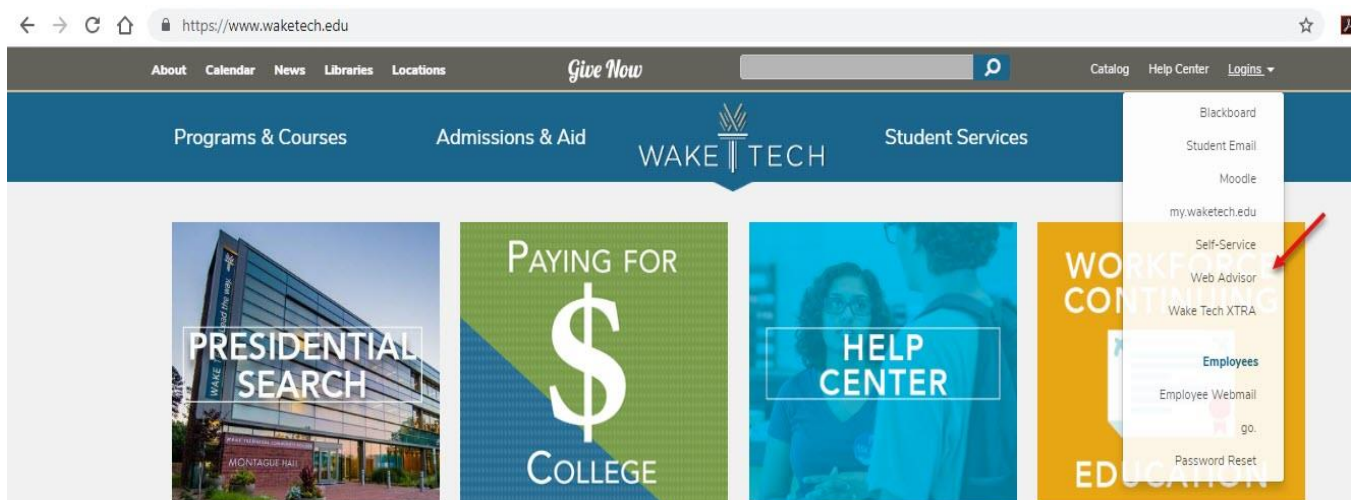




## Checking Class Schedule via WebAdvisor/Self-Service

### WebAdvisor

**Step 1:** Access WebAdvisor by using the Logins drop-down menu in the top right-hand corner of the Wake Tech Community College web page.



**Step 2:** Click Log In.



**Step 3:** Enter your Username (Key Account Login) and Password then click submit. If you have not activated your account, please do that and then come back to this step.

WAKE TECH  
COMMUNITY COLLEGE | WebAdvisor

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

### Log In

Please go to <http://my.waketech.edu> for instructions on activating your student login account. If you have questions, please call our helpdesk at 919-866-7000.

Username

Password

[What's My User ID?](#) [Reset My Password](#)

**Step 4:** From the menu on the right, click Current Curriculum Students (Credit)

LOG OUT | MAIN MENU | CONTACT US

- Continuing Education Students (Non-Credit)
- Future Students
- Current Curriculum Students (Credit)
- Faculty
- Employees
- Parents/Guardians/Spouses

**Step 5:** Click Academics & Registration and a drop down menu will appear. Choose “My class schedule”.

The screenshot shows the 'Current Curriculum Students (Credit) Menu' on the Wake Tech WebAdvisor. The menu is a vertical list of options. A red arrow points to the 'Academics & Registration' option. Below this option, a sub-menu is displayed with several links. Another red arrow points to the 'My class schedule' link in this sub-menu.

WAKE TECH COMMUNITY COLLEGE | WebAdvisor

### Current Curriculum Students (Credit) Menu

The following links may display confidential information.

