

# KC MANUAL FOR STUDENTS

**Instructional  
Technology**



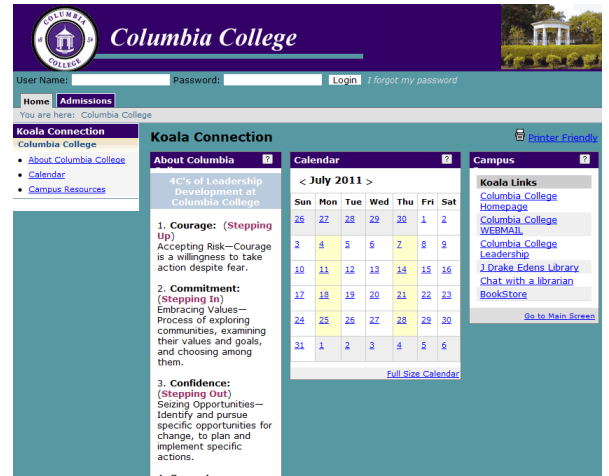
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# Logging in the KC

## Access KC

- Navigate to the Columbia College Homepage [www.columbiasc.edu](http://www.columbiasc.edu)  
Hover over the IT Department link on the left menu and select Koala Connection  
~OR~
- Navigate directly to <http://kc.columbiasc.edu>



## Log In

Username: six digit student ID number (if you do not know your student ID, please call the IT Help Desk at 803-786-3007)  
Password: cc and the last four digits of your SSN (ex. cc1234)

# Understanding the KC Interface

## Interface Terminology



## Tabs, Resources, and Portlets Descriptions

The screenshot shows the Columbia College website interface. At the top, there is a navigation bar with tabs: Home, Academics, Admissions, Student, Bookstore, Campus Life, Orientation, Finances, and My Pages. Below the navigation bar, there is a section for 'Koala Connection' with a 'Personal Information' callout pointing to the user's name 'Allison Hodge TEST1'. On the left side, there is a 'Quick Links' section with callouts for 'My Courses', 'My Pages', and 'My Groups'. The main content area features a '4C's of Leadership Development' section with three points: 1. Courage: (Stepping Up), 2. Commitment: (Stepping In), and 3. Confidence: (Stepping Out). To the right of this section is a calendar for August 2011 and a 'Campus Resources' section with various links.

### Quick Links

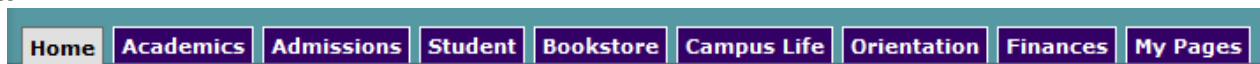
**My Courses**- Shows your courses in the current semester. My courses will change to the current semester a few days before it begins

**My Pages**-Shows pages from the My Pages tab

**My Groups**-Shows groups of which you are a member or leader

### Tabs

Listed below are the resources/portlets you can find on each tab. They are organized by tabs → pages → portlets.



#### Home

- Links to Campus Resources
- Campus directory-search for CC community members

#### Academics

- Course search-allows users to view a list of classes CC is offering or enter search criteria for locating courses in the course catalog.
- All My Courses-allows students and faculty to view past and future courses

## Admissions

The admissions tab is visible to users who are and are not logged into KC. From the admissions tab, prospective students can apply online for admission, view course schedules, and get access to helpful resources and request additional information.

## Student

### Advising page

Course Needs Portlet-allows students to view the courses they will need to take to complete their selected program

Degree Audit Portlet-similar to **Course Needs** portlet, **Degree Audit** provides a much more detailed view of what the student needs to complete their selected program.

Major Exploration and What If Scenarios- allows students to view requirements for selected courses, and if configured, to apply completed courses towards any of the programs the institutions offers

GPA Projection-allows students to enter possible grades for their current classes and predict their term GPA and overall GPA

### Grades and Academics Records

Academic Information-displays faculty advisors and intended majors

Grade Report-allows students to display and print their grades for a selected year and term

Unofficial Transcript-displays GPA, session, cumulative statistics, and detailed course information by program and term

Course History-displays the courses the student has taken organized by term and course code

### Registration

Course Schedules-students can search for classes, add/drop courses, and view current registration

Course Needs-allows students to view the courses they will need to take to complete their selected program

### Student Finances

My Account Info-allows the student to view their current balance as well as a list of all prior transactions on their account

Financial Aid Document Tracking-displays both the documents the Financial Aid office has received from the student and a list of the missing documents needed to process the student's Financial Aid application

Financial Aid Awards-allows Students or Advisors to view the Financial Aid awards for that student

Helpful Links-allows you easy access to Web sites or other pages that contain helpful information

