

# Student Planning on **TITANS**

For new and continuing degree-seeking students

# Logging into Your Titans Direct Account

- Go to <https://www.ccm.edu/>
- Scroll to the bottom of the page
- Under Student Links, click [Titans Direct](#)

## Signing In

- Enter your Username. Your Username = your last name.first name (lowercase). If you have a common first name and/or last name, or have more than 17 characters in your first and last name, there may be variations to your username.

User name

lastname.firstname

Continue

**Next, enter your CCM email, and then enter your password.**

- Your CCM email is: your\_username@student.ccm.edu
- Your password is (lowercase) ccm+your 7-digit student ID# (i.e. ccm0123456)



### Sign in

Use full email address:

[Can't access your account?](#)

Back

Next



←

### Enter password

[Forgot my password](#)

Sign in

If you don't know your Username, CCM email and/or password, new students should check your email from the Admissions Office containing your login credentials; Continuing students should contact the Solution Center, [solutioncenter@ccm.edu](mailto:solutioncenter@ccm.edu).

# Titans Direct Home Page

- Other important links from your Titans Direct homepage include:
  - Placement Information
  - Payment Information
  - Financial Aid
  - Grades
- Explore these topics in your free time! For purposes of this guide, we will focus on **Student Planning**

The screenshot shows the Titans Direct Home Page. At the top, there is a navigation bar with the 'TITANS DIRECT' logo, a user profile icon labeled 'student', a 'Sign out' button, and a 'Help' button. Below the navigation bar, there are two notification banners. The first is a yellow banner with a warning icon, stating: 'Mobile Users- If you are having trouble viewing this site, please change to horizontal view on your phone or use the desktop version of the site within the Chrome mobile browser.' The second is a blue banner with an information icon, stating: 'Please Note: • Titans Direct is unavailable daily between 2am and 4am • If you require IT assistance, please contact the CCM Solution Center at [solutioncenter@ccm.edu](mailto:solutioncenter@ccm.edu) or call 973.328.5600'. Below the banners, there is a greeting: 'Hello, Welcome to Titans Direct!' followed by the instruction 'Choose a category to get started.' The main content area consists of a grid of 14 service tiles, each with an icon and a brief description:

- Payment Information**: 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.
- Banking Information**: Here you can view and update your banking 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.
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.
- Graduation Application**: Click to submit your Graduation Application (a \$30 fee is due when you apply). Application should be submitted prior to the start of your final semester.
- Academic Attendance**: Here you can view your attendances by term.
- Placement Information**: View your English and Math placement results.
- Titan Student Connect**: Do you have an issue that needs attention? Click here to send your message and a college representative will respond to your CCM student email.

# STUDENT PLANNING on TITANS DIRECT



Use **STUDENT PLANNING** on **TITANS DIRECT** to:

- Track progress toward fulfilling your degree requirements
- Communicate and work with your advisor(s)
- Plan courses for the upcoming semester(s)
- Register for classes



Learn and explore the many features of **STUDENT PLANNING** on **TITANS DIRECT** by:

- Logging on to the system regularly and often
- Clicking on the tabs and drop-down menus on your account

The screenshot shows the Titans Direct website interface. At the top, there is a navigation bar with the 'TITANS DIRECT' logo and user options: 'student', 'Sign out', and 'Help'. Below the navigation bar, there are several informational banners. The first banner is yellow and contains a warning icon and text: 'Mobile Users- If you are having trouble viewing this site, please change to horizontal view on your phone or use the desktop version of the site within the Chrome mobile browser.' The second banner is blue and contains an information icon and text: 'CLOSED SECTION: Your best plan of action is to add your name to the waitlist if the course allows a waitlist OR register for an alternative open class/section.' Below the banners, there is a 'Please Note' section with a blue background and white text: 'Please Note: • Titans Direct is unavailable daily between 2am and 4am • If you require IT assistance, please contact the CCM Solution Center at [solutioncenter@ccm.edu](mailto:solutioncenter@ccm.edu) or call 973.328.5600'. The main content area starts with a welcome message: 'Hello, Welcome to Titans Direct! Choose a category to get started.' Below this, there is a grid of service tiles. A blue arrow points to the 'Student Planning' tile, which includes the text: 'Here you can search for courses, plan your terms, and schedule & register your course sections.' Other tiles include 'Payment Information', 'Financial Aid', 'Tax Information', 'Banking Information', 'Employee', 'Course Catalog', 'Grades', 'Graduation Application', and 'Academic Attendance'.

