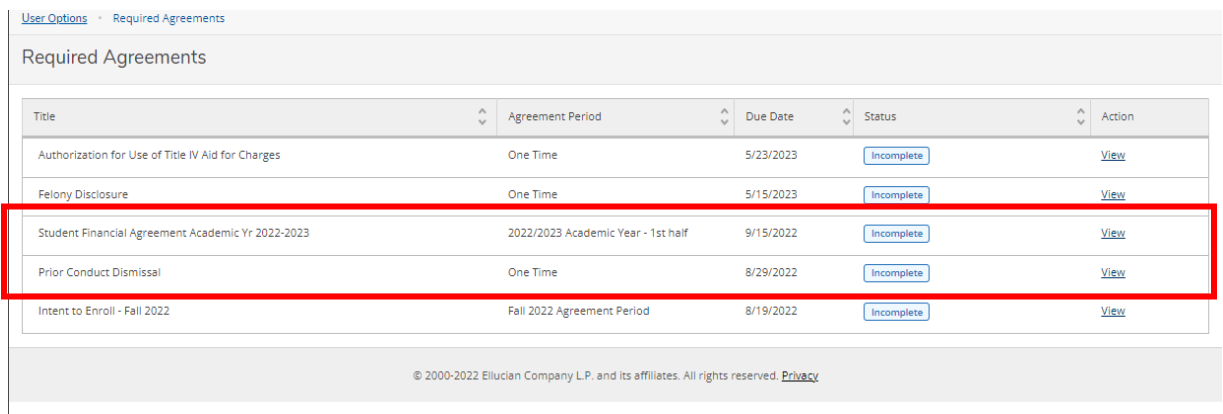


Search and Register for Classes: Student Planning

1. Go to my.flcc.edu and log in using your MyFLCC username and password. You can also access this on the top right hand side of the banner on the college's home page, flcc.edu
2. Before you register you must complete Required Agreements. To do this, click on your username at the top right-hand corner of your screen and select **Required Agreements**. Click **view** on the following agreements prior to registration: Prior Conduct Dismissal and the Student Financial Agreement.
 - a. You will only have to do the Prior Conduct Dismissal once but the financial agreement will be required during most registration periods.



