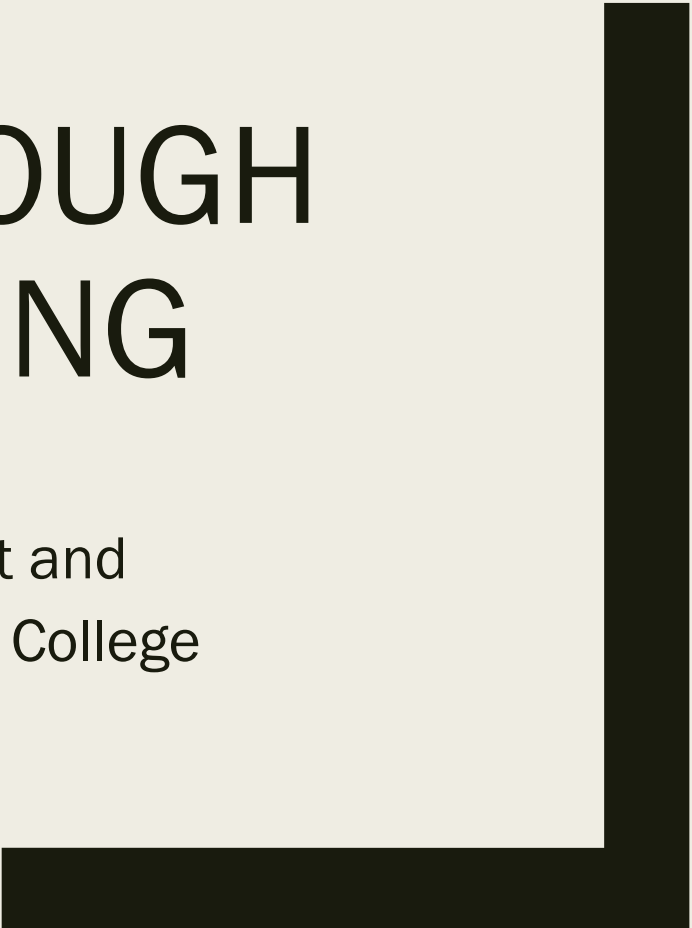




CONCURRENT ENROLLMENT THROUGH STUDENT PLANNING

Presented by the Office of Recruitment and
Admissions at Oklahoma City Community College



Every class term you'll need to turn in the following to our office:

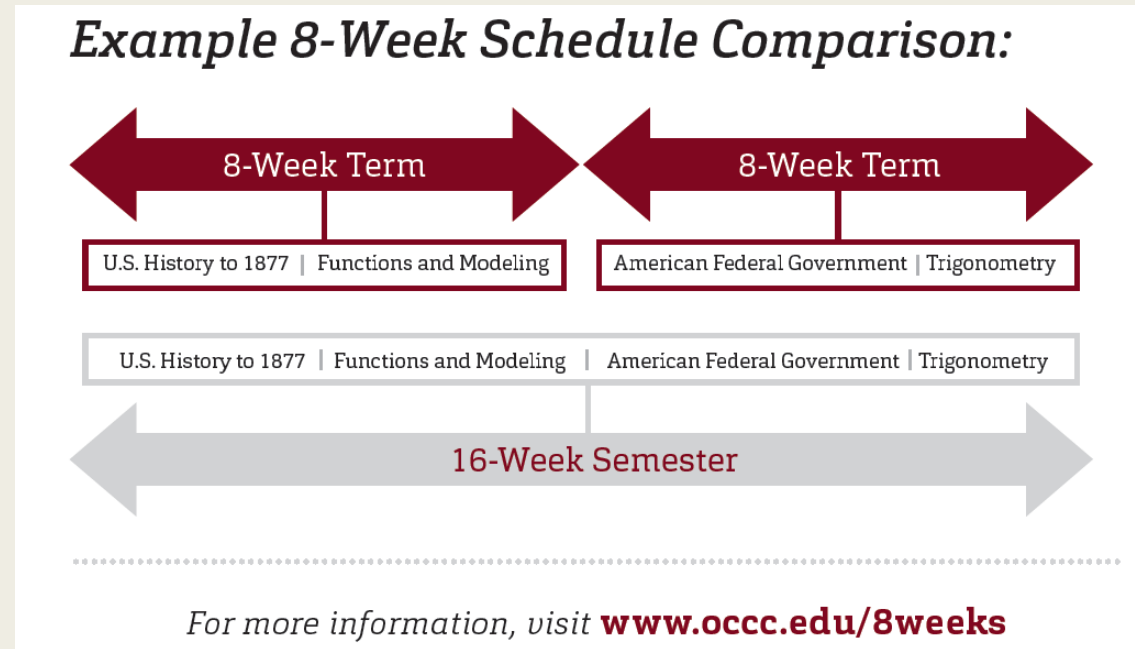
- **Concurrent Approval Form**
 - *Verifying approved credit hours signed by student, parent, counselor or principal; ***completely filled out****
- **ACT/SAT/PSAT/Pre-ACT scores or placement scores**
- **Financial Responsibility Form**
 - *Signed here in-person at the office *OR* electronic submission through your MyOCCC portal*

