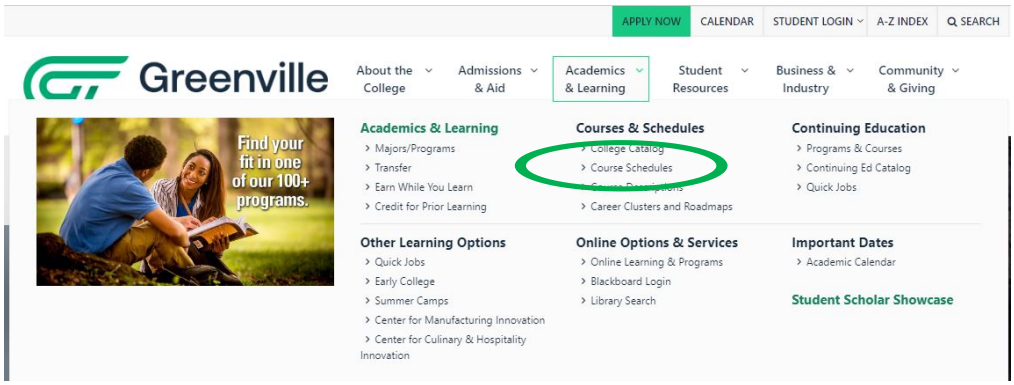
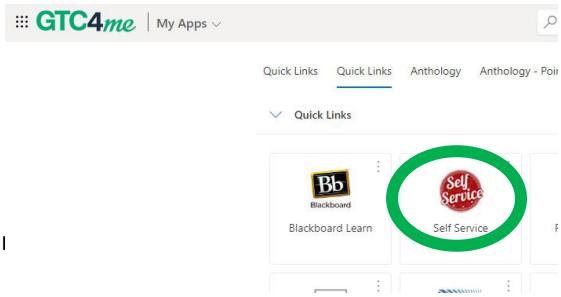
Greenville Technical College
Self Service - Student Planning (Student Version)

Courses

Before you begin it is best to have your courses and sections ready to add. If you need to review courses options and availability, go to the Course Schedule listing on the Greenville Tech website, www.gvltec.edu.

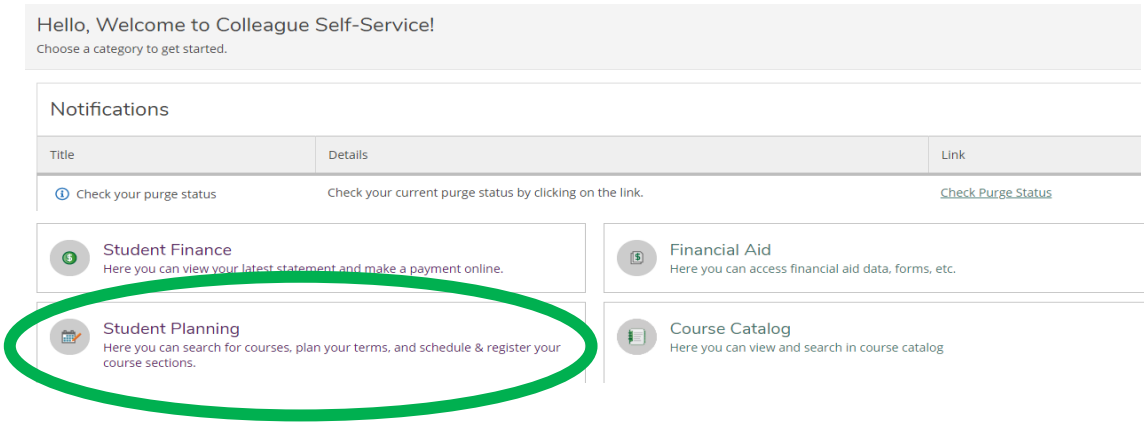


Login to Self Service - *Student Planning*

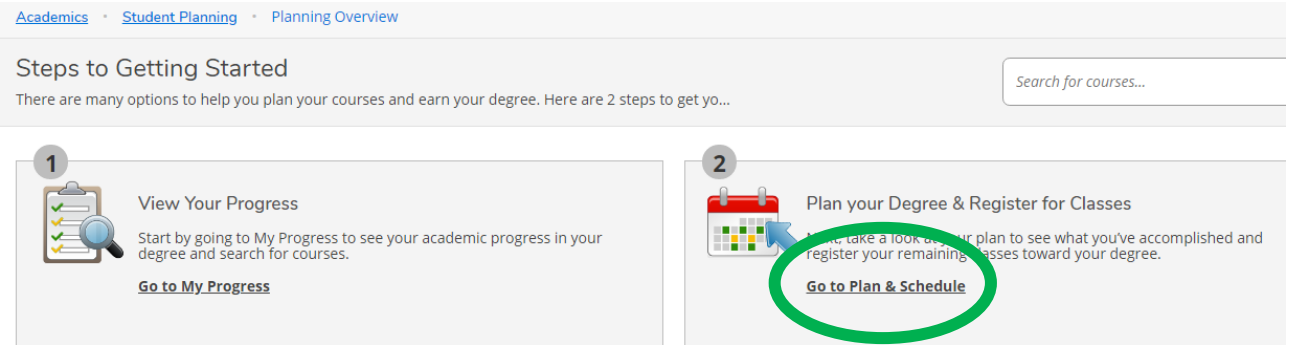


- Go to www.gvltec.edu
- Click on *Student Login* drop down
- Choose GTC4me
- Login to GTC4me with your GTC username and passwo
- Select the Self Service Icon
- Click on Student Planning

