



**SELF-SERVICE
STUDENT GUIDE**

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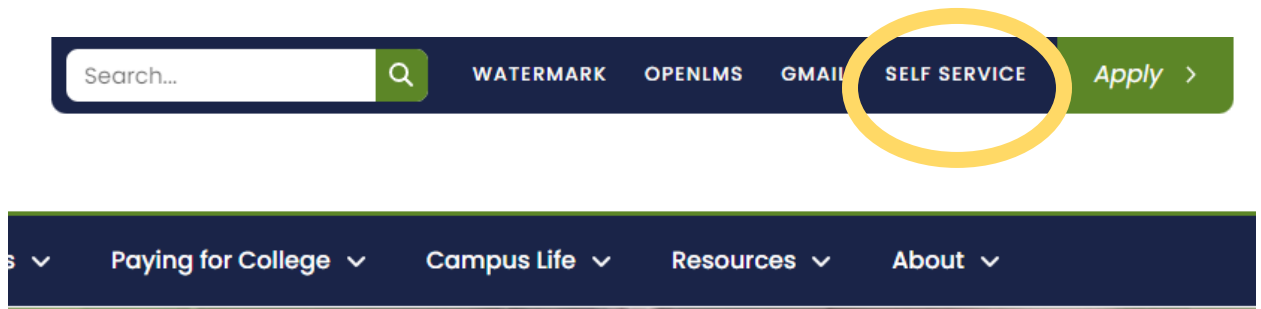
Self-Service Student Guide

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).

A screenshot of the MTCC Self-Service login page. The page has a white background with a blue border. The title "Sign In MTCC Self-service" is at the top. Below the title are two input fields: "User name" and "Password". Below the "Password" field is a link for "Forgot your user name or password?". At the bottom is a blue "Sign In" button.

Enter your user name and password.

****This is the same as your WebAdvisor login.***

Click here if you forgot your login credentials

Plan & Register for Classes

To plan & register for classes 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.
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.	

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.*

Academics > Student Planning > Planning Overview

Steps to Getting Started

There are 2 steps to get you started:

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		<input type="text"/>
Office Administration	3.813 (2,000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div> <input type="text"/>
Office Administration (Certificate)	3.813 (2,000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div> <input type="text"/>
Office Administration (Diploma)	3.813 (2,000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div> <input type="text"/>

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)

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 ENG-111 must be completed prior to taking this course.

[View Available Sections for ENG-112](#)

[Add Course to Plan](#)

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


Course Details

ENG-112 Writing/Research in the Disc
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.

Credits 3

Locations Offered TBD

Requisites

 Take ENG-111 - Must be completed prior to taking this course.

Term

Select a term... ▼

[Close](#) [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.

Academics · Student Planning · Planning Overview

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:

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		<input type="text"/>
Office Administration	3.813 (2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div> <input type="text"/>
Office Administration (Certificate)	3.813 (2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div> <input type="text"/>
Office Administration (Diploma)	3.813 (2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div> <input type="text"/>

- 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**.

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

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

✓ Registered

Print your Schedule

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

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 + [Register Now](#)

[Filter Sections](#) [Save to iCal](#) [Print](#) **Planned: 3 Credits** **Enrolled: 3 Credits** **Waitlisted: 0 Credits**

BUS-125-81A: Personal Finance

Approved
Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Salayl, P
1/8/2019 to 5/8/2019

Meeting Information

Drop











	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am		ENG-111-601A		ENG-111-601A			
12pm							
1pm							
2pm							
3pm							

Grades

You can check your grades by semester.

1.) Click **Grades**

Home Welcome to Colleague Self-Service!
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2.) Select term to view grades.

Academics > Grades Print

Grades












Spring 2019 (1/8/2019-5/8/2019) ▼
Fall 2018 (8/15/2018-12/13/2018) Term GPA: 4.000 ▼
Summer 2018 (5/23/2018-7/23/2018) Term GPA: 4.000 ▼
Spring 2018 (1/8/2018-5/8/2018) Term GPA: 4.000 ▼

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.

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***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	
<hr/>		
+ Amount Overdue	\$0.00	
<hr/>		
= Total Amount Due	\$237.50	Make a Payment
<hr/>		
Total Account Balance	\$237.50	Account Activity
<hr/>		
Spring 2019	\$237.50	
Fall 2018	\$0.00	
Summer 2018	\$0.00	
Spring 2018	\$0.00	
Fall 2017	\$0.00	
Summer 2017	\$0.00	

Financial Aid

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




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View your checklist and submit required documentation.

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

Checklist	
 Action Needed	Submit a Free Application for Federal Student Aid (FAFSA)
 Not Available	Complete required documents
 Not Available	Your application is being reviewed by the Financial Aid Office

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

Required Documents

My Awards

Report/View Outside Awards

Award Letter

College Financing Plan

Correspondence Option

Satisfactory Academic Progress

Academic Year

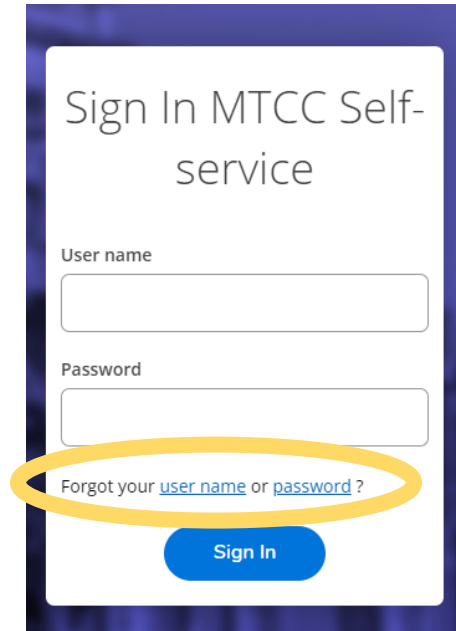
Student Finance Account Summary

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 *

Email Address *

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