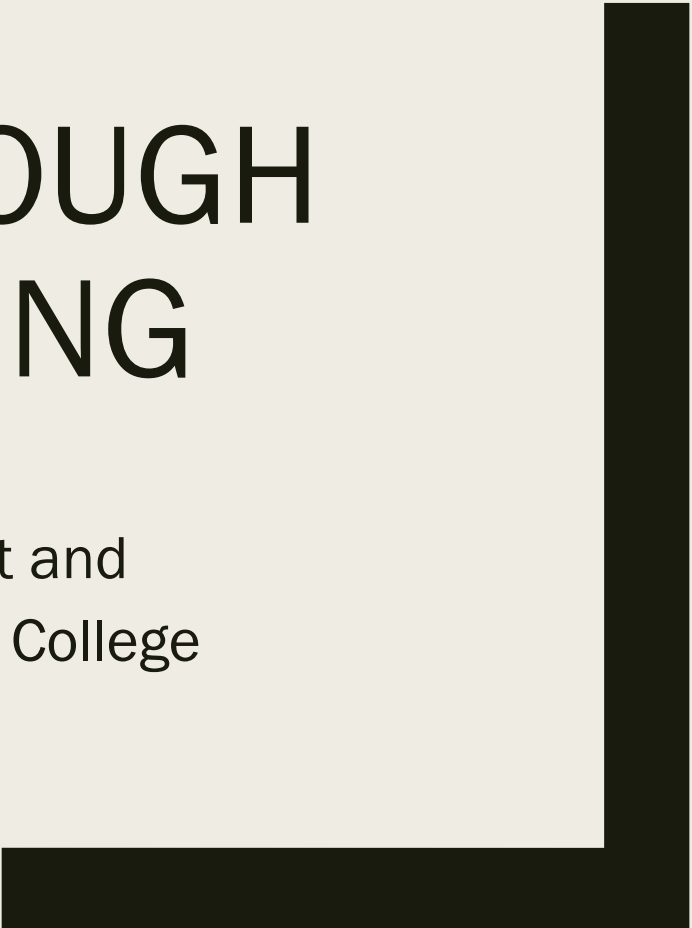




# CONCURRENT ENROLLMENT THROUGH STUDENT PLANNING

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 \**

# Login to MyOCCC Student Portal



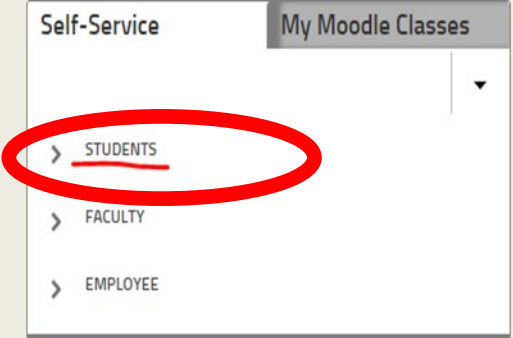
Visit: [www.occc.edu](http://www.occc.edu)

Login: Jane.j.doe@my.occc.edu Password: six digit birthdate (mmddyy)

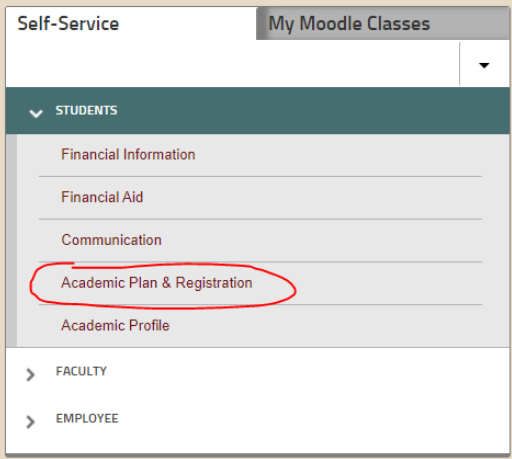
The student must submit a Financial Responsibility Form each semester **BEFORE** they can enroll.

