

How to log in and set up your SC4 Portal and register for classes.

Go to <https://sc4.edu/password-reset/>. You will need your SC4 acceptance letter with your temporary password. If you do not have your acceptance letter, please call 810-989-5500 to obtain the temporary password. Click 'Register your account'. This will redirect you to a Microsoft site and ask for your email which is your Portal username + @student.sc4.edu, follow instructions. Next, click 'Change your password' at <https://sc4.edu/password-reset/>. Once you have registered your account and changed your password, go to <https://portal.sc4.edu>.

Set up email by clicking 'College email'. The password is the same that you use for Portal.

Taking an online class? The Canvas online classroom uses your SC4 email and your Portal password.

Want to use online library resources? Your username and password are the same as Portal.

The screenshot shows the SC4 Portal homepage. At the top, there is a navigation bar with the St. Clair County Community College logo, a user profile for Jessica Stewart, and a search bar. Below the navigation bar, the page is divided into several sections:

- Campus Announcements:** A list of recent announcements, including "Don't delay — Register today for summer classes!", "Nominate your favorite instructor for the Blessinger Award", and "Beatrice Thornton middle and high school students' show on exhibit".
- Service Center:** A dropdown menu with options for "COLLEGE CREDIT STUDENTS", "NON-CREDIT STUDENTS", "FACULTY", and "EMPLOYEES".
- Class Cancellations:** A table with columns for "CLASS TITLE", "INSTRUCTOR", "ROOM NUMBER", and "CLASS DATE & TIME". One entry is visible: "BIO 271-02" by "Mario Lamberti" in "CEM 214" on "2/22/2019 10:00 AM".
- Resource Links:** A vertical stack of yellow buttons for "Canvas online classroom", "College email", "Student Resources", and "Bookstore". Below these is a Microsoft Office 365 logo and "Campus Patrol (810) 989-5757".
- My Bookmarks:** A section titled "My Bookmarks" with a sub-section "CAMPUS LINKS" containing links for "Manage My Bookmarks", "Search for Classes", "SC4 Alerts", "SC4 Library", "The Pier", "Make an Advising Appointment", "Run. Hide. Fight. - Student Safety Guide", and "Microsoft Office 365". A "MY LINKS" section below it states "There are no links to display yet."

Your Portal homepage gives you campus announcements, links to important resources like email, Canvas and bookstore, class cancellations and bookmarks/campus links including links to the SC4 Library and to make an advising appointment. Explore!

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Service Center

Apply now for available scholarships **NEW**

Campus Patrol reminder: Someone is ill or injured: What do I do?

Complete survey by Friday

19/S1 Nelnet Payment Plan available with 20% down through March 27

Apply now for available scholarships

Service Center

- COLLEGE CREDIT STUDENTS
 - Service Center
- NON-CREDIT STUDENTS
- FACULTY
- EMPLOYEES

Class Cancellations

Click here, more stuff!!

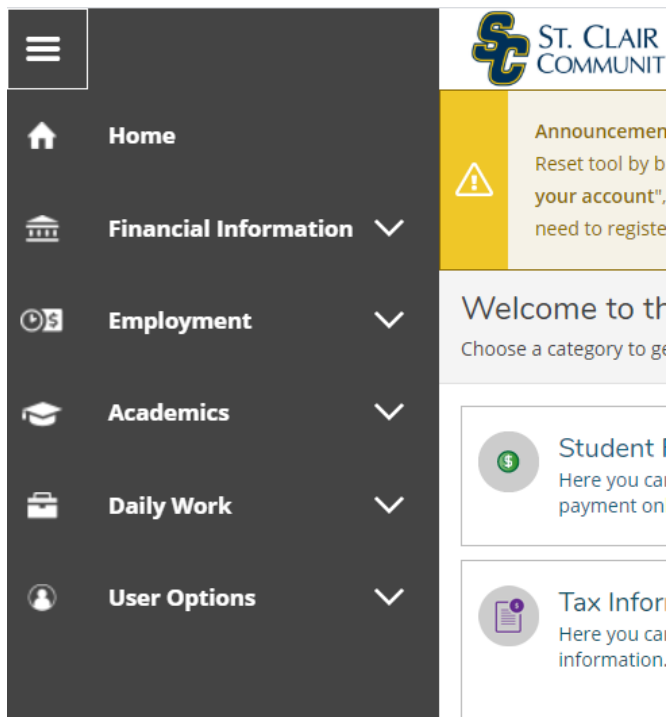
ST. CLAIR COUNTY COMMUNITY COLLEGE

Welcome to the Service Center!
Choose a category to get started.

