North Island College – Advising
Book online at www.nic.bc.ca
advising@nic.bc.ca | 1-800-714-0914

TIPS: Selecting Courses in Student Planning

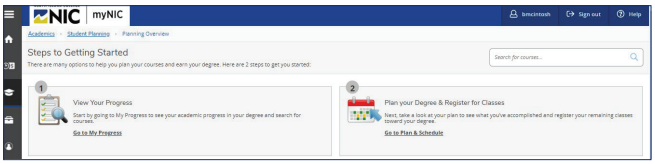
If you are not familiar with logging into Student Planning, you will find it helpful to review "TIPS: Logging into Planning" first.

There are two ways you can plan courses in Student Planning. Planning using **progress** is great for programs where you graduate from NIC (e.g. Social service diploma, business administration certificate). The **plan and schedule** method works well if you know which courses you wish to take and/or you are transferring to another school after NIC.

Please plan your **entire academic year** as early as possible. If you wait until November to plan courses that begin in Winter/January you may find considerable waitlists. Spring/summer schedules are normally available in January.

Upon completing these planning steps you are **not yet registered**. Please carry through and register/waitlist or use our planning document "TIPS: Register, Waitlist and Drop".

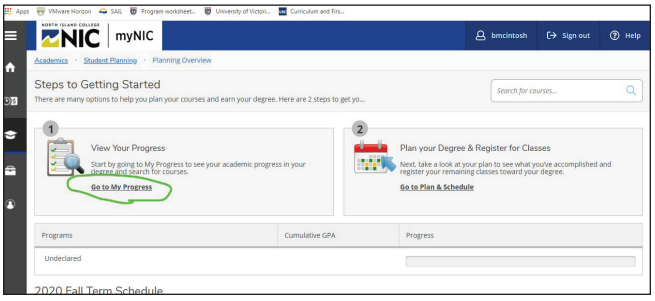
This is the screen where you will select how you want to plan your courses:

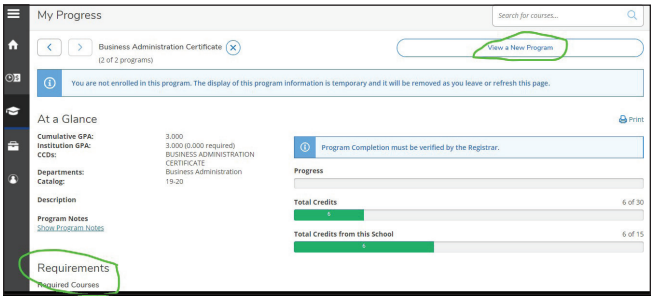


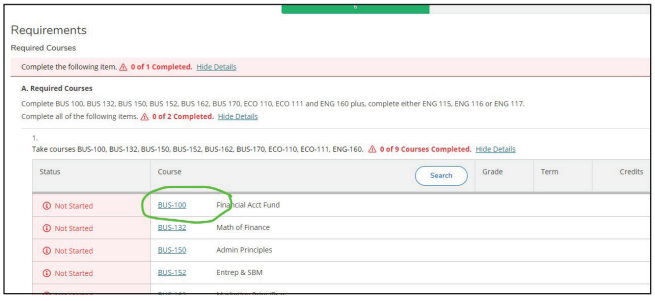
A. Select courses using "progress"

If you are graduating from North Island College, you can use the progress feature to list what courses you require to graduate. This does NOT work well if you are starting at NIC as a University Studies student and transferring to another institution to graduate.