To sign the form, go to [www.portal.occc.edu](http://www.portal.occc.edu) > Login using the information above> Click on Student > Academic Plan & Registration> Planning and Registration

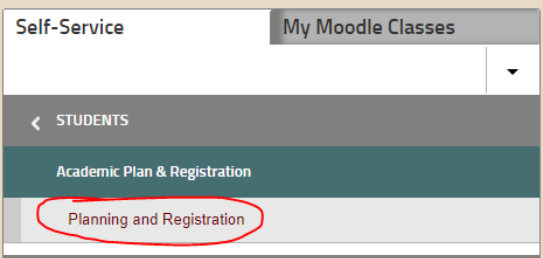
Student >



Academic Plan & Reg.>

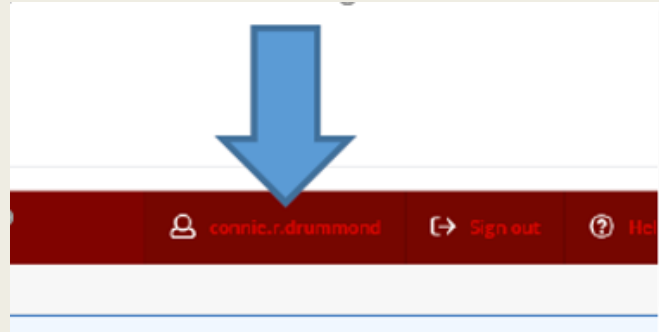


Planning and Registration>

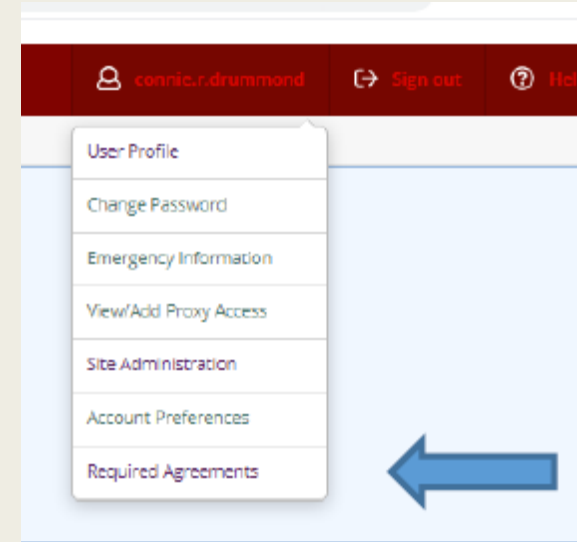


# Open your student profile by following the steps below.

1. Click on your Name>



2. Click on Required Agreements>



3. Click on VIEW for the semester you need to complete>

[User Options](#) · [Required Agreements](#)

### Required Agreements

Title	Agreement Period	Due Date	Status	Action
Finanacial Responsibility Agreement	Summer 2021	6/1/2021	Incomplete	<a href="#">View</a>
Finanacial Responsibility Agreement	Spring 2021 Agreement	1/19/2020	Accepted 10/8/2020	<a href="#">View</a>

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# The 'Financial Responsibility' agreement will pop up. Click **Accept**

Financial Responsibility Agreement

Incomplete Print

By registering for courses at Oklahoma City Community College ("OCCC"), I accept the conditions of the Financial Responsibility Agreement ("Agreement"). I agree to accept full financial responsibility for the payment of tuition, fees, and any other costs assessed based upon my registration to attend classes at OCCC and as outlined in this agreement. I understand and agree that tuition and fees will be added to an account with OCCC which I automatically establish by registering for classes ("Student Account"). I understand that, before classes begin, I need to ensure that my financial aid is approved by the OCCC Financial Aid Office or that I have identified other means for payment such as scholarships, Veteran Education Benefits, or personal funds.

