

# How to Prepare for your Academic Advisement Session

**SUNY** SCHENECTADY  
COUNTY COMMUNITY COLLEGE

**STEP 1:** The first step in preparing for academic advising is to click on the button **My SCCC (the Portal)** at the top right corner of SUNY Schenectady homepage.

**SUNY**  
**SCHENECTADY**  
COUNTY COMMUNITY COLLEGE

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[My SCCC](#)

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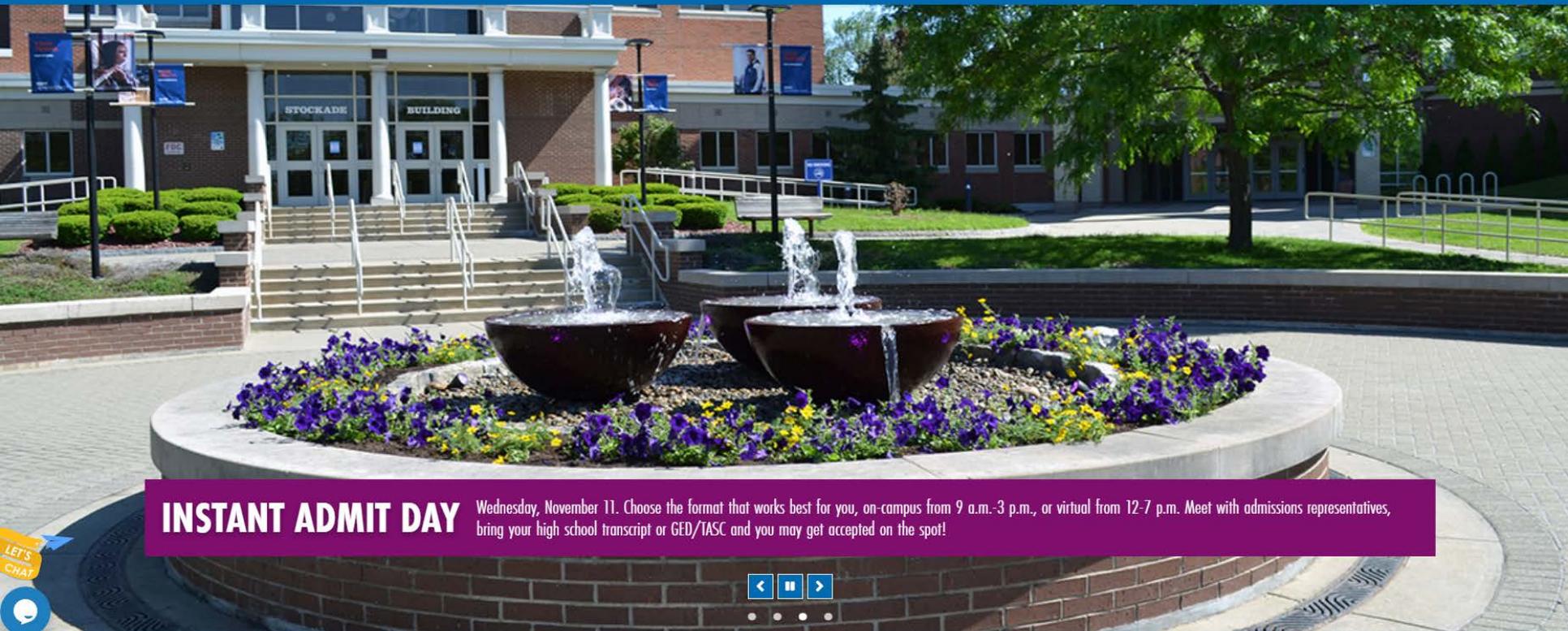
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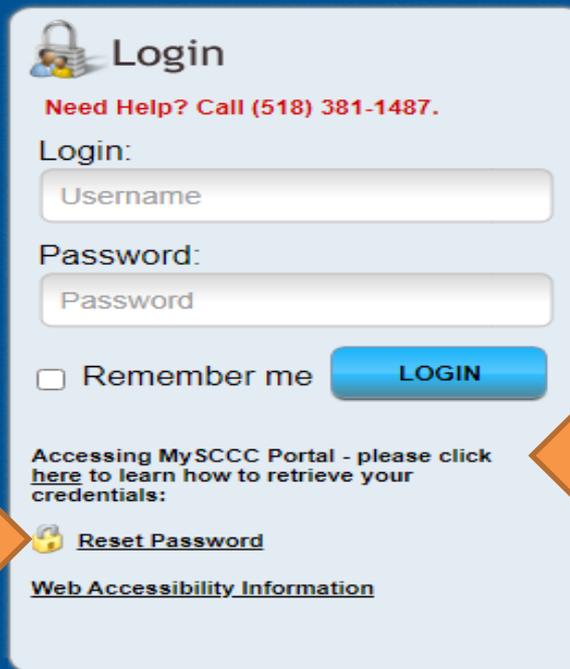
**INSTANT ADMIT DAY**