# Explore Your Options

Here are some things you can do on the Student Planning page:

The screenshot shows the Titans Direct interface. At the top, there is a navigation bar with 'TITANS DIRECT' and user options: 'student', 'Sign out', and 'Help'. Below this is a breadcrumb trail: 'Academics > Student Planning > Planning Overview'. A yellow warning banner contains a triangle icon and text: 'Mobile Users- If you are having trouble viewing this site, please change to horizontal view on your phone or use the desktop version of the site within the Chrome mobile browser.' Below the banner is a 'CLOSED SECTION' notice: 'Your best plan of action is to add your name to the waitlist if the course allows a waitlist OR register for an alternative open class/section.' The main content area is titled 'Steps to Getting Started' and includes a search bar labeled 'Search for courses...'. Two numbered steps are highlighted: Step 1, 'View Your Progress', with a clipboard icon and a link 'Go to My Progress'; and Step 2, 'Plan and Schedule Your Courses - Communicate With Your Advisor!', with a calendar icon and a link 'Go to Plan & Schedule'.

Check your academic progress toward your degree completion and search for courses required for your major.

Plan courses, communicate with your advisor, and register for an upcoming term. Click here to view the classes you have taken in a particular term, using 'timeline.'

Explore the "Student Planning" drop down menu. Your placement/admissions interpretation guides are here.

This screenshot is similar to the first one but shows the 'Student Planning' dropdown menu open. The menu items are: 'Planning Overview', 'Plan & Schedule', 'My Progress', 'Book Information', 'Curriculum Checksheets', 'Placement Information', 'Titan Student Connect', and 'Advisor Information'. The 'Plan & Schedule' option is highlighted with a blue arrow. The rest of the page content, including the warning banner and the 'Steps to Getting Started' section, is visible in the background.

# Curriculum Checksheet for You Major

- The Curriculum Checksheet provides you with information on all the courses (and course choices/electives) required for your major.
- The General Education course list is used in conjunction with the Curriculum Checksheet.
- Refer to the back page of your Curriculum Checksheet as a guide to develop a semester-by-semester course plan.
- Find your Curriculum Checksheet and the General Education course list by going to <https://www.ccm.edu/> → click the blue circle with three lines in the upper right → Academic Advisement → [Curriculum Checksheets / General Education Choices](#)

For students interested in:

Anthropology	Drama
Economics	English
Ethnic Studies	History
Philosophy	Political Science
Psychology	Religious Studies
Sociology	World Languages
Women & Gender Studies	

**COUNTY COLLEGE OF MORRIS**  
**CURRICULUM CHECKSHEET**  
**Requirements for Graduation**  
**A.A. DEGREE**

#1130  
**LIBERAL ARTS & SCIENCES**  
**Humanities/Social Science**

**FALL 2023**

**LIBERAL ARTS & SCIENCES**  
**Humanities/Social Science**  
**#1130**  
**Suggested Sequence by Semester**  
*This suggested sequence does not include any required developmental courses.*  
*Degree completion time may vary depending upon the number of credits taken each semester.*

SEMESTER I		CREDITS	SEMESTER II		CREDITS
English Composition I	ENG 111	3	English Composition II	ENG 112	3
Principles of Sociology	SOC 120	3	General Psychology	PSY 113	3
History Elective		3	History Elective		3
Humanities Elective		3	Speech Fundamentals	COM 109	3
Math Elective		2 1/4	Lab Science Elective		4
<b>TOTAL</b>			<b>TOTAL</b>		
<b>15/16</b>			<b>16</b>		
SEMESTER III		CREDITS	SEMESTER IV		CREDITS
Literature or Language Elective		3	Literature or Language Elective		3
Math/Lab Science/Technology		3/4	Restricted Elective		3
Restricted Elective		3	Restricted Elective		3
Restricted Elective		3	Restricted Elective		2
Diversity Elective		2			
<b>TOTAL</b>			<b>TOTAL</b>		
<b>15/16</b>			<b>12</b>		

**NOTES:**

This is an unofficial document and should be used for academic planning purposes only. All students are required to see their Academic Adviser each semester to discuss and approve their selection of courses before they register. Due to continual program revisions mandated by accrediting agencies and/or changes in state mandated requirements, students should consult their academic advisor when selecting courses. If you need the name of your academic advisor, contact the Liberal Arts Division office, CH 253, 975-328-5400. To determine the transferability of your courses to participating NJ Colleges & Universities, access [www.njtransfer.org](http://www.njtransfer.org).

\*See reverse side for options.

\*\*Students are required to take either two literature survey courses or two sequential language courses. Students who have completed two years of a language in high school must begin at the intermediate level of that language. See back page for choices.