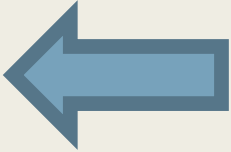
USE OF ACCOUNT: I authorize OCCC to add to my Student Account all tuition, fees, or other associated charges incurred by me as a result of registering to attend OCCC. Other associated fees include, but are not limited to, any federal financial aid funds returned on my behalf, bookstore charges, finance charges, late charges, returned check charges and collection charges.

OBLIGATION TO PAY: Registration to attend classes at OCCC constitutes a financial obligation between OCCC and me. In accordance with OCCC policy listed at [www.occc.edu/bursar](http://www.occc.edu/bursar), I acknowledge that any tuition, fees, and fines that are not paid in full by the payment due date, any funds erroneously disbursed to me, any financial aid return of funds, and any other financial obligations to OCCC will automatically be considered past due and will incur applicable late charges as listed at [www.occc.edu/bursar](http://www.occc.edu/bursar). I acknowledge that I have read and understand the payment plan and the corresponding payment due dates. I am responsible for viewing my statement online through the Student Portal. If a balance remains after the first payment due date, a 2% monthly finance charge will be assessed. If the minimum amount due for any payment plan payment is not paid, a \$20.00 late charge will be assessed to my Student Account. If a paper check or an e-check (ACH) payment is returned by the bank, there will be a \$25.00 returned item charge. I understand that any time my Student Account is considered past due, a Financial Hold ("Hold") will be put on my account. A Hold on my account will prevent me from being able to register for additional classes and prevent me from obtaining an official transcript or a diploma. A partial payment does not remove a Hold, the Student Account must be made current in order for a Hold to be removed.

WITHDRAWAL: I understand it my responsibility to know OCCC's deadlines and policies for dropping/withdrawing from classes and that if I do not withdraw by the deadline, I will be responsible for the full amount of tuition and fees owed on the Student Account. Failure to receive Financial Aid or Veterans Education Benefits does not withdraw a student from classes or relieve a student from paying for tuition.

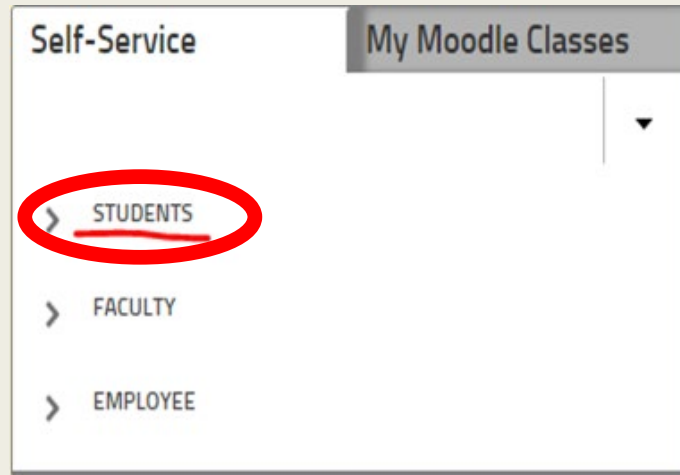
COMMUNICATIONS: I understand that OCCC communicates all Student Account information via electronic services using the online secure Student Portal and that OCCC may send me important notices via my OCCC issued email account. I agree that it is my responsibility to review my Student Account status and my OCCC issued email account regularly and failure to do so does not absolve me from my financial obligations.