### PDF Report

PDF Reports-contains reports for student refund direct deposit, 1098T by year, Chapel Attendance report and Teacher Education Candidate Assessment

### Forms and Documents

Schedules and Calendars-contains downloadable course schedules and academic calendars

Registration forms-contains downloadable forms used by the registrar's office

### Emergency Preparedness Documents

Emergency Preparedness Plan-Students are required to update their information annually in KC through this portlet

## **Bookstore**

Order Books Online-has directions for students about ordering textbooks online

## **Campus Life**

### Campus Life Main Page

Campus Groups-gives users the ability to create and join campus-related organizations of academic, social, or athletic interest

PDF Reports-Roommates report

Calendar-shows events for campus groups

Announcements-shows announcements for campus groups

## **Finances**

### My Account Info

Check your financial account balances and course and fee statement

### Financial Aid Awards

View your past and present financial aid awards

### Financial Aid Document Tracking

Find out if there are any missing documents that are required for Financial Aid to be rewarded

### PDF Reports

Refund direct deposit form and information

### Helpful Links

Links to helpful websites

### Refund Timeline

Timeline with important dates such as due date for FAFSA

## **My Pages**

### Main Page

My Bookmarks-allows you to create customized bookmarks to any sites or other locations in KC


My Calendar-shows users all calendar events from courses, campus groups, and other KC calendars

Announcements-shows users all announcements from courses, campus groups, and other KC announcement portlets

### Message Center

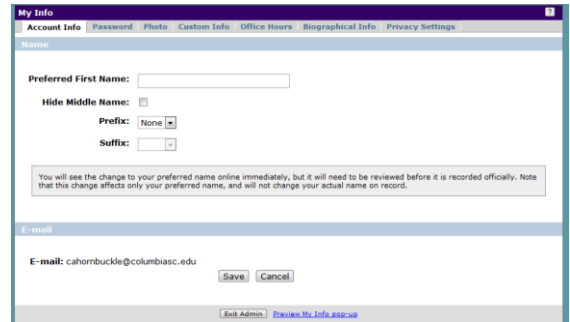
Message Center- is a central repository that allows you to view and read all of your personal e-mails, system alerts, and portlet-specific messages that may have been sent to you through the portal

## **Personal Information-options**

This page is similar to a profile and can be used to store and share personal information such as a picture, email address, and other information about yourself. Whenever you see the **My Info Popup**  icon, you are able to view the personal details for that person that have been identified on his/her **My Info**. If you are a faculty member, the information that is entered on **My Info** is displayed on your respective course information pages. Therefore, students are able to click on a link from one of your courses and view the information you entered on **My Info**, including your available office hours.

## Account Info

You can update your **Preferred First Name** (displayed on your login as well as to others), choose to **Hide** your **Middle Name**, and select a **Prefix** for your name by choosing one from the available drop down menu. Your **Email** and **Suffix** are in *read only* status. This information cannot be updated using the **Account Info** tab. After you have entered information, you can click on the [Preview My Info pop-up](#) link at the bottom of the screen to view the information as it is displayed to others.

A screenshot of a web application interface titled "My Info". The interface has a navigation bar with tabs: "Account Info", "Password", "Photo", "Custom Info", "Office Hours", "Biographical Info", and "Privacy Settings". The "Account Info" tab is active. Below the navigation bar, there are several form fields: "Preferred First Name" (a text input field), "Hide Middle Name" (a checkbox), "Prefix" (a dropdown menu with "None" selected), and "Suffix" (a dropdown menu). Below these fields is a small text box with a warning: "You will see the change to your preferred name online immediately, but it will need to be reviewed before it is recorded officially. Note that this change affects only your preferred name, and will not change your actual name on record." At the bottom of the form, there is an "E-mail" field with the value "cahornbuckle@columbiasc.edu" and "Save" and "Cancel" buttons. At the very bottom, there are links for "Exit Admin" and "Review My Info as user".

## Password




You can change your password on this tab by entering your old password and then choose a new password and confirm it. You can also identify a password hint that can be sent to you in the event you cannot remember your password.

- Click on the [Password Hint](#) link.
- Enter both question and answer text.

The next time you try to log in to the system and cannot remember your password, click on the [I Forgot My Password](#) link and your password is sent to your email account.


## Custom Info

This area can be used for any type of information that you would like to store.

- Click on  to add a new category or to add an item to an existing category.
- Click on  to edit a category or item.
- Click on  to delete a category or item.



## Biographical Info

The Biographical Info tab allows you to submit changes to your name, address, or other constituent data.

1. Click on the  icon that appears next to the **Name and Address** header (your information will become editable).
2. Make your changes and click on the **Submit** button. Your changes need to be accepted by the ERP administrator before they will post on the **Biographical Info** tab.

## Privacy Settings

You can choose to display or hide specific personal information about yourself; however, regardless of the elements you choose to hide, any person who has an Administrator role is able to view all of this information.

