

**Self-Service at Bladen Community College**  
**Creating an Academic Course Plan in Self-Service**



1. Log In to Self-Service

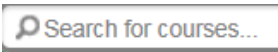






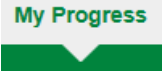
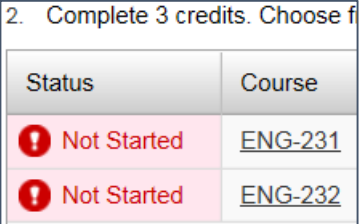


- Your user name is the same user name you use with WebAdvisor

First initial + Middle initial + Last name + first four digits of your birthdate (zeros included)  
*Example: jmdoe0123*

If your last name is long, use the first 14 characters including a hyphen. Remember - Hyphens are the only special character used to create the username

- Your password is the same password you use for WebAdvisor

- Select "Student Planning"
- Select "Plan your degree and register for classes"
- Add classes to your plan in one of three ways:

Course Search Tool	The Course Catalog	My Progress
<ul style="list-style-type: none"> <li>Look for the "Search for courses tool on the right-hand side of the page.</li> </ul>  <ul style="list-style-type: none"> <li>Type in either the course prefix (e.g. ENG for English) or the course prefix and course number (e.g. ENG-111). You must include the hyphen.</li> </ul> <ul style="list-style-type: none"> <li>Click, "Add Course to Plan"</li> </ul>  <ul style="list-style-type: none"> <li>Select the semester in which you plan to take the class.</li> </ul> 	<ul style="list-style-type: none"> <li>Click on the Course Catalog tab at the top of the screen</li> </ul>  <ul style="list-style-type: none"> <li>Either scroll down the page to find the course prefix (e.g. ENG for English) or type in the course prefix in the search for a course subject box</li> </ul>  <ul style="list-style-type: none"> <li>Select the course you are looking for (e.g. ENG 111)</li> </ul> <ul style="list-style-type: none"> <li>Click "Add Course to Plan"</li> </ul>  <ul style="list-style-type: none"> <li>Select the semester in which you plan to take the class</li> </ul> 	<ul style="list-style-type: none"> <li>Click on the My Progress tab at the top of the screen</li> </ul>  <ul style="list-style-type: none"> <li>My Progress is a degree audit tool that displays the courses you still need to complete for your program</li> </ul> <ul style="list-style-type: none"> <li>To add classes to your plan, click on the option you want to add (e.g. ENG 231)</li> </ul>  <ul style="list-style-type: none"> <li>Click "Add Course to Plan"</li> </ul>  <ul style="list-style-type: none"> <li>Select the semester in which you plan to take the class</li> </ul> 

- You can view your planned courses and future semesters by selecting "Plan and Schedule" and then clicking the Timeline Tab.