

For assistance with any step, contact your local CCV Academic Center

SEE WHICH COURSES YOU NEED

portal.ccv.edu

- > Web Services (top left)
- > Student Planning
- > Go To My Progress
- > Look for "Not Started"

NOTE:
Complete the following item. ✓ **1 of 1 Completed.** [Show Details](#)

GENERAL EDUCATION: CORE COMPETENCIES
Complete all of the following items. ⚠ **0 of 6 Completed.** [Hide Details](#)

A. 1st Semester Seminar
Take INT-1050 or INT-1060.
Complete all of the following items. ⚠ **0 of 1 Completed.** [Hide Details](#)
⚠ **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course
⚠ Not Started	

B. Tech Literacy
Take one course (three credits) in Technological Literacy.
Complete all of the following items. ⚠ **0 of 1 Completed.** [Hide Details](#)
⚠ **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course
⚠ Not Started	

C. Communication

SEE WHICH COURSES ARE OFFERED

catalog.ccv.edu

> Courses

General Education Requirements
All associate degrees include completion of general education requirements which, together with program requirements, constitute a minimum of 66 credits. To ensure degree program requirements also fulfill general education requirements, they may not use a single course to meet two general education requirements.

Core Competencies
Complete at least one course in each of the following:

- First semester seminar
- Technological Literacy
- Communication
- English Composition
- Mathematics
- Research & Writing Intensive

Areas of Inquiry
Complete at least one course in each of the following:

- Scientific Method
- Human Experience
- Human Behavior

Integrative Approaches
Complete at least one course in the following:

- Global Perspectives & Sustainability

Complete the following:

- Seminar in Educational Inquiry
- Quantitative Reasoning Assessment (Mean grade/letter assigned to quantitative reasoning)

Program Requirements
Courses are listed in the order in which we recommend you take them.

- ACC 1000 - Introduction to Business
- ACC 2001 - Financial Accounting
- BUS 2200 - Principles of Marketing or BUS 2400 - Small Business Marketing
- BUS 2000 - Principles of Management or BUS 2200 - Small Business Management
- ECO 2000 - Macroeconomics or ECO 2000 - Microeconomics
- BUS 2400 - Business Law
- Choose any 3-credit CE course above CE 10
- BUS 2740 - Business Analysis & Decision Making

Electives: 4 credits

Note(s)
* You may use a course to meet both a program requirement and a general education requirement. However, you may not use a single course to meet two general education requirements.

Minimum Total Credits in Degree: 66

Click on a course title for details and current day/time options.

OR

ccv.edu/schedule

> Course Planning by Program

Core Program Requirements Planned for Fall 2014, Spring 2015 and Summer 2015
Date, time and faculty information for courses beyond the current registration period are not yet available. All courses are subject to change. Please check back often.

CORE PROGRAM REQUIREMENTS	CCV Locations											
	BEN	BRA	BUR	MID	MPL	BCR	NEW	OBL	RUT	SRR	SJA	STJ
ACC 2001 - Financial Accounting												
BUS 1010 - Introduction to Business												
BUS 2000 - Principles of Management												
BUS 2200 - Principles of Marketing												
BUS 2400 - Small Business Marketing												
BUS 2000 - Principles of Management												
BUS 2200 - Small Business Management												
BUS 2400 - Business Law												
BUS 2740 - Business Analysis & Decision Making												
ECO 2000 - Macroeconomics												
ECO 2000 - Microeconomics												

View anticipated course offerings.

REGISTER & PAY FOR CLASSES

portal.ccv.edu

- > Self Service (top left)
- > Student Planning to register

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

> Student Finance to Pay

Student Finance
Here you can view your latest statement and make a payment online.

1 SEE WHICH COURSES YOU NEED

- > portal.ccv.edu
- > After you log in, visit **Self Services** on the top left of the page.
- > Click on **Student Planning**.
- > Click on **Go To My Progress**.
- > Your program evaluation will display. Courses or requirements you need to take will show in red.

2 SEE WHICH COURSES ARE OFFERED

- > catalog.ccv.edu
- > Choose the appropriate Catalog Year from the drop-down menu.
- > Click on **Associate Degrees**.
- > Select your degree and scroll down to view your General Education and Program Requirement courses.
- > Look for courses with an asterisk (*) to see if any of your Program Requirements also fulfill General Education Requirements.
- > Click on the **courses** to check availability.

3 CHECK YEAR-LONG PLANNING

- > To see when and where courses will be offered throughout the year, use the Course Planning by Program to map out your degree.
- > Click on **Course Schedule** at the top left of the website.
- > Click on the year under **Course Planning by Program**.
- > Filter by Program Requirement or General Education Requirement and Semester/Year.
- > Plan future semesters based on course availability to ensure timely completion of your degree.

4 REGISTER FOR CLASSES

- > Visit Self Service on your Portal page.
- > Click on **Student Registration** and then **Register for Sections**.
- > Choose your course(s) using the Search for Courses... window in the upper right hand corner.
- > Click **Add Section to Schedule**, then Click **Add Section**.
- > Return to the **Planning Overview**.
- > Click on the course in your Schedule.
- > Click **Register**.
- > Need help? Contact your local CCV Academic Center for assistance.

5 PAY YOUR BILL

- > In Self Service, choose the **Student Finance** tile.
- > Click **Payments/Authorized Users** under Helpful Links to pay your bill.
- > Be sure to check the payment due dates to avoid being removed from your courses.
- > If you are paying with financial aid, go to the 'Financial Aid' tile in Self-Service to review your award information, apply for aid, or contact your local financial aid counselor.