Wednesday, November 11. Choose the format that works best for you, on-campus from 9 a.m.-3 p.m., or virtual from 12-7 p.m. Meet with admissions representatives, bring your high school transcript or GED/TASC and you may get accepted on the spot!



## STEP 2: Next you will need to login.

You received your username and password from Admissions when you first were accepted.



The screenshot shows a login form titled "Login" with a padlock icon. It includes a "Need Help? Call (518) 381-1487." link, "Login:" and "Password:" labels, and corresponding input fields. A "Remember me" checkbox and a blue "LOGIN" button are also present. Below the form, there is a message: "Accessing MySCCC Portal - please click [here](#) to learn how to retrieve your credentials:". Two orange arrows point to the "Reset Password" link (with a padlock icon) and the "Web Accessibility Information" link.

If you already reset your password and you don't remember it, please click here

If you don't know your username, please click here

# STEP 3: Go to Records and Registration to find DegreeWorks

To do this please click on Banner Self-Service

The screenshot shows a university website navigation menu. At the top, there are tabs for 'Home', 'Student Life', 'Human Resources', 'Academic Senate', and 'X'. Below these is a 'QuickLaunch' section with a 'FAVORITES' area and a 'LAUNCHPAD' area. The 'LAUNCHPAD' area contains a list of services, including 'Banner Self-Service', which is highlighted with an orange arrow and the text 'Click Here'. Other services include Password Account Manager, Office365, IT Help Desk, Email, BlackBoard, CampusLabs, Starfish, Employee Self Service, Compliance-Assist, Student Schedule, and Web Accessibility Information. Below the 'LAUNCHPAD' are sections for 'REGISTRATION', 'FINANCIAL AID', 'MIDTERM GRADES', 'FINAL GRADES', 'STUDENT SCHEDULE', 'EMPLOYEE SELF SERVICE', 'STUDENT IMMUNIZATION', 'SUNY CROSS REGISTRATION', and 'UNCATEGORIZED'. To the right of the navigation menu is a 'Calendar' section with tabs for 'Summary', 'Day', 'Week', 'Month', 'Year', 'Events', and 'Export / Import'. Below the calendar is a 'Web Content Display' section featuring a tweet from @SUNYSchenectady: 'Our Admissions Advisors'.

# Then Click on Student Registration and Records

Main Menu

Click Here



[Student Registration & Records](#)  
Register for classes, View your academic records