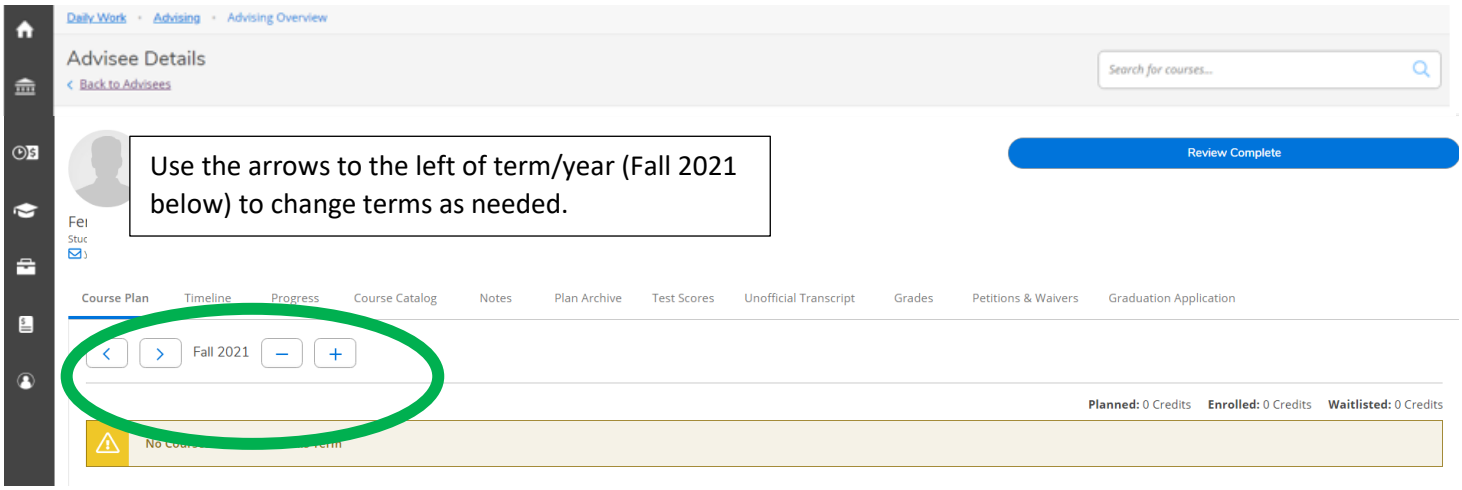
Click on the *Student Planning* module



Click on *Go to Plan & Schedule*

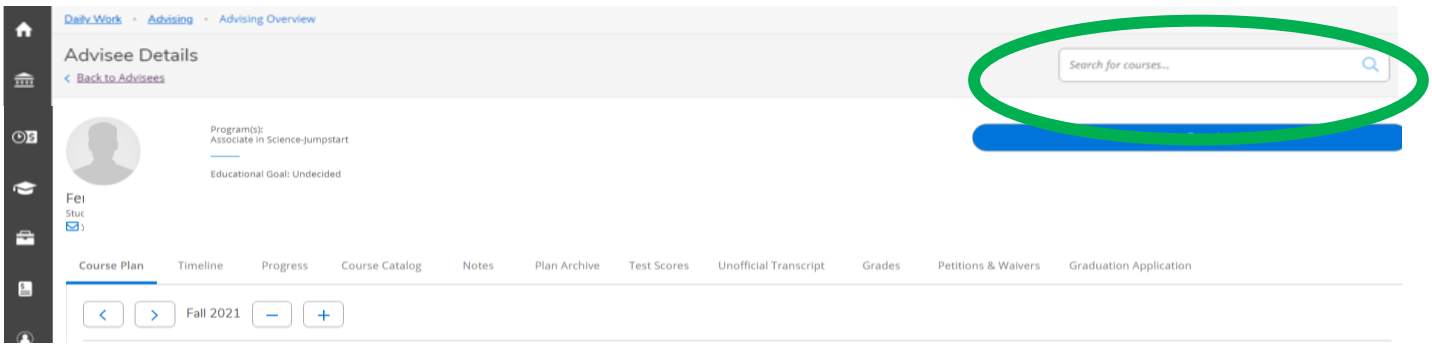


Change to *correct term* for your registration.

