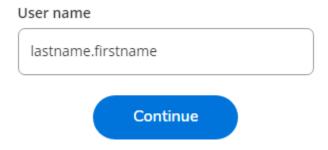


## **Logging into Your Titans Direct Account**

- 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.

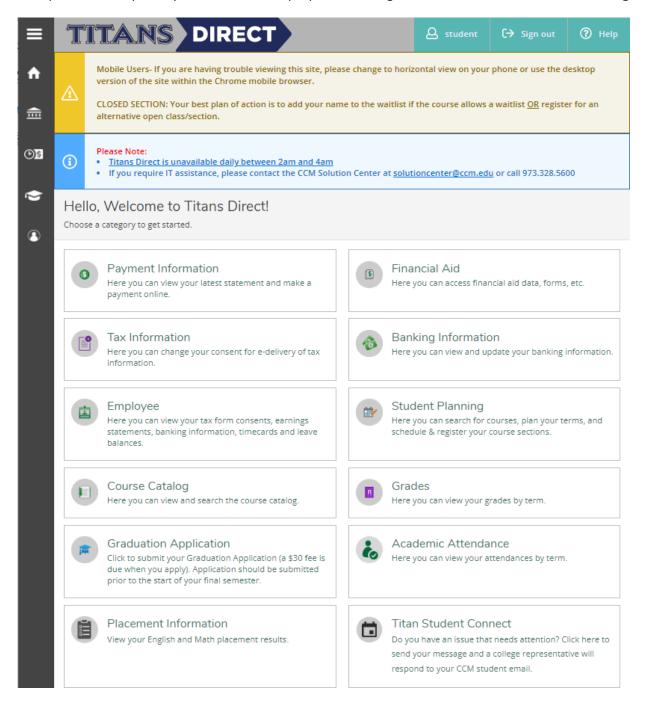
- Your CCM email is: your\_username@student.ccm.edu
- Your password is (lowercase) ccm+your 7-digit student ID# (i.e. ccm0123456)



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:
  - 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



## **STUDENT PLANNING on TITANS DIRECT**



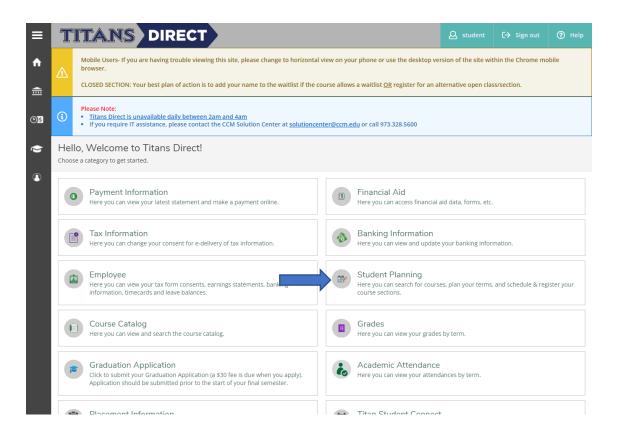
#### Use STUDENT PLANNING on TITANS DIRECT to:

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



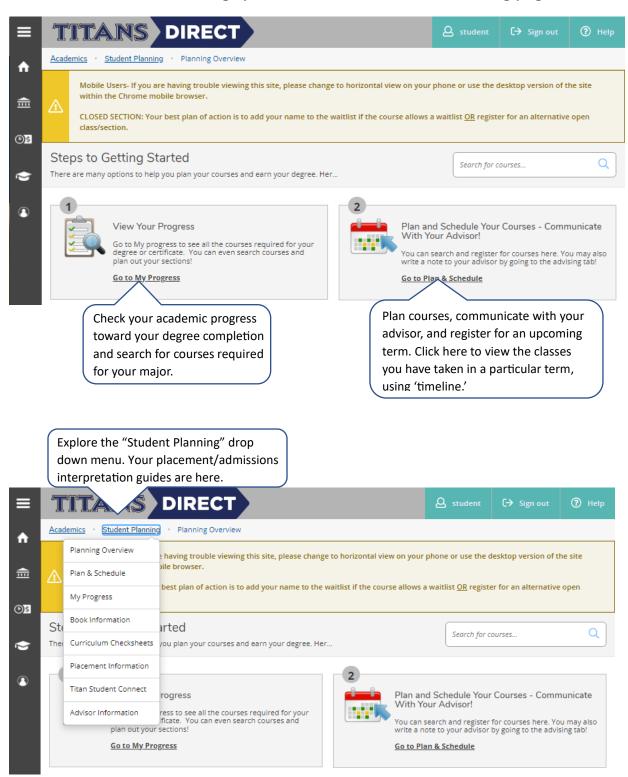
#### Learn and explore the many features of **STUDENT PLANNING** on **TITANS DIRECT** by:

