



# Wharton County Junior College

## How to Register for Classes Online using Schedule Planner

**Step 1** Access the WCJC website at [www.wcjc.edu](http://www.wcjc.edu).

**Step 2** Access "Online Services" through the myWCJC Portal. Click [here](#) for login instructions.

**OR** Login to WCJC Online Services directly. Click [here](#) for login instructions.

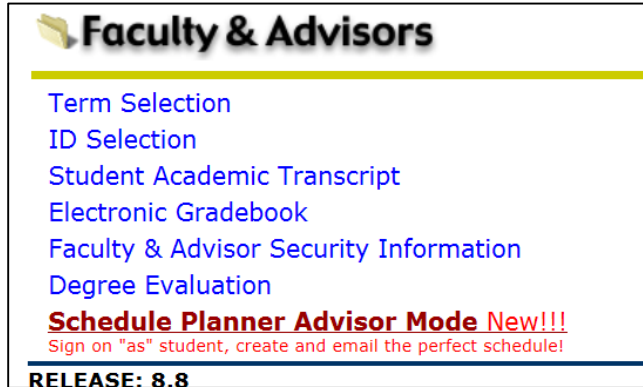
**Step 3** Click the "Faculty Services" tab.

A screenshot of a web interface showing three tabs: "Personal Information", "Faculty Services", and "Employee". The "Faculty Services" tab is selected and highlighted in blue. Below the tabs is a search bar with the label "Search", an input field, and a "Go" button.

**Step 4** Click "Advisor Menu"

A screenshot of a dropdown menu with the following items: "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Final Grades", "Student Menu", "Advisor Menu", "Schedule Planner Advisor Mode - New!!!", "Class List With Grid", and "SmarThinking Online Tutoring". The "Advisor Menu" item is highlighted in red.

**Step 5** Click “**Schedule Planner Advisor Mode New!!!**”.



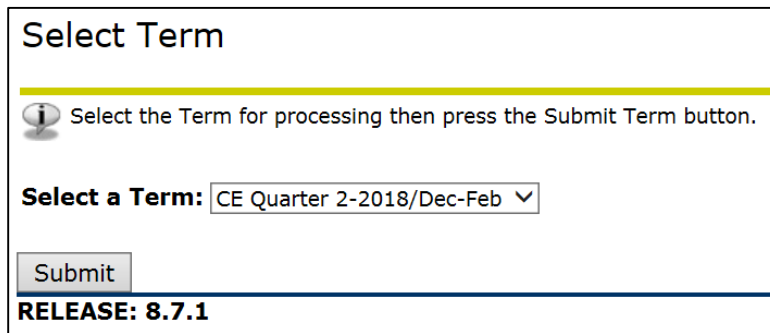
**Faculty & Advisors**

- Term Selection
- ID Selection
- Student Academic Transcript
- Electronic Gradebook
- Faculty & Advisor Security Information
- Degree Evaluation

**Schedule Planner Advisor Mode New!!!**  
Sign on "as" student, create and email the perfect schedule!

**RELEASE: 8.8**

**Step 6** Click the drop down and select the term and click “**Submit**”.



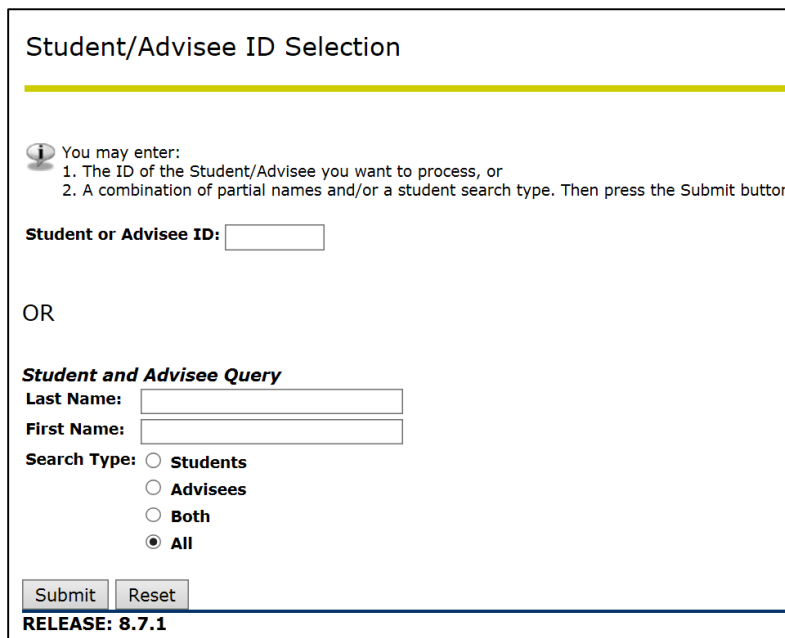
**Select Term**

**i** Select the Term for processing then press the Submit Term button.

**Select a Term:**

**RELEASE: 8.7.1**

**Step 7** Enter either Student/Advisee ID OR search by name and click “**Submit**”



**Student/Advisee ID Selection**

**i** You may enter:  
1. The ID of the Student/Advisee you want to process, or  
2. A combination of partial names and/or a student search type. Then press the Submit button.