- Click on the checkbox next to the information you wish to display. The **Email, Name, and Photo** information applies to all users and is displayed in the **My Info Popup**  to other users. You can choose to hide your **Email** and **Photo** from other users.
- Click on the **Submit** button.
- By selecting the **Show me in campus directory** checkbox, your name with the  icon is displayed, indicating that any person can click on the icon to view your **My Info** details -- if you do not select this checkbox, your name does not appear in the campus directory.

# Changing Your Password

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Your default password in the system is cc and the last four digits of your Social Security Number. We recommend that you change it to something else.

## Change your password

1. Login to KC
2. Beside your name, click **Personal Info**
3. Click the **Password** tab
4. Type your old password
5. Type and confirm your new password
6. Click the Save button

## Create strong passwords\*

Keys to password strength: length and complexity

An ideal password is long and has letters, punctuation, symbols, and numbers.

- Whenever possible, use at least 8 characters or more.
- The greater the variety of characters in your password, the better.
- Use the entire keyboard, not just the letters and characters you use or see most often.

## Common password pitfalls to avoid\*

Cyber criminals use sophisticated tools that can rapidly decipher passwords.

Avoid creating passwords using:

- **Dictionary words in any language.**
- **Words spelled backwards, common misspellings, and abbreviations.**
- **Sequences or repeated characters.** Examples: 12345678, 222222, abcdefg, or adjacent letters on your keyboard (qwerty).
- **Personal information.** Your name, birthday, driver's license, passport number, or similar information.

Check the strength of your password with Microsoft's secure password checker:

<https://www.microsoft.com/security/pc-security/password-checker.aspx>

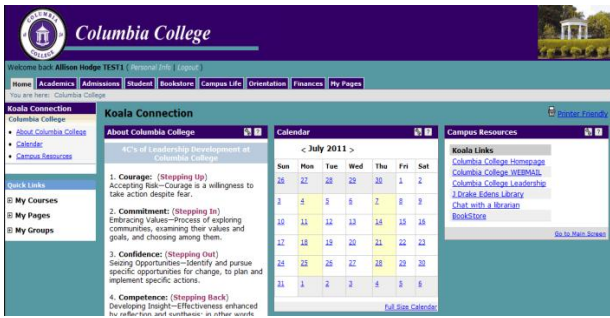
\*Source:

<http://www.microsoft.com/security/online-privacy/passwords-create.aspx>

# Locating Current Courses

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Courses will appear under Quick Links a few days before the semester begins. If you are not teaching or taking any courses in a semester (ex. summer), then you will not see My Courses under Quick Links.



**Quick Links**

- My Courses
  - [ADM 001 01 - First Sample Course](#)
  - [ADM 001 02 - Second Sample Course](#)
  - [ADM 001 03 - Third Sample Course](#)
  - [InstTech 000 01 - KC Orientation and Training](#)
  - [LPT LANG 01 - Language Placement Exam](#)
- My Pages
- My Groups



1. Log in to KC
2. From any tab, you can access Quick Links; Click the +
3. Click on the Blue link to navigate you to your course

## Locating Past or Future Courses

If you want to view courses that are not a part of the current/active semester in the system, please do the following:

1. Log in to KC
2. Click on the Academics tab
3. Scroll down to All My Courses and change "Show:" to Future or Past courses and click the name link of the course you want to view from the correct semester

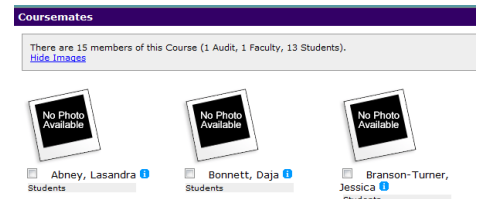
## Emailing Your Professor and/or Classmates

### Access Coursemates

1. Login to KC
2. Click **My Courses** under **Quick Links** and locate your course
3. Click the Collaboration page (left side)
4. Click the Coursemates quick link (left side)  
Here you will see photo ids of the classmates, and their names. If you click on the blue i, you can see the classmates' email address.
5. **To email professor or classmates** check the check boxes next to the professor or select students you want to email or click the Select All check box at the bottom of the page to select your professor and all students and email. Click Email Selected Members at the bottom of the page

### Notes:

- Not all photos will appear if the student has not had a photo ID made or had her ID photo taken late (it will update the next semester). The student can block her photo from appearing in forum posts, but not in coursework. Day students cannot change their photos.