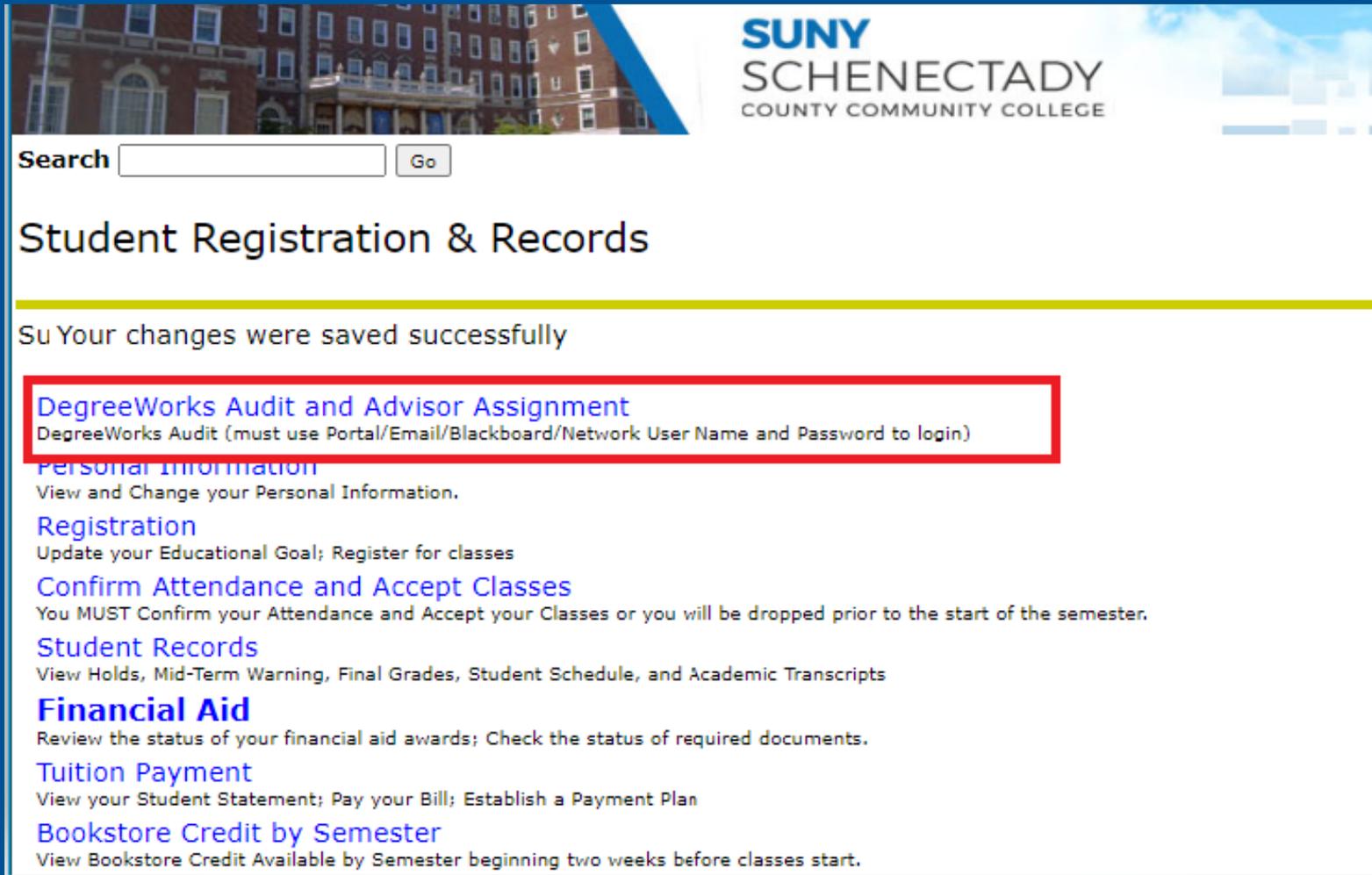
[NY ALERT](#)  
Insure your emergency contact information is current and up to date.

[Student Immunization Records](#)  
Student Immunization Records

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**STEP 4:** Log into DegreeWorks and find out who your advisor is (if you don't know).

Click on **DegreeWorks Audit and Advisor Assignment.**



The screenshot shows the SUNY Schenectady County Community College website. At the top right, the college's name is displayed. Below the header is a search bar with a "Go" button. The main heading is "Student Registration & Records". A green message bar states "Su Your changes were saved successfully". A red rectangular box highlights the link "DegreeWorks Audit and Advisor Assignment" with the subtext "DegreeWorks Audit (must use Portal/Email/Blackboard/Network User Name and Password to login)". Below this are several menu items: "Personal Information" (View and Change your Personal Information.), "Registration" (Update your Educational Goal; Register for classes), "Confirm Attendance and Accept Classes" (You MUST Confirm your Attendance and Accept your Classes or you will be dropped prior to the start of the semester.), "Student Records" (View Holds, Mid-Term Warning, Final Grades, Student Schedule, and Academic Transcripts), "Financial Aid" (Review the status of your financial aid awards; Check the status of required documents.), "Tuition Payment" (View your Student Statement; Pay your Bill; Establish a Payment Plan), and "Bookstore Credit by Semester" (View Bookstore Credit Available by Semester beginning two weeks before classes start.).

SUNY  
SCHENECTADY  
COUNTY COMMUNITY COLLEGE

Search  Go

## Student Registration & Records

Su Your changes were saved successfully

**DegreeWorks Audit and Advisor Assignment**  
DegreeWorks Audit (must use Portal/Email/Blackboard/Network User Name and Password to login)

**Personal Information**  
View and Change your Personal Information.

**Registration**  
Update your Educational Goal; Register for classes

**Confirm Attendance and Accept Classes**  
You MUST Confirm your Attendance and Accept your Classes or you will be dropped prior to the start of the semester.

