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.
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.

<table>
<thead>
<tr>
<th>Academic Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Planning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript</td>
</tr>
<tr>
<td>Transcript Request</td>
</tr>
<tr>
<td>NSCL Student Self Serve</td>
</tr>
</tbody>
</table>
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

**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**.
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.

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.
Need help?

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.”