- 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.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Enrollment Verifications**
Here you can view and request an enrollment verification.
- Academic Attendance**
Here you can view your attendances by term.
- Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Student Finance Admin**
Here you can view the Student Finance information as a student would so you can help the student with any questions.
- Financial Aid Counseling**
Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

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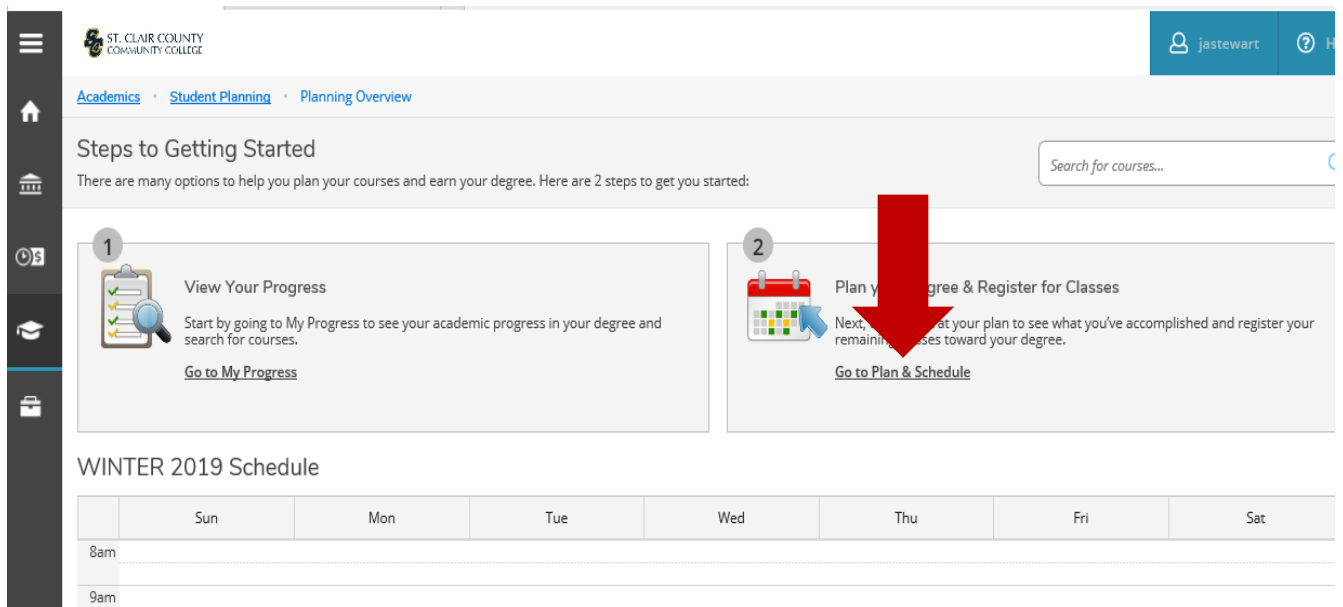
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Clicking on the 'User Options' tab will take you to links where you can update personal information, such as address and phone number. 'Academics' is where you can view grades, request a transcript, and more! Take time to explore the information available to you!

Ok, ok, but how do I register??

Click on "Student Planning" then "Go to Plan & Schedule"



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The screenshot shows the 'Plan & Schedule' page for St. Clair County Community College. The page title is 'Plan your Degree and Schedule your courses'. A search bar with the placeholder text 'Search for courses...' is located at the top right. A red arrow points to this search bar. Below the search bar, there are navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active. Below the tabs, there are buttons for '<', 'WINTER 2019', and '+'. There are also buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right side, it says 'Planned: 0 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. Below this, there is a blue box that says 'No Courses Selected For This Term'. To the right of this box is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for 8am, 9am, 10am, 11am, and 12pm.