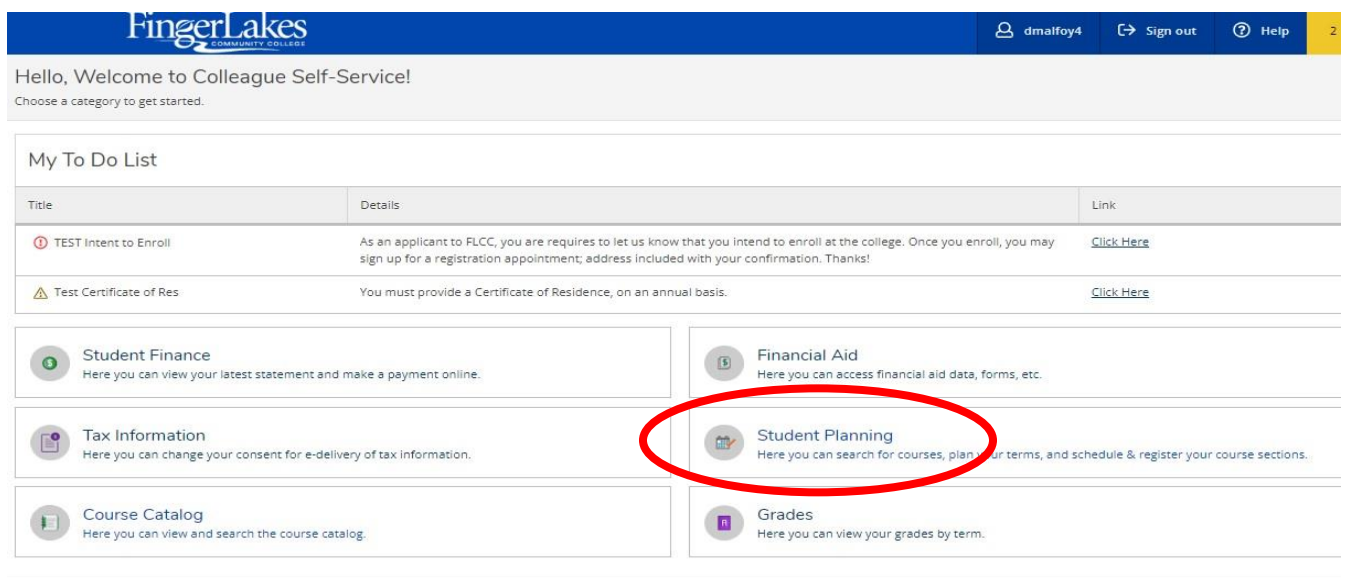
User Options · Required Agreements

Required Agreements

Title	Agreement Period	Due Date	Status	Action
Authorization for Use of Title IV Aid for Charges	One Time	5/23/2023	Incomplete	View
Felony Disclosure	One Time	5/15/2023	Incomplete	View
Student Financial Agreement Academic Yr 2022-2023	2022/2023 Academic Year - 1st half	9/15/2022	Incomplete	View
Prior Conduct Dismissal	One Time	8/29/2022	Incomplete	View
Intent to Enroll - Fall 2022	Fall 2022 Agreement Period	8/19/2022	Incomplete	View

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3. Once you're done, click on the home icon on the top left hand side menu and then select **Student Planning** and then **Go to Plan & Schedule**.



FingerLakes COMMUNITY COLLEGE

dmalfoy4 Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

My To Do List

Title	Details	Link
TEST Intent to Enroll	As an applicant to FLCC, you are required to let us know that you intend to enroll at the college. Once you enroll, you may sign up for a registration appointment; address included with your confirmation. Thanks!	Click Here
Test Certificate of Res	You must provide a Certificate of Residence, on an annual basis.	Click Here

Student Finance
Here you can view your latest statement and make a payment online.

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

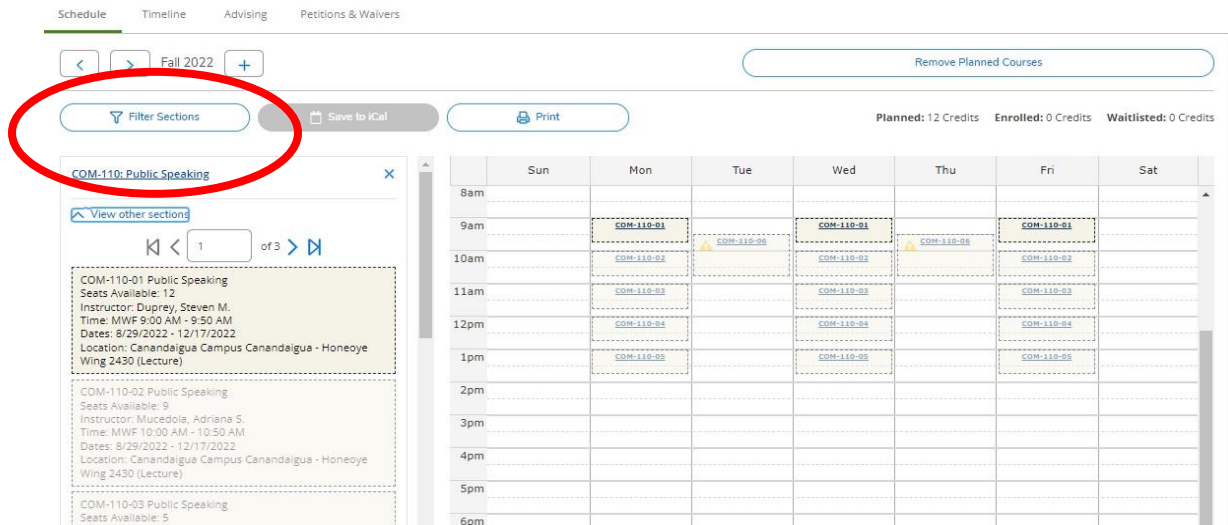
Tax Information
Here you can change your consent for e-delivery of tax information.

