**Self-Service at Durham Tech**

**Creating an Academic Course Plan in Self-Service**

1. Log In to Self-Service
   - Your user name is the same user name you use with WebAdvisor
     
     | Last name + first initial of first name + last four digits of Durham Tech ID number |
     | Example: jordanm4567 |
     
     If your last name is long, your user id contains only the first 15 characters
     
     User ids do not contain spaces, hyphens, apostrophes, or other special characters
   - Your password is the same password you use for WebAdvisor

2. Select **Student Planning**

3. Select **Go to Plan & Schedule**

4. Add classes to your plan in one of three ways:

<table>
<thead>
<tr>
<th>Course Search Tool</th>
<th>The Course Catalog</th>
<th>My Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look for the “Search for courses tool on the right-hand side of the page.</td>
<td>Hover over <strong>Student Planning</strong> and select <strong>Course Catalog</strong> at the top of the screen</td>
<td>Hover over <strong>Student Planning</strong> and select <strong>My Progress</strong> at the top of the screen</td>
</tr>
<tr>
<td>Type in either the course prefix (e.g. ENG for English) or the course prefix and course number (e.g. ENG-111). You must include the hyphen.</td>
<td>Either scroll down the page to find the course prefix (e.g. ENG for English) or type in the course prefix in the search for a course subject box</td>
<td><strong>My Progress</strong> is a degree audit tool that displays the courses you still need to complete for your program</td>
</tr>
<tr>
<td>Click, “Add Course to Plan”</td>
<td>Select the course you are looking for (e.g. ENG 111)</td>
<td>To add classes to your plan, click on the option you want to add (e.g. ENG 231)</td>
</tr>
<tr>
<td>Select the semester in which you plan to take the class.</td>
<td>Click “Add Course to Plan”</td>
<td></td>
</tr>
</tbody>
</table>

5. You can view your planned courses and future semesters by selecting “Plan and Schedule” and then clicking the Timeline Tab.