

Student Planning on **TITANS**

For new and continuing non-degree-seeking and visiting 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.

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.

The screenshot shows the Titans Direct homepage. 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 or call 973.328.5600'. Below the banners, a grey bar says 'Hello, Welcome to Titans Direct!' and 'Choose a category to get started.'. The main content area consists of a grid of 14 tiles, each with an icon and a description. The tiles are: 'Payment Information' (dollar sign icon), 'Financial Aid' (dollar sign icon), 'Tax Information' (document icon), 'Banking Information' (dollar sign icon), 'Employee' (calendar icon), 'Student Planning' (calendar icon with a blue arrow pointing to it), 'Course Catalog' (book icon with a blue arrow pointing to it), 'Grades' (document icon), 'Graduation Application' (graduation cap icon), 'Academic Attendance' (person icon), 'Placement Information' (document icon), and 'Titan Student Connect' (calendar icon).

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

The screenshot displays the Titans Direct website interface. At the top, there is a navigation bar with the 'TITANS DIRECT' logo and user options like 'student', 'Sign out', and 'Help'. Below the navigation bar, there are several informational banners: a yellow one for mobile users, a white one for a closed section, and a blue one with a 'Please Note' about system availability. The main content area features a welcome message and a grid of service tiles. A blue arrow points to the 'Student Planning' tile, which is highlighted. The tiles include: Payment Information, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Grades, Graduation Application, Academic Attendance, Placement Information, and Titan Student Connect.

Explore Your Options

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

1 View Your Progress
Go to My progress to see all the courses required for your degree or certificate. You can even search courses and plan out your sections!
[Go to My Progress](#)

2 Plan and Schedule Your Courses - Communicate With Your Advisor!
You can search and register for courses here. You may also write a note to your advisor by going to the advising tab!
[Go to Plan & Schedule](#)

If you would like to see how your current courses will feed into a degree or certificate, choose the 'View New Program' link after clicking on 'My Progress'.

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'.

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

You may also access the 'Course Catalog' tile directly from the home page.

Course Catalog
Here you can view and search the course catalog.

Course Catalog

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

The screenshot shows the 'TITANS DIRECT' website interface. At the top, there is a navigation bar with 'Academics' and 'Course Catalog' links, and user options for 'student', 'Sign out', and 'Help'. A yellow warning banner for mobile users is present. Below this is a search bar with the text 'Search for Courses and Course Sections' and a search input field containing 'Search for courses...'. The main content area is divided into 'Subject Search' and 'Advanced Search' tabs. Under 'Subject Search', there is a text input field labeled 'Search for a course subject: Type a subject...'. Below this is a list of subjects: Accounting, Allied Health Studies, American Sign Language, Arabic, Arts, Biology, Business, Chemistry, Chinese, College Student Success, Communications, Computer Info. Systems, and Criminal Justice. Two callout boxes are overlaid on the page. The first callout box, pointing to the subject list, contains the text: 'Scroll down the alphabetical listing of subjects or enter the subject you are looking for.' The second callout box, pointing to the search input field, contains the text: 'Enter the course number/title (i.e. MAT 120) or course subject/keyword (i.e. Calculus, Algebra)'. The word 'OR' is positioned between the two callout boxes.

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

Subject Search **Advanced Search**

Catalog Advanced Search

Term: Meeting Start Date: Meeting End Date:

Courses And Sections

Subject: Course number: Section:

Subject: Course number: Section:

Subject: Course number: Section:

[+ Add More...](#)

Days Of Week

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Location:

Academic Level:

Time Of Day: Time Starts by: Time Ends by:

Course Type:

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.

Search for Courses and Course Sections

[Back to My Progress](#)

Filters Applied: None

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

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](#)

Page 1 of 1

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](#)

Fall 2023 15 Week

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

[Add Section to Schedule](#)

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)

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)

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

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

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

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 'Filter Sections' button is also present. The interface shows a course plan for 'Fall 2023 15 Week' with 4 planned credits, 0 enrolled credits, and 0 waitlisted credits. A course card for 'MAT-120-80734: Math for Liberal Arts' is highlighted, showing it is 'Planned'. The course details include 4 credits, graded grading, instructor Wong, C, and dates from 8/31/2023 to 12/16/2023. A warning icon indicates 'This section has a waitlist'. A 'Waitlist' button is visible. The course is shown in a weekly grid on the right, with sections for MAT-120-80734 on Monday, Tuesday, and Thursday at 2pm.

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 a course card for 'MAT-120-80734: Math for Liberal Arts'. The status is 'Waitlisted'. The course details are: Credits: 4 Credits, Grading: Graded, Instructor: Wong, C, 8/31/2023 to 12/16/2023. The waitlist status is 'Waitlisted: 1 (Rank: 1)'. There is a 'Drop Waitlist' button and a 'View other sections' link.

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.

Plan your Degree and Schedule your 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!