- User Account
- Financial Information
- Financial Aid
- Communication
- Academics & Registration**
  - Plan & Register
  - My Registration Date and Time
  - Manage My Waitlist
  - Search for Curriculum Sections
  - Register for Sections
  - My class schedule
  - My profile
- Parent/Guardian/Spouse Access
- Child or Spouse Record Access

**Step 6:** Use the drop-down menu to select the term.

The screenshot shows the 'Current Students' page on the Wake Tech WebAdvisor. A red arrow points to a drop-down menu labeled 'Term'. To the right of the menu is the text 'My class schedule' and a blue 'submit' button.

WAKE TECH COMMUNITY COLLEGE | WebAdvisor

Log Out | Main Menu | Students Menu | Help | Contact Us

### Current Students

Term

My class schedule

submit

**Step 7:** Once the term is selected click submit.

WAKE TECH COMMUNITY COLLEGE WebAdvisor

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT Us

Current Students

My class schedule

Term Spring 2019

submit

**Step 8:** If registered, your semester schedule will be displayed.

WAKE TECH COMMUNITY COLLEGE WebAdvisor

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT Us

Current Students

Schedule

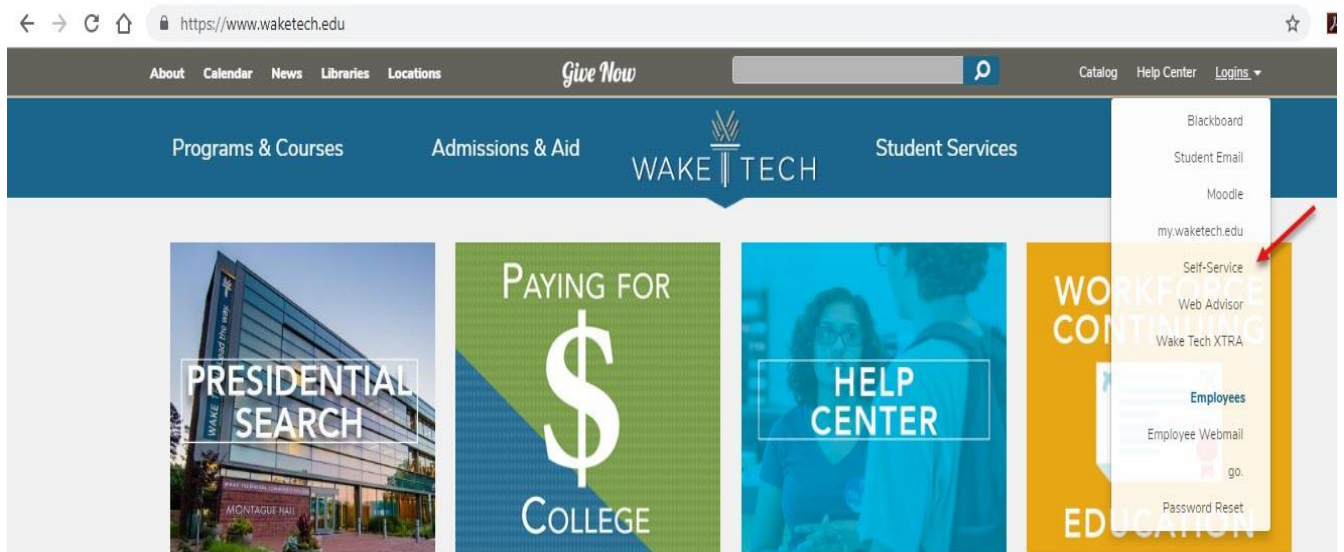
Term Spring 2019

Total Registered Credits 14.00

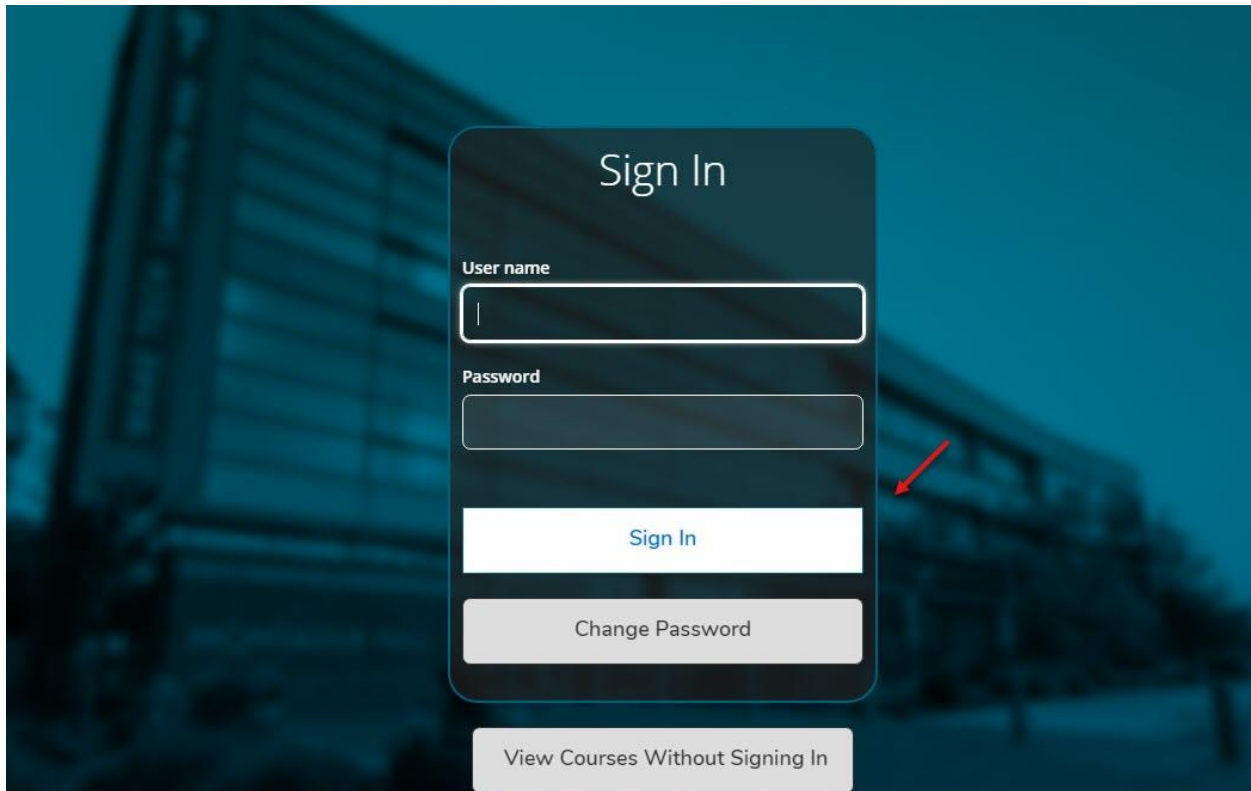
Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
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## Self-Service

**Step 1:** Access Self-Service by using the Logins drop-down menu in the top right-hand corner of the Wake Tech Community College web page.