\*\*\*NOTE: Restricted Electives do not need to be part of the General Education list. You may choose any course from the discipline listed below.

\*Choose any course from the following disciplines: Economics, Political Science, Psychology or Sociology. These choices are not restricted to the General Education Course list.

\*\*Choose any course from the following disciplines: Art, Communication, Dance, Design, Drama, English, Graphic Design, History, International Studies, Languages, Music, Packaging Design, Philosophy or Photography. These choices are not restricted to the General Education Course list.

\*\*\*Choose any course from the following disciplines: Art, Communication, Dance, Design, Drama, Economics, English, Graphic Design, History, International Studies, Languages, Music, Packaging Design, Philosophy, Photography, Political Science, Psychology or Sociology. These choices are not restricted to the General Education Course list.

**MATHEMATICS:** See attached General Education course list. Work closely with your advisor to select the appropriate courses. Students must select at least one 3 credit Math course, although a four credit Math class may work best to meet the 12-credit requirement for Math/Science/Technology. **Note:** Students will not receive credit towards graduation for more than one of the following courses: MAT 124, Statistics and MAT 130, Probability and Statistics.

**SCIENCE:** See attached General Education course list. Work closely with your advisor to select the appropriate courses. Students must select at least one 4 credit Laboratory Science course. You may wish to choose from the recommendations for non-science majors.

**TECHNOLOGY LITERACY:** If you pass the Technology Literacy Competency Placement test, you are not required to take a Technology course although you may do so if you choose. If you do not pass the test, you must take 1-4 credits of General Education Technology. Select from these courses: CMP 101 (1 CR), CMP 126 (4 CR), CMP 128 (3 CR), CMP 131 (3 CR), CMP 135 (3 CR).

**LITERATURE (6 CR):** Select any two survey courses from the following:  
 ENG 243 World Literary Traditions: Beginnings to 1650      ENG 244 World Literary Traditions: 1650 to Present  
 ENG 249 American Literature from Colonial Era to Civil War      ENG 250 American Literature from Civil War to 20<sup>th</sup> Century  
 ENG 246 English Classics from Beowulf to Paradise Lost      ENG 247 Major British Writers of the 19<sup>th</sup> and 20<sup>th</sup> Century

**LANGUAGES:** Select any two of the same foreign language courses in sequence.  
 American Sign Language: ASL      Arabic: ARA      Chinese: CHI      French: FRE      German: GER  
 Italian: ITL      Japanese: JPN      Latin: LAT      Spanish: SPN      Russian: RUS

**NOTE:** RUS, CHI, GER offered based on enrollment trends and student demand.

**HUMANITIES:** See attached General Education course list. Work closely with your advisor to select the appropriate courses.

**HISTORY (6 CR):** Any two-part sequence of the following:  
 HIS 113-114 Early Mod. Europe; Modern Europe      HIS 117-118 The Ancient World; The Middle Ages  
 HIS 166-167 Emergence of America; U.S. Hist. I; 20<sup>th</sup> Century, U.S. Hist. II  
**OR** any two of the following:  
 HIS 123 History of Modern Africa  
 HIS 155 Latin American History  
 HIS 148 History of the Modern Middle East

**DIVERSITY:** See attached General Education course list.

**HONORS COURSES:** You may be eligible to take honors courses. Discuss this option with your Academic Advisor.

**GENERAL EDUCATION:** [Click here for the most recent General Education course list.](#)

# Click on My Progress (Box #1)

Refer to these color codes: **Green**: completed courses, **Light Green**: registered courses, **Tan**: planned courses, **Red**: course choices that are still needed.

<
>
Program Name  
(1 of 1 programs)

View a New Program

## At a Glance Print

<b>Cumulative GPA:</b>	4.000 (2.000 required)
<b>Institution GPA:</b>	4.000 (2.000 required)
<b>Degree:</b>	Degree Name
<b>Majors:</b>	Program Name
<b>Departments:</b>	Program Department
<b>Catalog:</b>	2022
<b>Anticipated Completion Date:</b>	mm/dd/yyyy

i
Program Completion must be verified by the Registrar.

**Progress**

**Total Credits** 16 of 60

**Total Credits from this School** 16 of 30

**Description**

**Program Notes**  
[Show Program Notes](#)

Under the “My Progress” section in Titans Direct, possible course choices are listed for each requirement. Select the course that you are interested in taking.

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Math/Science/Technology 12 Credits

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

**A. MAT/SCI/TECH 12c**

Complete a MINIMUM OF 12 CREDITS in Math, Lab Science & Technology from the General Education Course List.

