

Self-Service Basic Student Instructions

1. Go to PCC Website: www.prattcc.edu or <http://selfservice.prattcc.edu/Home.aspx>
2. From the PCC Website select the Self Service tab
3. Login by entering your User Name and Password
4. If you do not have a User Name and Password for Self Service please stop by the Student Service office to request on account.

Welcome!

Welcome to your personal Self Service account! Here, you will be able to check your grades, register for classes, look at your transcript, and much more!

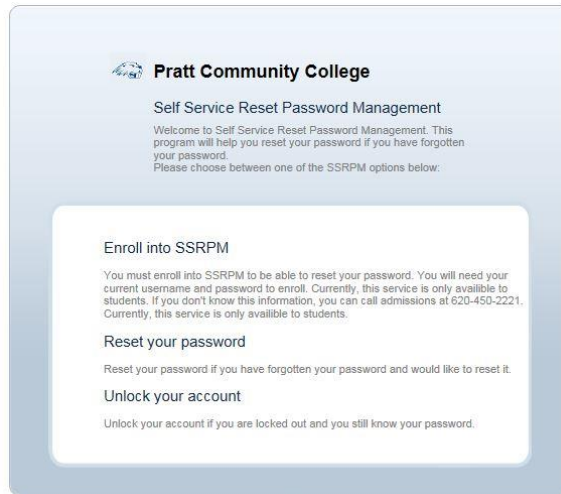
If You Forgot Your Password

1. In the event where you have forgotten your password, click on the **Change Password** tab on the far right.



2. Make sure you have Enrolled into SSRPM before following the next steps.

3. You will be directed to a new page. Choose **Reset your Password**



4. Enter your username and the code shown on your screen.



Updating Your Personal Information

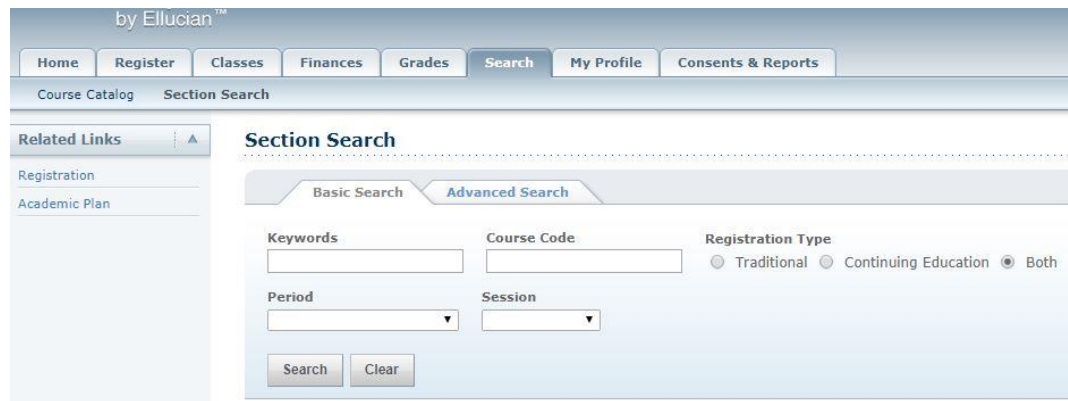
You can view your user account information, and edit your e-mail address

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. On the *Account Information* page, view your user account information.
4. Enter any necessary changes to your e-mail, address, or phone number.

Registering for Traditional Courses

You can register for traditional courses within a specified academic period.

1. After logged-in, choose the **Search** tab at the top, then **Section Search**



2. Here in *Section Search* you can search for courses by semester by making a selection in the *Session* drop-down.

Verifying the List of Courses in Your Cart

1. After you add a course to your cart, you can choose to **Cart**, located at the top of the page



2. As necessary, update the list of courses in your cart:

Select	To
Add Section	Search for the course sections you want to add to your cart.
Remove	Remove a course that you no longer want to take.
Delete Session	Remove all the courses for the specified session.
Empty Cart	Remove all the courses for the specified year and term.

3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (and those for which you are already registered in or are on the waitlist).
4. When you are ready to register for the courses in your cart for an open registration period, select **Registration** (or **Register** on the *Cart* page).

Checking your Class Schedule

1. On the *Cart* page, select **View Schedule**.
2. Review your **Schedule** to verify the course number, duration, session, number of credits, credit type, schedule, location, istructure, and status for each course.
3. Review the list of courses and the current **Status** for each course.

Status	Description
Registered - Blue	You are registered for the course
Waitlist/Pending/Holding - Orange	You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.
Shopping Cart – Green	Courses in your shopping cart

4. Close the window when done.

Viewing Your Class Information

You can view a schedule for which you have registered, have been put on the waitlist, or have added to your shopping cart.

1. Select the **Classes** tab, **Schedule**, then **Student Schedule** option
2. Specify whether you want to view your schedule in a **Text** list or on a calendar **Grid**.
3. Choose the time **Period** for the schedule you want to view.
4. Specify which courses you want to include in your schedule.
 - **Courses in** your shopping **Cart**
 - **Waitlisted Courses**
 - **Continuing Education** courses with a start date or end date in the future
5. Select **Submit**
6. If you are viewing your schedule in a **Text** list, the system will display different information for the various types of courses on your schedule:
7. To find out more information about a course, select the course title

View Your Grades

After you have submitted a course activity and your instructor has posted your grade, you can view it.

1. Choose the **Grades** tab, **Grade Report**
2. Then pick the period.

Column	Description
Session	The session in which you took the course
Course	The course code and type
Name	The course title
Credits	The number of credits you earned for completing the course
Quality Points	The number of quality points you earned for completing the course. Quality Points are used for calculating your Grade Point Average
Midterm Grade	Grade at Midterm
Projected Grade	If you have received a grade for at least one course, activity, the system can calculate the final grade you are projected to earn for the course.

	<ul style="list-style-type: none"> • ALL GRADED activities will be used to calculate your projected Score for a course. No activities are dropped • The system will display your projected Score for the course and the corresponding letter Grade • Your projected grade will be listed UNTIL your final grade is submitted for the course
Final Grade	Your final grade for the course
Comments	Select View to display any comments that your instructor may have entered about your grade

3. View your credits, GPA, and awards:

Field	Description
Credits – Attempted	The Number or credits for all the courses you have taken at the school
Credits – Earned	The number for credits you have earned by completing courses with passing grades
GPA – Term	Your Grade Point Average for the specified term
GPA – Overall	Your Grade Point Average for all of the completed courses
Awards – Term	The number of awards you have received during the term
Awards – Overall	The number of awards you have received total

Viewing Your Unofficial Transcript

You can display your complete academic history at the school.

1. Select **Grades, Unofficial Transcript**
2. View your unofficial transcript, which is sorted by academic year and term. Includes:
 - List of degrees you have been awarded
 - List of honors and GPAs you have earned at other institutions
 - Your coursework, grades, and credits for each term you have attended.
 - If you have repeated a course, the grade will appear within brackets.

***Please note: it is the student's responsibility to maintain a current e-mail address with the college.

***Students will be responsible for any instructions, assignments, requests, etc. sent through e-mail it is critical that PCC have a current e-mail address.