

How to Register using Student Planning

Log into MyKSC

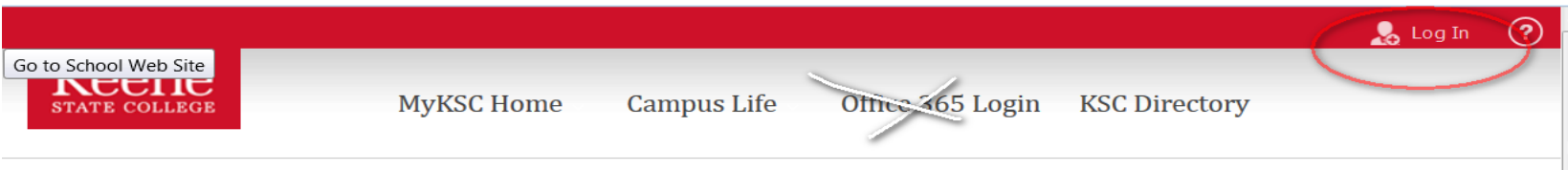
MyKSC > Student Services gives access to Self Service.

Student Planning is the tool in Self-Service used for registration, searching for classes, checking your progress toward your degree and creating a plan that will help you complete your degree on time!

How do I get to MyKSC????

www.keene.edu

A-Z Index **MyKSC Login** Directories



Keene State College - Authentication Service

Log into MyKSC with your KSC NetID

KSC NetID:

Password:

☐

Warn me before logging me into other sites.

LOGIN

clear

You have requested

This authentication service is
verified. For students, use your
KSC NetID and password you use v

- **Canvas**
- **MyKSC**
- **Residential I**
- **Health Servi**
- **Interlibrary I**
- **and others**

I'm here, now what do I do?

ampus Life

MyCruiser

Student Services

Office 365 Login

Mor

Self-Service

Financial Aid

From here you can:

Check on your financial aid

Student Planning

Plan, register, and add and drop or withdraw from classes,
email your advisor, review progress for degree

Grades

Check your grades

Graduation Application

Apply for graduation

Contact Information

Confirm and/or update your address, phone and email

Emergency Contact
Information

Enter and confirm an emergency contact

Program Evaluation

Official Transcripts and
Enrollment Verifications

Request an official transcript

Request an Official Transcript

Enrollment Verifications

Request an enrollment verification or a good student certificate

Billing & Payment

QuikPAY

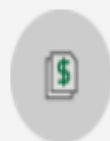
Pay your bill

Self-Service



Hello, **Riley Martin**. Welcome to Colleague Self-S...

Choose a category to get started.



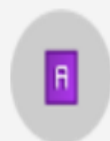
Financial Aid

Here you can access financial aid data, forms, etc.



Student Planning

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



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.

Student Planning Overview

Academics ▾

Student Planning ▲

Steps to Get

There are many ways to earn your degree.

1



[Planning Overview](#)

[My Progress](#)

[Plan & Schedule](#)

[Course Catalog](#)

[Test Summary](#)

[Unofficial Transcript](#)

Student planning has many tools you can use.

My progress - shows how your courses fit in your degree requirements
a great starting point to look for classes

"Degree Shopping" - if you are undeclared or thinking about changing your major, see what courses you need for a potential major

Plan and Schedule - plan your courses or actual sections for next term or the next 4 years, then when you are able to register, just click the button!

Course Catalog -Search the course catalog for courses you need. You can filter your options by several different details

Test Summary - Did you take the Praxis? Math test?

View/Print an unofficial transcript

Where do I start?

For **registration** - you can start different ways.

My Progress

Academics ▾

Student Planning ▾

My Progress

My Progress

You can search for classes using words, course numbers, departments...

 Search for courses...



BS Sustainable Product Design and Innovation
(1 of 1 programs)



View a New Program

Load Sample Course Plan

At a Glance

Cumulative GPA: 2.847 (2.000 required)
Institution GPA: 2.847 (2.000 required)
Degree: Bachelor of Science
Majors: Sustainable Prod Des & Innovat
Minors: Safety & Occ Health App Sci
Departments: Sustain Prod Design & Architec
Catalog: 2014

Description

The Sustainable Product Design and Innovation major at Keene State College is a pre-professional four-year program offering a cross-disciplinary curriculum

[More...](#)

Program Notes

[Show Program Notes](#)



Program Completion must be verified by the Registrar.

Progress



Total Credits (149 of 120)



Total Credits from this School (149 of 30)



My Progress

✓ Planned	SPUI-252	Product Design II	2016FA	4
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B. Management Core

Color is very important in Student Planning **Green** Good, **Yellow** OK **Red** Do something

Group 1: Take MGT 101, 140, and 215.

