

Fayetteville Technical Community College



GUIDE FOR USING SELF-SERVICE *STUDENT PLANNING*

Self-Service is a new and innovative tool for accessing your own records. It will eventually replace WebAdvisor. For now, you can access Self-Service through the WebAdvisor menu by clicking on the “Student Planning” link.

Information in this document was shared as a courtesy of Student Development at Cape Fear Community College, a sister institution.

Self-Service – Student Planning

Fayetteville Technical Community College offers an online self-service connection for students to review their finances and plan their program of study. Student Planning is a roadmap for students to track their progress from program approval to program completion. The plan encourages students to develop a course of action to graduate on time. Advisors can access the students' plans and are better equipped to support educational growth and development. Some of the features are listed below:

Get Started

1. Log into [WebAdvisor](#).
2. Click the Students icon.
3. Select "Student Planning" under the Academic Planning section.

Academic Planning

[Student Planning](#)

Academic Profile

[Transcript](#)

[Transcript Request](#)

[NSCL Student Self Serve](#)

Self-Service Welcome Screen

There are tabs on the main screen that may be accessed once the student accesses the Self-Service welcome screen. The tabs are **Student Finance**, **Student Planning**, **Graduation**, and **Employee**.

Fayetteville Technical Community College Your Name Sign out Help Notifications

Student Finance Student Planning Graduation Employee

Home My Progress Plan & Schedule Course Catalog Test Summary Unofficial Transcript

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1

View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2

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 General Education | 4.000 (2.000 required) | <div style="width: 75%;"></div> |
| Manicuring/Nail Technology (Certificate) | 4.000 (2.000 required) | <div style="width: 100%;"></div> |

Student Planning Overview

Under the **Student Planning** tab, there are several options to assist in monitoring and planning a program of study. The choices are: **My Progress**, **Plan & Schedule**, **Course Catalog**, **Test Summary**, and **Unofficial Transcript**.

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[Go to Plan & Schedule](#)

| Programs | Cumulative GPA | Progress |
|----------------------------|------------------------|---------------------------------|
| Associate in Fine Arts Art | 2.635 (2.000 required) | <div style="width: 50%;"></div> |
| Continuing Education | 0.000 (0.000 required) | <div style="width: 0%;"></div> |

My Progress

For a detailed overview of your progress for your program of study, select **My Progress**. The screen will populate with your program. It looks very similar to Program Evaluation in WebAdvisor.

Fayetteville Technical Community College John Doe | Sign out | Help | Notifications

Student Finance | Student Planning | Graduation | Employee

Home | My Progress | Plan & Schedule | Course Catalog | Test Summary | Unofficial Transcript

My Progress

Associate in General Education (1 of 4 programs) View a New Program | Load Sample Course Plan

At a Glance

Cumulative GPA: 4.000 (2.000 required)
Institution GPA: 4.000 (2.000 required)
Degree: Associate in General Education
Majors: Associate in General Education
Departments: Associate in General Education
Catalog: 2015

Progress

Program Completion must be verified by the Registrar.

Total Credits (117 of 84): 85 (15, 17)
Total Credits from this School (54 of 18): 22 (15, 17)

Requirements

General Education Requirements

Complete all of the following items. 2 of 5 Completed. Fully Planned Hide Details

A. GE Required Course

Take 3 credits:
From courses ENG-111
Fully Planned 0 of 3 Credits Completed.

| Status | Course | Grade | Term | Credits |
|-------------|-----------------------------|-------|--------|---------|
| In-Progress | ENG-111 Writing and Inquiry | | 2016SP | 3 |

B. GE Required Pick

Take 3 credits:
From courses ENG-112 or ENG-114
Fully Planned 0 of 3 Credits Completed. Hide Details

Reviewing Degree Requirements

Click on **Plan & Schedule** to map out your program requirements for the next semester as well as the future terms. The Schedule view shows the current term and the courses that you are enrolled in for that term. The number of enrolled credits will appear on the screen as well. In this example, the student is registered for one class that meets face-to-face on Monday and Wednesday. The remaining classes the student is registered for are online and appear at the bottom of the schedule because they do not have a specific meeting date and time.

Filter Sections > Save to iCal Print Planned: 0 Credits Enrolled: 12 Credits Waitlisted: 0 Credits

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|--------------|-----|--------------|-----|-----|-----|
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | ART-422-0001 | | ART-422-0001 | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm | | | | | | | |

Sections with no meeting time

- ART-115 Art History Survey II Section 0901 Faculty: Gaydosh, A
- ART-264 Digital Photography I Section 0901 Faculty: Wilson, J
- ENG-264 World Literature I Section 0901 Faculty: Bennehaley, A

Need help?

Fayetteville Technical Community College

Student Finance Student Planning Employee

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- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2**
[Calendar icon]

Student Planning Help

- How do I find a course?
- How do I plan my courses?
- How do I create a schedule?
- How do I view a summary of my progress?
- How do I register for classes?
- How do I submit my course plan to my advisor?
- How do I view my progress towards my degree requirements?
- How is the Progress bar calculated?
- How do I find an academic program?

Sign out Help Notifications

| Programs | Cumulative GPA | Progress |
|----------------------------|------------------------|---|
| Associate in Fine Arts Art | 2.635 (2.000 required) | <div style="width: 100%; height: 10px; background-color: green;"></div> |

Click **"Help"** located in the right top corner on any page for additional information about that page. Example, if you click on the "Student Planning" tab and need additional information about student planning, click **"Help."**