



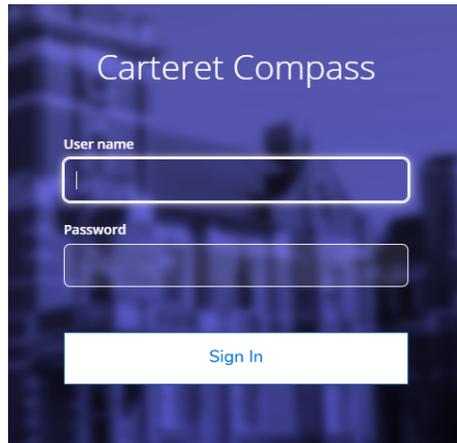
Carteret Compass Instructions

How create a Student Education Plan and register for classes

All CCC students are required to have an approved Student Educational Plan to register for classes. Your advisor must approve your plan. Follow each step to complete your plan and request that your advisor review your plan BEFORE registration begins.

If you already have an advisor approved plan, skip to step 12 and follow the instructions to register for classes.

Step 1: Login to Carteret Compass using your same username and password that you use for Moodle except do not type in your whole college email for your username, just the portion before the “@” symbol. You can access Carteret Compass at the top of the carteret.edu homepage.



Step 2: Click “Student Planning.”

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 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.	 Course Catalog Here you can view and search in course catalog
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.

Step 3: Click “Go to My Progress” to select courses from your program of study to add to your Academic Plan.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

Search for courses...



1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)



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](#)

Programs

Cumulative GPA

Progress

Continuing Education

CU Spring Semester 2020 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							

Step 4: On the “Progress” tab, you will see the classes required for your major. You will see classes that are in-progress, registered, planned and not started. If you are enrolled in multiple programs, click the arrows at the top to see all degrees and certificates. You can also “View a New Program” to see how your classes would apply to a different program offered at CCC.

< > Associate in Arts
(1 of 4 programs)

At a Glance

Cumulative GPA:

Institution GPA:

Degree:

Majors:

Departments:

Catalog:

Anticipated Completion Date:

Alternate Catalog Year:

3,870 (1,000 required)

3,870 (2,000 required)

Associate in Arts

Associate in Arts

Associate in Arts

2019

8/6/2021

Select catalog year...

Description

The Associate in Arts degree shall be granted for ... [more](#)

Program Notes

[Show Program Notes](#)

Requirements

GENERAL EDUCATION REQUIREMENTS

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.786

Complete all of the following items. ▲ 3 of 6 Completed. [Hide Details](#)

A. ENGLISH COMPOSITION

Take 6 credits; from ENG-111 ENG-112

2,000 Minimum GPA Required. Current GPA: 4.000

Complete all of the following items. ▲ 0 of 1 Completed. Fully Planned [Hide Details](#)

● Fully Planned ▲ 3 of 6 Credits Completed. [Hide Details](#)

[View a New Program](#)

[Load Sample Course Plan](#)

Print

i Program Completion must be verified by the Registrar.

Progress

Total Credits

46

13

59 of 60

Total Credits from this School

46

13

59 of 15

Step 5: From your progress tab, click on classes that are not started to add them to your academic plan.

A. ENGLISH COMPOSITION

Take 6 credits; from ENG-111 ENG-112

2.000 Minimum GPA Required.

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 6 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
ⓘ Not Started	ENG-111 Writing and Inquiry			
ⓘ Not Started	ENG-112 Writing/Research in the Disc			

B. HUMANITIES / FINE ARTS

Take 9 credits;

From courses ART-111 ART-114 ART-115 COM-231 ENG-231 ENG-232

HUM-110 MUS-110 MUS-112 PHI-215 PHI-240;

Minimum 9 credits;

Minimum 2 subjects;

Step 6: Click “Add Course to Plan.”

Filters Applied: None

ENG-111 Writing and Inquiry (3 Credits)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent well-developed essays using standard written English.

Requisites:
Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.

Locations:
Main Campus, Off-Campus Locations

Offered:
All

[View Available Sections for ENG-111](#)

[Add Course to Plan](#)

Step 7: Choose a semester in which you plan to take the course by clicking “Select a Term”, then click “Add to Course Plan.”

Course Details

ENG-111 Writing and Inquiry
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Credits 3

Locations Offered Main Campus, Off-Campus Locations

Requisites

- Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.
- This course is typically offered: All

Term Select a term... ▾

Close Add Course to Plan

Step 8: Click “Back to My Progress” and repeat steps 5 through 7 to add all of your courses to your plan.

Search for Courses and Course Sections

[< Back to My Progress](#) Search for courses...