The online Student Planning Software is for registering into:

- **Online courses**
- **Courses offered on the main OCCC campus**

** However, OCCC courses taught at your high school will need to be registered through your high school counselor **

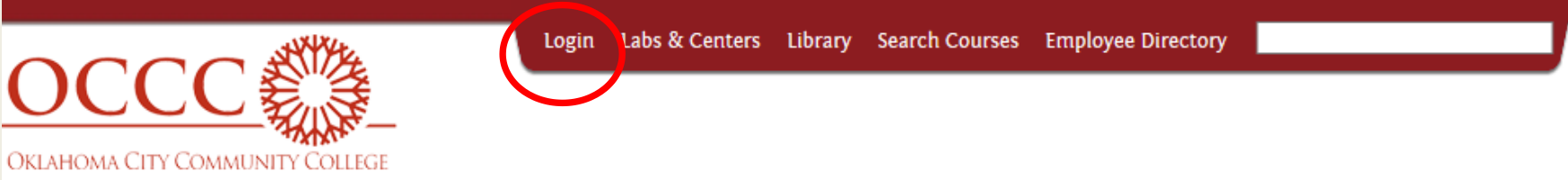
Our semesters have transitioned to 8-week terms



■ Concurrent students:

- 6 credit hours are allowed during each 8-week term
- Average course is 3 credit hours
- Consider the schedule of the college course and the amount of time allotted to attend high school when planning your schedule
- It is recommended for concurrent students to split the allowed credit hours between both 8-week terms

Login to MyOCCC Student Portal



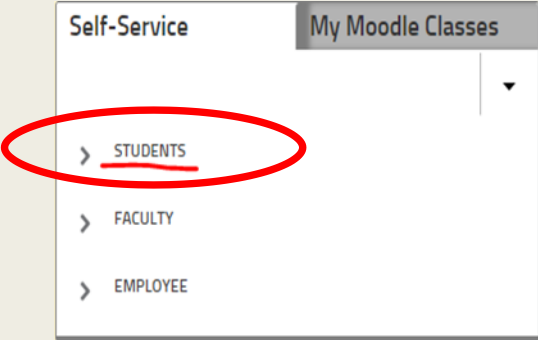
Visit: www.occc.edu

Login: Jane.j.doe@my.occc.edu Password: Last 6 SSN

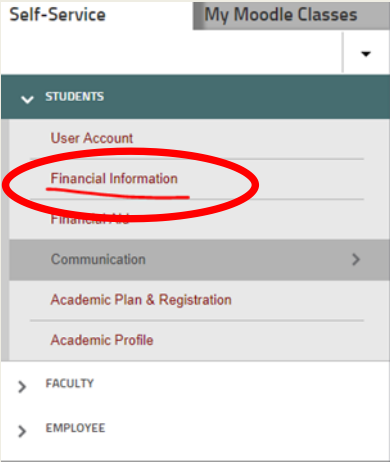
The student must submit a Financial Responsibility Form each semester **BEFORE** they can enroll.

To sign the form through the **MyOCCC Portal Self-Service**: Click on Student > Financial Information > Financial Responsibility

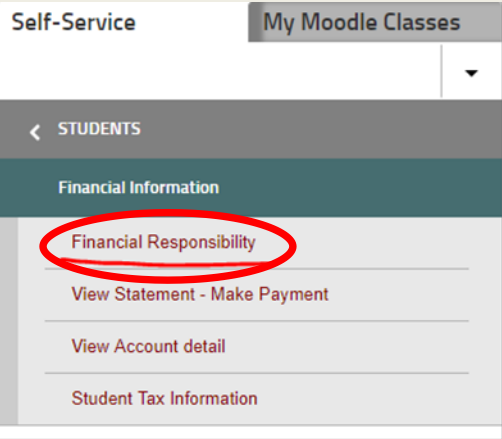
Student >



Financial Information >



Financial Responsibility >



Select the term you are enrolling into. Read the statement and then check the box and submit.

Select a term
>

Financial Responsibility ×

* = Required

Select a Term *

Financial Responsibility History

08/23/18 -

03/06/19 - Spring 2019 Semester

Check box and
click submit >

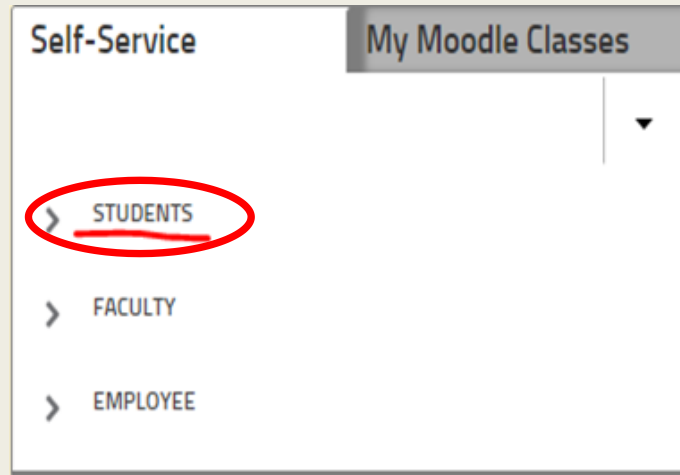
By clicking I agree below, I am confirming I have read, understand and agree to comply with all of the above listed statements regarding my financial obligations to OCCC.

Check this Box

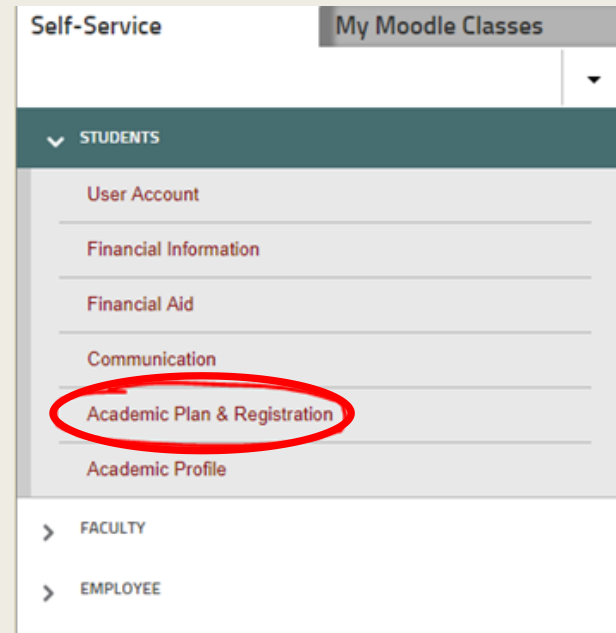
SUBMIT

Getting to Student Planning Software

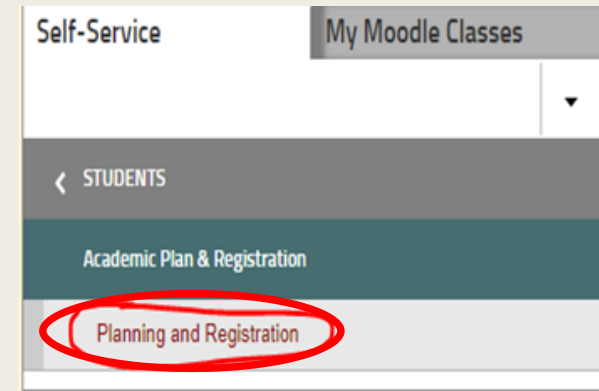
In OCCC Portal, go to **Self-Service >**



Under Self-service tab **Academic Plan & Registration >**




Planning & Registration >



Student Planning Self Service:

Select **Go to Plan & Schedule** * This will direct you to the current semester


julian.ortiz 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
AAS Management	2.910 (2.000 required)	<div style="width: 75%;"></div>

Spring 2020 Semester Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1am							
2am							
3am							

Plan your degree and schedule your courses:

1. Add the term you are enrolling:

Ex.: Early Fall or Late Fall

2. Search for courses: This will direct you to the course catalog

The screenshot shows the OCCC Self-Service Student Planning interface. At the top, there is a navigation bar with the OCCC logo and 'SELF-SERVICE' text. On the right, there are user options: 'julian.ortiz', 'Sign out', and 'Help'. Below the navigation bar, there are breadcrumb links: 'Academics > Student Planning > Plan & Schedule'. A large blue information box contains text about refund deadlines and financial responsibility, with a 'Steps to Sign' section providing instructions on how to access the Financial Responsibility Statement. Below this, a search bar is highlighted with a red circle, containing the text 'Search for courses...'. Underneath the search bar, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a navigation area with 'Fall 2020 Semester' and two buttons, '-' and '+', which are also circled in red. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. At the bottom left, there is a message box that says 'No Courses Selected For This Term'. The main content area is a grid with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for times (8am, 9am).

Searching for a course: Enter subject name in the course catalog. Select **View Available Sections**

Ex: ENGL 1113, English Composition I

Search for Courses and Course Sections

[Back to Planning Overview](#)

Search for courses...



Filter Results

Availability

Open Sections

Subjects

- Biological Science (1)
- Business (1)
- Child Development (1)
- Computer-Aided Technology (1)
- Emergency Medical Sciences (1)

[Show All Subjects](#)

Filters Applied: None

ENGL-1113 English Comp I (3 Credits)

[Add Course to Plan](#)

The student will write well-developed compositions which demonstrate the principles of unity, coherence and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

Requisites:

ENGL-0203 College Prep English II - Must be completed prior to taking this course.

Locations:

American Fidelity, Francis Tuttle/Bruce Gray Cen., Mid America Technology Center, Moore Norman Tech Center, Douglass High School, Northeast Academy, Southeast High School, Capitol Hill, Main Campus, Online (web), Western Heights High School, U.S. Grant High School, Metro Tech/Spring Lake, Purcell High School, Capitol Hill Center, Moore High School, West Moore High School, Classen SAS

[View Available Sections for ENGL-1113](#)

Once you have identified the class that fits your schedule:

1. Section number, seats, times and dates and location **Add Section to Schedule >**

Section Number

English Comp I MR015				
Runs from 3/25/2019 - 5/18/2019				
Seats	Times	Locations	Instructors	
3	M/W 1:30 PM - 4:00 PM 3/25/2019 - 5/18/2019	Main Campus, Arts & Humanities Center 1D1 Lecture	Callaway, C	
Add Section to Schedule				

English Comp I MW015				
Runs from 3/25/2019 - 5/18/2019				
Waitlisted	Times	Locations	Instructors	
0	Meeting Times TBD			
Add Section to Schedule				

English Comp I MW025				
Runs from 3/25/2019 - 5/18/2019				
Seats	Times	Locations	Instructors	
18	Meeting Times TBD			
Add Section to Schedule				

Section number (1st letter): *E* - early 8 week *M* - late 8 week *F* - fast track
I - intercession course

Course type (2nd letter): *C* - 50/50 lecture and computer *R* - traditional lecture
W - Completely online *X* - Online with on-campus exams *Y* - hybrid course, partially online with lecture

example: English Composition I: ENGL - 1113 **ER06F**


2. Select a term > Add Course to plan>

Course Details

ENGL-1113 English Comp I
The student will write well-developed compositions which demonstrate the principles of unity, coherence and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

Credits 3

Locations Offered
American Fidelity, Francis Tuttle/Bruce Gray Cen., Mid America Technology Center, Moore Norman Tech Center, Douglass High School, Northeast Academy, Southeast High School, Capitol Hill, Main Campus, Online (web), Western Heights High School, U.S. Grant High School, Metro Tech/Spring Lake, Purcell High School, Capitol Hill Center, Moore High School, West Moore High School

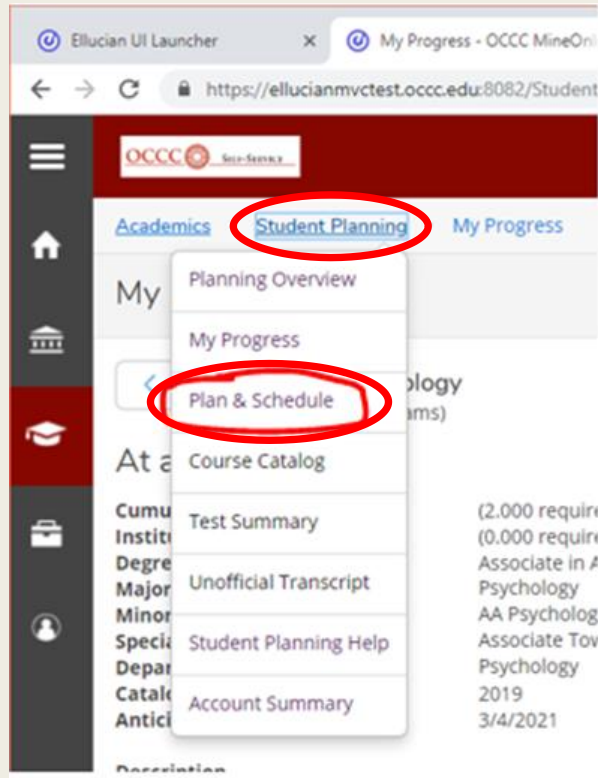
Requisites
 ENGL-0203 College Prep English II - Must be completed prior to taking this course.

