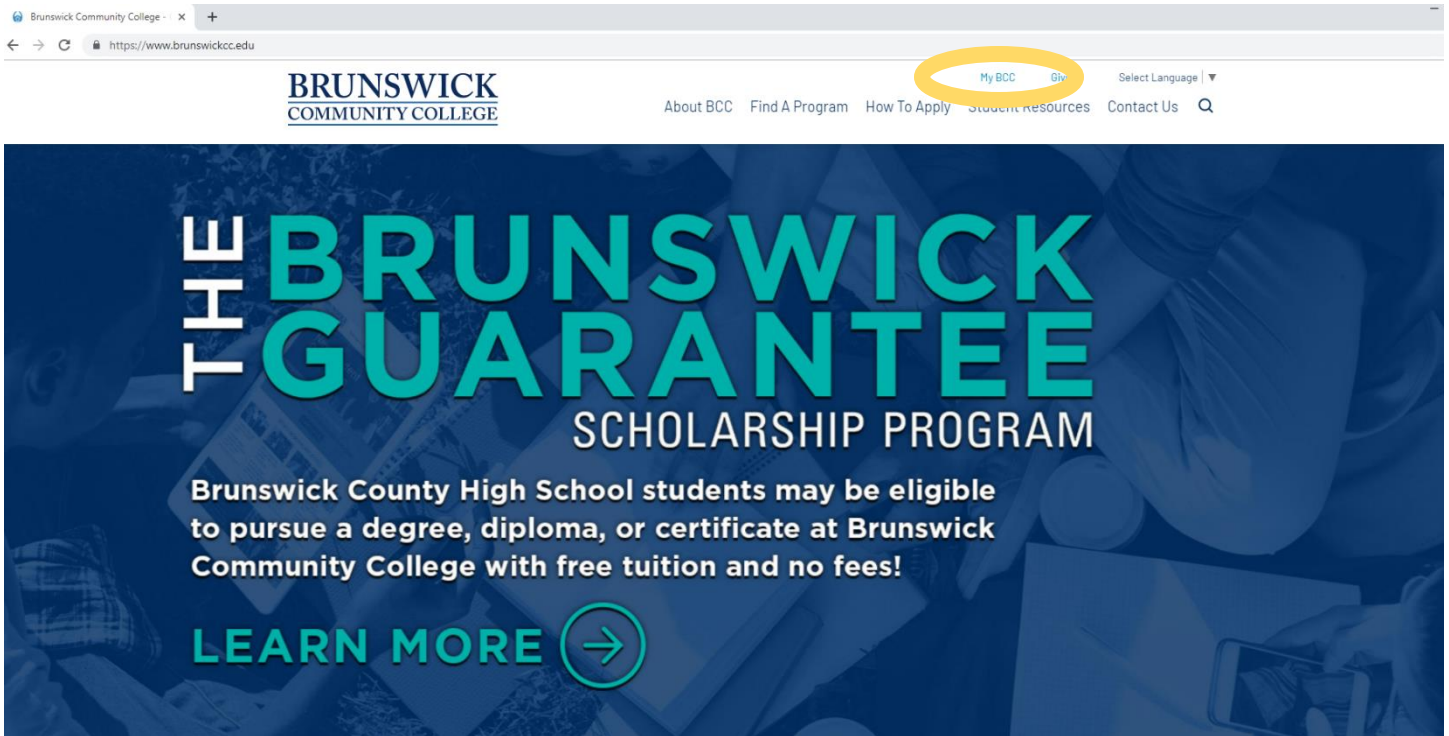


Student user guide to Self Service

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.



The image is a screenshot of the Brunswick Community College website. At the top, the browser address bar shows 'https://www.brunswickcc.edu'. The website header features the 'BRUNSWICK COMMUNITY COLLEGE' logo on the left and a navigation menu on the right. The navigation menu includes links for 'About BCC', 'Find A Program', 'How To Apply', 'Student Resources', and 'Contact Us'. A search icon is also present. A yellow circle highlights the 'My BCC' link in the navigation menu. Below the header is a large blue banner with the text 'THE BRUNSWICK GUARANTEE SCHOLARSHIP PROGRAM'. The banner also contains the text: 'Brunswick County High School students may be eligible to pursue a degree, diploma, or certificate at Brunswick Community College with free tuition and no fees!' and a 'LEARN MORE' button with a right-pointing arrow icon.


BRUNSWICK
COMMUNITY COLLEGE

My BCC | [Give](#) | [Select Language](#) | [About BCC](#) | [Find A Program](#) | [How To Apply](#) | [Student Resources](#) | [Contact Us](#) | [Search](#)

THE BRUNSWICK GUARANTEE

SCHOLARSHIP PROGRAM

Brunswick County High School students may be eligible to pursue a degree, diploma, or certificate at Brunswick Community College with free tuition and no fees!

[LEARN MORE](#) 

On My BCC page, scroll down until you find the Self-Service icon.

For Students



DOLPHIN ALERT ⚠️

Enter your username and password that is used for all BCC technology.



