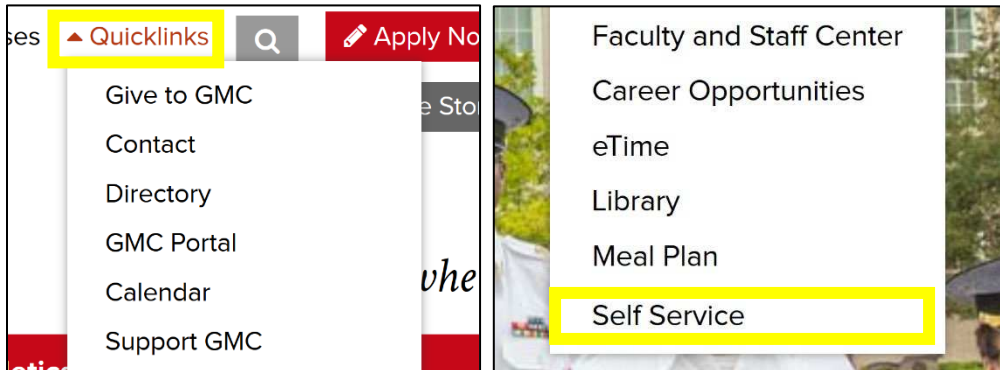




Center for Teaching and Learning

How to Edit Your Course Plan in Student Planning

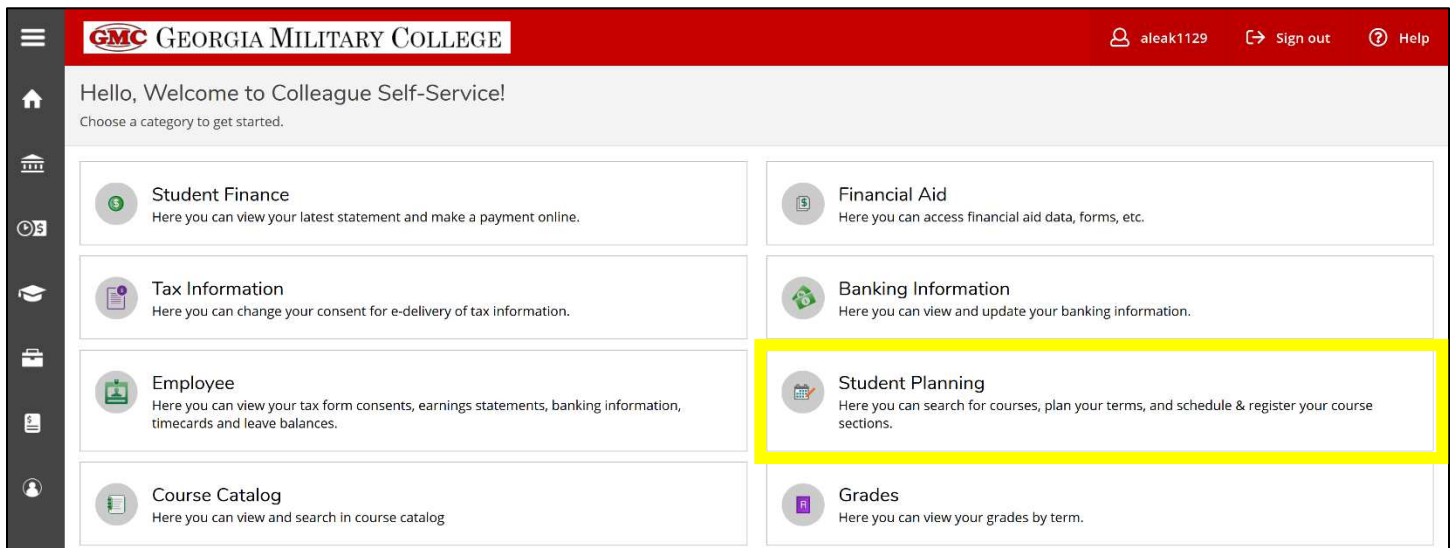
Step 1: Go to GMC.EDU and click **Quicklinks** at the top of the page, then click **Self Service**.



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)

The screenshot shows the 'GMC Online Portal Sign In' form. It includes a text input field for the username (containing 'STUDENT\aleak1129') and a password input field (masked with dots). A blue 'Sign in' button is located at the bottom left of the form.

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





Center for Teaching and Learning

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

GEORGIA MILITARY COLLEGE

aleak1129 Sign out Help

Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

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](#)

Programs	Cumulative GPA	Progress
Associate in Science General Studies	3.368	<div></div>
Bachelor of Applied Science Supply Chain Management/Logistic	3.368	<div></div>

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

GEORGIA MILITARY COLLEGE

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

[Add a Term](#) [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.