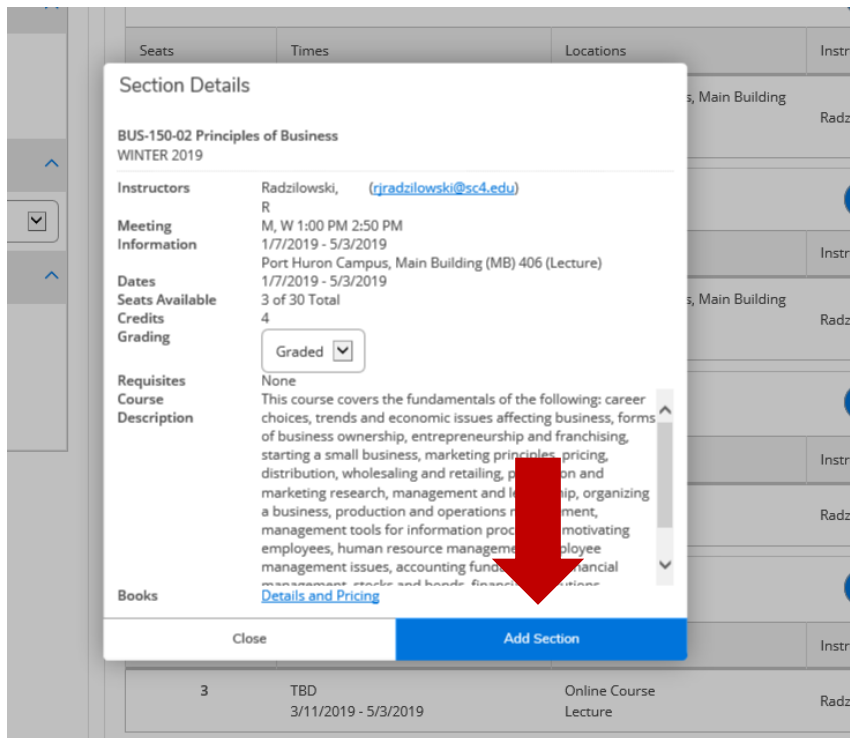
Use the “Search for courses” box to search for classes.

The screenshot shows the 'Courses and Course Sections' page. The search bar at the top right contains the text 'Search for courses...'. Below the search bar, there is a section for 'Filters Applied: None'. The main content area displays search results for 'BUS-150 Principles of Business (4 Credits)'. The course description is: 'This course covers the fundamentals of the following: career choices, trends and economic issues affecting business, forms of business ownership, entrepreneurship and franchising, starting a small business, marketing principles, pricing, distribution, wholesaling and retailing, promotion and marketing research, management and leadership, organizing a business, production and operations management, management tools for information processing, motivating employees, human resource management, employee management issues, accounting fundamentals, financial management, stocks and bonds, financial institutions, insurance legalistic versus ethics-based management, and international business.' The requisites are listed as 'None'. There are two buttons: 'Add Course to Plan' and 'View Available Sections for BUS-150'. The 'View Available Sections for BUS-150' section shows 'WINTER 2019' and two sections: 'Principles of Business 01' and 'Principles of Business 02'. Each section has an 'Add Section to Schedule' button. The 'Principles of Business 01' section has a table with the following data:

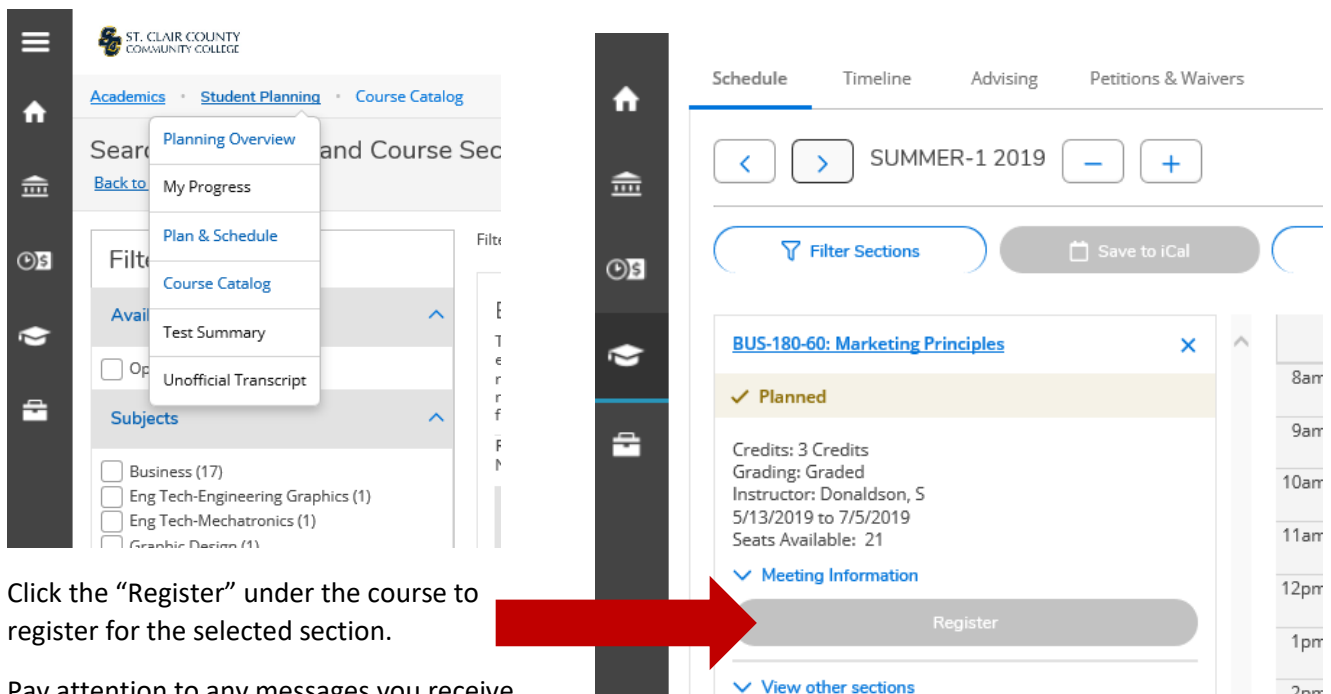
Seats	Times	Locations	Instructors
0	T/Th 1:00 PM - 2:50 PM 1/7/2019 - 5/3/2019	Port Huron Campus, Main Building (MB) 407 Lecture	Radzilowski, R