- If you are transferring to another school after NIC, your Educational Advisor will help you create a personal transfer plan.
- In the progress feature you can link directly to the timetable by clicking on a course
- You can "view a new program" to run a what-if scenario for a program which you are not yet accepted into. For example if you are working on math upgrading for Business Administration and that is your goal, but you are starting as an upgrading or University Studies student:







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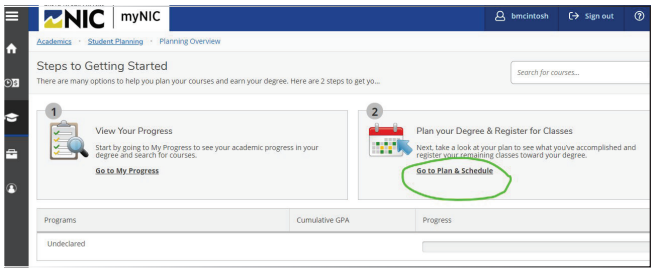
B. Select classes using "plan and schedule"

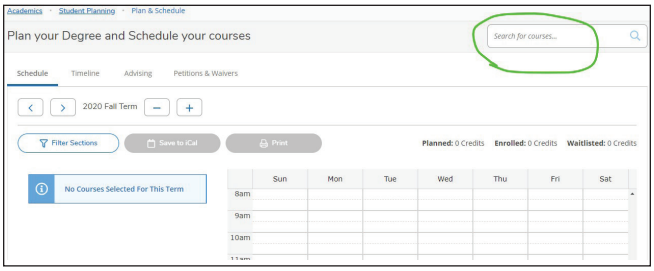
A second way to choose your courses is to use the "curriculum" tab of your program found on www.nic.bc.ca

From your program's webpage, you can look under the "curriculum" tab to review all courses required to graduate.

This is the feature you will need to use if you are a transfer student. If you are unsure how to create a transfer plan to work toward your goal, please speak with an Educational Advisor

- Choose "plan and schedule"
- Search for your class in the top right

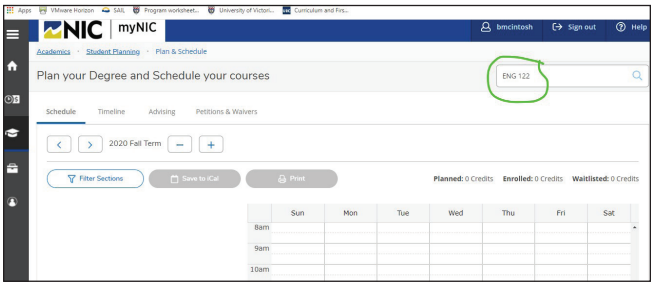


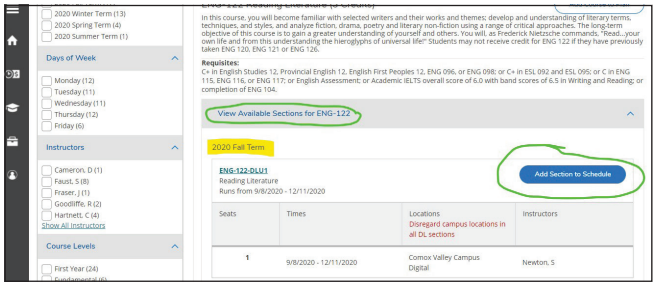
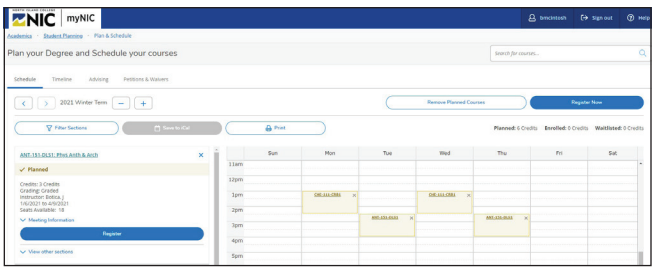


C. Choosing your courses

You can get to this page by following the previous instructions in this document about how to log into Student Planning and how to select classes using plan and schedule. Below are some features found on this page:

- From your MyNIC portal: self-service menu -> students -> student planning -> go to plan and schedule
- Search for your course top right of the page
- Choose a section. Check your semester, course times and choose a section to "add section to schedule"
- Move back and forth to terms using the left/right arrow





A successfully planned courses will look like this: