How to Register using Student Planning
Log into MyKSC

MyKSC > Student Services gives access to Self Service. Student Planning is the tool in Self-Service used for registration, searching for classes, checking your progress toward your degree and creating a plan that will help you complete your degree on time!
How do I get to MyKSC????

www.keene.edu
I’m here, now what do I do?

From here you can:

- Check on your financial aid
- Plan, register, and add and drop or withdraw from classes, email your advisor, review progress for degree
- Check your grades
- Apply for graduation
- Confirm and/or update your address, phone and email
- Enter and confirm an emergency contact
- Request an official transcript
- Request an enrollment verification or a good student certificate
- Pay your bill
Self-Service

Hello, Riley Martin, Welcome to Colleague Self-S...

Choose a category to get started.

Financial Aid
Here you can access financial aid data, forms, etc.

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

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.
Student planning has many tools you can use.

- My progress - shows how your courses fit in your degree requirements - a great starting point to look for classes.

- "Degree Shopping" - if you are undeclared or thinking about changing your major, see what courses you need for a potential major.

- Plan and Schedule - plan your courses or actual sections for next term or the next 4 years, then when you are able to register, just click the button.

- Course Catalog - Search the course catalog for courses you need. You can filter your options by several different details.

- Test Summary - Did you take the Praxis? Math test?

- View/Print an unofficial transcript.
Where do I start?

For registration - you can start different ways.

My Progress
# My Progress

**B. Management Core**

Group 1: Take MGT 101, 140, and 215.
Group 2: Take MGT 331 or MGT 446.

Complete all of the following items. 0 of 2 Completed. 

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Course Name</th>
<th>Grade</th>
<th>Term</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Progress</td>
<td>MGT-101</td>
<td>Introduction to Management</td>
<td></td>
<td>2016SP</td>
<td>4</td>
</tr>
<tr>
<td>In-Progress</td>
<td>MGT-202</td>
<td>Quant Decision Making</td>
<td></td>
<td>2016SP</td>
<td>4</td>
</tr>
<tr>
<td>Planned</td>
<td>MGT-215</td>
<td>Acct for Sustainable Business</td>
<td></td>
<td>2016FA</td>
<td>4</td>
</tr>
</tbody>
</table>


Click the search button and you will be given a list of courses for this requirement.

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<th>Term</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>MGT-331</td>
<td>Principles of Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>MGT-446</td>
<td>Competitive Manufacturing Mgt</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Color is very important in Student Planning: **Green Good, Yellow OK, Red Do something**
I clicked the **Search** button.

There is so much you can do from here. Filter courses by term, days, subjects... How you filter determines what you see for course options.

You can add sections or courses for future terms.

Check Prerequisites

Find out when the course is offered.
Other ways to search for courses

Two other ways to search for classes - Go to the course catalog or enter words that might be in the course title or description.
Course catalog will show a list of subjects. Click on a subject and a list of courses is shown. You can add filters to the list to find courses or sections that meet your needs. Notice the different labels – View Sections and Add course to plan. These are different actions.
The "Search for Courses" box.

I typed "Applied" in the search box and courses with that word were shown.
Remember when I clicked the **Search** button?
You can filter courses many different ways to find what you need.
I clicked on “View Available Sections”. I selected the section I wanted and clicked “Add section to schedule”. This is NOT registering for a course – but we are getting closer.
After I added the section to my schedule, I went to “plan and schedule” and the semester for registration, selected calendar view, and the section I selected is on my schedule. I can see when my registration time is, how the section fits in my schedule, how other sections of this course fit my schedule, and the button to press when I am ready to register for classes.
When I click **register** – Remember the colors?

Green “Good”, Yellow “OK”, Red “Take Action”

Same colors for registration!
Notifications

Notifications can be found in the upper right corner of the screen. Holds preventing registration will be shown. You need to take action – provide required information or talk with a specific office. You will not be allowed to register until these holds are removed.

Action is Red
? Help
Find answers to questions not covered in this document

Plan & Schedule Help

- How can I search for course sections?
- How can I add course sections to my schedule?
- How can I view and filter available sections for courses on my course plan?
- How can I view and filter my planned course sections?
- How can I remove planned courses from my course plan?

You may remove a planned course or planned section from a current or future term on your plan by using one of the following methods:

- To remove individual courses, select the Schedule or the Timeline view from the Plan & Schedule tab. Select the x next to the course or section names to remove the item from the plan.
- To remove all the planned courses, select the Schedule or the Timeline view from the Plan & Schedule tab. Next select Remove Planned Courses. The Remove Planned Courses dialog box is displayed. From there you will need to verify that you want to remove the planned courses as indicated.

You may not remove a course or section from the plan once you have registered for a section of it in that term or if the course has been marked as protected.

- How can I load a sample course plan?
- How can I add the necessary requisite courses and course sections to my plan?
- How can I submit my schedule to my advisor for approval?
- How can I register if my schedule contains available sections for more than one course?
- How can I register when some sections on my schedule are available and others are not?
- How can I register for a section that has a requisite?
Notes

Using notes students and faculty can share information and have a record maintained in Student Planning.
This is a quick overview of how registration works using student planning.

If you have additional questions, send me an email (enieckoski@keene.edu) or come to Academic Advising or the Registrar’s office.