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



### **Explore Your Options**

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



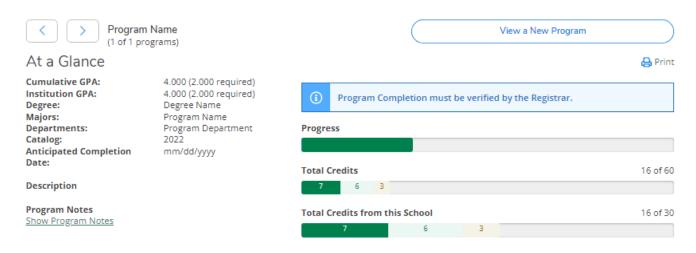
## **Curriculum Checksheet for You Major**

- 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 <a href="https://www.ccm.edu/">https://www.ccm.edu/</a> → click the blue circle with three lines in the upper right → Academic Advisement → <a href="https://www.ccm.edu/">Curriculum Checksheets / General Education Choices</a>

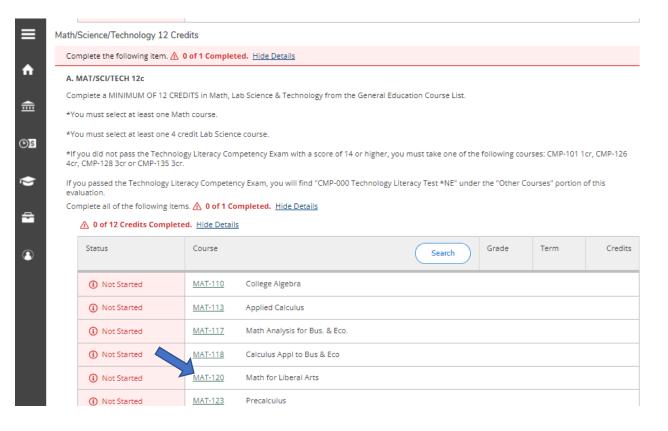
Anthropology Drama Economics English Ethnic Stadies History Philosophy Political Science Psychology Religious Stadios Sociology World Languages Women & Gender Stadios	COUNTY COLLEGE OF MORRIS CURRICULUM CHECKSHEET Requirements for Graduation A.A. DEGREE				#1130 LIBERAL ARTS & SCIENCES Humanities/Social Science	LIBERAL ARTS & SCIENCES Hamanilles/Social Science #1138 Suggested Sequence by Seasoter This suggested sequence of one not include any required developmental courses. Degree completion time near vary depending upon the number of credits token each semester.  SEMESTER I CREDIT English Composition I ENG 111 3 English Composition II ENG 112 3					
					FALL 2023	Principles of Sociology History Elective	SOC 120	3	General Psychology History Elective	PSY 113	3
COURSE	CODE	CR	GR	TR	NOTES: This is an unofficial document and should be	Humanities Elective		3	Speech Fundamentals	COM 109	
General Education Foundation (45	CR)	_	$\vdash$	_	This is an unofficial document and should be used for academic planning purposes only. All	Math Elective		3/4	Lab Science Elective		4
COMMUNICATION (9 CR)		_	$\vdash$	_	students are required to see their Academic	<u> </u>					
English Composition I English Composition II	ENG 111	3	$\vdash$	_	Advisors each semoster to discuss and approve		TOTAL	15/16		TOTAL	16
Speech Fundamentals	ENG 112 COM 109	3	$\vdash$	$\vdash$	their selection of courses before they register.  Due to continual program revisions mandated	SEMESTER III		CREDITS	SEMESTER IV		CREDI
opeced Fundamentars	COM 109	.3	$\vdash$	$\vdash$	by accrediting agencies and/or changes in state	Literature or Language Elective		3	Literature or Language Elect	ive	3
MATH/SCIENCE/TECHNOLOGY (	12 CR1*	12	$\vdash$	$\vdash$	mandated requirements, students should	Math/Lab Science/Technology		3/4	Restricted Elective		3
Choose from General Education course list (M		14	$\vdash$		consult their academic advisor when selecting courses.	Restricted Elective		3	Restricted Elective		3
Mathematics (3-8 CR)	The same of the sa		$\vdash$		If you need the name of your academic	Restricted Elective		3	Restricted Elective		3
manufacture (2-6 city)		_	$\vdash$	$\vdash$	advisor, contact the Liberal Arts Division	Diversity Elective		3			_
Laboratory Science (4-8 CR)		$\vdash$	$\vdash$	$\vdash$	office, CH 253, 973-328-5400.			-			
annuality stated (4-9 CR)			$\vdash$	-	To determine the transferability of your		TOTAL	15/16	l	TOTAL	12
Technology (0-4 CR)			$\vdash$		courses to participating NJ Colleges & Universities, access www.njtransfer.org.					1111	-
recuiology (0-4 cit)		_	-	_	*See reverse side for options.						
SOCIAL SCIENCE (6 CR)			$\vdash$	-	- nee severe side for options.	MATHEMATICS: See attached General					
General Psychology	PSY 113	3	$\vdash$		**Students are required to take either two literature	least one 3 credit Math course, although a fi					
Principles of Sociology	SOC 120	3	$\vdash$		survey courses or two sequential language courses. Students who have completed two years of a language	Students will not receive credit towards gra	duation for more tha	n one of the f	offiowing courses: MAT 124, Statistic	s and MAT 130, Probab	etry and St