Schedule **Timeline** Advising Petitions & Waivers

[Add a Term](#) [Remove Planned Courses](#)

2020 Fall Milledgeville

- CIS-106: Intro to Spreadsheets (Credits: 2 Credits)
- ENG-202: World Literature II (Credits: 5 Credits)
- SPA-101: Elem Spanish I (Credits: 5 Credits)

2021 Winter Milledgeville

- BIO-124: Gen Bio II (Credits: 6 Credits)
- BIO-124L: Gen. Biol. II Lab (Credits: 0 Credits)
- SOC-205: Social Problems (Credits: 5 Credits)**

2021 Spring Milledgeville

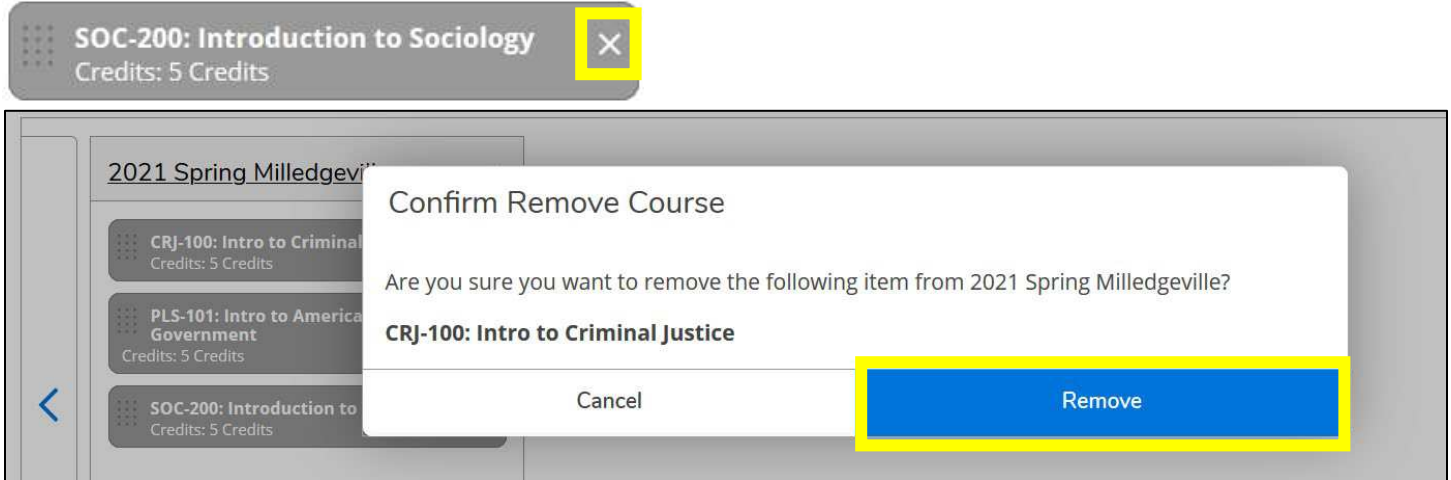
- CRJ-100: Intro to Criminal Justice (Credits: 5 Credits)
- PLS-101: Intro to American Government (Credits: 5 Credits)
- SOC-200: Introduction to Sociology (Credits: 5 Credits)**

SOC-200: Introduction to Sociology (Credits: 5 Credits)

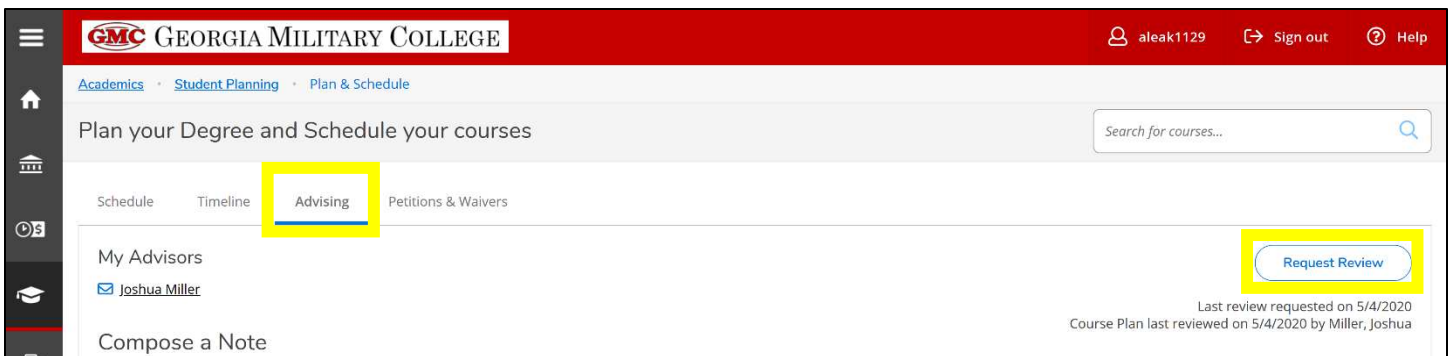


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Step 7: To remove a course from your plan, click the X to the right of the course's name, then confirm you want to remove the course from the plan by clicking the **'Remove'** button.



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-0SY>