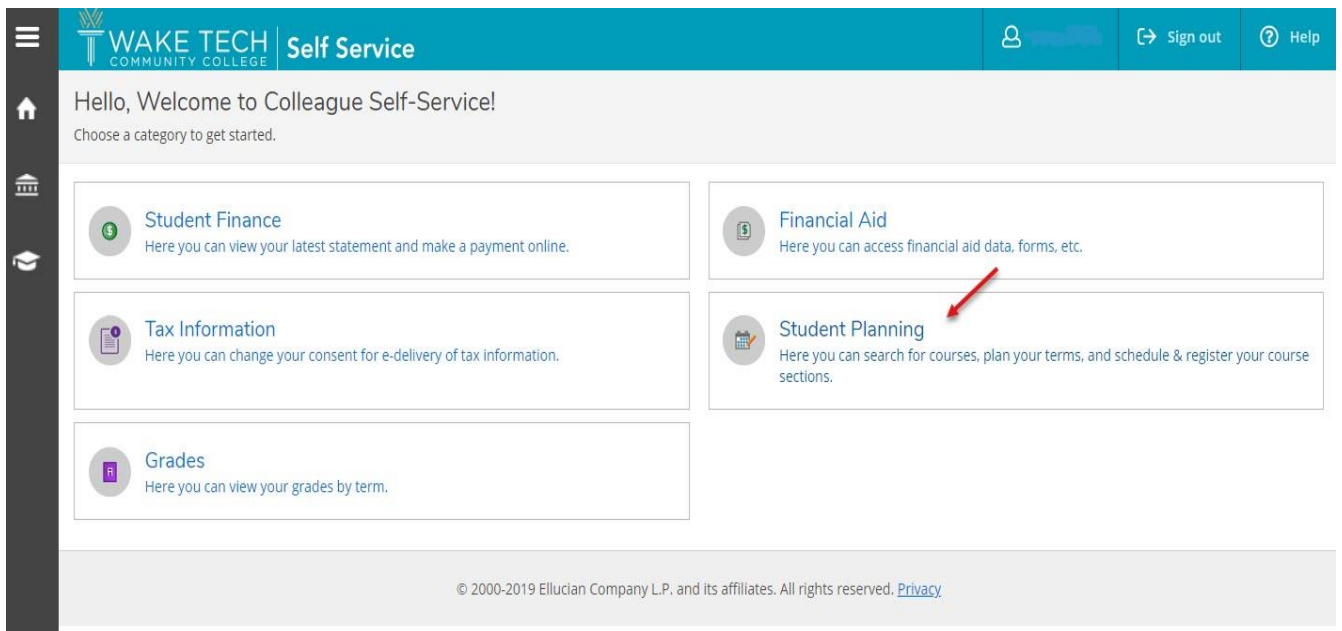


**Step 2:** Enter your Username (Key Account Login) and Password and click Sign In. If you have not activated your account, please do that and then come back to this step.



The image shows a 'Sign In' form on a dark blue background. The form has a title 'Sign In' at the top. Below it are two input fields: 'User name' and 'Password'. A red arrow points to the 'Sign In' button. Below the buttons are two more options: 'Change Password' and 'View Courses Without Signing In'.

**Step 3:** Click Student Planning.



The image shows the 'WAKE TECH COMMUNITY COLLEGE Self Service' portal. The header includes the college logo, 'Self Service', and navigation links for 'Sign out' and 'Help'. The main content area displays a welcome message and a grid of service categories. A red arrow points to the 'Student Planning' category.

Category	Description
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.
Grades	Here you can view your grades by term.
Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.

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**Step 4:** Next, click Plan your Degree & Register for Classes. (*\*Keep in mind that CCP students do not have the ability to register themselves. You will be registered for courses via the submission of your course selection form (original requests) or add form (schedule changes and modifications).*)

The screenshot shows the 'Self Service' portal for Wake Tech Community College. The navigation bar includes 'Academics', 'Student Planning', and 'Planning Overview'. A security notice is displayed at the top. The main content area is titled 'Steps to Getting Started' and contains two numbered steps:

- 1 View Your Progress**: Start by going to 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](#)

A red arrow points to the 'Plan your Degree & Register for Classes' step. A search bar for courses is also visible.

**Step 5:** If registered, your semester schedule will be displayed.

### Spring 2019 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							

\*If you wish to print your schedule, click Print.

The screenshot shows the 'Self Service' interface for Wake Tech Community College. The top navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. A blue banner contains a security notice about password changes. Below this, the 'Plan your Degree and Schedule your courses' section is active, with a search bar. The 'Schedule' tab is selected, showing 'Spring 2019' and a '+'. A red arrow points to the 'Print' button in the toolbar, which also includes 'Filter Sections' and 'Save to iCal'. Summary statistics show 'Planned: 0 Credits', 'Enrolled: 16 Credits', and 'Waitlisted: 0 Credits'.

Printable version will appear.

The screenshot shows the printable version of the schedule. It features the Wake Tech logo at the top left. Below the logo, the text 'Spring 2019' and 'Schedule Details' are visible. Summary statistics on the right show 'Planned: 0 Credits', 'Enrolled: 16 Credits', and 'Waitlisted: 0 Credits'. A table header is visible with columns for 'Status', 'Course Title', 'Time', 'Location', and 'Instructor'.