Filter Results

Subjects

- English (1)

Locations

- Main Campus (1)
- Off-Campus Locations (1)

Show All Terms

- CU Fall Semester 2019 (1)
- CU Spring Semester 2020 (1)

Days of Week

- Monday (1)
- Tuesday (1)
- Wednesday (1)

Filters Applied: None

ENG-111 Writing and Inquiry (3 Credits) Add Course to Plan

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

This course is planned.

Requisites:
Take One: DRE-098 ENG-002 BSP-4002 - Must be completed prior to taking this course.

Locations:
Main Campus, Off-Campus Locations

Offered:
All

[View Available Sections for ENG-111](#)

Page 1 of 1

Step 9: Once you have added all of your planned courses, click the “Student Planning” tab and then “Plan & Schedule.”

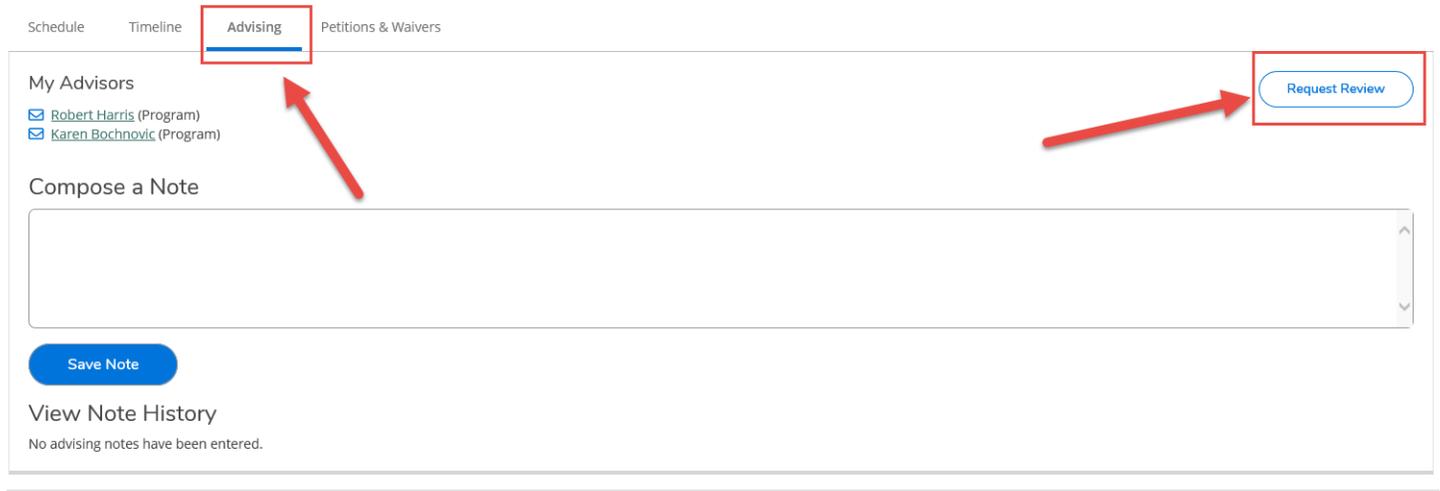
The screenshot shows the 'Student Planning' interface. The 'Student Planning' tab is highlighted in a red box. A dropdown menu is open, and the 'Plan & Schedule' option is highlighted with a red arrow. The interface includes a search bar for courses, buttons for 'View a New Program' and 'Load Sample Course Plan', and a 'Print' button. A blue notification bar states: 'Program Completion must be verified by the Registrar.' Below this, a progress bar shows 'Total Credits' at 59 of 60 and 'Total Credits from this School' at 59 of 15. A red banner at the bottom indicates 'Complete all of the following items. 3 of 6 Completed. Hide Details' under the heading 'A. ENGLISH COMPOSITION'.

Step 10: Click the “Timeline” tab to review your plan. Use the arrows to view all semesters planned.

The screenshot shows the 'Timeline' view. The 'Timeline' tab is highlighted in a red box. The 'Remove Planned Courses' button is also highlighted with a red arrow. The interface displays three semesters: 'CU Fall Semester 2019' (9 Enrolled Credits), 'CU Spring Semester 2020' (12 Enrolled Credits), and 'CU Summer Semester 2020' (9 Planned Credits). Each semester contains a list of courses with checkboxes. A red arrow points to the left navigation arrow on the far left, and another red arrow points to the right navigation arrow on the far right.

Semester	Credits	Status
CU Fall Semester 2019	9 Enrolled Credits	Enrolled
CU Spring Semester 2020	12 Enrolled Credits	Enrolled
CU Summer Semester 2020	9 Planned Credits	Planned

Step 11: After you have added your classes, it is now time to request that your advisor approve the plan. Click on the “Advising” tab and then click “Request Review”. This is a quick way to notify your advisor that you would like your classes approved. **NOTE** – Approval does not mean that you are registered for classes.