			$\vdash$	$\overline{}$	in high school must begin at the intermediate level of	SCIENCE: See attached General Educati					select at leas
HUMANITIES (9 CR)			$\vdash$		that language. See back page for choices.	one 4 credit Laboratory Science course. Yo	may wish to choos	e from the rec	ommendations for non-science major	E.	
Choose from General Education course list (Humanities) 3				+NOTE: Restricted Electives do not need to be part	TECHNOLOGY LITERACY: 1f you	may the Technolos	d itemes Co.	nactions: Placement test age on and	required to take a Torke	where over	
Literature/Language Sequence**		3			of the General Education list. You may choose any course from the disciplines listed below.	although you may do so if you choose. If w	se do not pass the te	st, you must to	ike 1-4 credits of General Education 7	Technology, Select from	these
Literature/Language Sequence**		3				courses: CMP 101 (1 CR), CMP 126 (4 CR	), CMP 128 (3 CR),	CMP 131 (34	CR) or CMP 135 (3 CR).		
					*Choose any course from the following	LITERATURE (6 CR): Select any two	menors common from	the following			
HISTORY (6 CR)					discipline: Economics, Political Science, Psychology or Sociology. These choices are not	ENG 243 World Literary Traditions: Begin			F 14 World Literary Traditions: 1650 to	Present	
		3			restricted to the General Education Course list.	ENG 249 American Literature from Colonic	d Era to Civil War	ENG 25	50 American Literature from Civil Wa	er to 20th Century	
		3			**Choose any course from the following	ENG 246 English Classics from Beowulf to	Paradise Lost	ENG 2	47 Major British Writers of the 19th an	d 20 <sup>th</sup> Century	
			$\Box$		disciplines: Art, Communication, Dance, Design,	LANGUAGES: Select any two of the	ame foreign large	age courses	in sequence.		
DIVERSITY (3 CR)			$\vdash$	_	Drama, English, Graphic Dosign, History, International Studios, Languagos, Music, Packaging	American Sign Language: ASL Ara	bic: ARA	*Chine	se: CHI French: FRE	*German: GER	
Choose from General Education course list (D	(venity)	-	$\vdash$	_	Design, Philosophy or Photography. These chaires	Italian: ITL Jap	anose: JPN	Latin	LAT Spanish: SPN	*Russian: RUS	
TIMEBAL AND COMPARED		3	$\vdash$	_	are not restricted to the General Education Course list.	NOTE: RUS. CHI. GER offered based on	profilment trends an	d student dem	and.		
LIBERAL ARTS CORE (15 CR)+ Restricted Elective *		-	$\vdash$	_	Course Inc.	The state of the s					
Restricted Elective *  Restricted Elective *		3	$\vdash$	_	***Choose any course from the following	HUMANITIES: See attached General Ed	location course list."	Work closely	with your advisor to select the approp	riate courses.	
Restricted Elective**		3	$\vdash$	$\vdash$	disciplines: Art, Communication, Dance, Design,	HISTORY (6 CR): Any two-part sequen	on of the following				
Restricted Elective***		3	$\vdash$	_	Drama, Economics, English, Graphic Design, History, International Studies, Languages, Music,	HIS 113-114 Early Med. Europe; Modern E	urope HIS	117-118 The	Ancient World; The Middle Ages		
Restricted Elective***		3	$\vdash$		Packaging Design, Philosophy, Photography,	HIS 166-167 Emergence of America, U.S.1	list. I; 20th Century,	U.S. Hist.II			
PROPERTY LABORATE		-	$\vdash$	$\vdash$	Political Science, Psychology or Sociology, These	OR any two of the following:					
			$\vdash$	-	choices are <u>not</u> restricted to the General Education Course list.	HIS 123 History of Modern Africa HIS 151 Latin American History					
			$\vdash$	-		HIS 148 History of the Modern Middle East					
	TOTAL	60			1	DIVERSITY: See attached General Educ	ation course list.				
						HONORS COURSES: You may be el	igible to take hone	es courses. I	Discuss this option with your Acad	lemic Advisor.	
						GENERAL EDUCATION: Click her	for the most rece	nt General E	ducation course list.		

