

Concurrent Student Enrollment Steps – Student Side

Log into the students portal using their username and password: (ex. Jane.j.doe –Last 6 digits of SSN)

Financial Responsibility Form:

The student must submit a financial responsibility form BEFORE they can enroll. Use the Self-Service option to sign the form. Click on **Student** > **Financial Information** > **Financial Responsibility**.

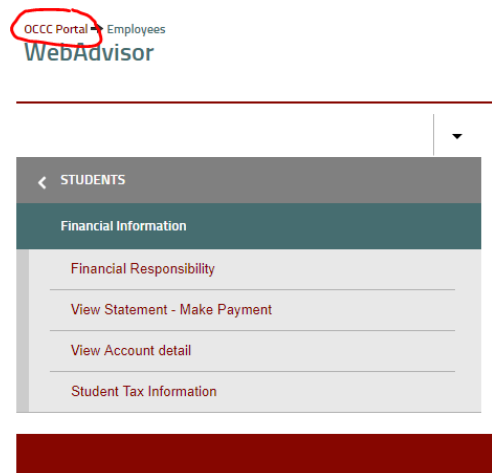
The first screenshot shows the 'Self-Service' menu with 'STUDENTS' highlighted. The second screenshot shows the 'STUDENTS' dropdown menu with 'Financial Information' highlighted. The third screenshot shows the 'Financial Information' dropdown menu with 'Financial Responsibility' highlighted.

Make sure that the student selects the term for which they are enrolling. They need to read the statement and then check the box and submit.

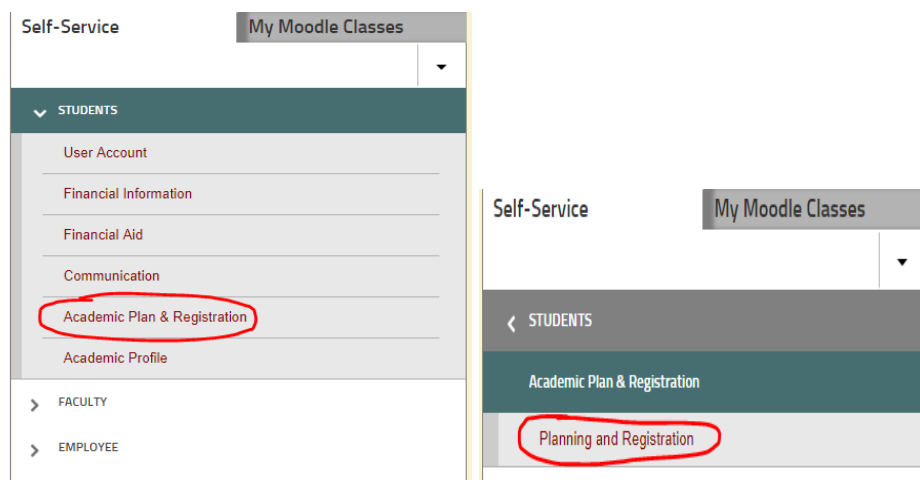
The screenshot shows the 'Financial Responsibility' form. At the top, there is a red 'X' icon. Below it, a red arrow points to the 'Select a Term' dropdown menu. The form includes a 'Financial Responsibility History' section with two entries: '08/23/18 -' and '03/06/19 - Spring 2019 Semester'. At the bottom, there is a statement: '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.' Below this statement, there is a 'Check this Box' label with a red 'X' over the checkbox. To the right of the checkbox is a red circle around the 'SUBMIT' button.

Getting to Student Planning:

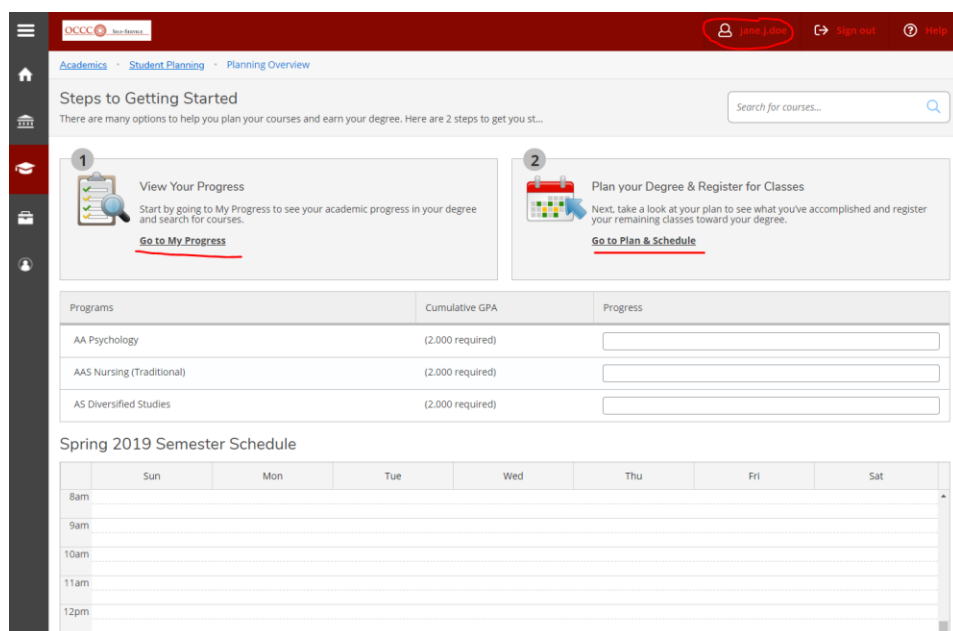
Get back to the main page of the student's portal by clicking the OCCC Portal tab at the top.