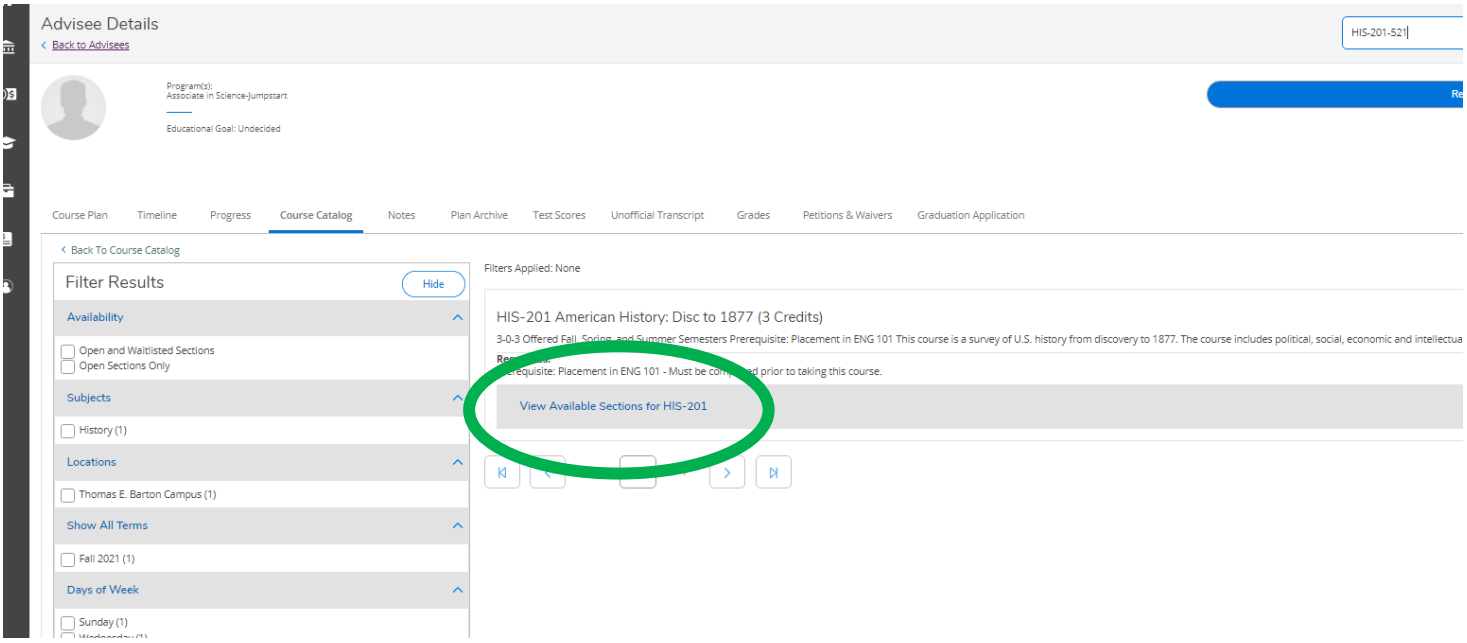


To add course(s) to your schedule

- From *Course Plan,* go to the *Search for Courses* box.
- Enter the course prefix, course number and section number, using all caps and hyphens. Example: HIS-201-521. If you haven't chosen a section, you may type HIS-201 to see all available sections and filter.
- Press enter.

