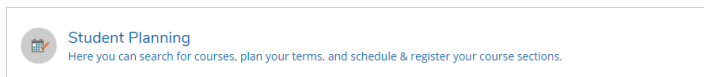
A confirmation that the class was planned and other important messages will appear in the top right corner. To return to view your program progress, click **Back to My Progress**.

YOU ARE NOW READY TO REGISTER FOR CLASSES

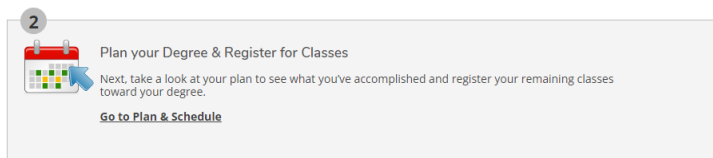
To register for classes, click **Academics** and select **Register for Classes**.


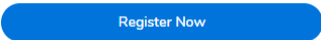
Register for Planned Classes

1. Visit **Self Service** on [the Hub](#)
2. Click **Student Planning**



3. Click **Plan your Degree & Register for Classes**



4. Verify the term displayed is the term you want to register for or use the arrow buttons to locate the correct term
5. Register for classes (*Complete the **Plan courses using Student Planning** steps FIRST to register for classes.*)
 - a. To register for a single planned class, locate the individual class in the left navigation and click the **Register** button under the class information

 - b. To register for all planned classes, click the **Register Now** button in the upper right-hand section above the calendar view

6. Important registration messages will appear in the top right corner. You will know you have successfully registered when the classes on your schedule turn from **yellow to green**. If a class remains yellow or turns red, registration was not successful and potential issues with time conflicts, prerequisites, corequisites and other course requirements need to be reviewed.

Login Support

Don't know your Username? Go to [Recover SCC Username and ID#](#) and enter your last name and full Social Security Number with no dashes. You will be given your SCC Username and ID#, please note that you must add **@southeast.edu** to the SCC Username when logging in to the Hub.

Temporary Password: The FIRST time you log in, your initial eight character password is **Sc**c#__ __ __ __ (the last four digits of your social security number.) (note the **S** is uppercase) For example: if the last four digits of your social security number were 1234, your **temporary** password would be Sc#c#1234.

Note: You will need to reenter the **Temporary Password** in the **Current Password** field at first time login

Now you create your own password.

Passwords must:

- Contain 7 – 16 characters
- Use at least one capital letter, one lower case letter and one number
- Cannot contain your name or ID#
- Cannot be a password that was used for your account previously

Need to reset Password?

If you have an older existing account or the temporary password is not working please change your password.

If you know your ID# or you have retrieved your ID# from the link above please use this link to [Reset your password](#)

You will be required to enter your non-SCC (personal) email address and it must match what we show on file along with your SCC ID#. You will then be sent a link to change your password, after which you should be able to immediately log into the SCC Hub with your new password

Still can't log in?

Visit <https://helpdesk.southeast.edu/index.php/login-help/> or contact the SCC Help Desk by email @ helpdesk@southeast.edu or 402-437-2447

"No Show" Students -

Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).

"No Show" students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the "no show" student did not drop the class with an "Official Drop/Add Form for Credit Classes" within the designated refund period. (See "Student-Initiated Drop or Withdrawal")

All students with a "hold" on their account (including "No Show" Students) will not be allowed to register for classes for the next term until the account is paid in full