### Click on My Progress (Box #1)

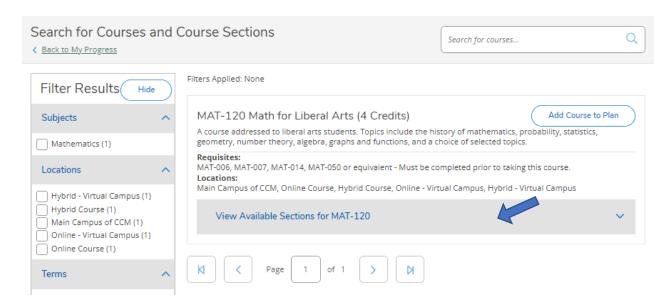
Refer to these color codes: Green: completed courses, Light Green: registered courses, Tan: planned courses, Red: course choices that are still needed.



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.

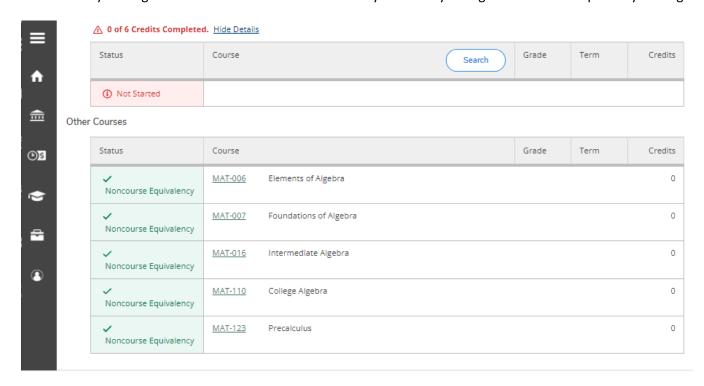


You will then be brought to 'the catalog' screen which will provide a course description and pre/co-requisite information. Click on "View Available Sections" to see when the course is being offered in an upcoming term and if seats are available.



