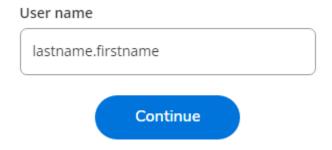


# **Logging into Your Titans Direct Account**

- Go to https://www.ccm.edu/
- Scroll to the bottom of the page
- Under Student Links, click Titans Direct

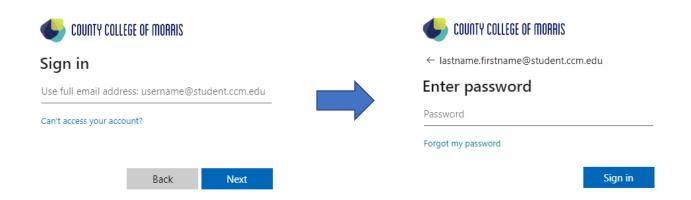
## Signing In

• 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.



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

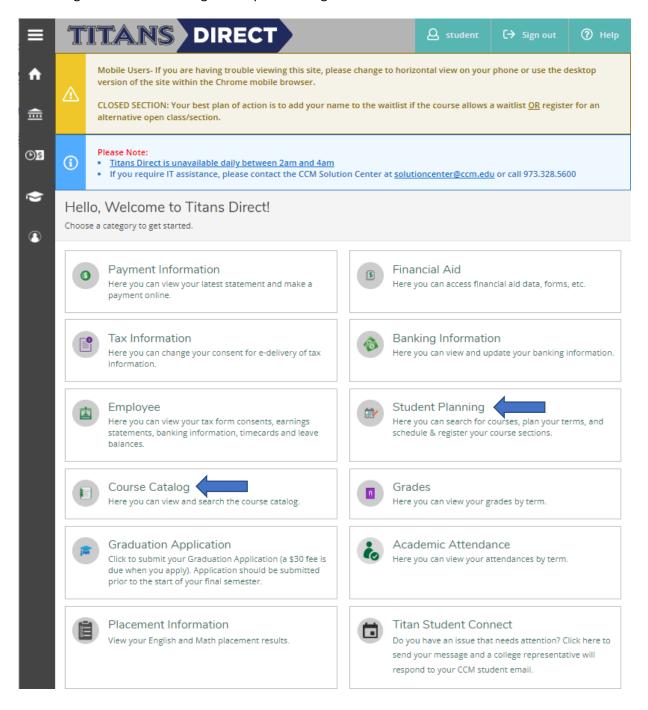
- Your CCM email is: your\_username@student.ccm.edu
- Your password is (lowercase) ccm+your 7-digit student ID# (i.e. ccm0123456)



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, <a href="mailto:solutioncenter@ccm.edu">solutioncenter@ccm.edu</a>.

# **Titans Direct Home Page**

- Other important links from your Titans Direct homepage include:
  - Payment Information
  - Grades
- Explore these topics in your free time! Non-Matric and visiting students should use either the 'Course Catalog' or 'Student Planning' tile to plan and register for courses.



### STUDENT PLANNING on TITANS DIRECT



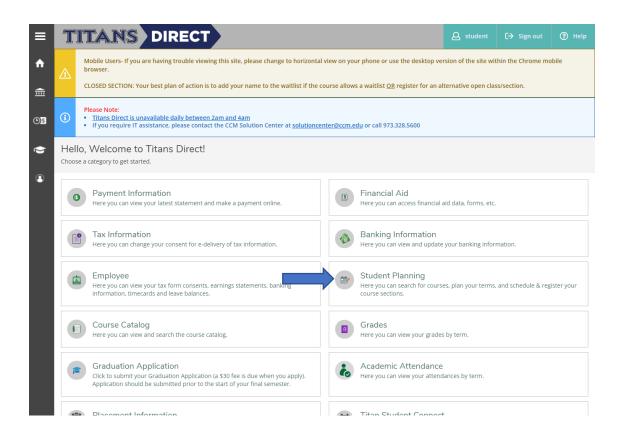
#### Use STUDENT PLANNING on TITANS DIRECT to:

- Communicate and work with your advisor(s)
- Plan courses for the upcoming semester(s)
- Register for classes



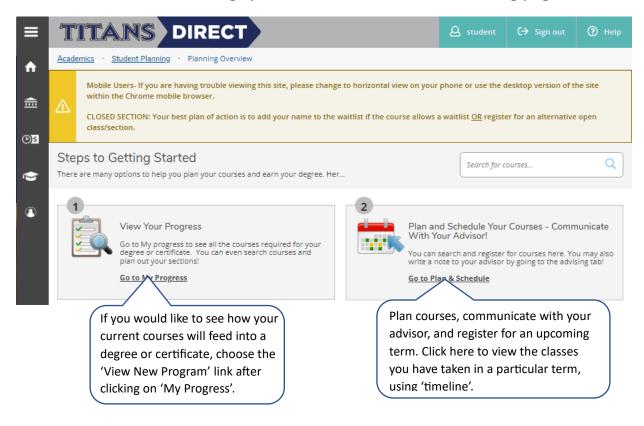
#### Learn and explore the many features of **STUDENT PLANNING** on **TITANS DIRECT** by:

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

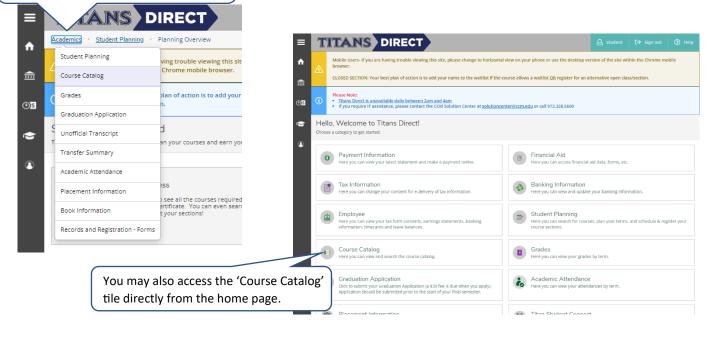


## **Explore Your Options**

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

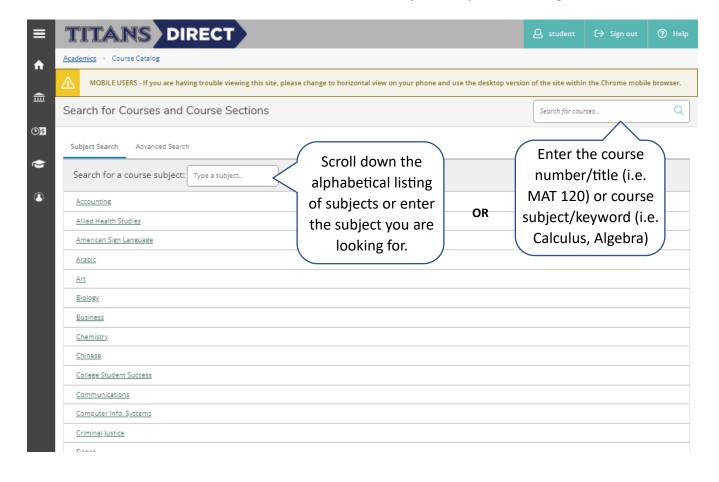


The most efficient way of registering for classes if you are not seeking a degree is to access the 'Course Catalog'.

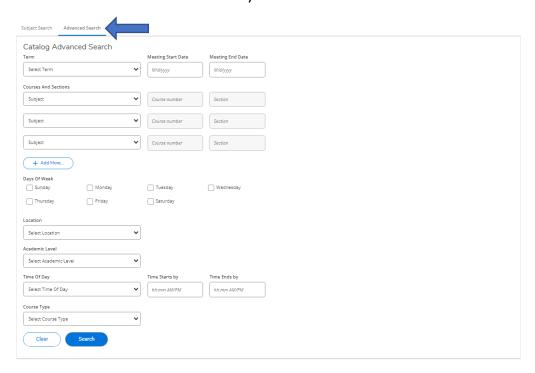


## **Course Catalog**

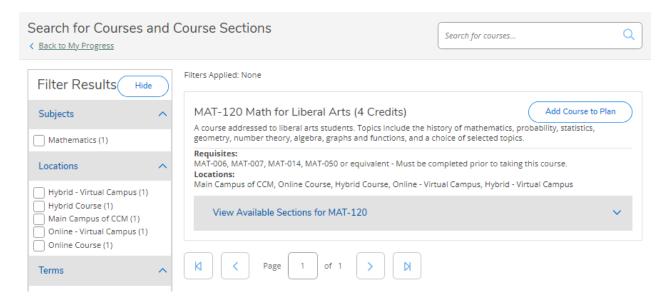
Enter the name of the course, or course subject that you are looking for.



If you are looking to narrow your search by day, time, term, etc., click on the 'Advanced Search' link to enter your criteria.