Cancel Accept

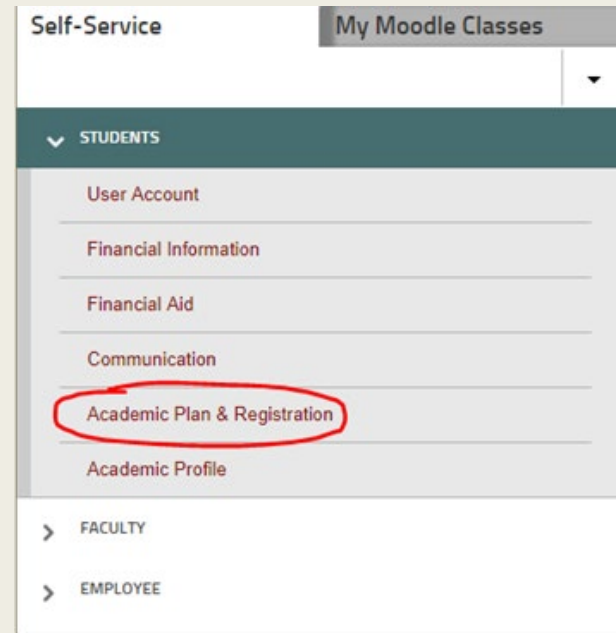


# Getting to Student Planning Software

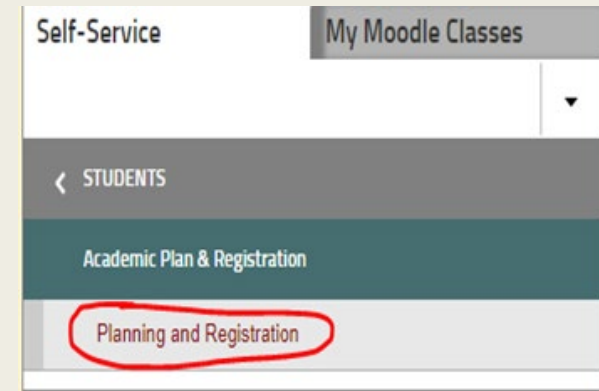
In OCCC Portal, go to **Self-Service >**



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

**OCCC SELF-SERVICE** 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 for 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

OCCC SELF-SERVICE

Academics > Student Planning > Plan & Schedule

Students who do not attend or do not drop their classes by the refund deadline are responsible for **100% of tuition and fees**. You must sign a new Financial Responsibility Statement each semester prior to enrolling.

**Steps to Sign**  
Under the [Self Service for Students](#) tab in the Student Portal, select [Financial Information](#). Select [Financial Responsibility](#). Use the drop down menu to select the term in which you are enrolling. READ the entire statement, check the box to confirm and SUBMIT.

Once you complete the Financial Responsibility Acceptance form, you can enroll immediately through Student Planning

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > Fall 2020 Semester - +

Filter Sections Save to iCal Print

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

No Courses Selected For This Term

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 MR01S			
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

English Comp I MW01S			
Runs from 3/25/2019 - 5/18/2019			
Waitlisted	Times	Locations	Instructors
0	Meeting Times TBD		

English Comp I MW02S			
Runs from 3/25/2019 - 5/18/2019			
Seats	Times	Locations	Instructors
18	Meeting Times TBD		

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

**Course type (2<sup>nd</sup> letter):** *C* - 50/50 lecture and computer *R* - traditional lecture  
*W* - Completely online *X* - Online with on-campus exams *D* - 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

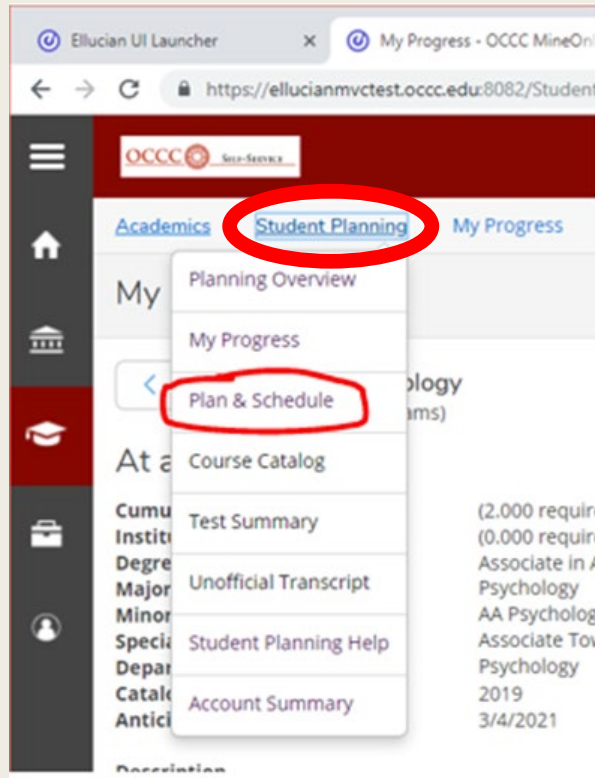
**Requisites**  
ENGL-0203 College Prep English II - Must be completed prior to taking this course.