# Accessing and Downloading the Syllabus

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1. Login to KC
2. Click on My Courses
3. Access your Class

There are two ways that your professor may load the syllabus:

1. Locate the Syllabus page on the left of your screen
  - a. Locate the portlet called **Downloadable Version**, click on the link, then click **OPEN** to open the document and **SAVE** to save it to your computer
2. Locate the **Handouts** section on the main page, click on the course syllabus
  - a. click on the link, then click **OPEN** to open the document and **SAVE** to save it to your computer

## Accessing and Downloading Handouts

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In the Handouts section of KC, you will find resources from your professor that can be downloaded. There may be PowerPoint documents, Word documents, or PDFs, among other types.

1. Login to KC
2. Access your Class
3. Locate the **Handouts** section
4. Click on the link for the appropriate handout then click **OPEN** to open the document and **SAVE** to save it to your computer

**Handouts**

**SMART Game Templates**  
Download these templates for future use.  
[Koosh Ball Template \(.notebook, 33K\)](#)  
[Fly Swatter \(.notebook, 455K\)](#)  
[Hollywood Squares \(.notebook, 895K\)](#)  
[Boggle \(.notebook, 1435K\)](#)  
[Jeopardy \(.notebook, 1590K\)](#)  
[Who Wants to Be a Millionaire \(.notebook, 77\)](#)

**Assignment Instructions**  
[Level 2 Hands on 4 \(.docx, 21K\)](#)  
[Research Project Instructions \(.docx, 19K\)](#)

## Accessing Bookmarks

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In the Bookmarks section of KC, you will find resources from your professor that are located on the Internet. When you click on the blue link, you will be taken to the website/webpage indicated by your professor.

1. Login to KC
2. Access your Class
3. Locate the **Bookmarks** section
  4. Click on the appropriate link; this should take you to the correct website/webpage

**Bookmarks**

[+Add a Bookmark](#)

**Resources**  
[SC Academic Standards](#)

**Downloads**  
[Photostory 3 Download](#)  
[SMART Notebook 10](#)

**Ungrouped**  
[What is your learning style?](#)

## Viewing Gradebook and Attendance

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You can view your Gradesheet for a course by clicking on the **Gradebook** page in the sidebar of the respective course. The following grade information is displayed:

- **Grade Results** displays your overall grade in both letter and percentage formats and any feedback entered by the instructor.

- **Overview** displays a summary of the **Attendance & Other Detail** and **Coursework Detail** scores.
- **Attendance & Other Detail** details attendance and custom Gradebook scores.
- The **Attendance** section shows total number of sessions or minutes and number of sessions or minutes attended for each student. The score includes any loss of attendance credit as set in the initial Gradebook setup.
- The **Other** section includes a column for each custom item, such as field trips, class participation, etc.
- The **Overall Attendance & Other** is a summary of the information in the two sections.
- **Coursework Detail** shows a detailed view of the coursework assignments and their scores.
- Clicking the type/unit link in the header of the table displays all assignments for that type/unit. There may be ungraded items and items that have not been assigned values.
- Clicking the [View All Assignments](#) link displays all of your individual assignments and grades by type.
- Clicking the [Hide All Assignments](#) link displays only the averaged grade for all assignments by type or unit.

Grade Results	
Grade	93.6 %
Grade (Letter)	A

Overview			
	Score	Weight	Grade
Attendance & Other	--	0.0 %	--
Coursework	93.6 %	100.0 %	93.6
<b>Totals:</b>	<b>(100%)</b>		<b>93.6 %</b>

Attendance & Other Detail			
Attendance (100.0 %)		Overall Attendance & Other	
Attended (Sessions)	Score %	Score%	Weighted Grade Points
7/9	77.8%	--	77.8 out of 100.0

Coursework Detail						
Reading Quizzes 1-4 (16.0 %)	Reading Quizzes 5-8 (16.0 %)	Reading Quizzes 9-13 (18.0 %)	Wiki Work (30.0 %)	Final Exam Essay (20.0 %)	Overall Coursework	
Score	Score	Score	Score	Score	Score	Weighted Grade Points
94.3 %	93.3 %	92.5 %*	93.0 %	95.0 %	93.6 %	93.6 out of 100.0

[View All Assignments](#)

## Using Coursework

Coursework is the section in KC where all of your assignments are located. There are three types of assignment formats in KC: File Exchange, Offline, and Online.

### File Exchange Assignments (↔)

Assignments involve downloading files by your instructor and/or uploading files by you. The instructor may include one or many uploaded files, and you can upload one or many assignments to the instructor for grading. An example of a file exchange assignment is a term paper.

Clicking an assignment name displays the details of the assignment. This view differs, depending on the state of the assignment.

### Upload a File

From the **Coursework** portlet:

1. Click the appropriate File Exchange assignment.
2. In the **Upload a File** table, click the **Browse** button to locate the file to be uploaded.
3. Enter any note you want to add.
4. Click the **Upload** button.
5. The file is uploaded, and the **My Files** table lists the file and uploaded information.

