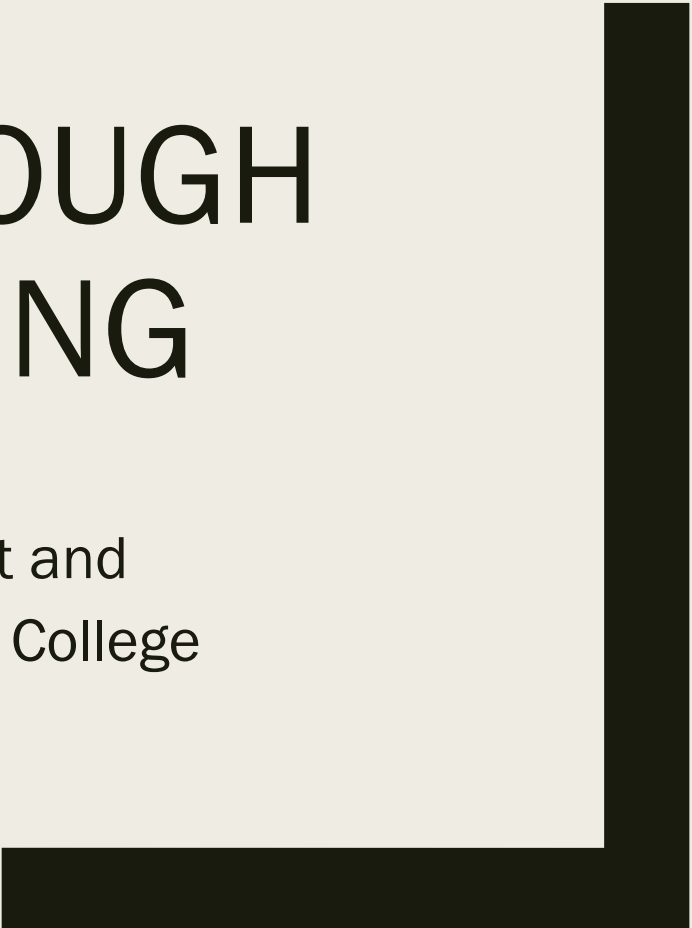# CONCURRENT ENROLLMENT THROUGH STUDENT PLANNING

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

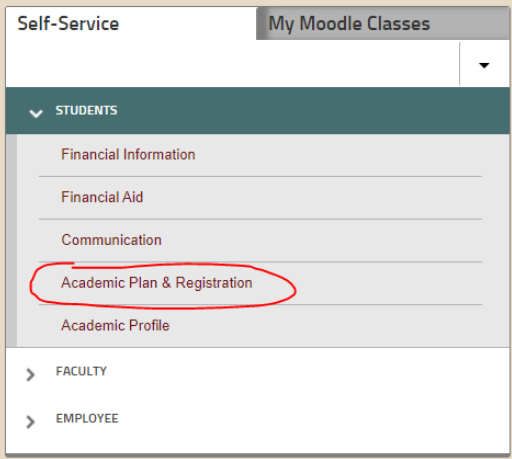**Login:** Jane.j.doe@my.occc.edu **Password:** six digit birthdate (mmddyy)

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

To sign the form, go to **www.portal.occc.edu** > Login using the information above> Click on Student
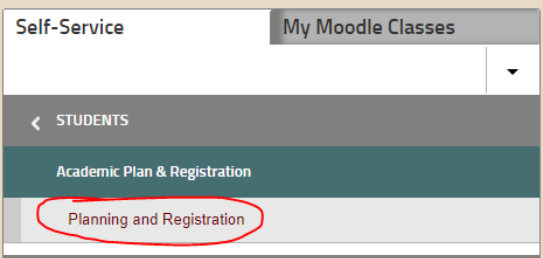
> Academic Plan & Registration> Planning and Registration
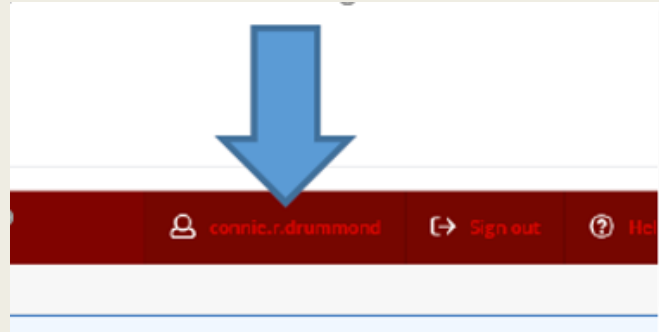
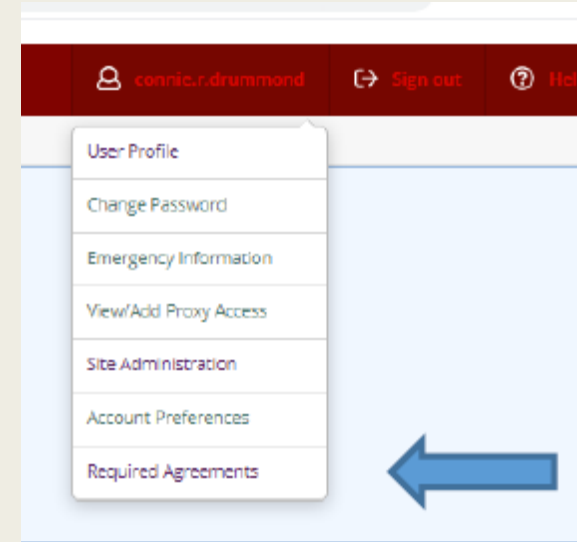**Student >**
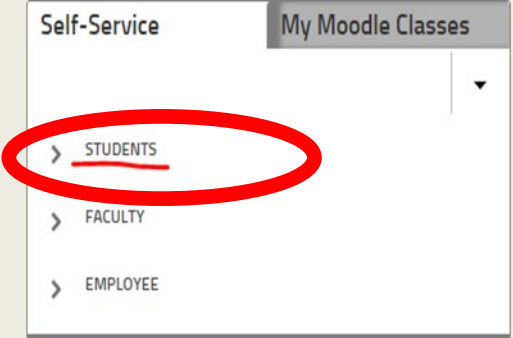
Academic Plan & Reg.>

