

Using Schedule Planner Video Transcript

00:00 – 00:07

If you don't know your Student ID number, directions on how to look up your SID will be shown at the end of this demonstration.

00:09 – 00:24

This video will demonstrate how to register for classes using the Schedule Planner. When registering for classes, students are able to register online through either Schedule Planner or Web Registration. Both these tools are available from My Clover Connection.

00:25 – 00:38

To register, you will need your Student ID number and your Student PIN. Your PIN is your 6-digit date of birth: two digits month, two digits day, and the last two digits of your year. No dashes or slashes.

00:39 – 00:56

Schedule Planner is a useful tool for finding open classes and easily registering. However, if you already have the 4-digit class item numbers, you can go directly to Web Registration. Watch the video on how to register using Web Registration for directions. Okay, let's get started!

00:57 – 01:05

To register using the Schedule Planner, go to the Clover Park Technical College website. www.cptc.edu

01:06 – 01:20

Hover over "Current Students" and click on MyCC. This will redirect you to the student My Clover Connection site. Scroll down to "Enrollment Services" and click on "Schedule Planner".

01:21 – 01:30

Select the quarter you wish to register for and click on "Select Courses". At the bottom of the page, click on "View Course List".

01:31 – 01:43

A full listing of all courses offered for the selected quarter will appear. You may select your courses by scrolling down or clicking the first alphabet letter of the course.

Using Schedule Planner Video Transcript

01:44 – 02:12

For this demonstration, we will locate and register for Business Math, MAT103 and College Success, COLL102. I will select “M” at the top. Find and select MAT103. I can scroll back up to “C” or click on “Return to Top”. Click on “C”. Find and select COLL102.

02:12 – 02:27

You will see your selected courses appear in the white box at the top left. You may continue to add additional course. Once you’ve added all the courses you wish to register for, click on “Submit Selections”.

02:29 – 02:40

Select the course sections you wish to register for by clicking on the white check boxes. Once done, click on “Register” at the bottom.

02:41 – 03:02

You will need to enter your Student ID number, followed by your Student PIN. Once done, click on “Register”. Your name appears and you will need to confirm your registration by clicking “Continue”.

03:05 – 03:15

If any of the classes you selected is full, a message appears letting you know the following classes are full and provides you the option to be added to the automated waitlist system.

03:17 – 03:25

If you would like to be added to the waitlist, make sure the check box for the course is checked and click on “Add to Waitlist”.

03:26 – 03:34

A confirmation appears that shows your position on the waitlist. Your registration is now complete!

03:35 – 03:43

Classes you registered for appears under the section, “This is your schedule”. Your total charges are listed below your schedule.

Using Schedule Planner Video Transcript

03:45 – 04:02

Click on “Finish” at the bottom. If you wish to print your class schedule, click on “View My Schedule” located at the left. Click on “Return to Main Menu” to log off. Your registration is now complete!

[Look Up Your SID begins]

04:05– 04:15

To look up your Student ID number, you will need the last name used while attending Clover Park, your birth date and the last 4 digits of your Social Security Number.

04:16 – 04:25

To get started, go to the My Clover Connection website. www.cptc.edu/mycc

04:26 – 04:35

Scroll down to the bottom of the page. Under “Information” click on “Look Up Your SID”.

04:36 – 04:53

You will need to enter your last name, enter your date of birth in the format shown, and the last 4 digits of your Social Security Number. Click on “Display My SID”.

04:54 – 05:00

Your SID is displayed at the bottom of the screen. Click on “Back to Main Menu” to log off.

[End of Video]