### Edit an Uploaded File

From the **Coursework** portlet:

1. Click the appropriate File Exchange assignment.
2. In the **My Files** table, click the edit icon beside the appropriate uploaded file name.
3. Only the **Note** field is available for editing.
4. Click the **Save** button.

### Submit a File

From the **Coursework** portlet:

1. Click the appropriate File Exchange assignment.
2. Click the **Mark as Final** button. Once you submit the file, you cannot reverse the submission.

### Offline Assignments (✎)

Offline assignments have no online component. They are listed within the portlet and graded within the portlet, but they are completed offline. Examples of offline assignments are a reading from a textbook, viewing of a video, or attending a lecture.

Clicking an assignment name displays the details of the assignment.

- The **Header** displays the type and name of assignment, unit, format, grading method, grade information, status message, and due date information.
- A **Description** is always displayed.
- **Instructions** are displayed once the assignment is active.
- Any available **Files** are displayed.
- The **My Results** table is visible after the assignment has been graded and shows the final grade for the assignment, when it was graded, any course-wide bonus points applied, and any instructor feedback.

### Online Assignments (📝)

Online assignments are quizzes/tests/exams that have been created by your instructor and which you complete within the portlet.

Clicking an assignment name hyperlink in the **Coursework** portlet displays different views of the **Student Assignment Detail** screen, depending on the state of the assignment. An Online assignment might be viewable but inactive, which means that you can learn about the assignment but you cannot complete it. The Online assignment could also be Active and thus ready to be completed. If the Online assignment has already been completed, you see a screen informing you of that fact and possibly the grade and any feedback that has been received.

The **Student Assignment Detail** screen displays the following:

- The **Header** displays the type and name of assignment, unit, format, grade method, time limit, grading status message, and due date information.
- A **Description** is always displayed.
- **Instructions** are displayed once the assignment is active or has been completed.
- Any links to relevant **Files** are displayed following the **Instructions** section.
- The **Coursework** section allows you to complete the assignment and view completed and graded assignments

## Take this Test

From the **Coursework** portlet:

1. Click the appropriate assignment.
2. Click the Take this Test link.
3. Answer the questions on each screen. Each screen displays the section name and section source material followed by questions for that section. Your instructor determines how many questions are displayed per screen for each section.
4. Although moving from screen to screen automatically saves your work, you may want to periodically click the **Save Progress** button if you work on one screen for a significant amount of time.
5. Review and change (if necessary) your answers.
6. Click the **Submit for Grading** button.
- 7.

## Resume this Test

From the **Coursework** portlet:

1. Click the appropriate assignment.
2. If you started a test and did not complete it, and if you are allowed multiple sessions, click the Resume this Test link.
3. Answer the questions on each screen. Each screen displays the section name and section source material followed by questions for that section. Your instructor determines how many questions are displayed per screen for each section.
4. Although moving from screen to screen automatically saves your work, you may want to periodically click the **Save Progress** button if you work on one screen for a significant amount of time.
5. Review and change (if necessary) your answers.
6. Click the **Submit for Grading** button.

## Review completed/graded test

From the **Coursework** portlet:

1. Click the hyperlinked name of the appropriate assignment.
2. Click the Review completed/graded test link in the **My Results** table.
3. You may see the following:
  - The test name, unit, format, grading method, time limit, and time spent taking the test
  - Each question marked with a green circle (🟢) for a correct answer and a red block (🟥) for an incorrect answer.
  - Number of points earned for each correct answer
  - Automatic and correct Feedback (if any) from the instructor
4. Click the **Exit Test** button.

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# Viewing Grades for Assignments




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From the **Coursework** portlet:

1. Click the appropriate Offline assignment.
2. When the assignment has been graded, the results are displayed in the **My Results** table.
3. If your professor has left comments or feedback, you will find it here. To see a summary or average for all of your grades, visit the gradebook.

# Using Forums and Threaded Discussion

## Replying to Posts

1. Logon to KC.
2. Go to **My Courses** and click on the course for which you want access forums.
3. On the left side of the page, click on **Collaboration**.
4. Click on  [Forum Home](#) and on the question you want to answer. A similar window should appear.
5. Click on  or  (**ask your professor which she/he prefers**).
  - a. Professor says **Add a post**—Click on the topic, Click Add a Post and type your response to the Topic
  - b. Professor says **Reply**—Click on the topic, then click on the post the professor created, then click reply
6. Type or copy and paste your response and click Submit.

**Note:** KC may log you out after 15 minutes, and you may lose your typed data. It is advisable to type your post or response in a Word document or WordPad and copy and paste it into KC.