Schedule Timeline **Advising** Petitions & Waivers

My Advisors

- Robert Harris (Program)
- Karen Bochnovic (Program)

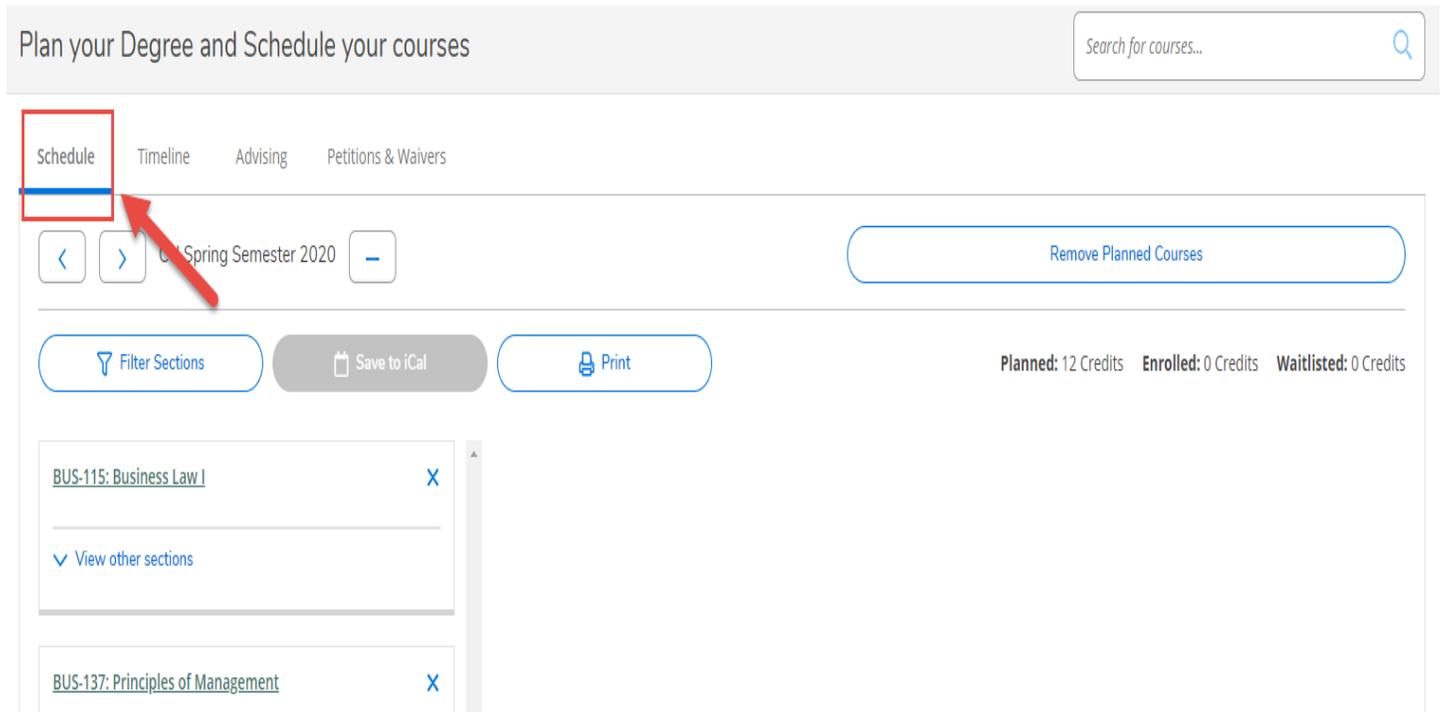
Compose a Note

Save Note

View Note History

No advising notes have been entered.

Step 12: Once your plan is approved, it is time to register. Click on the “Schedule” tab.



Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Spring Semester 2020 -

Remove Planned Courses

Filter Sections Save to iCal Print

Planned: 12 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

BUS-115: Business Law I X

View other sections

BUS-137: Principles of Management X

Step 13: Click on the arrow until you find the semester in which you are registering.

Schedule Timeline Advising Petitions & Waivers

CU Spring Semester 2020

Remove Planned Courses

Planned: 12 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Filter Sections Save to iCal Print

BUS-115: Business Law I X
View other sections

BUS-137: Principles of Management X
View other sections

Step 14: Click the “View other sections” link for the classes you want to register.

Filter Sections Save to iCal Print

Planned: 12 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Seats Available: 1
Meeting Information
No other sections available.

BUS-137: Principles of Management X
View other sections

CIS-110: Introduction to Computers X
View other sections

ENG-112-010: Writing/Research in the Disc X

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am		ENG-112-010 X		ENG-112-010 X			
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

Step 15: The “View other sections” button will open the list for the class and show what time/day the classes are offered. Use the arrows under that link to see more options. Each block lists available seats and the instructor.