\*You must select at least one Math course.

\*You must select at least one 4 credit Lab Science course.

\*If you did not pass the Technology Literacy Competency Exam with a score of 14 or higher, you must take one of the following courses: CMP-101 1cr, CMP-126 4cr, CMP-128 3cr or CMP-135 3cr.

If you passed the Technology Literacy Competency Exam, you will find "CMP-000 Technology Literacy Test \*NE" under the "Other Courses" portion of this evaluation.

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

⚠️ 0 of 12 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
ⓘ Not Started	<a href="#">MAT-110</a> College Algebra			
ⓘ Not Started	<a href="#">MAT-113</a> Applied Calculus			
ⓘ Not Started	<a href="#">MAT-117</a> Math Analysis for Bus. & Eco.			
ⓘ Not Started	<a href="#">MAT-118</a> Calculus Appl to Bus & Eco			
ⓘ Not Started	<a href="#">MAT-120</a> Math for Liberal Arts			
ⓘ Not Started	<a href="#">MAT-123</a> Precalculus			

You will then be brought to ‘the catalog’ screen which will provide a course description and pre/co-requisite information. Click on “View Available Sections” to see when the course is being offered in an upcoming term and if seats are available.

### Search for Courses and Course Sections

[Back to My Progress](#)

#### Filter Results Hide

**Subjects** ^

Mathematics (1)

**Locations** ^

Hybrid - Virtual Campus (1)

Hybrid Course (1)

Main Campus of CCM (1)

Online - Virtual Campus (1)

Online Course (1)

**Terms** ^

Filters Applied: None

**MAT-120 Math for Liberal Arts (4 Credits)** Add Course to Plan

A course addressed to liberal arts students. Topics include the history of mathematics, probability, statistics, geometry, number theory, algebra, graphs and functions, and a choice of selected topics.

**Requisites:**  
MAT-006, MAT-007, MAT-014, MAT-050 or equivalent - Must be completed prior to taking this course.

**Locations:**  
Main Campus of CCM, Online Course, Hybrid Course, Online - Virtual Campus, Hybrid - Virtual Campus

View Available Sections for MAT-120
▾

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Page 1 of 1
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## Other Courses

Information in the “Other Courses” section will include Math, English, and Technology Equivalencies based on your placement evaluation (from Admissions), as well as any courses that you completed or registered for that do not count toward your degree. Check this section to ensure that you are only taking courses that are part of your degree.

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⚠️ 0 of 6 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
ⓘ Not Started				

**Other Courses**

Status	Course	Grade	Term	Credits
✓ Noncourse Equivalency	<a href="#">MAT-006</a> Elements of Algebra			0
✓ Noncourse Equivalency	<a href="#">MAT-007</a> Foundations of Algebra			0
✓ Noncourse Equivalency	<a href="#">MAT-016</a> Intermediate Algebra			0
✓ Noncourse Equivalency	<a href="#">MAT-110</a> College Algebra			0
✓ Noncourse Equivalency	<a href="#">MAT-123</a> Precalculus			0



Once you find a section of a course that you want to enroll in, click on “Add Section to Schedule.” Adding section to schedule means that the section block for the time(s) and day(s) you selected will appear on your weekly calendar in Plan & Schedule. If another course has a conflicting time with the section you’ve selected, you can always go to your calendar and select another section once you have chosen all your classes.

Note: You still need to register for the courses you are adding! This action only plans the section of the course.

### MAT-120 Math for Liberal Arts (4 Credits)

[Add Course to Plan](#)

A course addressed to liberal arts students. Topics include the history of mathematics, probability, statistics, geometry, number theory, algebra, graphs and functions, and a choice of selected topics.

**Requisites:**

MAT-006, MAT-007, MAT-014, MAT-050 or equivalent - Must be completed prior to taking this course.

**Locations:**

Main Campus of CCM, Online Course, Hybrid Course, Online - Virtual Campus, Hybrid - Virtual Campus

[View Available Sections for MAT-120](#)

This is the term that the following sections will be in. Take note of these headings when planning your courses.

Fall 2023 15 Week

**MAT-120-80733** +\$  
Math for Liberal Arts

[Add Section to Schedule](#)

This displays the seat availability of this section. The format is “Available Seats/Total Capacity/Waitlisted.”