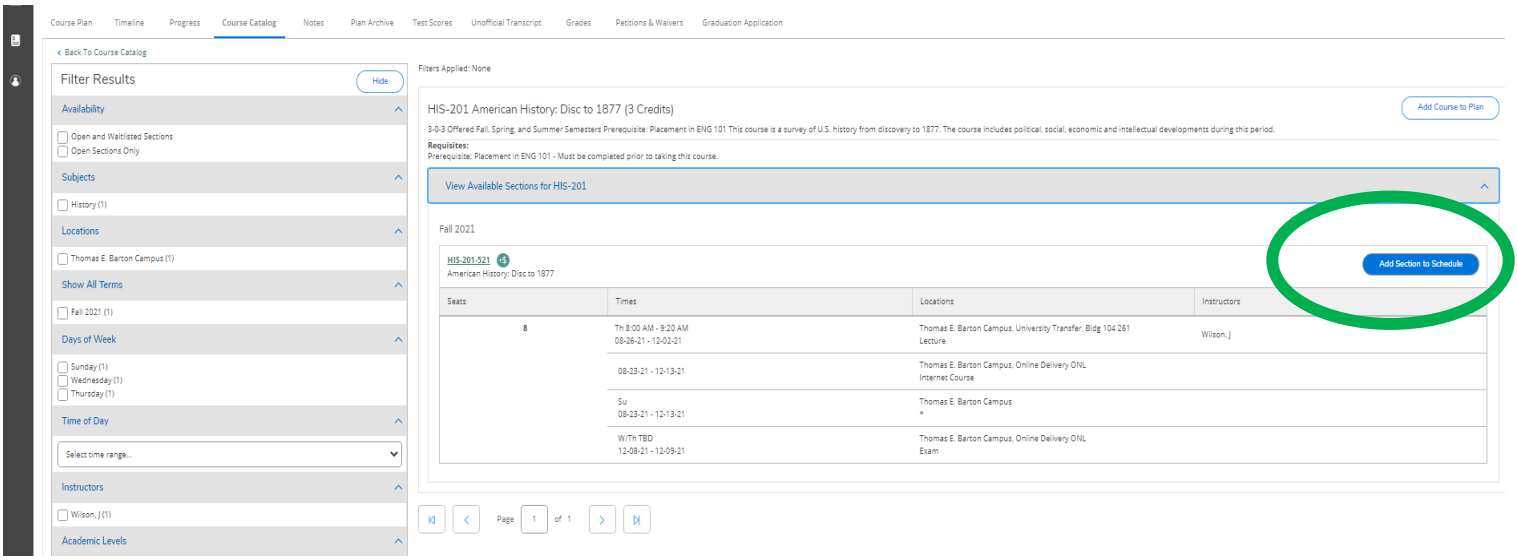


Click on *View Available Sections*



Add Section to Schedule

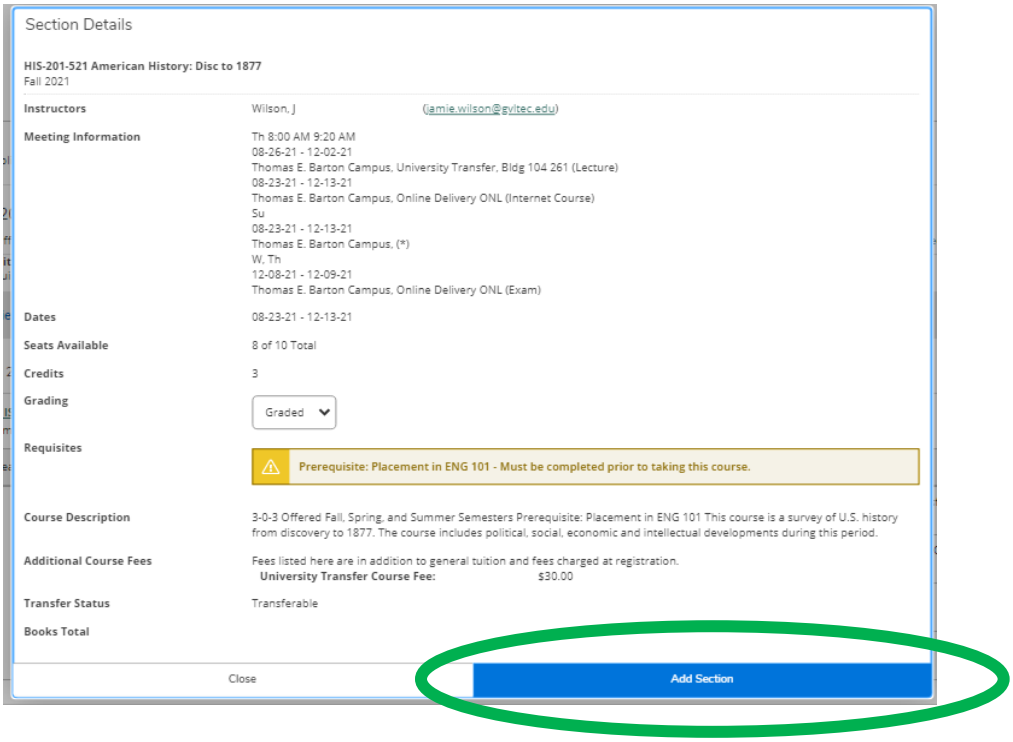
- Verify Term – You may have to scroll down to find your term
- Check Section Number
- Review Meeting Information
- Check Seat Availability (Do not choose a section with a waitlist.)
- Click on the blue button **"Add Section to Schedule"** (Note: **Do not select** *Add Course to Plan*)
- You have the option to apply filters on this page if you need to search for another section.



Section Details

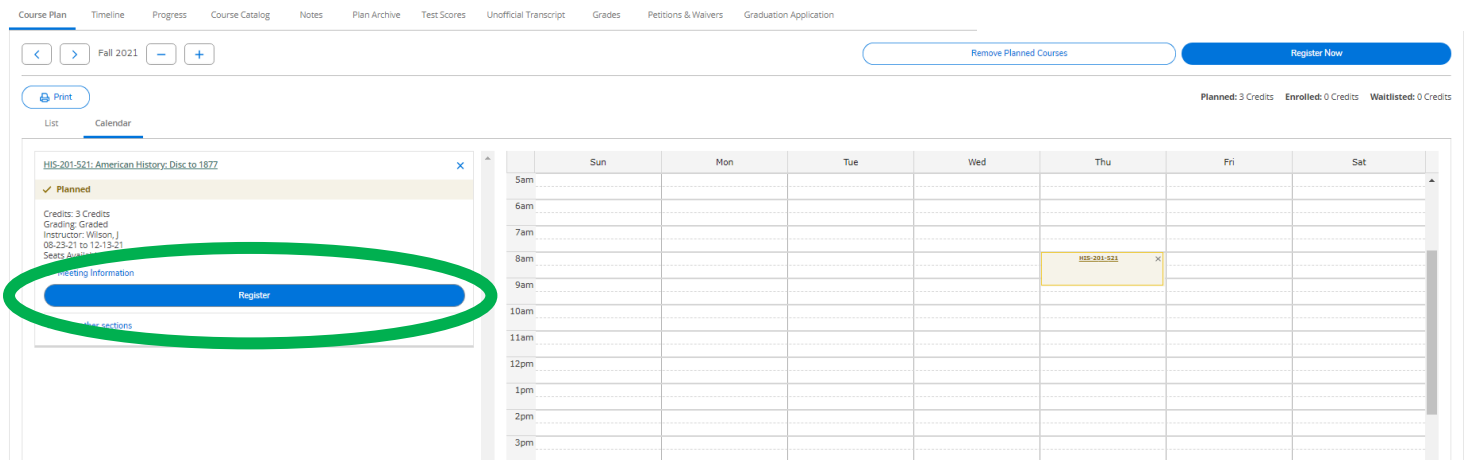
Section Details incudes the prerequisites required for the course. The requisites warning on the screen does not mean that you have not met the prerequisite. It is a warning for what prerequisites are required.