KC says I have too many characters to post to forums

1. Open the word document where you typed your forum response
2. Select all of the text and copy it (right click on the highlighted text and copy)
3. Open Notepad (go to the start menu -->all programs -->accessories -->notepad or if you have windows 7, just search for notepad on the start menu)
4. Right click in the white space and select paste--this removes all of the formatting and special characters
5. Highlight all of the text in notepad and right click and select copy
6. Then go to kc--> your course--> collaboration--> forums
7. Add a post or reply to a post
8. Right click in the forum response area and click paste

## Accessing Midterm and Final Grades

1. Log onto Koala Connection using your Student ID number and password (probably CClast4ofsn (ex. cc1234)).
2. Click the **STUDENT** tab.
3. From the list on the left of the page, click "**Grades and academics records**".
4. Click "**Grade Report**".
5. Select the Term for which you want to view grades.
6. You will see: **Final grade report & Midterm grade report**
7. Choose a link and click on it to see your grades.

## \*NOTES

If you see CIP (course in progress) in your grade report instead of a grade it means that the professor has not entered the grade yet. Please do not be concerned- it sometimes take professors up to a week after finals are given to enter their grades!

# Announcements

Depending on your role within the Internet Campus Community, you receive various types of announcements:

- The school can post announcements to communicate with the entire campus community.
- Faculty can send announcements specifically to their class members.
- Campus groups can communicate with their group members.

By clicking on the actual announcement link, you can expand the text of each announcement. If you have been given the ability to send announcements, you can view them in your Outbox. Once an announcement's time has expired, it can be either automatically sent to the archive area or deleted.

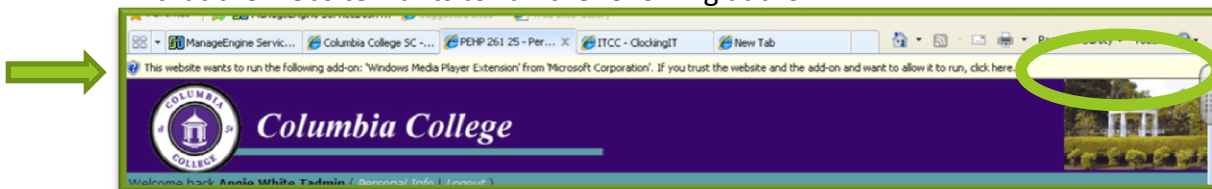
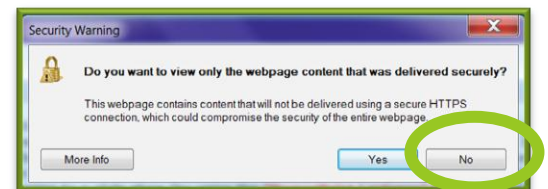
# Accessing Media Content

## Viewing Embedded Videos

In order to view the videos in your course you will need to follow the instructions below:

If using Internet Explorer

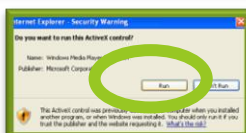
1. Login to KC
2. Locate your course
3. You will see a box like the one below; Choose **No** each time that you see the box
4. Next you will notice a yellowish bar appear at the top of the Internet page (see picture below) stating that the website wants to run the following add-on...



5. Click in the area that reads click here...
6. You will then see the following; choose **Run Add-on**




7. Choose **Run**

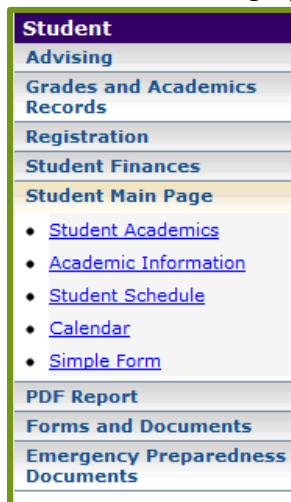


# Registering for courses

## Registering for classes through Course Needs

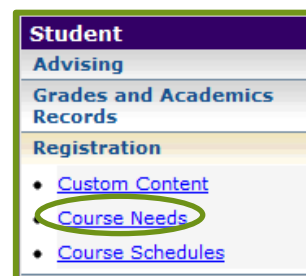
Although Evening students are not required to meet with an advisor, it is highly recommended

1. Login to KC
2. Click on the Student Tab
3. Click on Registration 
4. Click on Course Needs
5. Choose **Click here** to view the course needs for "your name"



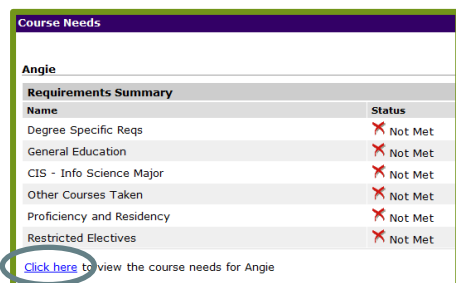
**Student Advising**

- Grades and Academics Records
- Registration**
- Student Finances
- Student Main Page
  - Student Academics
  - Academic Information
  - Student Schedule
  - Calendar
  - Simple Form
- PDF Report
- Forms and Documents
- Emergency Preparedness Documents



