

STUDENT PLANNING & SCHEDULING

These directions are for those who already have their courses planned for the current semester.

1. From the Camden County College home page, camdencc.edu, click on “*My*CCC” at top right.
2. Log-in to “*My*CCC” Portal.
3. Click on “Self Service” and go to “Student Planning”.
4. Under Step #2, click on “Go to Plan & Schedule”.
5. Make sure you are viewing the current semester for registration (i.e. Fall 2019 semester).
6. Click on “Filter Sections” if you need a certain campus, need certain days, or times. A drop down menu will appear. This must be done for each class being scheduled.
7. Selected courses will be listed on left column. For each class, click on “view other sections”.
 - a. The class times will appear on the calendar on the right, but they will also list under the course too.
 - b. There may be more than one page of selection so use the arrow buttons to go to the next page.
 - c. Once a class is decided upon click on that specific class, then click “add section”. Do this for each class.
8. Double check the courses and sections you selected for accuracy.
 - a. Go to the “Timeline” tab. You will see the specific courses you have planned with an “X” next to them. They are now in your cart, but you have not registered for them.
 - b. Click on each course to confirm instructor, meeting information, and dates.
9. Once all class information is confirmed, click “Schedule”
10. Once all classes are selected, click “Register Now”, or you can register for each individual class.
11. After registering, your courses on the calendar will turn green and on the course list to the left, you will see “Registered, but not started”.
12. Click on the “Print” icon for the schedule.
 - a. You can now view and print your schedule for the semester.
13. As you get closer to the start of the class, log back in to verify locations in case they changed.

Remember to log out of the “*My*CCC” portal when done and close the browser.