- Do NOT change the grading option. It should stay on Graded.
- Click blue button - ADD SECTION



Register for Courses

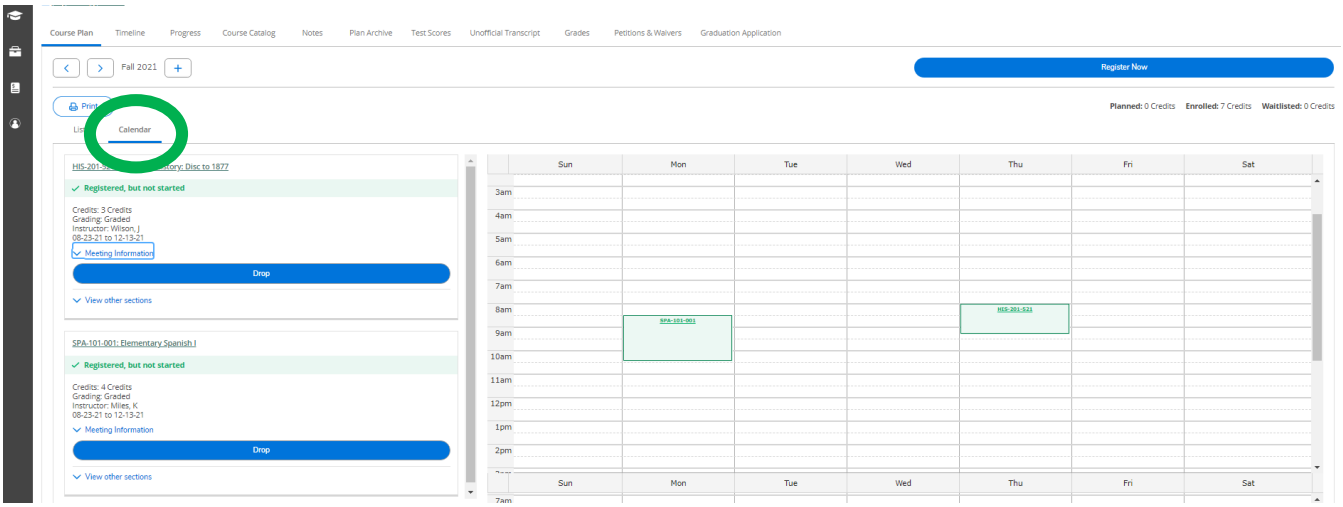
Your selected course will be added to the calendar view. At this point your course is planned, but you are still not registered. The course will appear with a yellow border as planned. You will see a blue **Register** button under the course on the left. You will also see a **Register Now** button that can be used to register for one or more courses at the same time. **Note, the register features will NOT be available until your high school counselor has approved the courses in Student Planning.**