**Student Advising**

- Grades and Academics Records
- Registration**
  - Custom Content
  - Course Needs**
  - Course Schedules



**Course Needs**

Angie

**Requirements Summary**

Name	Status
Degree Specific Reqs	Not Met
General Education	Not Met
CIS - Info Science Major	Not Met
Other Courses Taken	Not Met
Proficiency and Residency	Not Met
Restricted Electives	Not Met

[Click here](#) to view the course needs for Angie

6. Click on the link for general education to see the progress. It will end in GEN



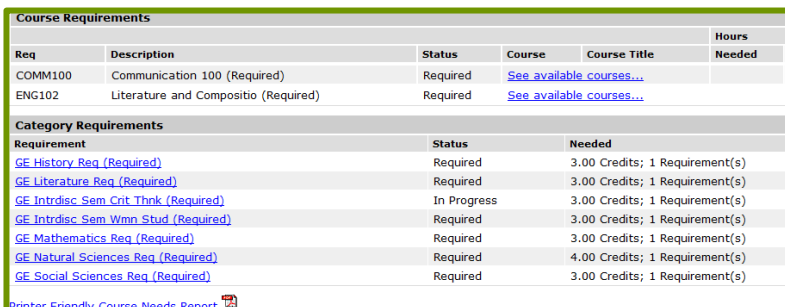
**Course Needs - Program Requirements**

Course Needs > Main testing page > Program Requirements

Listed below are the requirements which must be satisfied for successful completion of the Comp and Info Sci - Info Sci program. To view the specific course needs for each program requirement, click on the requirement.

Requirement	Description	Needed	Earned
<a href="#">CIIAEDSR</a>	Degree Specific Reqs		
<a href="#">CIIAEGEN</a>	General Education		
<a href="#">CIIADMAJ</a>	CIS - Info Science Major		
<a href="#">ELECTIVE</a>	Other Courses Taken		
<a href="#">PANDR</a>	Proficiency and Residency		
<a href="#">CIIADREC</a>	Restricted Electives		

[Printer Friendly Course Needs Report](#) [Recalculate Student Progress](#)



**Course Requirements**

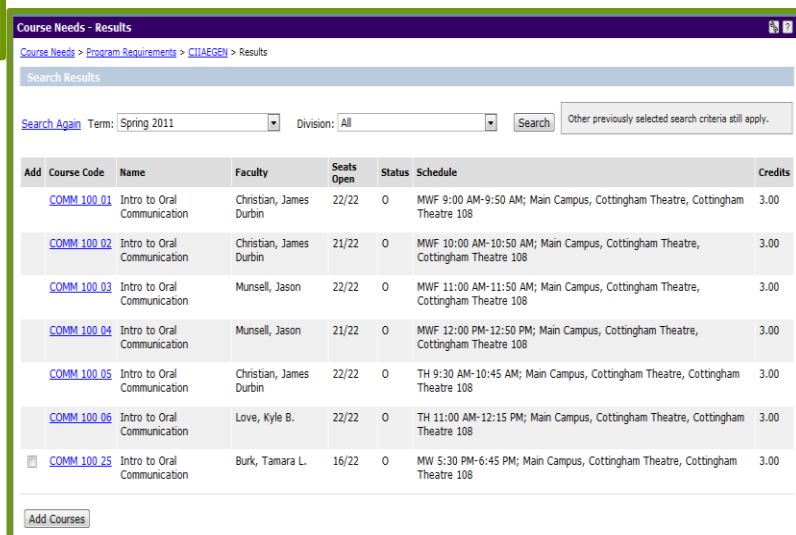
Req	Description	Status	Course	Course Title	Hours Needed
COMM100	Communication 100 (Required)	Required	<a href="#">See available courses...</a>		
ENG102	Literature and Compositio (Required)	Required	<a href="#">See available courses...</a>		

**Category Requirements**

Requirement	Status	Needed
<a href="#">GE History Req (Required)</a>	Required	3.00 Credits; 1 Requirement(s)
<a href="#">GE Literature Req (Required)</a>	Required	3.00 Credits; 1 Requirement(s)
<a href="#">GE Intrdisc Sem Crit Think (Required)</a>	In Progress	3.00 Credits; 1 Requirement(s)
<a href="#">GE Intrdisc Sem Wmn Stud (Required)</a>	Required	3.00 Credits; 1 Requirement(s)
<a href="#">GE Mathematics Req (Required)</a>	Required	3.00 Credits; 1 Requirement(s)
<a href="#">GE Natural Sciences Req (Required)</a>	Required	4.00 Credits; 1 Requirement(s)
<a href="#">GE Social Sciences Req (Required)</a>	Required	3.00 Credits; 1 Requirement(s)

