

STUDENT REGISTRATION

Top Tasks

- ✓ Schedule an appointment with your advisor to review program requirements and select your summer and fall courses
- ✓ Prepare for your appointment in advance by reviewing your [program evaluation](#).
- ✓ Please note that your **advisor needs to approve you to register** online on a term-by-term basis.

Registration Process


- Check the [Academic Scheduling Page](#) to find the block schedule for your program then the course and section number for your classes, e.g. **INT-1005-T9**.
- Log onto the [VSC Portal](#) or [Self Service](#) using your VTC username and password
- Select the Student Planning tile
- Enter your course or section code (SYN number e.g. 195729) into the search field in the top right corner
- Choose your section and click “Add Section to Schedule”
- Return to schedule, click on the selected course and select “Register”
- Verify your class schedule by returning to the Schedule page

Student Planning

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

Register Now
Click the button to see available terms and sections. Register

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





Go to plan & schedule

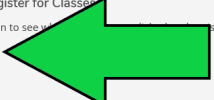
Tutorials on Student Planning:
[Tutorial: Understanding My Progress](#)
[Tutorial: Plan and Schedule](#)
[Tutorial: Register from Plan](#)

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:

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 classes toward your degree.
[Go to Plan & Schedule](#)

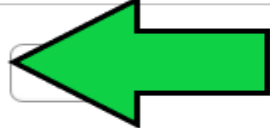


Select the term you plan to register into

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

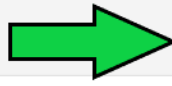
VTC Spring 2021



Enter course and section number (INT-1005-19) or Syn# (202543) from the block scheduling page

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

VTC Spring 2021 

Add course to plan

ENG-1061 English Comp (3 Credits)

Students are expected to read and think critically, to write effectively, and to understand the fundamentals of literary analysis and written composition. Classroom discussion of assigned readings and the construction of related essays are stressed. A required research paper demonstrates the student's use of resources in locating, organizing, and presenting materials in an accepted format. The Writing Graduation Standard is assessed in this course. This course is writing-intensive.

Requisites:
English placement level 3 - Must be completed prior to taking this course.

Offered:
Fall & Spring Offering

[View Available Sections for ENG-1061](#)

[Add Course to Plan](#)

Select term and add course to plan

Course Details

ENG-1061 English Comp
Students are expected to read and think critically, to write effectively, and to understand the fundamentals of literary analysis and written composition. Classroom discussion of assigned readings and the construction of related essays are stressed. A required research paper demonstrates the student's use of resources in locating, organizing, and presenting materials in an accepted format. The Writing Graduation Standard is assessed in this course. This course is writing-intensive.

Credits 3

Locations Offered TBD

Requisites

- English placement level 3 - Must be completed prior to taking this course.
- This course is typically offered: Fall & Spring Offering

Select a term...

Close [Add Course to Plan](#)

Course is added to plan with notification in green.

Academics - Course Catalog

Search for Courses and Course Sections

[Back to Plan & Schedule](#)

Filters Applied: None

ACC-1020 has been added to plan.

More courses can be added from the block.

Once all courses are added to your plan - select "Back to Plan & Schedule" to register all your courses

Search for Courses and Course Sections

[← Back to Plan & Schedule](#)



Select view other sections

Plan your Degree and Schedule your courses

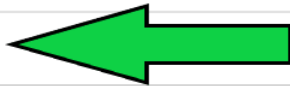
Schedule Timeline Advising Petitions & Waivers

← VTC Spring 2021 - +

Filter Sections Save to iCal

ENG-1061: English Comp ×

View other sections



Then select section that matches block schedule from academic scheduling page – select add section

Filter Sections Save to iCal

ENG-1061: English Comp

View other sections

1 of 2

ENG-1061-T1 English Comp
Seats Available: 13
Instructor: Dana, J
Time: T, Th 2:25 PM - 3:40 PM
Dates: 8/24/2020 - 12/11/2020
Location: VTC Hybrid (Synchronous)