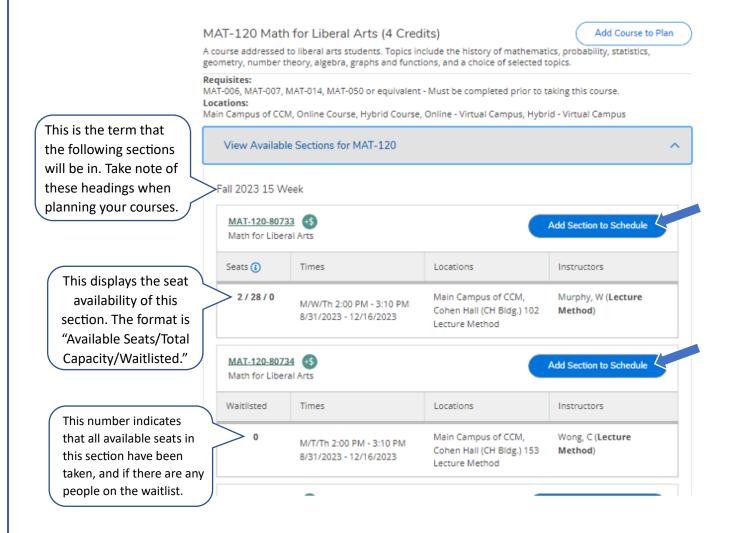


After entering your search criteria, you will then be brought to a screen which will provide a course description and pre/co-requisite information. Click on "View Available Sections" to see when the course is being offered in an upcoming term and if seats are available.



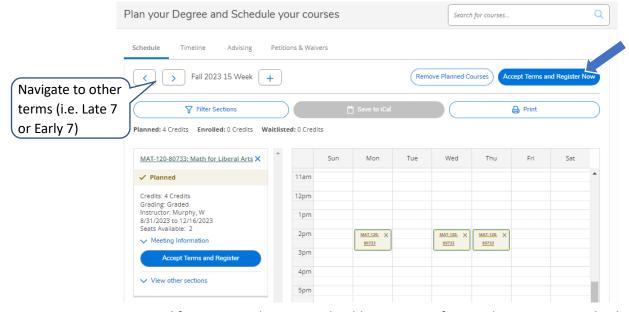
Once you find a section of a course that you want to enroll in, click on "Add Section to Schedule." Adding section to schedule means that the section block for the time(s) and day(s) you selected will appear on your weekly calendar in Plan & Schedule. If another course has a conflicting time with the 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.

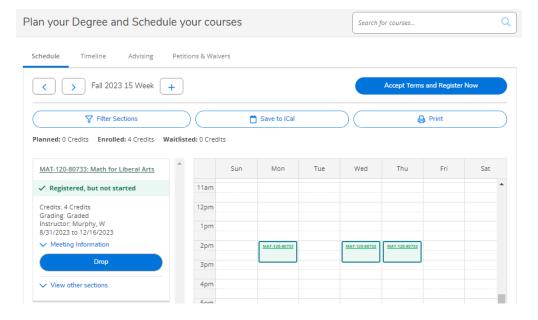


# Registering

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).



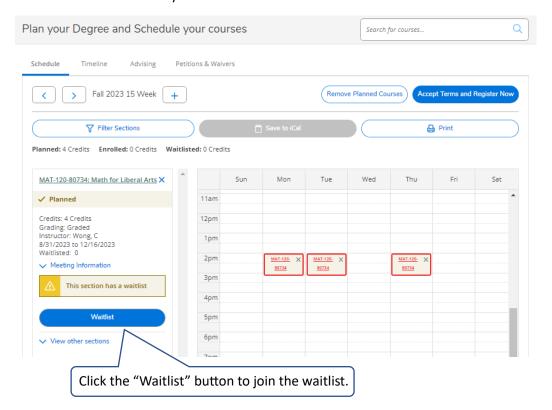
Once you are registered for a course, the section should turn green. If you no longer want to take the course, you may drop the section. However, you must be careful while doing so because you may not be able to get back into the class if it has a waitlist. \*Consult the drop fee schedule if you want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



# 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.



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.

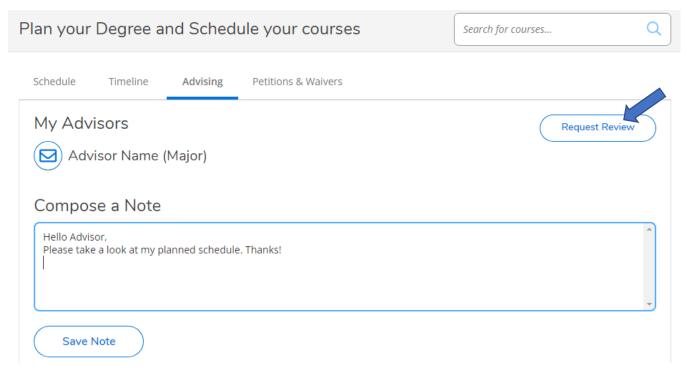


## **Communicating With Your Advisor**

Non-degree seeking students and visiting students are assigned to a Student Success Specialist in the Academic Success Center as their Academic Advisor.

After you have developed your course 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 will be notified of your request.

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



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!