SELF-SERVICE

STUDENT GUIDE
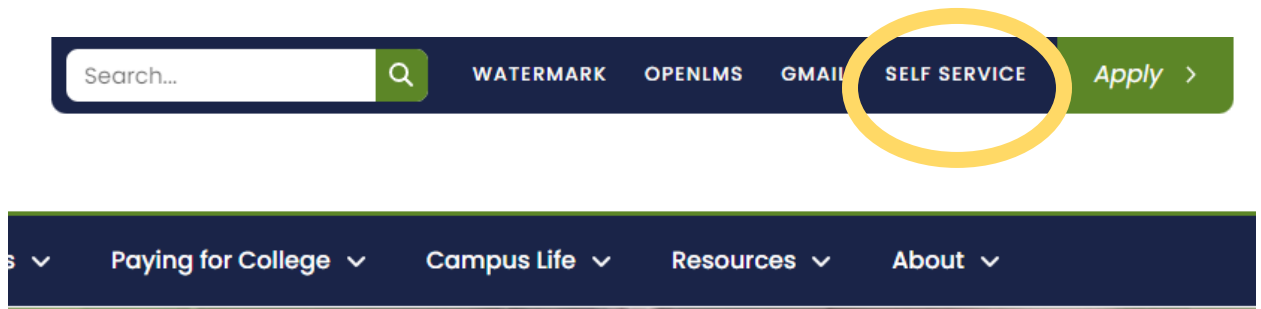
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Self-Service Student Guide

What is Self-Service?

Self-Service is the web interface that allows students to check your degree progress, register for classes, check grades, check financial aid status and awards, and also pay for classes.

Log in to Self Service

Click **Self-Service** on McDowell Tech homepage (www.mcdowelltech.edu).

Enter your user name and password.

*__This is the same as your WebAdvisor login.__

__Click here if you forgot your login credentials__

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Plan & Register for Classes

To plan & register for classes click **Student Planning.**

View Your Progress

Click **View your Progress.**

Here you can view classes that you are currently in, classes completed, and courses needed.

This is also known as your Degree Audit or Degree Evaluation.

1.) To add a course to your plan for registration, click the course prefix (e.g. ENG-112).

Requirements Collapse All∧

General Education Requirements

Complete all of the following items. ⚠ **0 of 6 Completed.** Hide Details

A. Required Courses

GROUP.ID 531172; Take 6 credits; From courses ENG-111 ENG-112(S24024);

Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

⚠ **3 of 6 Credits Completed.** Hide Details

Status	Course	
✓ Completed	ENG-111	Expository Writing
ⓘ Not Started	ENG-112	Writing/Research in the Disc

2.) Click **Add Course to Plan** to plan a course for a future term outside of pre-registration period or click "**View Available Sections for _____**" to select a specific course section during a pre-registration period.

Filters Applied: None

ENG-112 Writing/Research in the Disc (3 Credits)   [Add Course to Plan]
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.
Requisites:
Take E___ Must be completed p___ taking this course.

View Available Sections for ENG-112   ⌄

|◁ ◁ Page [1] of 1 ▷ ▷|

3.) Use the drop down menu to select which term you are planning for registration and click **Add Course to Plan.**

ALL PLANNED COURSES MUST BE APPROVED BY YOUR ADVISOR BEFORE YOU CAN PROCEED TO REGISTER.

Plan & Schedule

Once courses are planned AND approved, Click **Plan & Schedule** from the Student Planning menu.

1.) Click **Schedule** tab and select the **Term** by using the arrow buttons.

2.) Select the course you want to register for.

Plan your Degree and Schedule your courses

Schedule   Timeline   Advising   Petitions & Waivers

<   >   Curriculum Fall 2022

▽ Filter Sections   🗓 Save to iCal

ENG-112: Writing/Research in the Disc   ✕

∧ View other sections

◁ ◀ [1] of 1 ▷ ▶

This section is full

ENG-112-50 Writing/Research in the Disc
Waitlisted: 0
Instructor: McFarland, K

Time: MTWThFSaSu TBD
Dates: 8/15/2022 - 12/12/2022
Location: Online Classes Online Class Bldg ONLINE (Classroom Hours)

ENG-112-A50 Writing/Research in the Disc
Seats Available ⓘ : 20 / 10 / 30 / 0
Instructor: Mangum, A
Time: MTWThFSaSu TBD
Dates: 8/29/2022 - 12/12/2022
Location: Online Classes Online Class Bldg ONLINE (Classroom Hours)

ENG-112-C50 Writing/Research in the Disc
Seats Available ⓘ : 22 / 8 / 30 / 0
Instructor: McFarland, K
Time: MTWThFSaSu TBD
Dates: 10/13/2022 - 12/12/2022
Location: Online Classes Online Class Bldg ONLINE (Classroom Hours)

3.) The section details screen will pop up explaining the course and what pre-requisites are needed. If you have completed these pre-requisites; select a Grading option (Grade- for Credit or Audit –no credit) and then click **Add Section**.