**Student Records**  
View Holds, Mid-Term Warning, Final Grades, Student Schedule, and Academic Transcripts

**Financial Aid**  
Review the status of your financial aid awards; Check the status of required documents.

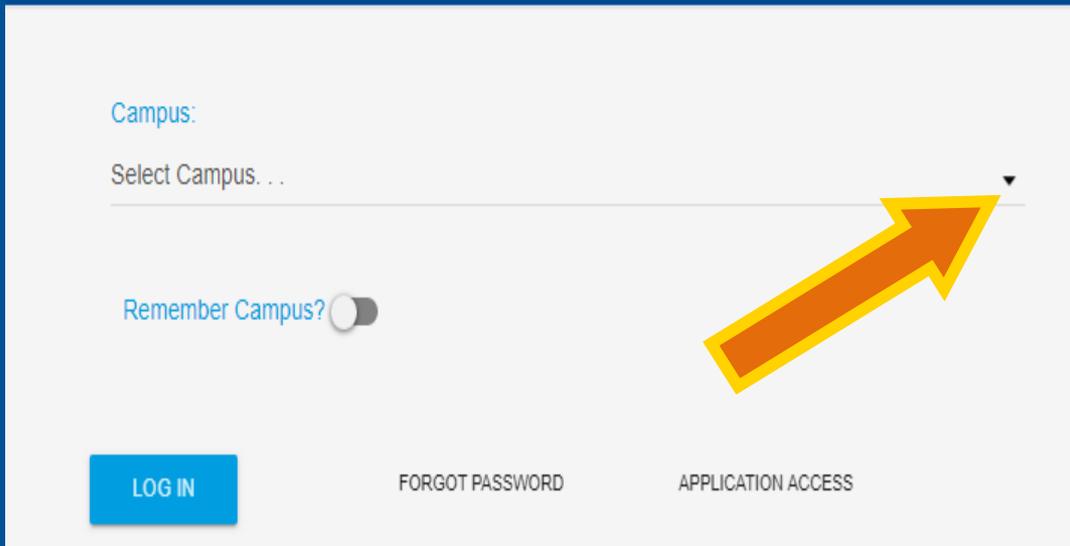
**Tuition Payment**  
View your Student Statement; Pay your Bill; Establish a Payment Plan

**Bookstore Credit by Semester**  
View Bookstore Credit Available by Semester beginning two weeks before classes start.

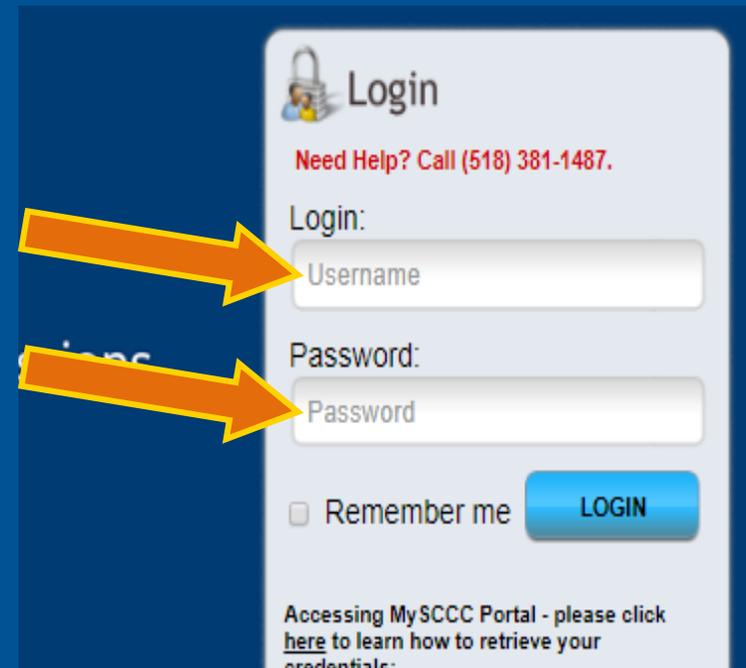
To log in to DegreeWorks, you'll need to do the following:

Select **Schenectady** from the dropdown list and click Log In

### SUNY Secure Sign On



Then enter your **MySCCC username and password** to log in to DegreeWorks



# How to read your DegreeWorks Audit and find your Advisor name

The screenshot displays the SUNY Schenectady DegreeWorks interface. At the top, there are navigation links for FAQ, Print, and Log Out. Below this is a search bar with fields for Student ID, Name, Degree, Program, and Last Audit. A sidebar on the left contains links for Worksheets, Plans, and GPA Calc. The main content area is titled 'SUNY Schenectady CCC Degree Works' and shows a 'Student View' for a student named Jane Smith. The student's information is displayed in a table with the following details:

Student	Smith, Jane	Academic Standing	Good Standing
ID	900#####	Overall GPA	2.78
Degree	Associate in Science	Advisor	Jones, Gerald
Program	Business Admin (AS)		

Below the student information is a 'Degree Progress' section with a progress bar. The progress bar is labeled 'Requirements' and shows that 65% of the requirements have been completed.