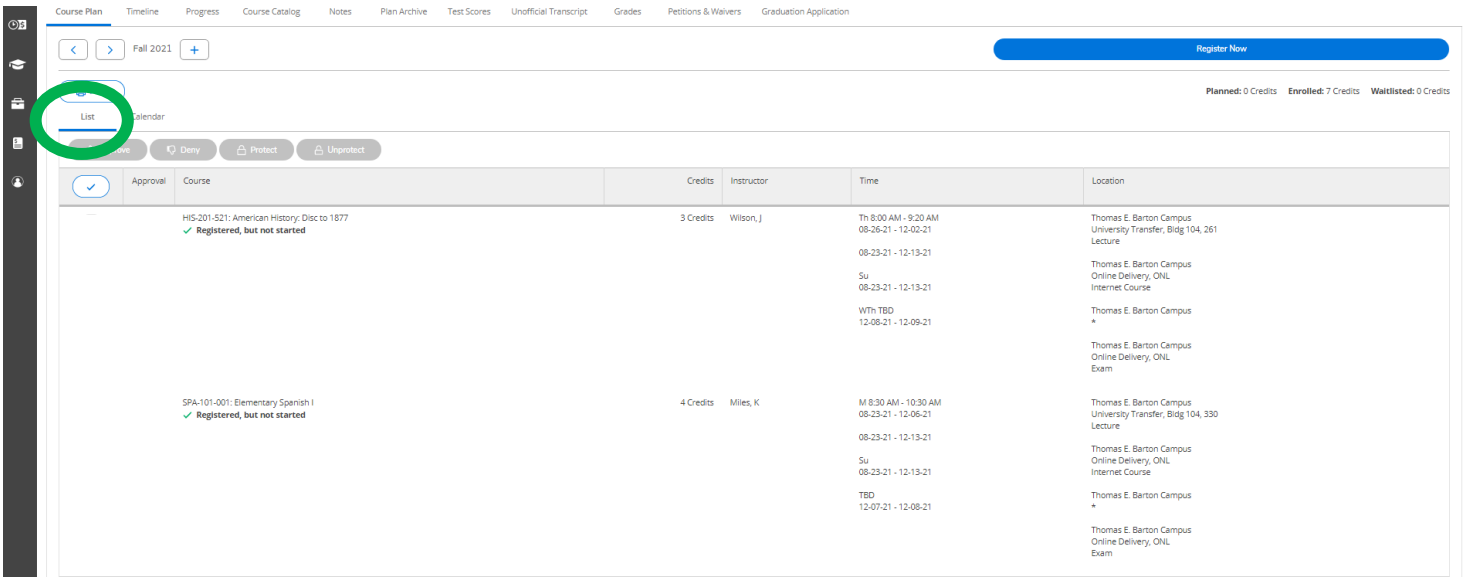
Notices on Course Plan Page

- **High School Counselor Must Approve (yellow):** After you have added the course to your schedule, your high school counselor will need to approve the course before you can register.
- **Requisite Warning –** Check with high school counselor on placement scores for selected course
- **Other Restrictions (yellow):** Course may require webcam or microphone.
- **Conflict (red):** Will show when you have added two courses with the same meeting time.
- **Course on Schedule Has Been Planned (green with check):** Course is registered.