ENG-112-C50: Writing/Research in the Disc

Look for the green check mark to confirm you are successfully registered.

✓ **Registered**

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Print your Schedule

1.) Click **Student Planning.**
2.) Click **Plan your Degree & Register for Classes.**
3.) Click **Schedule.**
4.) Click **Print.**

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Grades

You can check your grades by semester.

1.) Click **Grades**

2.) Select term to view grades.

Student Finance

Click **Student Finance.**
Here you can view your account summary, set-up a payment plan, or pay your balance in full with a credit card.

| | Home | 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.

Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

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.

Enrollment Verifications
Here you can view and request an enrollment verification.

Transcript Requests
Here you can view and request a transcript.

Financial Management
Here you can view the financial health of your cost centers and your projects.

*For a tutorial on making a payment refer to McDowell Tech's Self-Service webpage.

Financial Information · Student Finance · Account Summary

Account Summary
View a summary of your account

Account Overview

Amount Due 1/8/2019	$237.50	
+ Amount Overdue	$0.00	
= Total Amount Due	$237.50	Make a Payment
Total Account Balance	$237.50	Account Activity
Spring 2019	$237.50	
Fall 2018	$0.00	
Summer 2018	$0.00	
Spring 2018	$0.00	
Fall 2017	$0.00	
Summer 2017	$0.00	

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Financial Aid

The **Financial Aid** menu will show your progress and award of FAFSA, Pell Grant, etc.

View your checklist and submit required documentation.

If MTCC has not received your FAFSA, you will see the "Action Needed" below.

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Award Letter

If you have been awarded financial aid, your award letter will be available here.

1.) Click **Financial Aid.**

2.) Click **Award Letter.**

Financial Information | Financial Aid | Financial Aid Home

Financial Aid Home

W   Aid!

Required Documents   d to assist in managing your Financial Aid package from submission to completion.

My Awards

Report/View Outside Awards   Academic Year ▾

Award Letter   on

College Financing Plan   o federal financial aid application from you for the current year. If you are
                              g for financial aid you must first:

Correspondence Option   cation for Federal Student Aid (FAFSA)

Satisfactory Academic Progress
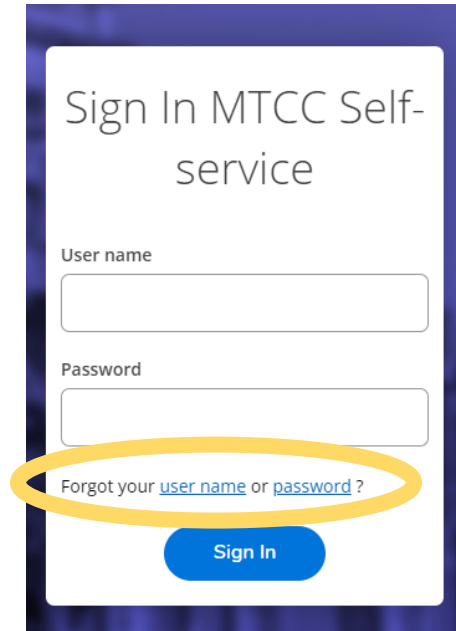
Student Finance Account Summary

Amount Due	$0.00
Amount Overdue	$0.00
Total Amount Due	**$0.00**

Go to Account Summary

Forgot User Name or Password?

From the Self-Service sign in page click the link "Forgot your user name or password?"

User Name

Enter **First Name.**
Enter **Last Name.**
Enter **MTCC Email Address.**
Click **Submit** (you may have to click out of the address box to submit).

Forgot User Name

< Back to Login page

ⓘ Enter the following information. If your account can be identified, an email will be sent with your user name information.

First Name

John

Last Name *

Smith

Email Address *

jsmith54@go.mcdowelltech.edu

Submit

Password

Enter **User Name.**
Enter **MTCC Email Address.**
Click **Submit** (you may have to click out of the address box to submit).

Forgot Password

‹ Back to Login page

ⓘ Enter the following information. If your account can be identified, an email will be sent with instructions on how to reset your password.

User Name *

jsmith54

Email Address *

jsmith54@go.mcdowelltech.edu

Submit

Questions?

Planning/Registration: Contact your Advisor
Grades: Contact your instructor
Student Finance: Contact the Business Office at 828-652-0696
Financial Aid: Contact the Financial Aid Office at 828-652-0602 or 828-652-0624
Self-Service User Name/Password: 828-652-0622 or 828-659-0444

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