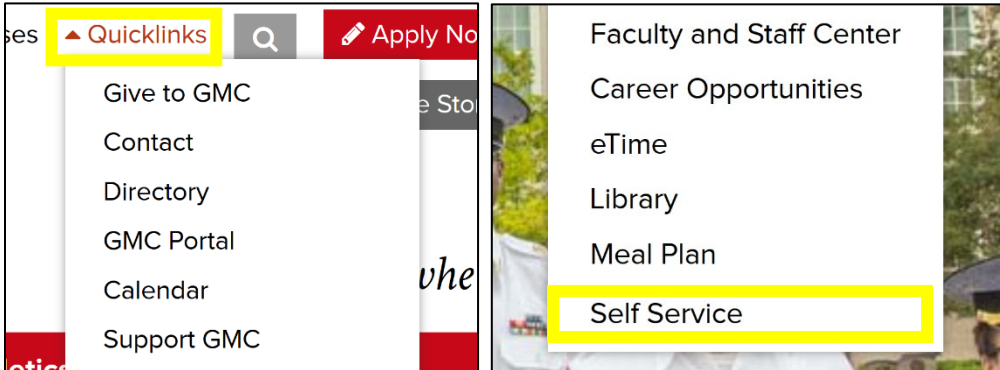




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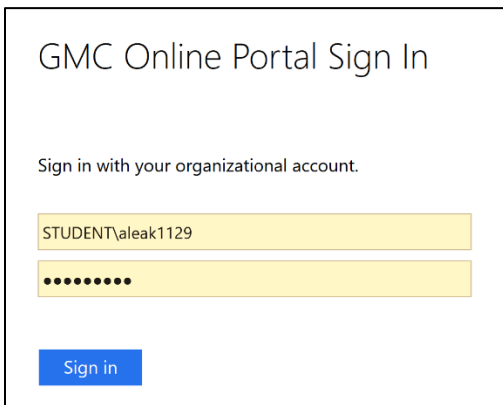
How to Edit Your Course Plan in Student Planning

Step 1: Go to GMC.EDU and click **Quicklinks** at the top of the page, then click **Self Service**.

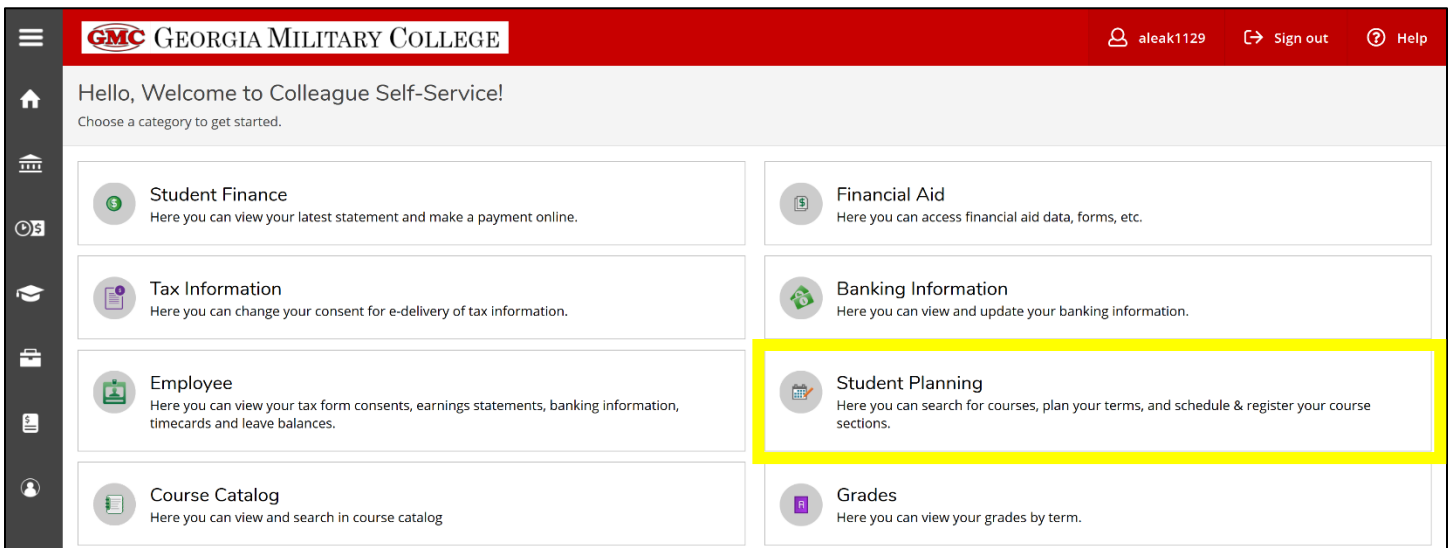


Step 2: Login to Self Service by entering your **GMC username and password**

(your GMC username is everything that comes before @bulldog.gmc.edu in your email account. For example, jmiller1234@bulldog.gmc.edu would mean your GMC username is jmiller1234)



Step 3: Once you are logged in to Self-Service, click the “**Student Planning**” link.