[Printer Friendly Course Needs Report](#)

7. Click on a requirement to see what is needed
8. A list of courses that meet the requirement will be listed; choose **See available courses...**
9. Be sure that you have chosen the correct Term (ex. Spring 2011)
10. If there is a course to meet the requirement, there will be a small box beside it
11. If the course will meet your schedule, check the box and then click **Add Courses**



**Course Needs - Results**

Course Needs > Program Requirements > CIIAEGEN > Results

Search Results

Search Again Term: Spring 2011 Division: All Search Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>	<a href="#">COMM 100 01</a>	Intro to Oral Communication	Christian, James Durbin	22/22	0	MWF 9:00 AM-9:50 AM; Main Campus, Cottingham Theatre, Cottingham Theatre 108	3.00
<input type="checkbox"/>	<a href="#">COMM 100 02</a>	Intro to Oral Communication	Christian, James Durbin	21/22	0	MWF 10:00 AM-10:50 AM; Main Campus, Cottingham Theatre, Cottingham Theatre 108	3.00
<input type="checkbox"/>	<a href="#">COMM 100 03</a>	Intro to Oral Communication	Munsell, Jason	22/22	0	MWF 11:00 AM-11:50 AM; Main Campus, Cottingham Theatre, Cottingham Theatre 108	3.00
<input type="checkbox"/>	<a href="#">COMM 100 04</a>	Intro to Oral Communication	Munsell, Jason	21/22	0	MWF 12:00 PM-12:50 PM; Main Campus, Cottingham Theatre, Cottingham Theatre 108	3.00
<input type="checkbox"/>	<a href="#">COMM 100 05</a>	Intro to Oral Communication	Christian, James Durbin	22/22	0	TH 9:30 AM-10:45 AM; Main Campus, Cottingham Theatre, Cottingham Theatre 108	3.00
<input type="checkbox"/>	<a href="#">COMM 100 06</a>	Intro to Oral Communication	Love, Kyle B.	22/22	0	TH 11:00 AM-12:15 PM; Main Campus, Cottingham Theatre, Cottingham Theatre 108	3.00
<input type="checkbox"/>	<a href="#">COMM 100 25</a>	Intro to Oral Communication	Burk, Tamara L.	16/22	0	MW 5:30 PM-6:45 PM; Main Campus, Cottingham Theatre, Cottingham Theatre 108	3.00

[Add Courses](#)

## Registering for classes through Course Search

Follow steps 1-3 under Registering for classes through Course Needs

1. Click on Course Search
2. Choose the criteria for the classes and click **Search**
3. Click the box beside the course you would like to take and click **Add Courses**

The first screenshot shows the 'Course Schedules' page with a navigation menu including 'Add/Drop > Add/Drop Courses >' and 'Add/Drop'. It displays 'Current Term: Spring 2011' and 'Add Period Open / Drop Period Open'. There are two icons at the bottom: one for 'Add/Drop Courses' and one for 'Course Search' which is circled in red.

The second screenshot is the 'Course Search' form. It includes fields for Term (Spring 2011), Department (Communication), Course Number Range, Title (Begins With), Course Code (Begins With), and Division (Undergraduate). There are also options for meeting frequency (Meets on any day(s) or Meets only on the selected days) and days of the week (Monday through Sunday). Other filters include Faculty, Campus, Building, and Section Status. Search and Reset buttons are at the bottom.

The third screenshot shows the 'Course Schedules - Results' page. It has a search bar and a table of results. The table has columns for Course Code, Name, Faculty, Seats Open, Status, and Schedule. Three courses are listed:

Course Code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/> COMM 100.25	Intro to Oral Communication	Burk, Tamara L.	14/22	O	MW 5:30 PM-6:45 PM; Main Theatre 108
<input type="checkbox"/> COMM 200.01	Intro to Media Production	Haworth, Andrew Marlon	10/20	O	MW 5:30 PM-6:45 PM; Main
<input type="checkbox"/> COMM 200.25	Intro to Media Production	Haworth, Andrew Marlon	15/20	O	MW 5:30 PM-6:45 PM; Main

An 'Add Courses' button is located at the bottom left of the results table.

## Drop a Course

1. Click the **STUDENT** tab
2. Select **REGISTRATION** from the list of blue links on the left
3. Scroll down and click on the **ADD/DROP COURSES** blue link
4. Choose the term from the drop down menu
5. Place a check mark in the boxes beside the courses you wish to drop
6. Click the **DROP COURSES** button

## Viewing your schedule

1. Log in to KC
2. Click on the Student Tab
3. On the left hand menu, under the Student Main Page group, click Student Schedule
4. Change the Term to the term you would like to see and click search
5. If you would like to print a copy of your schedule, click on the Printer-Friendly Version