Group 2: Take MGT 331 or MGT 446.

Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1. Take courses MGT-101, MGT-140, MGT-215. ✓ **Fully Planned** **0 of 3 Courses Completed.** [Hide Details](#)

Status	Course	 Search	Grade	Term	Credit
 In-Progress	<u>MGT-101</u>	Introduction to Management		2016SP	4
 In-Progress	<u>MGT-202</u>	Quant Decision Making		2016SP	4
✓ Planned	<u>MGT-215</u>	Acct for Sustainable Business		2016FA	4

Click the search button and you will be given a list of courses for this requirement

2. Complete 1 course. Choose from the courses MGT-331, MGT-446. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	 Search	Grade	Term	Credit
 Not Started	<u>MGT-331</u>	Principles of Marketing			
 Not Started	<u>MGT-446</u>	Competitive Manufacturing Mgt			

I clicked the **Search** button

The screenshot shows the Keene State College Course Catalog search results page. The page has a red header with the college logo and navigation links. The main content area is titled "Search for Courses and Course Sections" and includes a search bar. On the left, there are filter sections for Subjects, Locations, Terms, Days of Week, Time of Day, Instructors, Academic Levels, and Course Levels. The right side displays search results for ART-250 Graphic Design I (4 Credits) and ART-253 Digital Imaging (4 Credits). Annotations with blue arrows point to various elements: "SUBJECTS" and "TERMS" filters, the "ART-250" course entry, the "Requisites" field for ART-253, the "Offered" field for ART-253, and the "Add Course to Plan" button for ART-253.

Keene STATE COLLEGE

Riley Martin Sign out ? Help

Academics Student Planning Course Catalog

Search for Courses and Course Sections

Search for courses...

Back to My Progress

Filter Results

The following results match requirement: Take ART 250, ART 253 and ART 258.
Filters Applied: None

SUBJECTS

Art (2)

LOCATIONS

Continuing Education (2)
Keene State College (2)
Summer Session (2)

TERMS

Fall 2017 (1)
Spring 2017 (1)
Spring 2018 (1)

DAYS OF WEEK

Tuesday (1)
Thursday (1)

TIME OF DAY

Select time range...

INSTRUCTORS

Hoyt, R (1)

ACADEMIC LEVELS

Undergraduate (2)

COURSE LEVELS

ART-250 Graphic Design I (4 Credits) Add Course to Plan

Introduction to graphic design as a problem solving activity that communicates visually. Creative brainstorming techniques, design principles, time based media and Semiotic theory are introduced. Group and individual critiques help students identify focus and aptitude for graphic design. Prereq: ART 151 and two of the following: ART 101 or IAART 100, IAART 110 or ART 125 or IAART 120.

Requisites:

Locations:

Offered: All, Every Year

There is so much you can do from here
Filter courses by term, days, subjects.... How you filter determines what you see for course options.

ART-253 Digital Imaging (4 Credits) Add Course to Plan

A studio investigation of critical theory and visual literacy as it relates to photography and new media in the twenty-first century. Topics include a working knowledge of Adobe Photoshop, image manipulation and preparing digital images for print, web and other digital media. A digital camera is required. Prereq: ART 250 or IAART 105 or permission of instructor.

Requisites: TAKE ART-250 OR IAART 105. - Must be completed prior to taking this course.

Locations: Keene State College, Continuing Education, Summer Session

Offered: All, Every Year

You can add sections or courses for future terms.

Check Prerequisites

Find out when the course is offered.

View Available Sections for ART-253

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Other ways to **search for courses**

The screenshot shows the 'Student Planning' section of a web application. The 'Planning Overview' tab is active. On the left, a sidebar lists several options: 'Planning Overview', 'My Progress', 'Plan & Schedule', 'Course Catalog', 'Test Summary', and 'Unofficial Transcript'. The 'Course Catalog' option is circled in red, and a blue arrow points from a text box to it. The text box, also outlined in blue, states: 'Two other ways to search for classes - Go to the course catalog or enter words that might be in the course title or description.' In the top right corner, a search bar is circled in red, containing the placeholder text 'Search for courses...'. A blue arrow points from the text box to this search bar. The main content area is divided into two steps. Step 1, 'Steps to Get Started', includes a checklist icon and the text 'There are many ways to see your academic progress in your courses and earn your degree. Here are 2 steps to get you started:'. Step 2, 'Plan your Degree & Register for Classes', includes a calendar icon and the text 'Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.' Below this, there is a link 'Go to Plan & Schedule'.