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

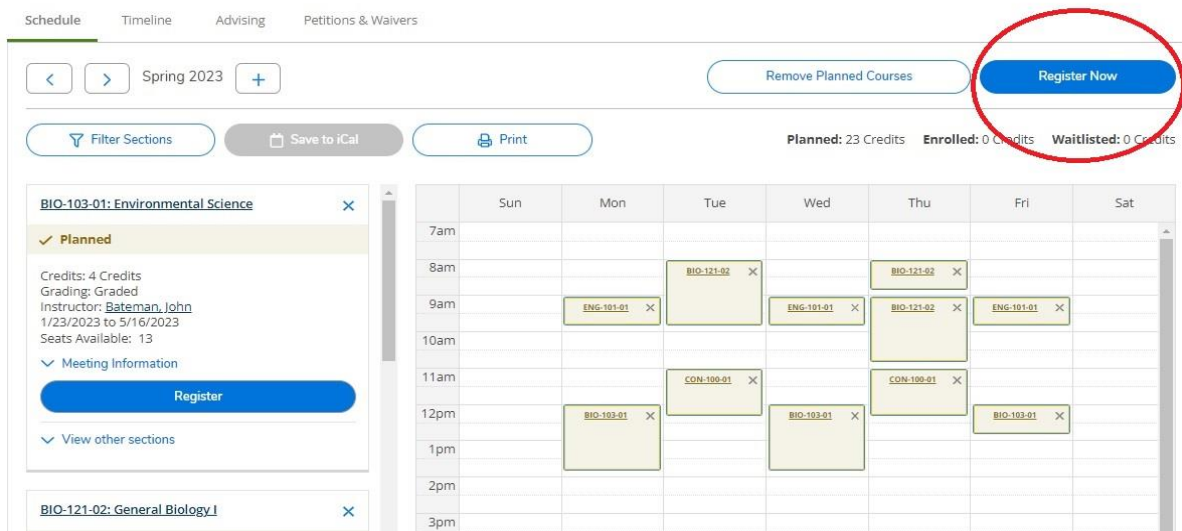
Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

4. If an advisor has made course recommendations, they will appear here. To select sections, click **View other sections** under each class to see available sections.
 - a. As you hover your mouse over the sections, they will appear in yellow in the calendar view on the right. Online classes without a meeting time will appear at the bottom of the calendar.
 - b. At the top of the list of sections, you will see arrows if more lists of sections are available. Click over to see more choices.



5. Utilize **Filter Sections** to filter by location, availability, and days of the week. To continue to utilize this feature, you must click **Filter Sections** prior to viewing sections for each class.
6. Once registration begins, you can click **Register** on each section or click the **Register Now** button at the top right of the calendar to register for all of the sections at once.



7. It is recommended that students click **Register Now** instead of registering for individual sections.
 - a. Classes that are successfully registered for will appear green in the calendar and be listed as 'Registered, but not started'.
 - b. To view a detailed view of your schedule, including classroom locations and faculty names, click **Print**.

8. If an advisor hasn't made recommendations and/or you need to find courses required for your degree, click on **Go to MyProgress** when you first get into **Student Planning** or **MyProgress** within **Student Planning**.

Understanding MyProgress (previously Program Evaluation)

1. Click **Expand All** to see all of the areas of the degree program.

The screenshot displays the 'My Progress' page for the 'AAS Business Administration' program. At the top, there is a search bar and buttons for 'View a New Program' and 'Load Sample Course Plan'. Below this, the 'At a Glance' section provides key statistics: Cumulative GPA (2.000 required), Institution GPA (2.000 required), Degree (Assoc/Applied Science), Majors (Business Administration), Specializations (Business Admin (AAS)), Departments (Business), Catalog (2022), and an alternate catalog year selector. A blue notification box states 'Program Completion must be verified by the Registrar.' The 'Progress' section shows a bar for 'Total Credits' at 17 of 64, and 'Total Credits from this School' at 17 of 32. The 'Requirements' section is expanded, showing 'Business Administration Program Core' with a status of '0 of 2 Completed'. A red circle highlights the 'Expand All' link in the Requirements section.

2. Areas that are complete will be listed as 1 of 1 completed or 3 of 3 completed depending on the degree requirement. They will also be in green with a check mark (see example on next page)
 - a. The class that completed the corresponding section will be listed as Completed with a green check mark. Other course that could have fulfilled that area will appear as Fulfilled. The description below each heading should explain the degree requirement.
 - b. Grades and the semester that you completed the course is also listed.
 - c. Transfer credit will have a T list as the grade.

Communication - Required Hours: 3

Complete the following item. ✓ 1 of 1 Completed. [Hide Details](#)

A. Communications

Complete COM-100 Human Comm. or COM-110 Public Speaking or COM-115 Interpersonal Comm.