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>

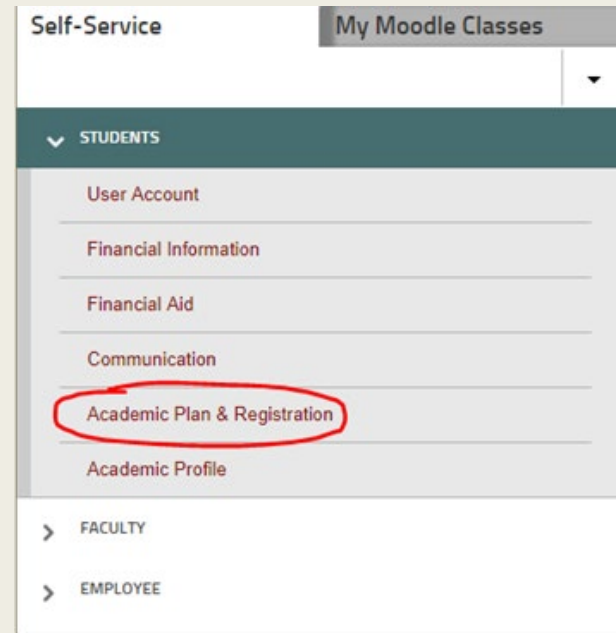# The 'Financial Responsibility' agreement will pop up. Click **Accept**
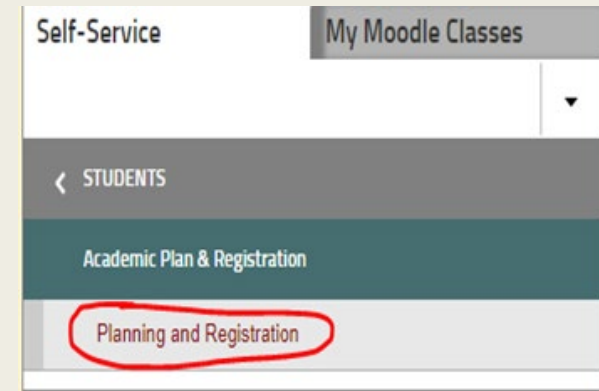
Getting to Student Planning Software

In OCCC Portal, go **to Self-Service >**
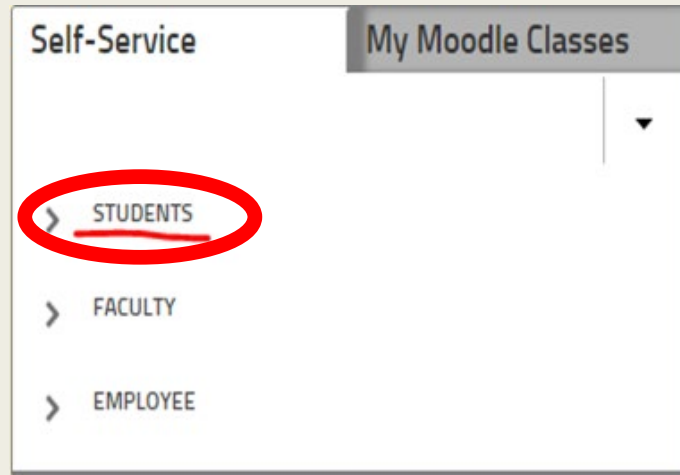
Under Self-service tab **Academic Plan & Registration >**

Planning & Registration >

Student Planning Self Service:

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

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

Searching for a course: Enter subject name in the course catalog. Select **View Available Sections** *Ex: ENGL 1113, English Composition I*