**Student or Advisee ID:**

OR

**Student and Advisee Query**

**Last Name:**

**First Name:**


**Search Type:**  Students  
 Advisees  
 Both  
 All

**RELEASE: 8.7.1**

**Step 8** Confirm that this is the student you are looking for and click **“Submit”**.

### Student/Advisee ID Selection

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 Select the Student/Advisee that you wish to process and press the Submit Name button.

**Select a Student or Advisee:** Jones, Arthur Q. @00011860 ▼

**RELEASE: 8.7.1**

**Step 9** Select the campus(es) the student would consider attending. Click **“Save and Continue”**

### Select Campus

**Select All Campuses**

Bay City

Distance Education Course

High School (Dual/Concurrent)

Richmond

Sugar Land

Wharton

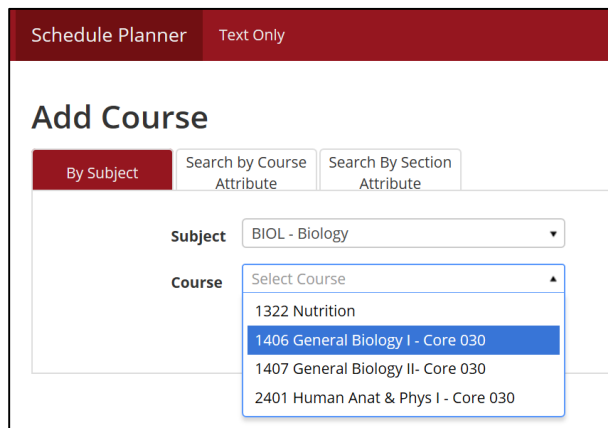
**Step 10** Review Search criteria; click the “Change” to edit search criteria; click “+ Add Course” to begin.



**Step 11** Click the “Subject”, “Attribute” or “Instructor” tab to search for courses using specific criteria.



**Step 12** Use the down arrow to the right of the search criteria and click your selection.



**Step 13** Click “+ Add Course” to add additional classes.

**Add Course**

By Subject | Search By Section Attribute | Search By Instructor

mergency Medical Technician

Course: 1355 Trauma Management

Done → + Add Course

**Emergency Medical Technician 1355 - Trauma Management**

Trauma Management.  
Knowledge and skills in the assessment and management of patients with traumatic injuries. Prerequisite: EMSP 1501 and EMSP 1160 or current EMT certification.  
Co-requisite: EMSP 1338, EMSP 1356, EMSP 1291, EMSP 2260, AND EMSP 2305.

**Note:** The course added requires a “Co-requisite”

**You may also search by one or more Attributes or by Instructor (see tabs).**

**Step 14** Click the “Done” only when you have added all the courses the student would like to take. Click the red X to remove a course from your schedule.

**Courses** + Add Course

<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	<b>EDUC 1300</b> Learning Framework - Core 090	Options	i	🔒	✖
<input checked="" type="checkbox"/>	<b>ENGL 1301</b> Composition I (Core 010)	Options	i	🔒	✖
<input checked="" type="checkbox"/>	<b>HIST 1301</b> US History I (Core 060)	Options	i	🔒	✖
<input checked="" type="checkbox"/>	<b>MATH 0308</b> Beginning Algebra	Options	i	🔒	✖
<input checked="" type="checkbox"/>	<b>MUSI 1306</b> Music Appreciation - Core 050	Options	i	🔒	✖

Remove

**Step 15** Add any **breaks** in the schedule (example: athletic practice, work, etc.)

Schedule Planner Text Only Help Sign out

**W**  
**C**  
**J**  
**C** *Wharton County Junior College*

**Course Status** Open Classes Only  **Term** Summer 2 2017

**Campuses** All Campuses Selected  **Parts of Term** All Parts of Term Selected

**Instruction Methods** All Instruction Methods Selected

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button!

**Courses**  **Breaks**

**Instructions:** Add the courses you wish to take for the upcoming term.

**work**

MTWThF - 1:00pm to 5:00pm

**Step 16** Click “**Generate Schedules**” – this will provide schedule options for the student to choose from and will also generate any appropriate warning messages.

**Schedules**

**Note:** If you see warnings, you will need to resolve them **before** you can generate schedules.

**Warning:** EMSP 1355 has the following co-requisites EMSP 1291, EMSP 1338, EMSP 1356, EMSP 2260, EMSP 2305

The warning above shows one of the classes requires co-requisites.

Click “**+ Add Co-Requisites**” to add the Co-Requisites.