**Black box-** Your name.

**Red box-** Your Student ID.

**Orange box-** Type of degree you're working towards.

**Green box-** Degree program or major.

**Blue box-** Your academic standing.

**Purple box-** Your cumulative GPA from all the courses you've completed at SUNY Schenectady

**Pink box-** This box shows your current advisor. If you click your advisor's name, you can email them directly.

**Brown box-** This box shows your degree progress. This student has completed, is currently taking, and/or has registered for 65% of her classes.

# How to read your DegreeWorks Audit

<input type="checkbox"/> Calculus I or Higher Math or Science Elective	<b>Still Needed:</b> 1 Class in <b>AST</b> 123 or 125 or 127 or 999 or <b>BIO</b> 110 or 111 or 112* or 115 or 141 or 142* or 151* or 152* or 203* or 241* or 999 or <b>CHM</b> 113* or 115 or 121* or 122* or 228* or 229* or 999 or <b>ENV</b> 100:999 or <b>GEO</b> 143 or 145 or 999 or <b>GHY</b> 121 or 999 or <b>MAT</b> 180:997 or <b>NMT</b> 150 or 152* or <b>PHY</b> 106 or 120* or 121* or 153* or 154* or 221* or 222* or 223*				
Students should become familiar with the particular requirements of the college to which they plan to apply for transfer. Course work in calculus is becoming an increasingly frequent requirement. Should science be chosen, students should be aware that some four-year colleges require a two-term sequence for the SAME science or laboratory science courses.					
<input checked="" type="checkbox"/> General Education American History Elective	<b>HIS 229</b>	American History Since 1877	B	3	Summer 2020
<input type="checkbox"/> Western Civ, Other World Civ, Arts, Foreign Lang Elective	<b>ASL 121</b>	Amer Sign Lang 1	IP	(3)	Fall 2020
<b>SUNY General Education Requirements</b>			Catalog Year: 2019-2020		Credits Required: 30 Credits Applied: 27
<b>Unmet conditions for this set of requirements:</b> 7 of 10 Categories and 30 credits are required. You currently have 27, you still need 3 more credits.					
Students enrolled in AA or AS degree programs must meet SUNY Gen-Ed Requirements. Please consult your Advisor to ensure proper course selection. This table reflects the courses offered by SCCC that fulfill the SUNY General Education requirements.					
<input type="checkbox"/> Mathematics	<b>MAT 147</b>	Statistics	IP	(3)	Fall 2020
<input checked="" type="checkbox"/> Basic Communication	<b>ENG 123</b>	College Composition	B-	3	Fall 2019
<b>General Education Requirements</b>					
<input type="checkbox"/> Natural Sciences	<b>ENV 100</b>	Environmental Sci	IP	(3)	Fall 2020
<input checked="" type="checkbox"/> Social Sciences	<b>ECO 221</b>	Prin Macroeconomics	A-	3	Spring 2020
<input checked="" type="checkbox"/> American History	<b>HIS 229</b>	American History Since 1877	B	3	Summer 2020
<input checked="" type="checkbox"/> Humanities	<b>ENG 124</b>	Literature and Writing	P#	3	Spring 2020
<input type="checkbox"/> Foreign Language	<b>ASL 121</b>	Amer Sign Lang 1	IP	(3)	Fall 2020
	<b>PSY 121</b>	Intro Psychology	B+	3	Spring 2020
	<b>SOC 121</b>	Sociology	B	3	Fall 2019

**Red box-** Shows the status of courses in your program. A green check mark shows you that the Course/Elective requirement has been completed. The box with the blue tilde (wave) shows the course in progress. And the empty red box shows not registered for or have not completed the course satisfactorily.

**Note:** Course descriptions can be seen by clicking on the course prefix and number in the still needed section.

**Green boxes-** The IP means the course is either in progress or that you are registered for next semester. The B+ is the earned grade. The **Still Needed** shows options to complete this requirement.

**Note:** The asterisk(\*) next to a course indicates that the course has a prerequisite. A prerequisite is a course that needs to be completed, before another course can be taken.

