

How to Plan Courses

This guide will cover the steps for planning courses using Self Service. A separate guide will cover the steps for registering.

We recommend meeting with an Academic Advisor prior to planning and registering for courses. Please contact Advising at 503-594-3475 or advising@clackamas.edu for assistance with degree/certificate planning.

Planning Courses

1. Log into my.clackamas.edu with your CCC username and password
2. From the **Start Here** menu, select **Self Service**
3. Select **Student Planning**
4. Select **Go to My Progress**

This will display any Degrees or Certificates associated with your student profile.

Note: If you need to add or change your program(s), go to my.clackamas.edu and complete the **Program Change Request** form located in the **Account Information** section.

5. Review the **Requirements** section to locate areas of your degree or certificate that have not yet been completed.

Use the **Expand All/Collapse All** option next to **Requirements** and the **Show Details/Hide Details** in each area of study to modify the view.

6. Reviewing the **Status** column, click on any course number listed as **Not Started** and add them to your plan. You can also click the **Search** button to locate a course.

Requirements [Expand All](#)

Associate of Arts Oregon Transfer Writing

Complete the following item. ⚠ 0 of 1 Completed. [Hide Details](#)

A. Writing

Complete the Writing Requirement. Must be completed with a letter grade of "C" or better.

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

Complete 8 credits of WR-121, WR-122, or WR-227. ⚠ 3 of 8 Credits Completed. [Hide Details](#)

Status	Course	
✓ Completed	WR-121 English Composition	<input type="button" value="Search"/>
🔄 In-Progress	WR-122 English Composition	
⚠ Not Started	WR-227 Technical Report Writing	

- If you are planning for the **current term**, click **View Available Sections** to view terms, locations and instructional methods
- Once you've located the course and section you'd like, click **Add Section to Schedule**.



If you are planning for a **future term**, click **Add Course to Plan**.

Check the Academic Calendar available on the CCC website and make note of when registration begins for that term. See the **Registering for Classes** guide for detailed instructions on registering for planned courses.

Course Section

Seats ⓘ	Days and Times	Locations and Instructional Methods	Instructors
3 / 23 / 0	9/26/2022 - 12/10/2022	Oregon City Campus Online Lecture	Jeffrey B. McAlpine (Online Lecture)

- Carefully review the information in the **Section Details**.

This box contains important information about the course as well as the instructor's email address, grading options, additional course fees and bookstore information for any required materials you may need.

- Click **Add Section**

This will add the course as *Planned*. You are not yet registered.

- At the top of the screen, click **Academics** and select **Register for Classes** to begin the registration process.

See the **Registering for Classes** guide for detailed instructions on registering for planned courses.