Registered Courses in Calendar View

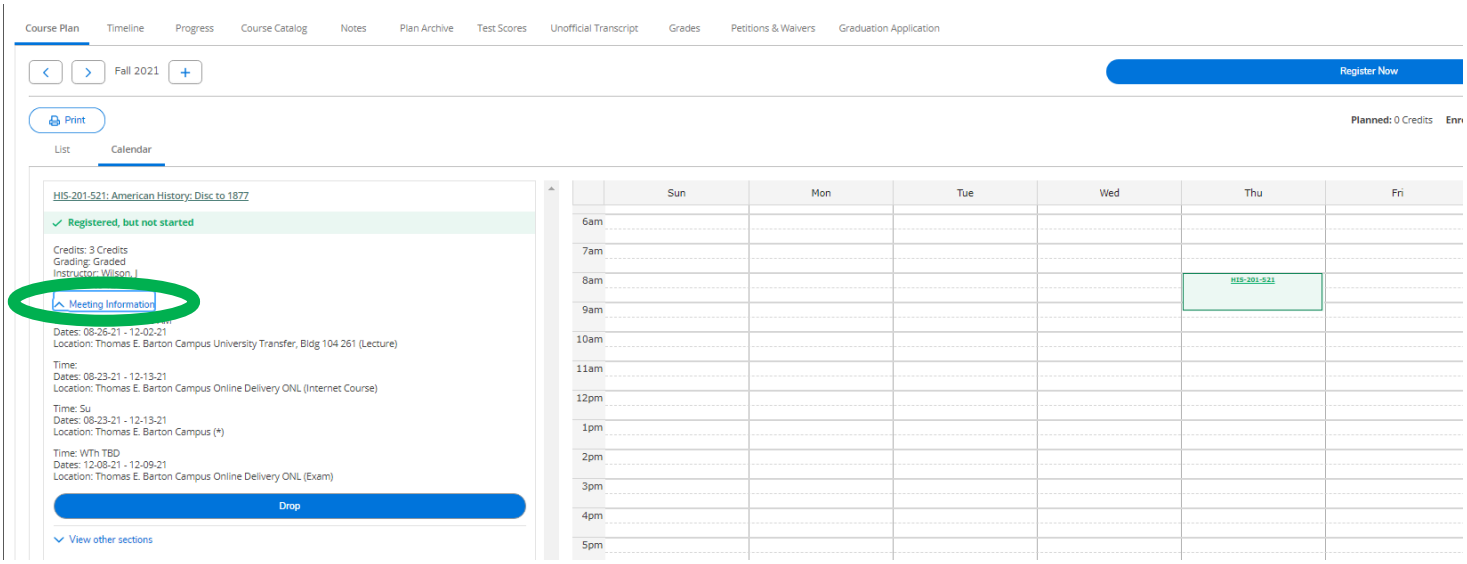


Registered Courses in List View



Calendar View - Meeting Information

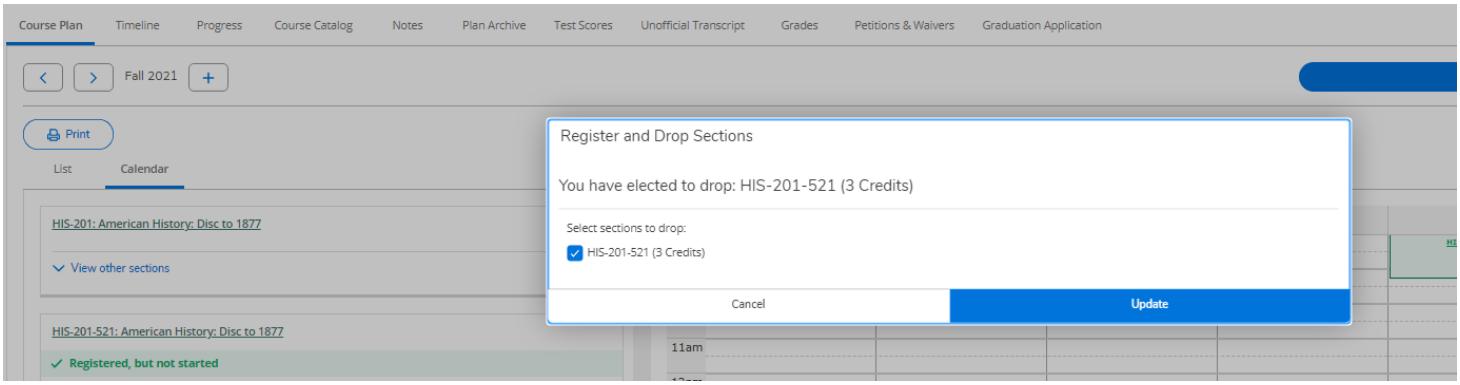
Use the arrow to the left of Meeting Information to expand the course meeting details.

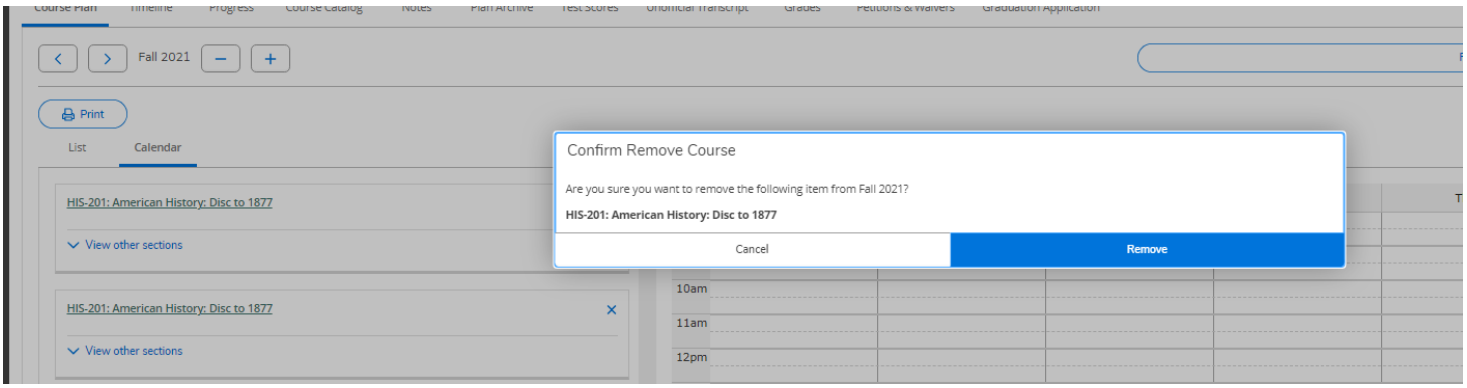


To Drop Course Before Classes Begin

To make changes to your schedule, your high school counselor will need to approve the course or section change in Student Planning. Once your Counselor has approved –