Sign In

User name

Password

Sign In

To register for classes or check your degree progress, go to *“Student planning”*.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

The screenshot shows a grid of service categories. The 'Student Planning' category is circled in yellow. The categories include: Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Grades, Graduation Overview, Enrollment Verifications, and Transcript Requests. Each category has a brief description of its function.

“Go to My Progress” will show you classes that you are currently in, classes completed, and the categories and courses needed. Once you have identified classes that you need to fulfill your requirements, then you can move onto adding classes onto your proposed schedule for the coming semester.

The screenshot shows the 'Steps to Getting Started' page. Step 1, 'View Your Progress', is circled in yellow. The page includes a search bar for courses and a table with columns for Programs, Cumulative GPA, and Progress.

Programs	Cumulative GPA	Progress
Continuing Education		
Office Administration	3.813 (2,000 required)	
Office Administration (Certificate)	3.813 (2,000 required)	
Office Administration (Diploma)	3.813 (2,000 required)	

“Go to Plan & Schedule” to plan your next semester courses.

The screenshot shows the 'Steps to Getting Started' page. Step 2, 'Plan your Degree & Register for Classes', is circled in yellow. The page includes a search bar for courses and a table with columns for Programs, Cumulative GPA, and Progress.

Programs	Cumulative GPA	Progress
Continuing Education		
Office Administration	3.813 (2,000 required)	
Office Administration (Certificate)	3.813 (2,000 required)	
Office Administration (Diploma)	3.813 (2,000 required)	

It is important to arrow over to your upcoming semester.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule **Fall 2018** Petitions & Waivers

Planned: 3 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

OST-286-8161A: Professional Development

✓ Completed

Credits: 3 Credits
Grading: Graded
Instructor: Salayi, P
8/15/2018 to 12/13/2018

Meeting Information

ⓘ This section is full

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Enter course you are going to plan.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule **Spring 2019** Advising Petitions & Waivers

Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

BUS-125-81A: Personal Finance

Approved

Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Salayi, P
1/8/2019 to 5/8/2019

Meeting Information

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							

Click on the term/semester for the course you need and view available sections.

Academics · Student Planning · Course Catalog

Search for Courses and Course Sections

[Back to Plan & Schedule](#)

Filter Results

Availability

Open Sections

Subjects

ART - Art (1)
 BIO - Biology (2)
 COS - Cosmetology (1)
 ENG - English (8)
 GEL - Geology (1)
[Show All Subjects](#)

Locations

Main Campus (14)
 Internet Course (1)
 Off Campus (1)

Show All Terms

Spring 2019 (19)

Days of Week

Filters Applied: Spring 2019

ENG-111 Writing and Inquiry (3 Credits) [Add Course to Plan](#)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Requisites:
Take One: DRE-098 ENG-002 - Must be completed prior to taking this course.
Take 1 Group # Take DRE-098 (\$23643) # Take ENG-002: from rule RMINP2 # Take ENG-011 - Must be taken either prior to or at the same time as this course.

[View Available Sections for ENG-111](#)

ENG-002 Intermediate English (3 Credits) [Add Course to Plan](#)

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Requisites:
None

[View Available Sections for ENG-002](#)

ENG-112 Writing/Research in the Disc (3 Credits) [Add Course to Plan](#)

Click "Add Course to Plan" when you find the section that fits your schedule.

Search for Courses and Course Sections

[Back to Plan & Schedule](#)

Filter Results

Availability

Open Sections

Subjects

ART - Art (1)
 BIO - Biology (2)
 COS - Cosmetology (1)
 ENG - English (8)
 GEL - Geology (1)
[Show All Subjects](#)

Locations

Main Campus (14)
 Internet Course (1)
 Off Campus (1)

Show All Terms

Spring 2019 (19)

Days of Week

Monday (13)
 Tuesday (12)
 Wednesday (13)

Filters Applied: Spring 2019

ENG-111 Writing and Inquiry (3 Credits) [Add Course to Plan](#)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Requisites:
Take One: DRE-098 ENG-002 - Must be completed prior to taking this course.
Take 1 Group # Take DRE-098 (\$23643) # Take ENG-002: from rule RMINP2 # Take ENG-011 - Must be taken either prior to or at the same time as this course.

[View Available Sections for ENG-111](#)

Spring 2019

[Writing and Inquiry 001A](#) [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
2	M/W 11:00 AM - 12:20 PM 1/8/2019 - 5/8/2019	Main Campus, B - SHE Bldg 132 Classroom Hours	Mills, P

[Writing and Inquiry 002A](#) [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
6	M/W 9:30 AM - 10:50 AM 1/8/2019 - 5/8/2019	Main Campus, B - SHE Bldg 132 Classroom Hours	Mills, P

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”

Section Details

ENG-111-001A Writing and Inquiry
Spring 2019

Instructors Mills, P (mills@brunswickcc.edu)

Meeting Information M, W 11:00 AM 12:20 PM
1/8/2019 - 5/8/2019
Main Campus, B - SHE Bldg 132 (Classroom Hours)

Dates 1/8/2019 - 5/8/2019

Seats Available 2 of 20 Total

Credits 3

Grading Graded

Requisites

- Take One: DRE-098 ENG-002 - Must be completed prior to taking this course.
- Take 1 Group # Take DRE-098 (S23643) # Take ENG-002; from rule RMINP2 # Take ENG-011 - Must be taken either prior to or at the same time as this course.
- ENG-011-001A - Must be taken at the same time as this course.