Term
Select a Term...
Select a Term...
Spring 2019 Semester
Summer 2019 Semester
Fall 2019 Semester
Spring 2020 Semester
Summer 2020 Semester
Fall 2020 Semester
Spring 2021 Semester
Summer 2021 Semester
Fall 2021 Semester

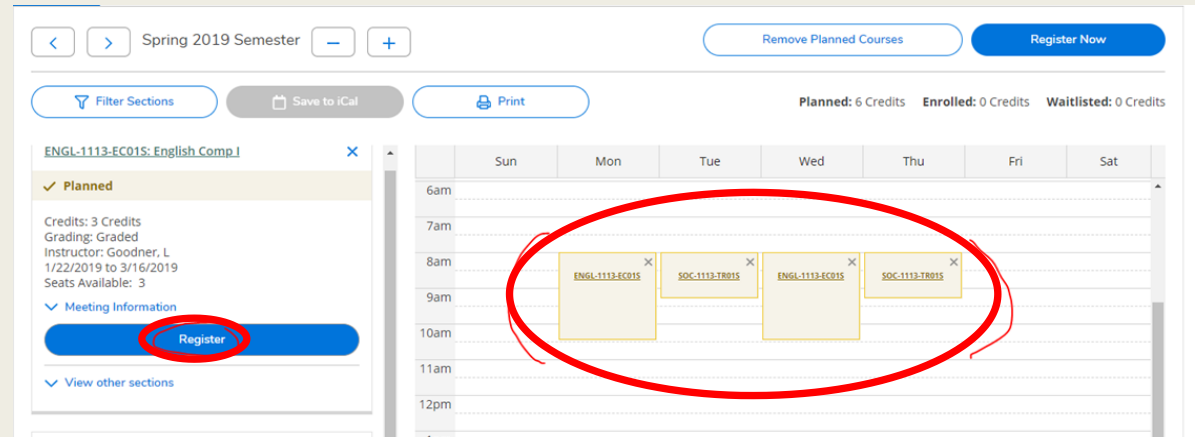
[Add Course to Plan](#)

See your schedule: Navigate to Plan & Schedule

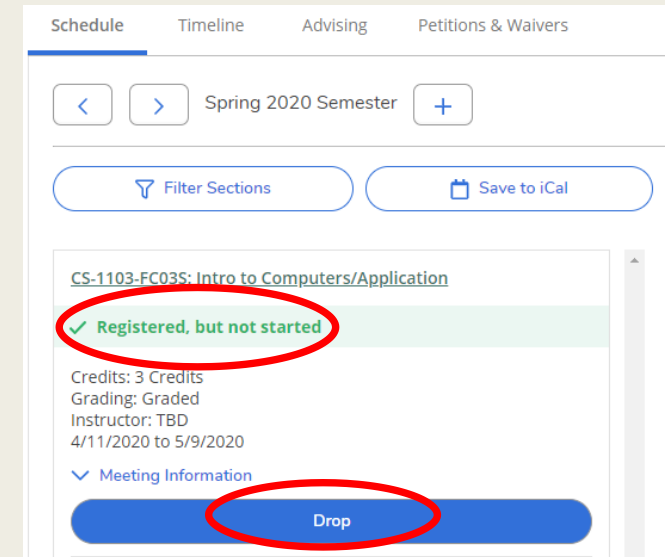
Student Planning > Plan & Schedule



Select the Register button. The course is now set as registered but not started



** Registered courses will be in a green font once selecting the Register button, and now the previous Register button will change to a Drop button*



Print your schedule from the Plan & Schedule, press the print button

Plan your Degree and Schedule your courses Search for courses...

Schedule Timeline Advising Petitions & Waivers

< Summer 2019 Semester - +

[Filter Sections](#) [Save to iCal](#) [Print](#) Planned: 0 Credits Enrolled: 0 Credits Waitlist

i No Courses Selected For This Term

	Sun	Mon	Tue	Wed	Thu	Fri	Sa
1am							
2am							

Student Services offices

- Recruitment and Admissions
 - 405-682-7580
- Test Center
 - 405-682-1611 Ext: 7321
- Student Success Advising/Registration
 - 405-682-7535
- Record Services
 - 405-682-7512

Assistance with your Email or Password contact
Help Desk 405-682-7777 (M-F, 7AM – 5PM)