Complete all of the following items. ✓ 1 of 1 Completed. [Hide Details](#)

✓ 1 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	COM-100 Human Communication	A-	21/FA	3
✓ Fulfilled	COM-110 Public Speaking			
✓ Fulfilled	COM-115 Interpersonal Communication			
✓ Fulfilled	COM-002 GenEd Transfer Communications			

Economics - Required Hours: 6

3. Degree requirements that are in progress will appear in green and will be identified as In-Progress with the current semester listed under the term column.

a. Read the degree requirement description for details and to determine if there are still unplanned courses in that section.

b. This example below shows the student is currently enrolled in the last required course in this area. The area is identified as Fully Planned.

A. Business

COMPLETE

Complete all of the following items. ⚠ 2 of 3 Completed. Fully Planned [Hide Details](#)

1.

Take courses ACC-102, BUS-123, BUS-222. ⌚ Fully Planned ⚠ 2 of 3 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	BUS-123 Business Communications	A	22/SP	3
✓ Completed	ACC-102 Prin. of Managerial Accounting	A	22/SP	4
🕒 In-Progress	BUS-222 Marketing		22/FA	3

4. Degree requirements that specify a specific course and are unplanned will be listed in red as Not Started. Read the degree requirement to determine if all of the courses or credits listed are required or if the list is showing the choices.
 - a. The degree requirement will also appear as 0 of 1 Courses Completed (see below) or 0 of 3 Course Completed depending on the area. This will also appear in red.
 - b. Click **Search** to view all of the choices and their availability or click on the specific course to read the course description, Add Course to Plan, and/or to select the desired section.

D. Mathematics

Complete 3 credits in mathematics (MAT-121 or MAT-122 recommended)

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
⚠ Not Started	MAT-101 Mathematics for Liberal Arts			
⚠ Not Started	MAT-110 Mathematics of Money			
⚠ Not Started	MAT-121 Introductory Statistics I			
⚠ Not Started	MAT-122 Introductory Statistics II			
⚠ Not Started	MAT-135 Mathematics in Context			
⚠ Not Started	MAT-145 Survey of Functions I			
⚠ Not Started	MAT-152 Pre-Calculus (Functions II)			
⚠ Not Started	MAT-160 Intro to Discrete Mathematics			

5. Once a course is planned, it will appear at the top of the list if there are choices and the degree area will appear as 1 of 1 Fully Planned or whatever the requirement.

D. Mathematics

Complete 3 credits in mathematics (MAT-121 or MAT-122 recommended)

Complete all of the following items. ✅ 0 of 1 Completed. Fully Planned [Hide Details](#)

✅ Fully Planned ⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✅ Planned	MAT-121 Introductory Statistics I		23/SP	3
⚠ Not Started	MAT-101 Mathematics for Liberal Arts			
⚠ Not Started	MAT-110 Mathematics of Money			
⚠ Not Started	MAT-122 Introductory Statistics II			
⚠ Not Started	MAT-135 Mathematics in Context			
⚠ Not Started	MAT-145 Survey of Functions I			
⚠ Not Started	MAT-152 Pre-Calculus (Functions II)			

6. Degree requirements that are unplanned but are not listed as a specific course will appear in red as 0 of 1 Completed or 1 or 2 Credits Completed (see example below). Details about the degree requirement will be listed below the section name.
 - a. Click **Search** to view degree area requirements or use **Search for courses** on the top right of the screen to search for specific courses.

- b. Utilize the filters on the left side of the page to determine what courses are available for registration for an upcoming semester or click **Add Course to Plan** on the course to plan the course for a specific semester.

Physical Education - Required Hours: 2

Complete the following item.  0 of 1 Completed. [Hide Details](#)

A. Health/PE

Complete 2 credits from subject HPE

Complete all of the following items.  0 of 1 Completed. [Hide Details](#)

 1 of 2 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
 Completed	HPE-115 Tennis	A	22/SP	1

- 7. Once you are done planning courses, click **Student Planning** on the top heading and then **Plan & Schedule**.
 - a. **Student Planning** always default to the current semester so to see planned courses for future semesters click on the arrow next to the semester name.
 - b. **Student Planning** saves as you go.
 - c. Course that are planned should appear on the **Schedule** tab. You can now search for sections (see step 4 above for detailed instructions).