Course Description This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Books Total

Transfer Status Yes

Close

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.

Academics > Student Planning > Course Catalog

Search for Courses and Course Sections

Filters Applied: Spring 2019

ENG-111 Writing and Inquiry (3 Credits)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Requisites:
Take One: DRE-098 ENG-002 - Must be completed prior to taking this course.
Take 1 Group # Take DRE-098 (S23643) # Take ENG-002; from rule RMINP2 # Take ENG-011 - Must be taken either prior to or at the same time as this course.

View Available Sections for ENG-111

Spring 2019

Seats	Times	Locations	Instructors
2	M/W 11:00 AM - 12:20 PM 1/8/2019 - 5/8/2019	Main Campus, B - SHE Bldg 132 Classroom Hours	Mills, P

Click on the "Advising" tab to "Request Review" from your Faculty Advisor.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions & Waivers

Register Now

Planned: 3 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

BUS-125-81A: Personal Finance

- Approved
- Registered, but not started
- Credits: 3 Credits
- Grading: Graded
- Instructor: Salayl, P
- 1/8/2019 to 5/8/2019
- Meeting Information
- Drop
- View other sections

ENG-111-001A: Writing and Inquiry

- You must also take ENG-011-001A
- Planned

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am		ENG-111-001A		ENG-111-001A			
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions & Waivers

Request Review

My Advisors

- Carmen Ellis (Program)
- Rebecca Rock (Program)

Compose a Note

Save Note

View Note History

Carmen, did you receive this??
Kelly E. Gidlow on 10/15/2018 at 3:47 PM

this is a test, let me know if it works
Kelly
Kelly E. Gidlow on 3/13/2018 at 2:14 PM

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”

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Spring 2019

Save to iCal Print

Register Now

Planned: 3 Credits Enrolled: 3 Credits Waitlist: 0 Credits

BUS-125-81A: Personal Finance

- Approved
- Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Salayl, P
1/8/2019 to 5/8/2019

Meeting Information












Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am		ENG-111-801A x		ENG-111-801A x			
12pm							
1pm							
2pm							
3pm							

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.

Home Welcome to Colleague Self-Service!
Choose a...

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Enrollment Verifications Here you can view and request an enrollment verification.	 Transcript Requests Here you can view and request a transcript.
 Financial Management Here you can view the financial health of your cost centers and your projects.	

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[Financial Information](#) · [Student Finance](#) · [Account Summary](#)

Account Summary

View a summary of your account

Account Overview

Amount Due 1/8/2019	\$237.50	
<hr/>		
+ Amount Overdue	\$0.00	
<hr/>		
= Total Amount Due	\$237.50	Make a Payment
<hr/>		
Total Account Balance	\$237.50	Account Activity
<hr/>		
Spring 2019	\$237.50	
Fall 2018	\$0.00	
Summer 2018	\$0.00	
Spring 2018	\$0.00	
Fall 2017	\$0.00	
Summer 2017	\$0.00	

The Financial Aid tab will show you the progress and award of FAFSA, Pell Grant, etc.

Home Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.
Enrollment Verifications Here you can view and request an enrollment verification.	Transcript Requests Here you can view and request a transcript.
Financial Management Here you can view the financial health of your cost centers and your projects.	

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Financial Information · Financial Aid · Financial Aid Home

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2018/2019 Academic Year [Contact Financial Aid Office](#)

Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) SATISFACTORY status. Please contact your Financial Aid Counselor if you need further assistance.

FAFSA Application

Currently, we have no federal financial aid application from you for the current year. If you are interested in applying for financial aid you must first:

[Submit a Free Application for Federal Student Aid \(FAFSA\)](#)












Checklist	
Action Needed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
In-Progress	Your application is being reviewed by the Financial Aid Office

Resources	
Helpful Links	
PROFILE Application	
FAFSA Application	
NSLDS Information	
FAFSA4Caster	

Pell Lifetime Eligibility Used	
Pell Lifetime Eligibility Used	0.000%

You can check your grades by semester.

Home Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Enrollment Verifications Here you can view and request an enrollment verification.	 Transcript Requests Here you can view and request a transcript.
 Financial Management Here you can view the financial health of your cost centers and your projects.	

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Academics > Grades












Grades Print

Spring 2019 (1/8/2019-5/8/2019) ▼
Fall 2018 (8/15/2018-12/13/2018) Term GPA: 4.000 ▼
Summer 2018 (5/23/2018-7/23/2018) Term GPA: 4.000 ▼
Spring 2018 (1/8/2018-5/8/2018) Term GPA: 4.000 ▼

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.

Home Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Enrollment Verifications Here you can view and request an enrollment verification.	 Transcript Requests Here you can view and request a transcript.
 Financial Management Here you can view the financial health of your cost centers and your projects.	

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