To add the selected section to your plan for the current semester click on “Add Section to Schedule”. (To plan the course for a future semester click on “Add Course to Plan” and select the semester you plan to take the course.)

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Adding the section to your schedule does not register you for the course. You must go back to the “Student Planning” link located on the top left hand of the page, and then click “Plan & Schedule”.



Click the “Register” under the course to register for the selected section.

Pay attention to any messages you receive when registering. A properly register course should say “Registered”.

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You can review degree requirements and progress by clicking on the “Go to My Progress” under “Service Center”, “Student Planning”.

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 My Progress

Start by clicking on 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 you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

WINTER 2019 Schedule

My Progress

Search for courses...

<
>

AAT Arts

(1 of 1 programs)

[View a New Program](#)

[Load Sample Course Plan](#)

[Print](#)

At a Glance

Cumulative GPA: 3.816 (2.000 required)
Institution GPA: 3.816 (2.000 required)
Degree: Associate of Arts
Majors: Arts Transfer
Departments: Academic Services
Catalog: 2018
Anticipated Completion Date: 1/7/2021

Description
 The Associate of Arts (Humanities Pathway) degree ... [more](#)

Program Notes
[Show Program Notes](#)

Program Completion must be verified by the Registrar.

Progress

Total Credits 86 of 62

83
3

Total Credits from this School 86 of 18

83
3

Requirements

Start Here

Complete all of the following items. ⚠ **6 of 8 Completed.** [Hide Details](#)

A. Communication

Complete ENG 101 and ENG 102.

2.000 Minimum GPA Required. Current GPA: 4.000

Complete all of the following items. ✔ **1 of 1 Completed.** [Show Details](#)

B. Humanities

Complete two courses (listed below), from two disciplines with a grade of 'C' or better. ART 120, ART 121, ART 122, ENG 202, ENG 203, ENG 205, ENG 206, ENG 207, ENG 208, ENG 210, ENG 211, ENG 212, ENG 220, ENG 221, ENG 225, ENG 230, ENG 231, ENG 236, ENG 243, ENG 245, ENG 249, ENG 252, ENG 255, ENG 257, FR 101, FR 102, FR 203, FR 204, FR 257, GR 101, GR 102, GR 203, GR 204, GR 257, HIS 101, HIS 102, MUS 106, MUS 110, MUS 120, MUS 123, PHL 210, PHL 213, PHL 215, PHL 220, SP 101, SP 102, SP 203, SP 204, SP 257, THA 101, or THA 105.

2.000 Minimum GPA Required. Current GPA: 4.000

Complete all of the following items. ✔ **1 of 1 Completed.** [Show Details](#)

C. Math

Complete MTH 104, 120, or 113 or higher (listed below) with a grade of 'C' or better. MTH 104, MTH 113, MTH 114, MTH 120, MTH 210, MTH 215, MTH 216, or MTH 217.

2.000 Minimum GPA Required.

Complete all of the following items. ⚠ **0 of 1 Completed.** [Hide Details](#)

⚠ **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
⚠ Not Started	MTH-104	Foundations of Math		

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Requirements

Start Here

Complete all of the following items. 3 of 6 Completed. [Hide Details](#)

A.