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

2. Select a term > Add Course to plan>

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* *D– hybrid course, partially online with lecture*

example: English Composition I: ENGL - 1113 ER06F

See your schedule: Navigate to Plan & Schedule

Student Planning > Plan & Schedule
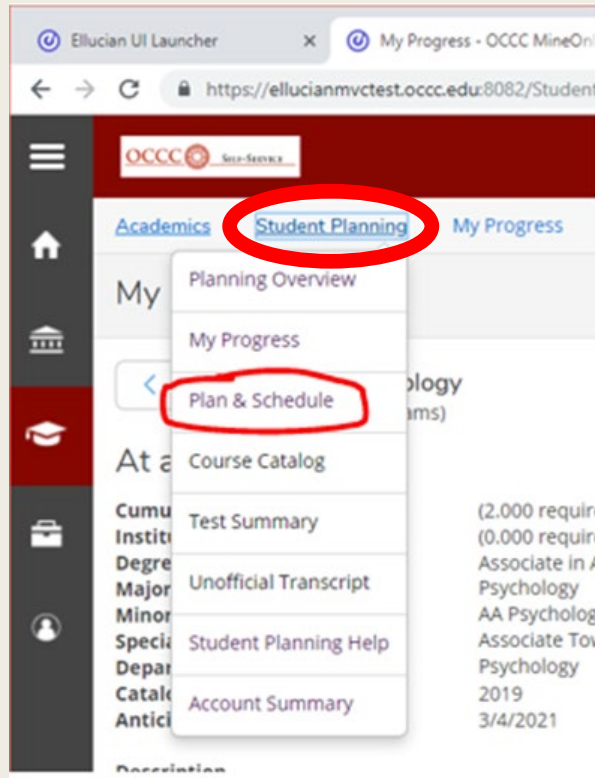
Select the **Register** button. **The course is now set as registered but not started**

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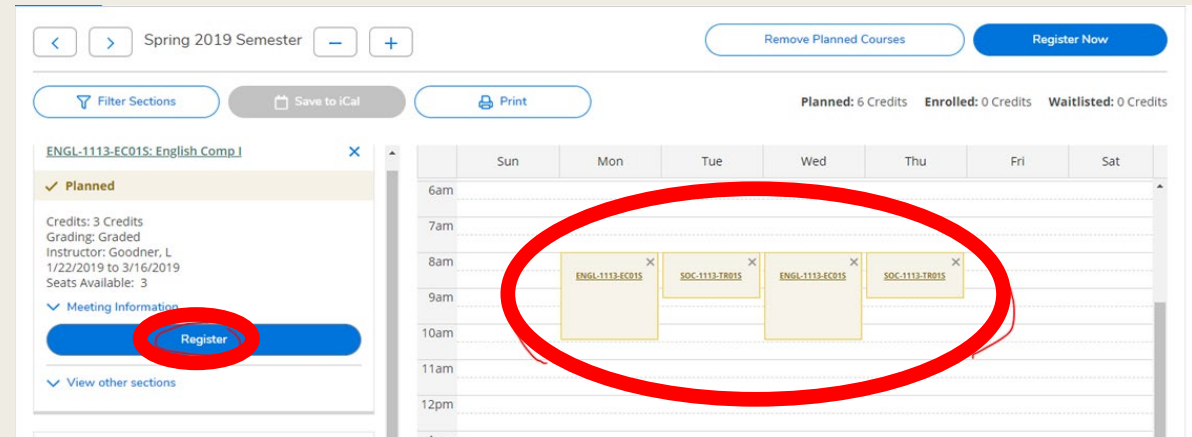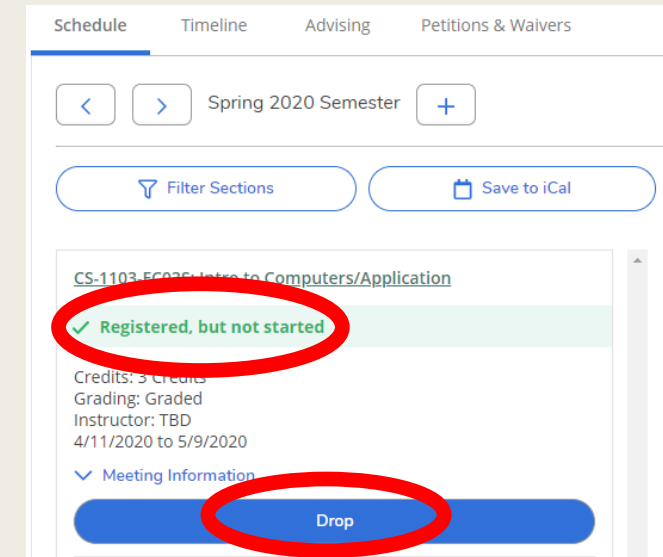
Print your schedule from the **Plan & Schedule**, press the print button

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)