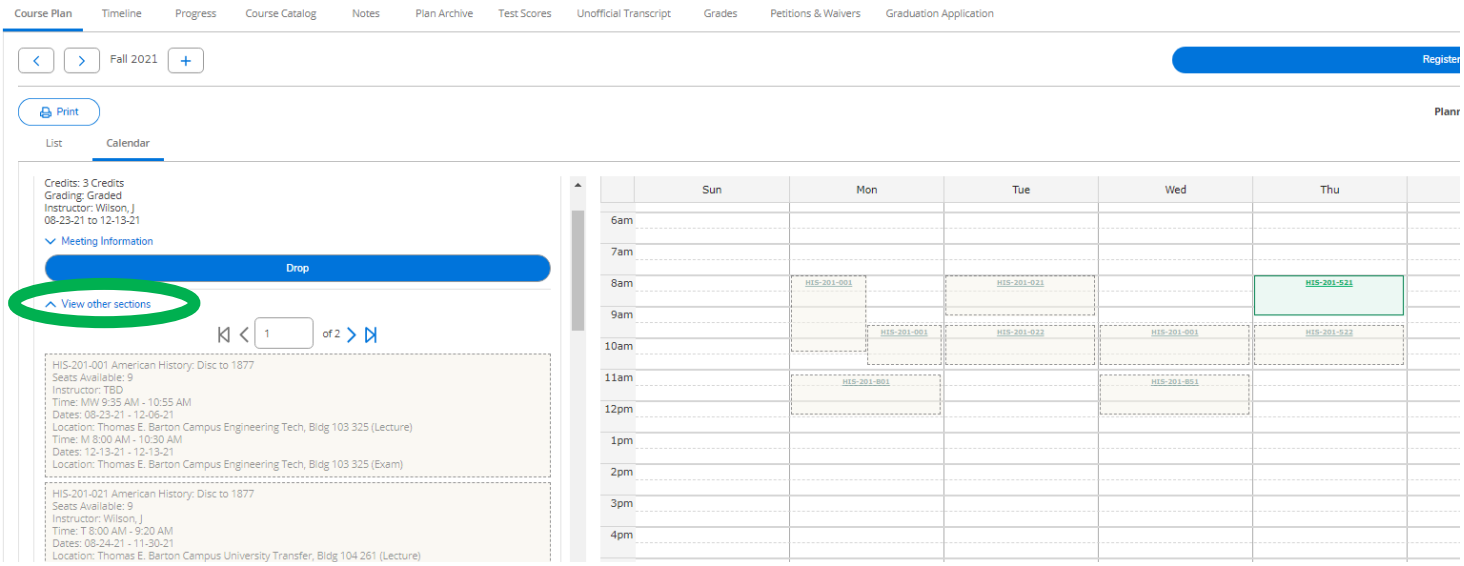
- Click on the blue **Drop** button below registered course.
- Choose **Update**.
- Choose **Remove**





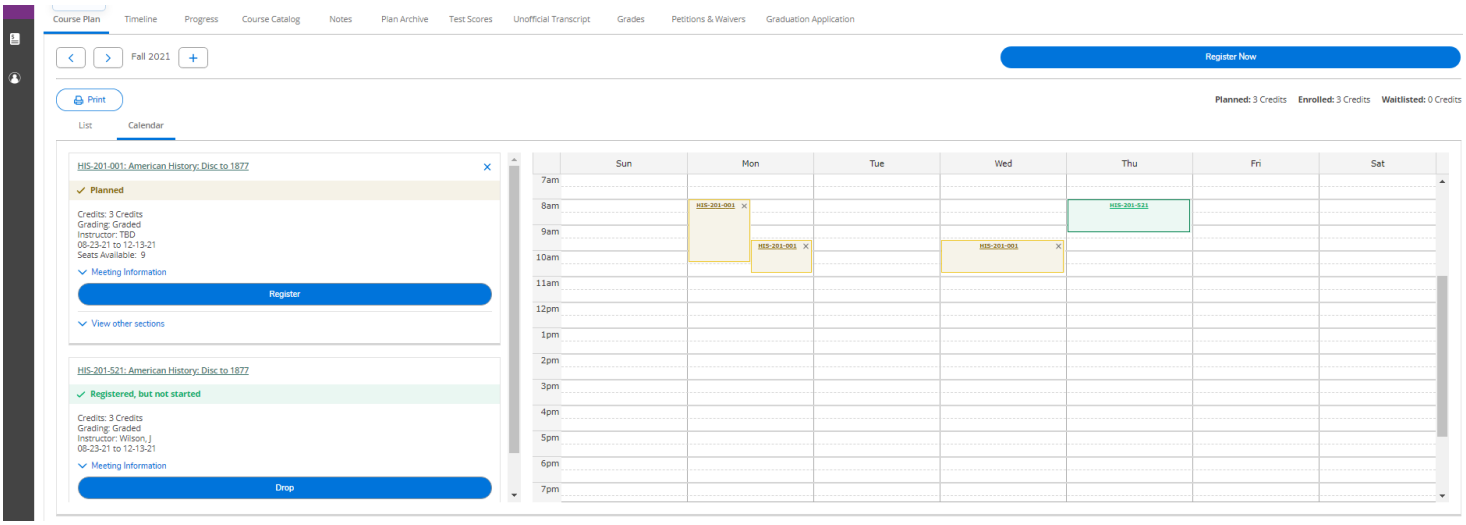
View Other Sections

You may use this option to select another section before dropping. Your registered courses will show on the schedule in green. (Note exam times will also show.) The other section options will show on the calendar.



Select New Section

New section will show on your schedule as planned with a yellow border. Note the course below shows the course meeting time and exam time. Your Counselor will need to approve any courses to drop or any courses to add. Remove any courses that the Counselor does not need to approve.



Registration Reminders:

- As an Early College student, you may NOT add to a waitlist.
- You may not register in two sections of the same course.
- Double check the campus for selected course section (for **J**-sections, make sure you know the code for your high school).
- You must meet the prerequisites for all courses.
- Your high school counselor must approve all courses.
- You may not withdraw from a course without high school counselor approval