# STEP 5: You've got your Degree Audit. Now review your Curriculum Worksheet

## All Programs of Study

SUNY Schenectady County Community College offers the following Transfer, Career, and Certificate programs:

### Transfer Degree Programs

A transfer degree program enables you to complete the first two years of study for a bachelor's degree program, then transfer to a four-year college or university. SUNY Schenectady awards the Associate in Arts (A.A.) degree, and the Associate in Science (A.S.) degree. To learn more about each program, please click on the program name. The College's transfer programs include:

Submit an [info form](#) and receive more information.

Program	Degree
<a href="#">Aviation Science - Pilot Option</a>	A.S.
<a href="#">Aviation Science - Non-Pilot Option</a>	A.S.
<a href="#">Biotechnology</a>	A.S.
<a href="#">Business Administration</a>	A.S.
<a href="#">Computer Science</a>	A.S.
<a href="#">Criminal Justice</a>	A.S.
<a href="#">Human Services</a>	A.S.
<a href="#">Liberal Arts: Humanities and Social Sciences</a>	A.A.

- Click on programs of study under the Academics tab on the homepage which brings up the curriculum worksheet page on the left.
- Curriculum worksheets on this page will be accurate for **new students**, all other students should get this from their academic advisor.

Note: On previous slide, yellow circle shows the Academic Year

# How will the Curriculum Worksheet look when completed?

PROGRAM REQUIREMENTS	CR	GRADE	IN PROGRESS	COMMENTS
ACC 121 Financial Accounting	4			
ACC 122 Managerial Accounting	4			
BUS 113 Business Mathematics	3			
BUS 121 Business Law I	3			
BUS 123 Business Law II	3			
BUS 127 Business Computer Applications	3			
COM 105 Public Speaking	3			
ECO 223 Principles of Microeconomics	3			
ENG 123 College Composition	3			
ENG 211 Technical and Professional Writing	3			
FYS 100 First Year Seminar	1			
MAT 145 Mathematical Topics	3			
MGT 123 Introduction to Business	3			
MGT 127 Human Resource Management	3			
MGT 213 Principles of Management	3			
MGT 242 Entrepreneurship	3			
MKT 223 Marketing	3			
PSY 121 Introduction to Psychology	3			
Restricted Elective (a)	3			
Science Elective (b)	3-4			
Minimum Credit Hours	60-			

The curriculum worksheet complements the DegreeWorks audit and can give you a different layout to read and to see what you've completed, what you're taking, what you've registered for, and what you need to take in the future.

# Recommended sequencing of courses on the Curriculum Worksheet

On the second page of the Curriculum Worksheet is a recommended course sequence. This shows students what requirements they need to fulfill for their program and a recommended semester and year to take the courses.

Some classes have pre-requisites. For instance to take “Business Law II” you need to have already completed “Business Law I”. It’s important for you to meet with your advisor to discuss courses and address any questions you may have.

BUSINESS ADMINISTRATION							
ASSOCIATE IN APPLIED SCIENCE							
FIRST YEAR							
Fall Semester			CR	Spring Semester			CR
BUS 121	Business Law I		3	BUS 113	Business Math		3
BUS 127	Business Computer Applications		3	BUS 123	Business Law II		3
ENG 123	College Composition		3	COM 105	Public Speaking		3
FYS 100	First Year Seminar		1	ENG 211	Technical and Prof. Writing		3
MGT 123	Introduction to Business		3	MGT 213	Principles of Management		3
			13				15
SECOND YEAR							
Fall Semester			CR	Spring Semester			CR
ACC 121	Financial Accounting		4	ACC 122	Managerial Accounting		4
ECO 223	Principles of Microeconomics		3	PSY 121	Introduction to Psychology		3
MAT 145	Mathematical Topics		3	MGT 127	Human Resource Management		3
MGT 242	Entrepreneurship		3		Restricted Elective (a)		3
MKT 223	Marketing		3		Science Elective (b)		3-4
			16				16-17
Minimum Credit Hours required for degree: 60							

## **STEP 6:** Creating a Class Schedule

- Using the recommended sequencing from the curriculum worksheet and the information on the DegreeWorks degree audit you can now begin to create a schedule.
- Keep in mind your outside obligations and how you will manage your time.
- Take classes at times you will be most successful.