Academics ▾ Student Planning ▾ Planning Overview

Steps to Get Started

There are many ways to see your academic progress in your courses and earn your degree. Here are 2 steps to get you started:

1 Course Catalog

2 **Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Go to Plan & Schedule

Two other ways to search for classes - Go to the course catalog or enter words that might be in the course title or description.

Search for courses...

Course catalog will show a list of subjects.

Click on a subject and a list of courses is shown.

You can add filters to the list to find courses or sections that meet your needs.

Notice the different labels – **View Sections** and **Add course to plan**.

These are different actions.

The screenshot displays the Course Catalog interface. At the top, navigation tabs include 'Academics', 'Student Planning', and 'Course Catalog'. Below this is a search bar labeled 'Search for Courses and Course Sections' with a placeholder 'Type a subject...'. A list of subjects is shown: 'American Studies', 'Anthropology', and 'Applied Music'. A button labeled 'View Available Sections for AMST-350' is visible. Below this, a course entry for 'AMST-363 Writing in an Endangered World (4 Credits)' is shown with an 'Add Course to Plan' button. To the right, a sidebar shows 'Filter Results' with sections for 'SUBJECTS', 'LOCATIONS', 'TERMS', and 'DAYS OF WEEK'. The 'SUBJECTS' section has 'American Studies (10)' selected. The 'LOCATIONS' section has 'Keene State College (10)' selected. The 'TERMS' section has 'Fall 2017 (1)' selected. A 'Filters Applied' box shows 'American Studies' and 'Keene State College'. Below the filters, two course entries are shown: 'AMST-199 Experimental (4 Credits)' and 'AMST-298 Independent Study (1 to 8 Credits)'. The 'AMST-199' entry has a 'No description available' message and 'Requisites: None'. The 'AMST-298' entry has a description: 'An opportunity for a qualified student to explore wor faculty member. Consent required of the instructor w'. The footer of the page reads 'This course traces environmentalism as a social movement in relation to the development of environmental writing. Students will EAN Registrar's Office v2 3.7.17'.

Academics ▾ Student Planning ▾ Course Catalog

Search for Courses and Course Sections

Search for a course subject:

[American Studies](#)

[Anthropology](#)

[Applied Music](#)

▸ View Available Sections for AMST-350

AMST-363 Writing in an Endangered World (4 Credits) [Add Course to Plan](#)

This course traces environmentalism as a social movement in relation to the development of environmental writing. Students will

Filter Results

Filters Applied: American Studies

▾ SUBJECTS

☒ American Studies (10)

▾ LOCATIONS

☐ Continuing Education (10)

☒ Keene State College (10)

☐ No Room Assignment (3)

☐ Summer Session (8)

▾ TERMS

☐ Spring 2017 (3)

☒ Fall 2017 (1)

▾ DAYS OF WEEK

AMST-199 Experimental (4 Credits)

No description available.

Requisites: None

Locations: Keene State College, Continuing Edu

AMST-298 Independent Study (1 to 8 Credits)

An opportunity for a qualified student to explore wor faculty member. Consent required of the instructor w

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The “Search for Courses” box.

The screenshot shows a web interface for a course catalog. At the top, there is a navigation bar with a dropdown menu labeled 'Planning' and a link to 'Course Catalog'. Below this, the page title is 'Find Course Sections'. A search box at the top right contains the text 'Applied', with a magnifying glass icon to its left. A blue box with an arrow points to the search box, containing the text: 'I typed "Applied" in the search box and courses with that word were shown.' Below the search box, the results are displayed. The first result is 'MUA-101 Applied Music (1 to 2 Credits)'. It includes a description: 'Individual instruction consisting of twelve 50-minute lessons (for 2 credits) or twelve 25-minute lessons (for 1 credit) on an instrument or in voice. Music Education or Bachelor of Arts in Music major only.' Below the description, there are three sections: 'Requisites: None', 'Locations: Keene State College, Continuing Education', and 'Offered: All, Every Year'. At the bottom of the first result, there is a button that says 'View Available Sections for MUA-101'. The second result is 'MUA-102 Applied Music (1 to 2 Credits)', which has the same description and structure as the first result. A blue arrow points from the search box to the 'Applied' text in the first result. Another blue arrow points from the search box to the 'View Available Sections for MUA-101' button. A third blue arrow points from the search box to the 'Add Course to Plan' button for MUA-102.

Planning ▾ Course Catalog

Find Course Sections

I typed "Applied" in the search box and courses with that word were shown.