ENG-1061-TON1 English Comp
Seats Available: 7
Instructor: Findley, M
Time:
Dates: 8/24/2020 - 12/11/2020
Location: VTC Online (Online)

ENG-1061-TON2 English Comp
Seats Available: 7
Instructor: Findley, M
Time:
Dates: 8/24/2020 - 12/11/2020
Location: VTC Online (Online)

This section is full

ENG-1061-TTC1 English Comp
Seats Available: 0
Instructor: Bushey, A
Time: TBD
Dates: 8/24/2020 - 12/18/2020

Section Details

ENG-1061-T1 English Comp
VTC Fall 2020

Instructors: Dana, J (nd09070@vtc.vsc.edu, 728-1453)

Meeting Information: T, Th 2:25 PM 3:40 PM
8/24/2020 - 12/11/2020
VTC Hybrid, (Synchronous)

Dates: 8/24/2020 - 12/11/2020

Seats Available: 13 of 25 Total

Credits: 3

Grading: Graded

Requisites: English placement level 3 - Must be completed prior to taking this course.

Course Description: Students are expected to read and think critically, to write effectively, and to understand the fundamentals of literary analysis and written composition. Classroom discussion of assigned readings and the construction of related essays are stressed. A required research paper demonstrates the student's use of resources in locating, organizing, and presenting materials in an accepted format. The Writing Graduation Standard is assessed in this course. This course is writing-intensive.

Topic: Shared

Books Total: Add Section



Next register for planned courses by hitting blue register or register now button

The screenshot shows a course registration interface for VTC Spring 2021. At the top, there are navigation buttons for back, forward, and zoom, along with a 'Remove Planned Courses' button and a 'Register Now' button. Below this are 'Filter Sections', 'Save to iCal', and 'Print' buttons. The interface displays two course sections:

- ACC-1020-T9: Survey of Accounting**: Credits: 3 Credits, Grading: Graded, Instructor: Rivers, L., 1/15/2021 to 5/14/2021, Seats Available: 32. A blue 'Register' button is highlighted with a green arrow.
- INT-1005-T9: Self, Career, & Culture**: Credits: 3 Credits, Grading: Graded, Instructor: TBD, 1/15/2021 to 5/14/2021, Seats Available: 25. A blue 'Register' button is highlighted with a green arrow.

A calendar view on the right shows the course sections plotted on a grid. A green arrow points to the 'Fri' column, indicating the course days.

Once you are registered but the term has not started you can drop a course

The screenshot shows a course registration interface for VTC Spring 2021. At the top, there are navigation buttons for back, forward, and zoom, along with a 'Filter Sections' button and a 'Save to iCal' button. The interface displays three course sections:

- HUM-2020: Bioethics**: A blue 'View other sections' button is visible.
- INT-1005-T9: Self, Career, & Culture**: Credits: 3 Credits, Grading: Graded, Instructor: TBD, 1/15/2021 to 5/14/2021. The status is 'Registered, but not started'. A blue 'Drop' button is highlighted with a green arrow.
- MAT-1210: Principles of Math**: A blue 'View other sections' button is visible.

Any changes made to your schedule you will receive a confirmation email to your Vermont Tech email

Mon 11/2/2020 11:46 AM
colladmin@vsc.edu
Registration Confirmation

To : [Redacted]

Dear [Redacted]

You are receiving this email as a **confirmation** that the **registration** transaction you submitted has been processed. Please review your Class Schedule to ensure that it appears as expected.

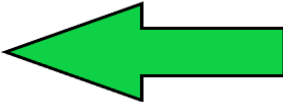
If you have any questions about your **registration**, you can direct those to your academic advisor or contact your school's registrar's office using the links below:

- [Castleton University](#)
- [CCV](#)
- [Northern Vermont University](#)
- [Vermont Tech](#)

Additional tutorials available on Student Planning Tile



[Academics](#) · [Student Planning](#) · [Planning Overview](#)

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