Under the Self-Service Tab, go to student > Academic Plan & Registration > Planning and Registration



You should now be in the Student Planning portion of the student portal. The two main areas students will navigate to are the **View Your Progress** and the **Plan your Degree & Register for Classes** tabs.



View Your Progress:

Before the student is ready to start register for classes, they need to make sure that they have added the classes to their plan first. Once you get into the My Progress page, scroll to the middle of the page. This is where you will find the GEN ED REQUIREMENTS, which will include most of the classes that our concurrent students are going to want to take.

Find the class that you want and click on the course. In this case, it's ENGL 1113

GEN ED REQUIREMENTS

Complete all of the following items. 0 of 3 Completed. [Hide Details](#)

A. ENGL & POLSC

TAKE ENGL-1113, ENGL-1213, POLSC-1113.

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

0 of 3 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started	ENGL-1113 English Comp I				
Not Started	ENGL-1213 English Comp II				
Not Started	POLSC-1113 American Federal Govt				

Choose Add Course to Plan. I have added both ENGL 1113 and SOC 1113 to the Spring 2019 semester.

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

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



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...
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

Close

Add Course to Plan

Course Details

SOC-1113 Intro to Sociology
The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

Credits 3

Locations Offered
Moore Norman Tech Center, Douglass High School, Purcell High School, Capitol Hill, Online (web)

Requisites

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

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
Spring 2022 Semester
Summer 2022 Semester

Close

Add Course to Plan

Now, when you navigate back to Plan & Schedule, you will see that only the course is listed on the left, but the section is not showing on the schedule.

Ellucian UI Launcher

My Progress - OCCC MineOnl

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https://ellucianmvctest.occc.edu:8082/Student

OCCC

Self-Service

Academics

Student Planning

My Progress

My

Planning Overview

My Progress

Plan & Schedule

Course Catalog

Test Summary

Unofficial Transcript

Student Planning Help

Account Summary

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Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 Semester - + Remove Planned Courses

Filter Sections Save to iCal Print Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENGL-1113: English Comp I
[View other sections](#)

SOC-1113: Intro to Sociology
[View other sections](#)

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

With this view, you can see all the section on the schedule view so that you can choose a class based on time and day. Here, I am looking and ENGL 1113. I choose the M & W at 8am.

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 Semester - + Remove Planned Courses

Filter Sections Save to iCal Print Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENGL-1113: English Comp I
[View other sections](#)

1 of 12

ENGL-1113-EC01S English Comp I
Seats Available: 3
Instructor: Goodner, L
Time: MW 8:00 AM - 10:30 AM
Dates: 1/22/2019 - 3/16/2019
Location: Main Campus Main Bldg 1X4 (Lecture)

ENGL-1113-ER01S English Comp I
Seats Available: 3
Instructor: Stout, P
Time: MW 9:30 AM - 12:00 PM
Dates: 1/22/2019 - 3/16/2019
Location: Main Campus Arts & Humanities Center 1D1 (Lecture)

ENGL-1113-EW01S English Comp I
Seats Available: 8
Instructor: Callaway, C
Time: TBD
Location: Online (web)TBD

ENGL-1113-EW02S English Comp I
Seats Available: 5
Instructor: Knapp, A

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am		ENGL-1113-EC01S		ENGL-1113-EC01S			
9am							
10am		ENGL-1113-ER01S	ENGL-1113-EY05S	ENGL-1113-ER01S	ENGL-1113-EY05S		
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

Below, you will see that I have chosen the ENGL (in green) and I have pulled up the SOC 1113 (in red) sections to see which time will work best.

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 Semester - +

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

SOC-1113: Intro to Sociology X

View other sections

2 of 4

This section has a waitlist
SOC-1113-MW03S Intro to Sociology
Waitlisted: 2
Instructor: Mata, S
Time:
Dates: 3/25/2019 - 5/18/2019
Location: Online (web) (Independent Study)

This section has a waitlist
SOC-1113-MW04S Intro to Sociology
Waitlisted: 2
Instructor: Cason, T
Time:
Dates: 3/25/2019 - 5/18/2019
Location: Online (web) (Independent Study)

SOC-1113-TH02S Intro to Sociology
Seats Available: 0
Instructor: Eriksen, M

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4am							
5am							
6am							
7am							
8am		ENGL-1113-EC01S X	SOC-1113-TH03S X	ENGL-1113-EC01S X	SOC-1113-TH03S X		
9am		SOC-1113-TH02S X	SOC-1113-TR01S X	SOC-1113-TH02S X	SOC-1113-TR01S X		
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

I selected SOC 1113 on T & TH at 8am. There are no conflicts so the student can register.

< > Spring 2019 Semester - +

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENGL-1113-EC01S: English Comp I X

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Goodner, L
1/22/2019 to 3/16/2019
Seats Available: 3

Meeting Information

Register

View other sections

SOC-1113-TR01S: Intro to Sociology X

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Chavez-Anaya, P
1/22/2019 to 5/18/2019
Seats Available: 24

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am		ENGL-1113-EC01S X	SOC-1113-TR01S X	ENGL-1113-EC01S X	SOC-1113-TR01S X		
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							