# Looking up classes through Banner Self Service

**Registration**

---

- Select Term
- Register For Classes
- Look-up Classes to Add 
- Student Detail Schedule
- Student Schedule
- Order Course Related Materials

Order your Course Related Materials directly from the College Store.  
**(Please note, you will not be able to return to Student Registration & Records without logging in again)**

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Click here to look up the classes

SCENECTADY COUNTY COMMUNITY COLLEGE

Search

---

Select Term or Date Range

---

Search by Term:  
 

**Example: Spring 2021**

OR

Search by Date Range ( MM/DD/YYYY ):  
From:  To:

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## Look-Up Classes to Add:

Use the selection options below to search the class schedule for complete, click Class Search to perform the search.

**Subject:**

- 1st Yr Seminar
- Accounting
- Air Traf Control
- American Sign Language
- Arts
- Astronomy
- Aviation Science
- Beverage Management
- Biology
- Business

Course Search

Advanced Search

# Looking up classes through Banner Self Service

Pick the subject you are looking for and then click course search below.

Spring 2021

1st Yr Seminar

100 First Year Seminar

View Sections

Shows the list of classes being offered that semester in the subject you picked.

Click view section for the class you want. This will show you if it still open and where you can add the class to your schedule.

# Looking up classes through Banner Self Service

After reviewing the class details click the box next to the section you want

Section Found	Yr Seminar	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL.Cap	WL.Act	WL.Rem	XL.Cap	XL.Act	XL.Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>		10444	FYS	100	01	W	1.000	First Year Seminar	T	05:00 pm-05:50 pm	28	1	27	0	0	0	0	0	0	TBA	01/19-05/18	ONLINE	
<input type="checkbox"/>		10445	FYS	100	02	W	1.000	First Year Seminar	W	05:00 pm-05:50 pm	28	0	28	0	0	0	0	0	0	Marilyn R. Moore (P)	01/19-05/18	ONLINE	
<input type="checkbox"/>		10427	FYS	100	120	W	1.000	First Year Seminar-BCJL		TBA	28	7	21	0	0	0	0	0	0	Sheila Marie Foglietta (P)	01/19-04/19	ONLINE	
<input type="checkbox"/>		11276	FYS	100	200	W	1.000	First Year Seminar	W	12:30 pm-01:20 pm	28	0	28	0	0	0	0	0	0	TBA	01/19-05/18	ONLINE	
<input type="checkbox"/>		10434	FYS	100	220	W	1.000	First Year Seminar-Tech/CIS	TR	12:30 pm-01:20 pm	25	0	25	0	0	0	0	0	0	TBA	01/19-04/19	ONLINE	
<input type="checkbox"/>		10433	FYS	100	230	W	1.000	First Year Seminar- Lib Arts	MW	10:00 am-10:50 am	25	3	22	0	0	0	0	0	0	TBA	01/19-04/19	ONLINE	
<input type="checkbox"/>		10432	FYS	100	310	W	1.000	First Year Seminar- HCAT		TBA	24	8	16	0	0	0	0	0	0	Kimberly Otis (P)	01/19-03/13	ONLINE	
<input type="checkbox"/>		10431	FYS	100	410	W	1.000	First Year Seminar Lib Arts	T	01:30 pm-02:25 pm	25	0	25	0	0	0	0	0	0	TBA	01/19-04/19	ONLINE	
<input type="checkbox"/>		10430	FYS	100	420	W	1.000	First Year Seminar-MSTH	TR	12:30 pm-01:20 pm	25	0	25	0	0	0	0	0	0	TBA	01/19-04/19	ONLINE	
<input type="checkbox"/>		10429	FYS	100	510	W	1.000	First Year Seminar- Music		TBA	25	2	23	0	0	0	0	0	0	Arla N Wilding (P)	01/19-04/19	ONLINE	
<input type="checkbox"/>		10546	FYS	100	71	W	1.000	First Year Seminar		TBA	50	8	42	0	0	0	0	0	0	Michelle J. Moore (P)	01/19-05/18	ONLINE	
<input type="checkbox"/>		10484	FYS	100	72	W	1.000	First Year Seminar		TBA	50	4	46	0	0	0	0	0	0	Matthew J Farron (P)	01/19-05/18	ONLINE	

All results displayed: 12 courses total

When you are ready to search for a new class. Click here

Click here to see more information about class. See next slide

\*\*Before selecting the class, please pay attention to all the details of the class. I circled them in RED on the screen shot.