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Step 4: Click “Plan your Degree & Register for Classes”

The screenshot shows the 'Steps to Getting Started' section of the GMC Student Planning portal. Step 2, 'Plan your Degree & Register for Classes', is highlighted with a yellow box. Below the steps is a table showing cumulative GPA and progress for two programs.

Programs	Cumulative GPA	Progress
Associate in Science General Studies	3.368	<div style="width: 80%;"></div>
Bachelor of Applied Science Supply Chain Management/Logistic	3.368	<div style="width: 80%;"></div>

Step 5: Click the “Timeline” tab to review the Course Plan you created with your Advisor in your first Advising meeting.

The screenshot shows the 'Plan & Schedule' page with the 'Timeline' tab highlighted in a yellow box. Below the tabs are buttons for 'Add a Term' and 'Remove Planned Courses'.

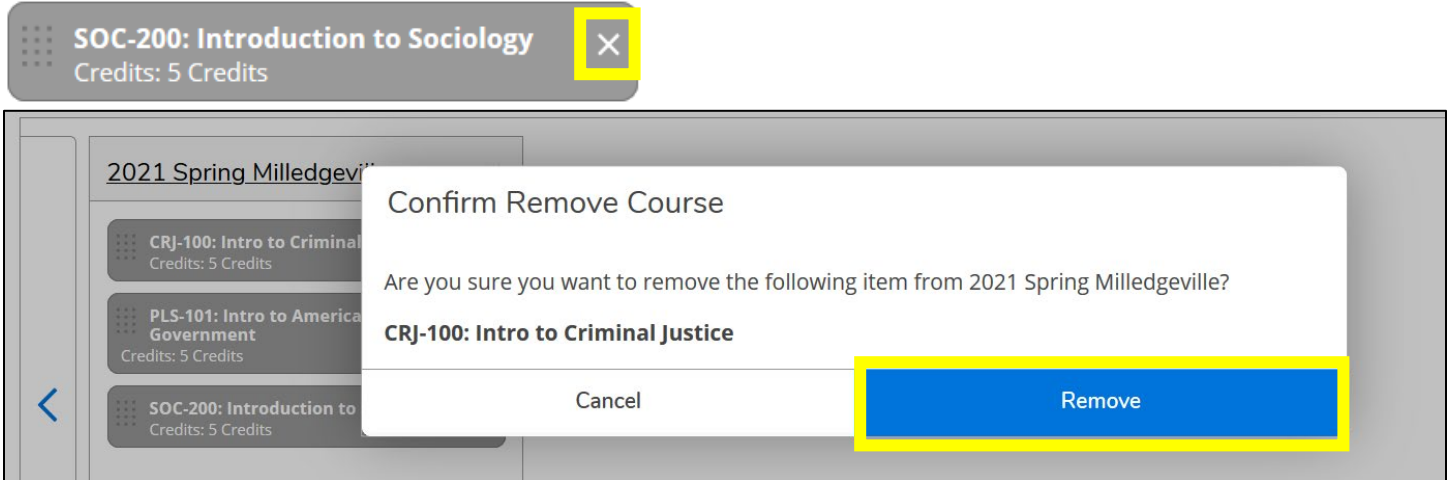
Step 6: To move a course in your plan to a different term, click the course and drag it to another term. In this example, we are moving SOC-200 from 2021 Spring to 2021 Winter.

The screenshot shows the 'Timeline' view with three columns for terms: 2020 Fall, 2021 Winter, and 2021 Spring. The course 'SOC-200: Introduction to Sociology' is highlighted in a yellow box in the 2021 Spring column. A red arrow points to the same course in the 2021 Winter column, indicating the move.



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Step 7: To remove a course from your plan, click the X to the right of the course's name, then confirm you want to remove the course from the plan by clicking the 'Remove' button.



Step 8: Once you have made the necessary edits to your Course Plan and you would like for your assigned Advisor to review your Course Plan, click the "Advising" tab and then click "Request Review". An email will be sent to your Advisor requesting a review of your Course Plan.



NOTE: To make an appointment to meet with your advisor to discuss your Course Plan or to register for classes, please see this video for instructions: <https://youtu.be/l6CINWa-OSY>