Seats ⓘ	Times	Locations	Instructors
2 / 28 / 0	M/W/Th 2:00 PM - 3:10 PM 8/31/2023 - 12/16/2023	Main Campus of CCM, Cohen Hall (CH Bldg.) 102 Lecture Method	Murphy, W (Lecture Method)

This number indicates that all available seats in this section have been taken, and if there are any people on the waitlist

**MAT-120-80734** +\$  
Math for Liberal Arts

[Add Section to Schedule](#)

Waitlisted	Times	Locations	Instructors
0	M/T/Th 2:00 PM - 3:10 PM 8/31/2023 - 12/16/2023	Main Campus of CCM, Cohen Hall (CH Bldg.) 153 Lecture Method	Wong, C (Lecture Method)

# Registering

Go back to the “Plan & Schedule” (box #2) to view your planned courses. You can add all your classes at once or register for classes one at a time. Once you are happy with your schedule, you can click “Accept Terms and Register” to register. You can also click the “Accept Terms and Register Now” button on the upper right to accept ALL courses in the SHOWN TERM ONLY. Use the navigation arrows to show and register for courses planned in other terms. You will also have to make sure that the courses in each term do not conflict with courses in another term(s).

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Fall 2023 15 Week +

Remove Planned Courses Accept Terms and Register Now

Filter Sections Save to iCal Print

Planned: 4 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

**MAT-120-80733: Math for Liberal Arts** X

✓ Planned

Credits: 4 Credits  
Grading: Graded  
Instructor: Murphy, W  
8/31/2023 to 12/16/2023  
Seats Available: 2

Meeting Information

Accept Terms and Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm		MAT-120-80733 X		MAT-120-80733 X	MAT-120-80733 X		
3pm							
4pm							
5pm							

Once you are registered for a course, the section should turn green. If you no longer want to take the course, you may drop the section. However, you must be careful while doing so because you may not be able to get back into the class if it has a waitlist. \*Consult the drop fee schedule if you want to drop a course during the refund period.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Fall 2023 15 Week +

Accept Terms and Register Now

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 4 Credits Waitlisted: 0 Credits

**MAT-120-80733: Math for Liberal Arts**

✓ Registered, but not started

Credits: 4 Credits  
Grading: Graded  
Instructor: Murphy, W  
8/31/2023 to 12/16/2023

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm		MAT-120-80733		MAT-120-80733	MAT-120-80733		
3pm							
4pm							
5pm							

# Waitlisting

If you find that a section of a course does not have any available seats, you may put yourself on the waitlist.

Note: you cannot register for an available section of a course, and waitlist yourself for another section of the same course. Instead, register for a different course that you still need, alongside the waitlisted course to ensure you have a full schedule of courses.

The screenshot shows a course planning interface. At the top, there's a search bar and navigation tabs for Schedule, Timeline, Advising, and Petitions & Waivers. Below that, there are buttons for 'Remove Planned Courses' and 'Accept Terms and Register Now'. A section for 'MAT-120-80734: Math for Liberal Arts' is highlighted. It shows 'Planned: 4 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A calendar view shows the course is planned for 2pm on Monday, Tuesday, and Thursday. A callout box points to the 'Waitlist' button in the course details panel.

Click the "Waitlist" button to join the waitlist.

This shows the total number of people on the Waitlist as well as your Waitlist rank. If a spot opens, you will be notified via your CCM email. You will have 24 hours to login to Titans Direct/ Student Planning and register for the course. If you miss the registration window, put yourself back on the Waitlist. It is very important that you check your CCM email often to avoid missing your opportunity to join the course.

The screenshot shows the course details panel for MAT-120-80734: Math for Liberal Arts. It indicates the course is 'Waitlisted' with 4 credits, graded, and taught by Wong, C. The waitlist status is 'Waitlisted: 1 (Rank: 1)'. There is a 'Drop Waitlist' button and a 'View other sections' link.

## Communicating With Your Advisor

Most students find that communicating with their Academic Advisor/s is the best way to stay on track when registering for classes. It is your responsibility to prepare a plan to review with your Academic Advisor/s.

After you have developed your plan, click on the Advising tab from the “Plan and Schedule” Box (#2). You can write a note to your Advisor and request a review of your schedule. You can also request review without a note. Your Advisor/s will be notified of your request.

Click “Request Review” in the upper right corner to request a review from your Advisor.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions & Waivers

My Advisors

Request Review

✉ Advisor Name (Major)

Compose a Note

Hello Advisor,  
Please take a look at my planned schedule. Thanks!

Save Note

Once you are finished with your note, click “Save Note.” Your advisor will review your plan and let you know if any changes are necessary. You will be notified via your CCM email when they respond.

**And that’s it! Please be sure to check your CCM email often to avoid missing out on important notifications!**