After you select the box, you can click register

# Understanding the class you picked

**Sections Found**  
**First Year Seminar - 10444 - FYS 100 - 01**

Online course with scheduled meeting times  
**Associated Term:** Spring 2021  
**Registration Dates:** 10/13/2020 to 01/18/2021  
**Levels:** Undergraduate

Online Campus  
Lecture Schedule Type  
Online w/ Scheduled Meet Times Instructional Method  
1.000 Credits  
[View Catalog Entry](#)

Course description and seats available. See next slide

This shows you the class name and CRN which is circled in red. Please write down the CRN of every class you need because you will need that number to register.

\*If the CRN starts with a 1 it's for the spring semester, if it's a 9 it for the fall and if it starts with 6 it's for the summer semester

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	5:00 pm - 5:50 pm	T	Web courses	01/19/2021 - 05/18/2021	Lecture	TBA

Pay attention to the time, day, where the course is, who the teacher is and the dates it runs  
This course is online so there is no room assigned.  
M-Monday  
T- Tuesday  
W- Wednesday  
TH-Thursday  
F-Friday

# Understanding the class you picked

## Detailed Class Information

First Year Seminar - 10444 - FYS 100 - 01

Associated Term: Spring 2021

Levels: Undergraduate

Online Campus

Lecture Schedule Type

Online w/ Scheduled Meet Times Instructional Method

1.000 Credits

[View Catalog Entry](#)

## Registration Availability

Seats

Waitlist Seats

Click View Catalog Entry to see class description. See below!

Capacity	Actual	Remaining
28	2	26
0	0	0

[Return to Previous](#)

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Seats Remaining

## FYS 100 - First Year Seminar

This course is designed to help students develop skills to support academic success and degree completion. It provides an opportunity for students to build a connection to the college and other students. Students learn about the resources available at the college, how to navigate critical technology used at the college, and work with librarians to develop their information literacy skills. Additionally, students set educational goals, explore discipline-specific topics, and learn about a variety of topics including the transfer and advising processes, careers, scholarships, and campus regulations. Students successfully completing the course leave with a "toolbox" of skills to support their academic success.

1.000 Credit hours

1.000 Lecture hours

Levels: Undergraduate

Schedule Types: [Lecture](#)

Undeclared Department Department

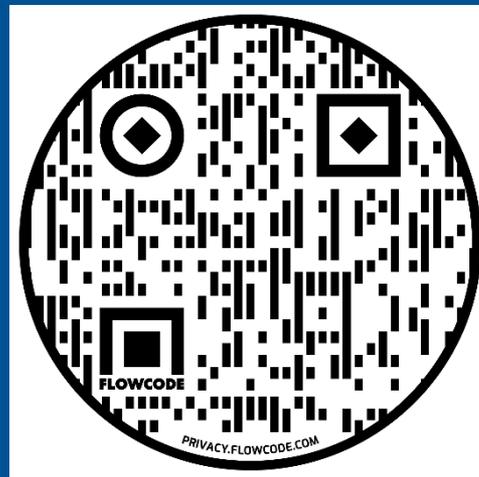
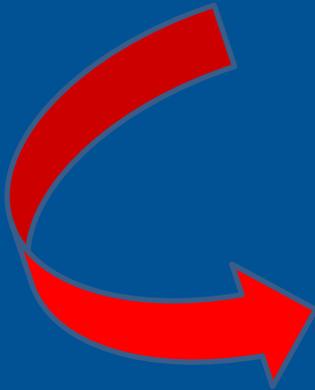
# STEP 7: Schedule Your Success Meet with your Advisor

- Schedule an appointment with your advisor when registration opens. (See next slide to help you do that.)
- Obtain your advisor pin so you can register online. You can also add/drop courses online with your advisor pin.
- Once you have registered review your DegreeWorks audit to ensure your classes are meeting degree requirements.

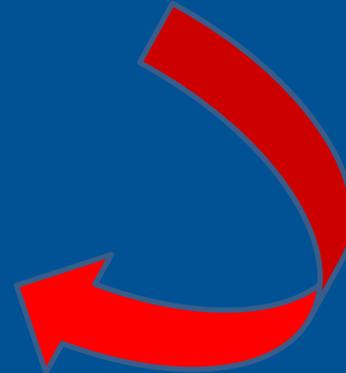
**Note:** You may need to wait for your DegreeWorks audit to be refreshed overnight for the new courses to show.

# Now that you know how to prepare for your advising session, it's time to make an appointment with your advisor!!

Step 1: Scan with your camera below to see advisors contact information!



Step 2: Then Click on link under your advisors' name to schedule an appointment



If you do not have a cell phone or the QR code doesn't work please go to: <https://sumysccc.edu/Current-Students/Academic-Advisement/index.html> to find your advisors information.