Applied

Filters Applied: None

MUA-101 Applied Music (1 to 2 Credits) Add Course to Plan

Individual instruction consisting of twelve 50-minute lessons (for 2 credits) or twelve 25-minute lessons (for 1 credit) on an instrument or in voice. Music Education or Bachelor of Arts in Music major only.

Requisites: None

Locations: Keene State College, Continuing Education

Offered: All, Every Year

View Available Sections for MUA-101

MUA-102 Applied Music (1 to 2 Credits) Add Course to Plan

Individual instruction consisting of twelve 50-minute lessons (for 2 credits) or twelve 25-minute lessons (for 1 credit) on an instrument

Remember when I clicked the **Search** button?

You can filter courses many different ways to find what you need.

Filter Results
SUBJECTS
☐ IH History (15)
☐ IA Music (6)
☐ IA Film (5)
☐ IH Film Studies (5)
☐ IH Holoc & Genocide Studies (5)
+ Show All Subjects
LOCATIONS
☐ Continuing Education (121)
☒ Keene State College (145)
☐ No Room Assignment (3)
☐ No Room Assignment - CE (1)
☐ Summer Session (62)

TERMS
☐ Spring 2018 (45)
☐ Fall 2017 (38)
☐ Spring 2017 (37)
DAYS OF WEEK
☐ Monday (43)
☐ Tuesday (35)
☐ Wednesday (43)
☐ Thursday (36)
☐ Friday (13)
TIME OF DAY
Select time range...
Early Morning (Midnight - 8am)
Morning (8am - Midday)
Afternoon (Midday - 4pm)
Evening (4pm - 8pm)
Night (8pm - Midnight)
☐ Allen, T (1)
☐ Antonucci, M (1)
☐ Baker, L (1)
☐ Barker, P (1)
+ Show All Instructors
ACADEMIC LEVELS
☐ Undergraduate (145)

INSTRUCTORS
ACADEMIC LEVELS
COURSE LEVELS
COURSE TYPES
TOPICS
INSTRUCTION TYPE
☐ Not Online (79)
☐ Online (17)

I clicked on **“View Available Sections”**. I selected the section I wanted and clicked **“Add section to schedule”**. This is NOT registering for a course – but we are getting closer.

View Available Sections for MGT-331			
Fall 2016			
Principles of Marketing 01			
I want to add this section to my plan/schedule		Add Section to Schedule	
Seats	Times	Locations	Instructors
29	T/Th 10:00 AM - 11:45 AM 8/29/2016 - 12/16/2016	Keene State College, Blake House 101 Lecture-based Learning	Blossom, D
Principles of Marketing 02			
			Add Section to Schedule
Seats	Times	Locations	Instructors
31	T/Th 4:00 PM - 5:45 PM 8/29/2016 - 12/16/2016	Keene State College, Blake House 101 Lecture-based Learning	TBD

Section Details	
MGT-331-01: Principles of Marketing Fall 2016	
Instructors	Blossom, D (dsb1008@keene.edu)
Meeting Information	TuTh 10:00 AM - 11:45 AM 8/29/2016 - 12/16/2016 Keene State College, Blake House 101 (Lecture-based Learning)
Dates	8/29/2016 - 12/16/2016
Seats Available	29 of 32 Total
Credits	4
Grading	Graded
Requisites	 Take MGT-140 AND EITHER MGT-213 OR MGT-215 AND JUNIOR STANDING - Must be completed prior to taking this course.
Study of marketing behavior of the firm as it supplies goods and services to consumers and industrial users. Optimal "marketing mix", product design, product line policies, branding, pricing, promotion, consumer behavior, and channels of distribution. Prereq: MGT	
Close Add Section to Schedule	

After I added the section to my schedule, I went to **“plan and schedule”** and the semester for registration, selected **calendar view**, and the section I selected is on my schedule. I can see when my registration time is, how the section fits in my schedule, how other sections of this course fit my schedule, and the button to press when I am ready to register for classes.

Home My Progress **Plan & Schedule** Course Catalog Test Summary Unofficial Transcript

Plan your Degree and Schedule your courses

Schedule Timeline Advising

< **Fall 2016** +

⚠ Your registration period for Fall 2016 begins on 4/5/2016 at 3:30 PM Refresh

Filter Sections > Save to iCal Print

	Sun	Mon	Tue	Wed
9am				
10am			✓ MGT-331-01	
11am				
12pm				
1pm				
2pm				
3pm				
4pm				MGT-331-02
5pm				
6pm				

MGT-215: Acct for Sustainable Business

> View other sections

MGT-331-01: Principles of Marketing

⚠ Take MGT-140 AND EITHER MGT-213 OR MGT-215 AND JUNIOR STANDING - Must be completed prior to taking this course.

✓ Planned

Credits: 4
Grading: Graded
Instructor: Blossom, D
8/29/2016 to 12/16/2016
Seats Available: 29

> Meeting Information

Register

✓ View other sections

1 of 1

MGT-331-02: Principles of Marketing
Seats Available: 31
Instructor: TBD
Time: TTh 4:00 PM - 5:45 PM
Dates: 8/29/2016 - 12/16/2016
Location: Keene State College Blake House 101 (Lecture-based Learning)

an keene.edu/Student/Planning

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When I click **register** – Remember the colors?
Green “Good”, Yellow “OK”, Red “Take Action”
Same colors for registration!

BIO-110-03: Molecules & Cells

Planned

Credits: 4
Grading: Graded
Instructor: Strong, S
8/29/2016 to 12/16/2016
Seats Available: 0

> Meeting Information

This section is full

Waitlist

> View other sections

BIO-110-04: Molecules & Cells

Registered, but not started

Credits: 4
Grading: Graded
Instructor: Whittemore, S
8/29/2016 to 12/16/2016

> Meeting Information

This section is full

Drop

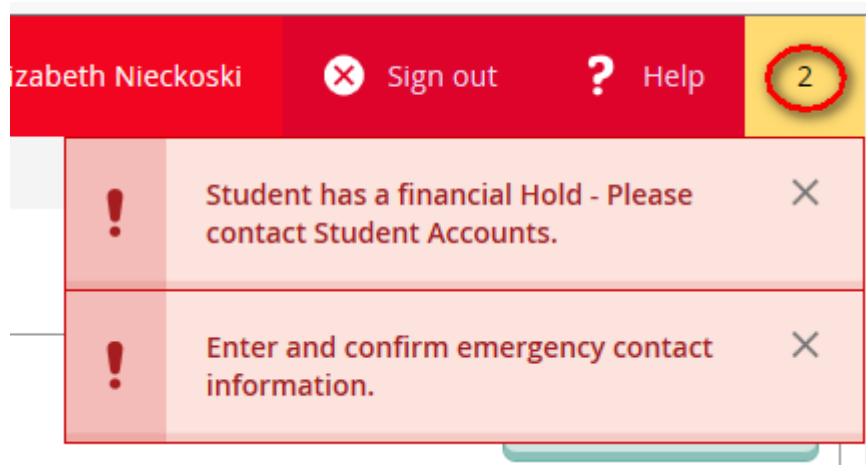
> View other sections

	✓ BIO-110-03 ✕		✓ BIO-110-03 ✕
	✓ BIO-110-04		✓ BIO-110-04

Notifications

Notifications can be found in the upper right corner of the screen. Holds preventing registration will be shown. You need to take **action** – provide required information or talk with a specific office. You will not be allowed to register until these holds are removed.

Action is **Red**



Find answers to questions not covered in this document


Sign out
 Help

Plan & Schedule Help

- ▶ How can I search for course sections?
- ▶ How can I add course sections to my schedule?
- ▶ How can I view and filter available sections for courses on my course plan?
- ▶ How can I view and filter my planned course sections?
- ▼ How can I remove planned courses from my course plan?

You may remove a planned course or planned section from a current or future term on your plan by using one of the following methods:

 - To remove individual courses, select the **Schedule** or the **Timeline** view from the **Plan & Schedule** tab. Select the **x** next to the course or section names to remove the item from the plan.
 - To remove all the planned courses, select the **Schedule** or the **Timeline** view from the **Plan & Schedule** tab. Next select **Remove Planned Courses**. The Remove Planned Courses dialog box is displayed. From there you will need to verify that you want to remove the planned courses as indicated.

You may not remove a course or section from the plan once you have registered for a section of it in that term or if the course has been marked as protected.
- ▶ How can I load a sample course plan?
- ▶ How can I add the necessary requisite courses and course sections to my plan?
- ▶ How can I submit my schedule to my advisor for approval?
- ▶ How can I register if my schedule contains available sections for more than one course?
- ▶ How can I register when some sections on my schedule are available and others are not?
- ▶ How can I register for a section that has a requisite?
- ▶ How can I add a course section to my registration?

Notes

Using notes students and faculty can share information and have a record maintained in Student Planning

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	U
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Compose a Note

We met on 3/6/17 and discussed a number of options for internships.

Save Note

View Note History

No advising notes have been entered.

This is a quick overview of how registration works using student planning.

If you have additional questions, send me an email (enieckoski@keene.edu) or come to Academic Advising or the Registrar's office.