If you did not receive warnings, see **Step 17**

If you clicked “+ Add Co-Requisites”, you should see the Co-Requisites added.

**Courses** + Add Course

<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	<b>EMSP 1291</b> Special Topics EMT/Technician	Options			<input type="checkbox"/>
	<span>Prerequisites</span> <span>Corequisites</span>				
<input checked="" type="checkbox"/>	<b>EMSP 1338</b> Intro to Advanced Practice	Options			<input type="checkbox"/>
	<span>Prerequisites</span> <span>Corequisites</span>				
<input checked="" type="checkbox"/>	<b>EMSP 1355</b> Trauma Management	Options			<input type="checkbox"/>
	<span>Prerequisites</span> <span>Corequisites</span>				
<input checked="" type="checkbox"/>	<b>EMSP 1356</b> Patient Assess/Airway Mgmt	Options			<input type="checkbox"/>
	<span>Prerequisites</span> <span>Corequisites</span>				
<input checked="" type="checkbox"/>	<b>EMSP 2260</b> Clinical-Advance EMT Paramedic	Options			<input type="checkbox"/>
	<span>Prerequisites</span> <span>Corequisites</span>				
<input checked="" type="checkbox"/>	<b>EMSP 2305</b> EMS Operations	Options			<input type="checkbox"/>
	<span>Prerequisites</span> <span>Corequisites</span>				

**Step 17** Once warning is resolved, click “Generate Schedules”

**Schedules**

Generate Schedules

You may select “**Shuffle**” to see your student’s schedule options in a new order (see screenshot below). You may check the box by the schedules to compare.

**Schedules** Advanced Options View Schedules

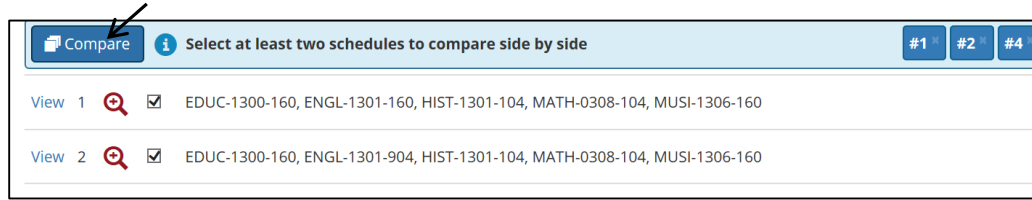
Generate Schedules Shuffle

Generated 4 Schedules

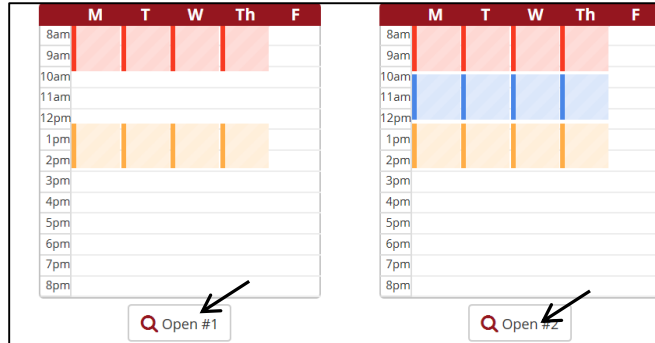
Compare Select at least two schedules to compare side by side #1 #2 #4

View 3	<input type="checkbox"/>	CSME-2439-101, CSME-2441-100
View 2	<input checked="" type="checkbox"/>	CSME-2439-102, CSME-2441-101
View 1	<input checked="" type="checkbox"/>	CSME-2439-101, CSME-2441-101
View 4	<input checked="" type="checkbox"/>	CSME-2439-102, CSME-2441-100

**Step 18** Check the box by the schedules you would like to compare; Click “Compare” (up to 4).

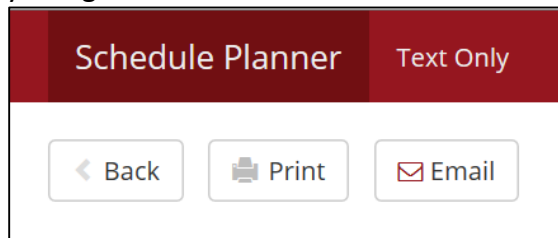


**Step 19** Click “Open” to open schedules.



**Note** warnings about multiple campuses – keep realistic travel times in mind.

**Step 20** You may review and discuss schedules with the student. If you choose to print and/or email a schedule to the student, please make sure the student understands they are not yet registered.



**Step 21** Notify the student to access Online Services and go to Schedule planner to generate schedules and click “Register” on the schedule of their choice. See [How to Register with the Schedule Planner \(for students\)](#). Remind the student that they are subject to cancellation if payment is not received in full by the next cancellation date. See [Payment deadlines](#). If the student needs additional assistance, see “[How to Pay for Classes](#)”.