**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

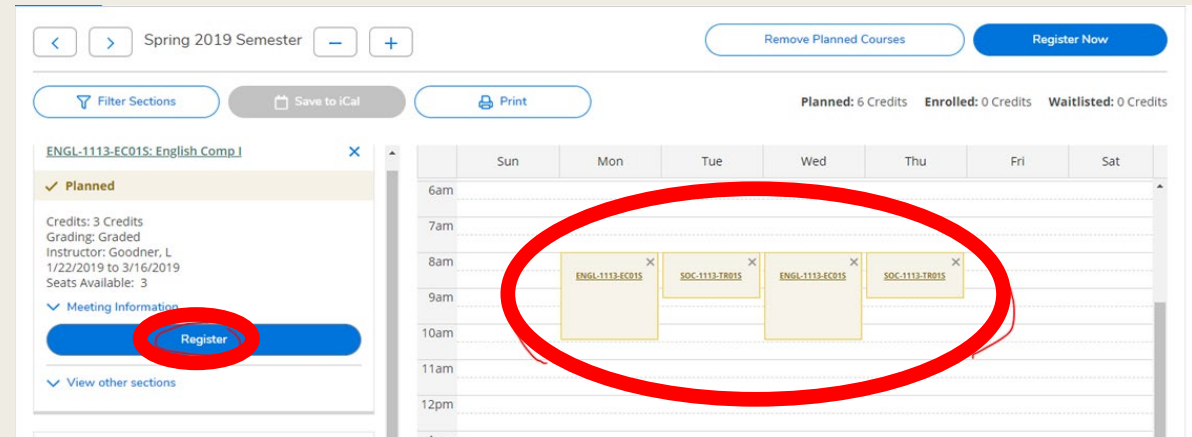
**Add Course to Plan**

# See your schedule: Navigate to Plan & Schedule

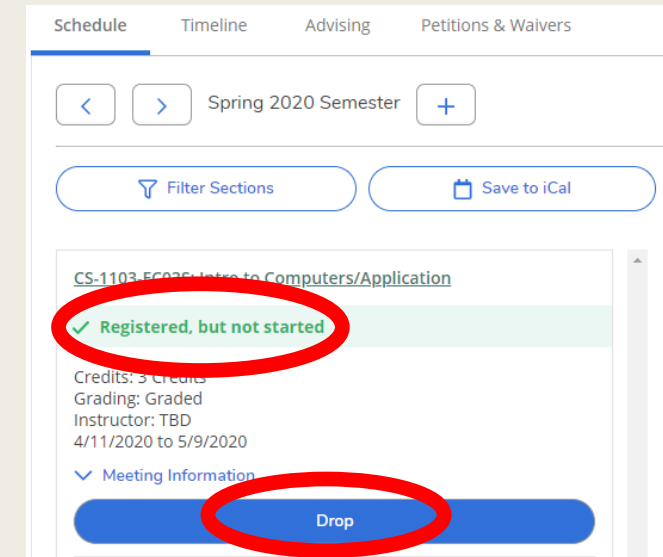
Student Planning > Plan & Schedule



# 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)