Student user guide to Self Service

Check your degree progress, register for classes, check grades, apply for graduation, transcript requests, check financial aid status and awards, and also pay for classes.
Enter your username and password that is used for all BCC technology.
To register for classes or check your degree progress, go to “Student planning”.

“Go to My Progress” will show you classes that you are currently in, classes completed, and courses needed.

“Go to Plan & Schedule” to plan your next semester courses.
It is important to arrow over to your upcoming semester.

Enter course you are going to plan.
Click on the term/semester for the course you need and view available sections.

Click “Add Course to Plan” when you find the section that fits your schedule.
The section details screen will pop up explaining the course and what pre-requisites are needed. If you have completed these pre-requisites; click “Add Section”

Repeat the above steps to plan additional courses.

**It is important for your assigned Faculty Advisor to review your selections.** Return to “Plan & Schedule” from the “Student Planning” tab.
Click on the “Advising” tab to “Request Review” from your Faculty Advisor.

Your Faculty Advisor will contact you through your BCC student email confirming your request; either your Advisor will register your courses, allow you to register for your courses or leave you a note in the “Note History” box to contact them to discuss your planned courses.
To register your planned schedule (after your Advisor has reviewed and replied to you), return to “Plan and Schedule” from the Student Planning tab. Arrow to upcoming semester and click “Register Now”.

You can print your schedule with the Print tab above.
From the main page of Self Service you are able to check your financial status (tuition owed and payment history) and can pay your bill online from this tab.
The Financial Aid tab will show you the progress and award of FAFSA, Pell Grant, etc.
You can check your grades by semester.
From the main Self Service page, click on “Graduation Overview” to apply for Graduation. Follow the prompts on the screen, you must apply for each part of your program (i.e. Degree, Diploma, Certificate). The Graduation Survey must be completed and submitted in order for your application to be accepted.

To request official transcripts, click on the “Transcript Request” tab and follow the prompts through National Student Clearinghouse.