



## Directions for Printing Your Class Schedule:

- 1) Visit [www.faytechcc.edu](http://www.faytechcc.edu) and scroll to the bottom of the page.
- 2) Under Resources click the “Web Advisor” link.
- 3) Log in to Web Advisor
  - a. Click the blue “Students” tab on the right side of the page.
  - b. Click the “Log In” button at the top of the page
    - i. Your login name will be the first seven letters of your last name, the first letter of your first name, and the last four numbers of your FTCC student number. If you do not know your FTCC student number, go back one page and click “What’s my User ID” in the bottom left corner.  
*(Example: John Smithson, ID 1234567 would be smithsoj4567).*
    - ii. For the first time logging in, your password will be your date of birth: MMDDYYYY. If you have already changed your password, please use the new password. If you have forgotten, you can reset it.  
*(Example: January 2, 1980 would be 01021980).*
- 4) Once you are logged in to Web Advisor, you should see something like this:

The screenshot shows the Web Advisor dashboard with several menu categories on the left and right. The 'Student Planning' link under the 'Academic Planning' category is circled in red, with a red arrow pointing to it. The categories and their links are:

- User Account**
  - [What's my User ID?](#)
  - [Address Change](#)
- Student Account Information**
  - [View Account and Make Payments](#)
  - [Enroll in Payment Plan/e-Cashier](#)
  - [1098 Electronic Consent](#)
  - [View My 1098-T Forms](#)
- Financial Aid**
  - [Financial aid status by year](#)
  - [Financial aid status by term](#)
  - [Financial aid award letter](#)
  - [Financial Aid Shopping Sheet](#)
  - [Accept or reject my financial aid awards](#)
  - [Financial Aid eForms](#)
  - [Financial Aid Course Eligibility](#)
- Communication**
  - [My Documents](#)
  - [E-mail My Advisor\(s\)](#)
- Registration**
  - [Manage My Waitlist](#)
  - [Student Health Program Application](#)
  - [Student Course Withdrawal Form](#)
- Academic Planning**
  - [Student Planning](#) (circled in red)
- Academic Profile**
  - [Transcript](#)
  - [Transcript Request](#)
  - [NSCL Student Self Serve](#)

- 5) Click the “Student Planning” link. You will now be taken to our new Student Planning tool:

The screenshot shows the Student Planning tool interface. The navigation bar includes tabs for Student Finance, Student Planning, Advising, Finance Administration, Graduation, and Employee. The 'Plan & Schedule' tab is circled in red. Below the navigation bar, there is a search bar and a section titled 'Steps to Getting Started' with two main steps:

- 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](#)

- 6) Click the “Plan & Schedule” link.
  - a. Make sure you are viewing the correct semester (i.e. Fall 2018). You can use the tabs under “Schedule” to change which semester you see.
  - b. Click to view a printable schedule.