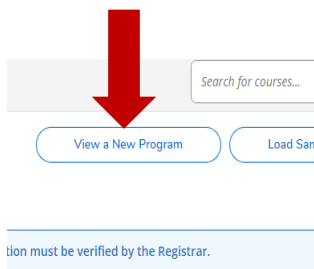
Required Courses

Complete ACD 140, ACD 120, ACD 220, ACD 230, ACD 235, ACD 250, ACD 255, ACD 290, ART 101, ART 106, ART 107, ART 121, ART 122, ENG 101, ENG 102, and PS 101.

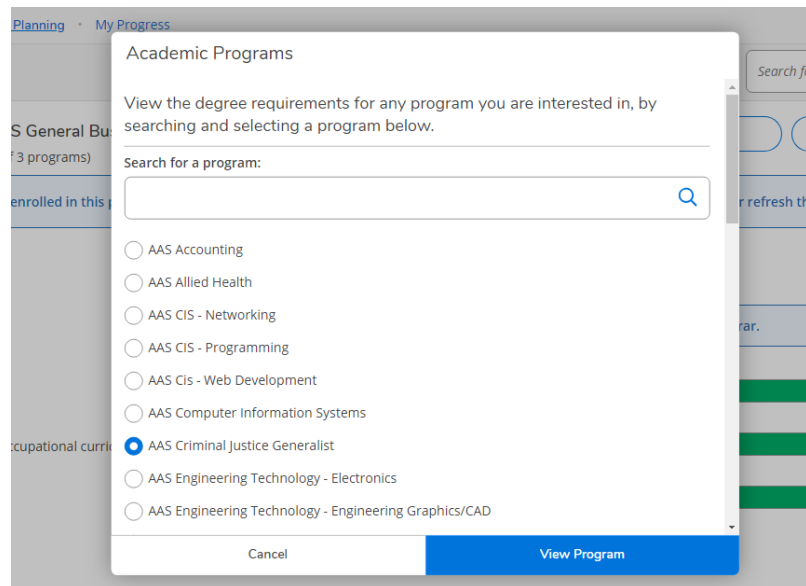
Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

3 of 16 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	PS-101	INTRO TO POLITICAL SCIENCE	A	13/WI	3
✓ Completed	ENG-101	ENGLISH COMPOSITION I	A	13/FA	3
✓ Completed	ENG-102	ENGLISH COMPOSITION II	A	14/WI	3
ⓘ Not Started	ACD-140	Introduction to Graphic Arts			
ⓘ Not Started	ACD-120	Typography I			
ⓘ Not Started	ACD-220	Typography II			
ⓘ Not Started	ACD-230	Digital Illustration			
ⓘ Not Started	ACD-235	Production Processes			
ⓘ Not Started	ACD-250	Graphic Design I			
ⓘ Not Started	ACD-255	Graphic Design II			
ⓘ Not Started	ACD-290	Portfolio Presentation			
ⓘ Not Started	ART-101	Foundation Drawing			
ⓘ Not Started	ART-106	Color And Design			



To review progress in other degree programs



**These instructions do not cover everything Portal and Student Planning can do. It is strongly suggested that you explore Portal and Student Planning to find out the many ways it can assist you and help navigate processes at SC4.

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FAQ's

How do I waitlist for a course? How do I register if I receive a seat?

- When a section is full, you have the option to “waitlist” rather than “register”. If an opening becomes available, the college will notify you via your SC4 email address (see above for further clarification on your SC4 email address).
- If you receive permission, you will have only 48 hours to register for the course (see registration instructions above).

Why am I unable to register for classes?

- Check the semester's registration dates. You cannot register for classes before registration opens*.
- If you have any restrictions on your record, you may be prevented from registering. When you first log into Student Planning, you will see any restrictions under “notifications” in the top right corner. You need to resolve your restrictions before you may register for classes.
- If you are still having trouble, visit the One-stop, first floor of the SC4 Welcome Center, or call (810) 989-5500 for assistance.

How do I drop a registered course?

- You can drop a registered course for full tuition refund (minus the non-refundable student fee) throughout the registration/drop/add period*. Simply click the “drop” button under the desired course(s) and follow any additional prompts.

How do I drop a class after a semester's registration/drop/add period is over?

- Once the semester's registration/drop/add period* has passed, it will no longer be considered a dropped course, but a withdrawn course.
 - Withdrawn courses appear on your transcript as a “W” grade, and you are financially responsible for the course.
 - “W” grades do not affect your grade point average, but could have long term financial impacts. Please be sure to check with the SC4 Financial Aid office, (810) 989-5530, and/or with your SC4/program advisor.
- You can withdraw from a registered course up through the final withdrawal date of the semester*. Simply click the “drop” button under the desired course(s) and follow any additional prompts.

*To view the SC4 academic calendar please visit www.sc4.edu/academic-calendar.