Note- Online classes will not show up on the calendar planner since they have no weekly meeting times. They will be listed at the bottom.

You can also use the “Filter Sections” option to narrow results.

The screenshot shows the top navigation bar with a blue "Filter Sections" button highlighted by a red box. To its right are "Save to iCal" and "Print" buttons. On the right side of the bar, it displays "Planned: 9 Credits Enrolled: 0 Credits Waitlisted: 0 Credits". Below the navigation bar, on the left, is a "View other sections" link, also highlighted by a red box, with navigation arrows and a "1 of 1" indicator. Below this link is a list of three class sections with details like "Seats Available", "Instructor", "Time", "Dates", and "Location". On the right is a calendar planner with a grid for days of the week (Sun-Sat) and times (8am-7pm). Class sections are plotted as colored boxes on the calendar: CIS-110-304 (red) on Tue and Thu at 10am; CIS-110-306L (yellow) and ENG-112-010 (yellow) on Mon and Wed at 11am; and CIS-110-200 (yellow) on Tue at 2pm.

Step 16: Once you find the section you wish to register, you can click either the box in the section list (left side) or the calendar planner (right side). Once you select the course, a pop-up box will open. Click “Add Section”.

The screenshot shows a "Section Details" pop-up box for "CIS-110-306L Introduction to Computers" at "CU Spring Semester 2020". The box contains the following information: Instructors: Dineley, P (with email and phone); Meeting Information: M 11:00 AM 12:20 PM (1/21/2020 - 5/5/2020, Main Campus, Wayne West Bldg 0W327 (Classroom Hours)), W 11:00 AM 12:20 PM (1/21/2020 - 5/5/2020, Main Campus, Wayne West Bldg 0W327 (Lab/Shop Hours)), and Main Campus, Internet INTERNET (Lab/Shop Hours) (1/21/2020 - 5/5/2020); Dates: 1/21/2020 - 5/5/2020; Seats Available: 9 of 22 Total; Credits: 3; Grading: Graded (with a dropdown arrow); Requisites: None; Course: This course introduces computer concepts, including fundamental... At the bottom of the pop-up, there is a "Close" button and a blue "Add Section" button, which is highlighted by a red arrow.

Step 17: Once you add the section, that course will stay on your weekly calendar so you can continue to build your schedule. Repeat steps 12 through 16 until you have a complete schedule. Once you have chosen a section for each class, review your schedule one last time. Online classes will be listed at the bottom. You can remove section by clicking the circled “X” in each section box.

The screenshot shows a user interface for selecting course sections. On the left, there are two course detail panels. The top panel is for 'BUS-115-100: Business Law I' and the bottom panel is for 'CIS-110-306L: Introduction to Computers'. Both panels show course details like credits, grading, instructor, and a 'Register' button. On the right, a weekly calendar grid is displayed from Sunday to Saturday. Several time slots contain yellow boxes representing course sections, each with a circled 'X' icon. A red arrow points to one of these 'X' icons, with a callout box that says 'Click the "x" to cancel the section'. Another red arrow points to the bottom of the calendar grid, with a callout box that says 'Online courses will appear here.' Below the calendar grid, there is a section for 'Sections with no meeting time' which includes 'BUS-115 Business Law I Section 100 Faculty: Rutledge, R'.

Step 18: You will need to click “Register Now” to register for the courses. The yellow boxes will turn green when you have registered.

This screenshot shows the same weekly calendar interface after registration. The course boxes are now green and have a checkmark icon, indicating successful registration. A red arrow points to a 'Register Now' button in the top right corner. The calendar grid shows the following registered sections:

- Tue 10am: GEL-111-02TR
- Wed 10am: GEL-111-02TR
- Mon 11am: COM-120-01TR
- Tue 11am: BUS-115-02TR
- Wed 11am: COM-120-01TR
- Thu 11am: BUS-115-02TR
- Fri 11am: COM-120-01TR
- Tue 1pm: GEL-111-02TR

 At the bottom, the 'Sections with no meeting time' section includes 'MUS-110 Music Appreciation Section 06IN Faculty: Spell, C'. In the top right corner, there is a 'Planned: 0 Credits', 'Enrolled: 13 Credits', and 'Withdrawn: 0 Credits' summary. A red arrow points to a 'Register Now' button in the top right corner.

NOTE: If any sections remain yellow or have a red outline (meaning there are no seats available), you will need to click the “x” in that box and find another section. Make sure each section you try to register for has available seats and is not full. Any notifications about registration holds, business office holds, parking fines, or prerequisite issues will pop up in the top right corner of the screen. If this happens, you will need to meet with your advisor or call Student Services to find out what to do next.