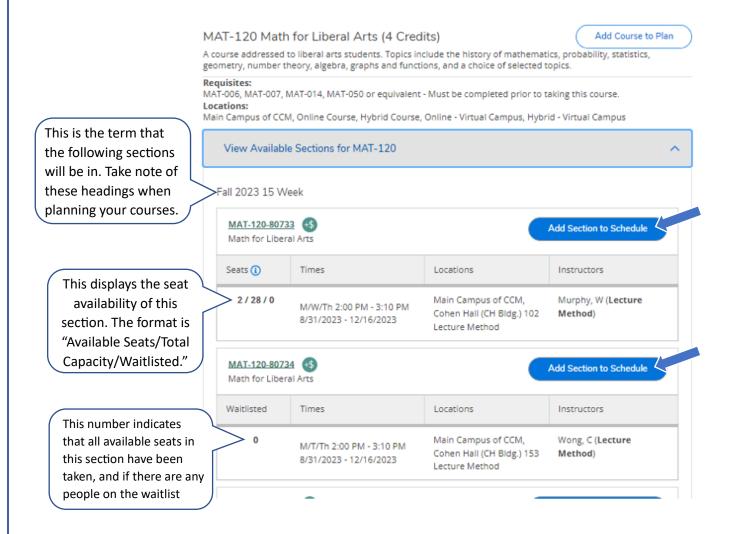
#### **Other Courses**

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.



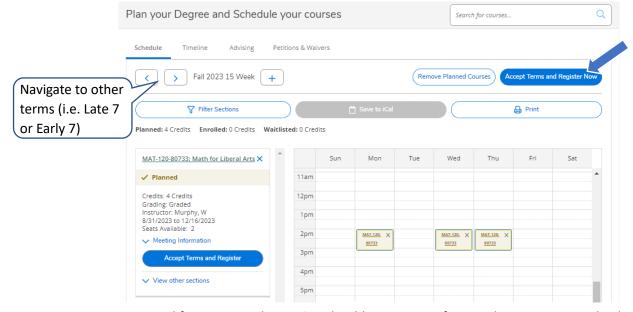
Once you find a section of a course that you want to enroll in, click on "Add Section to Schedule." Adding section to schedule means that the section block for the time(s) and day(s) you selected will appear on your weekly calendar in Plan & Schedule. If another course has a conflicting time with the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

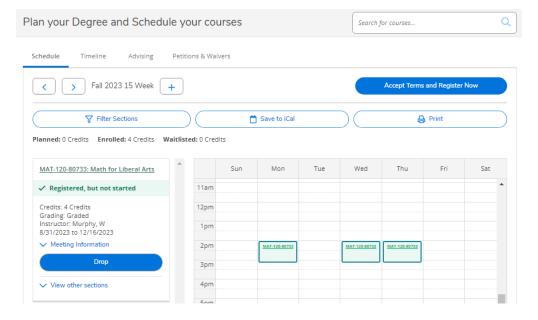


## Registering

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).



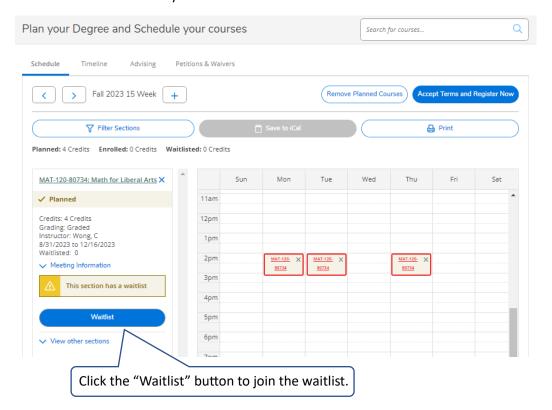
Once you are registered for a course, the section should turn green. If you no longer want to take the course, you may drop the section. However, you must be careful while doing so because you may not be able to get back into the class if it has a waitlist. \*Consult the drop fee schedule if you want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



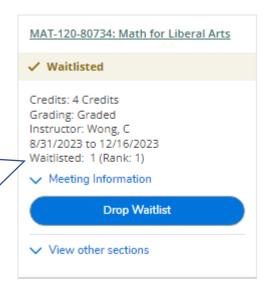
# Waitlisting

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.

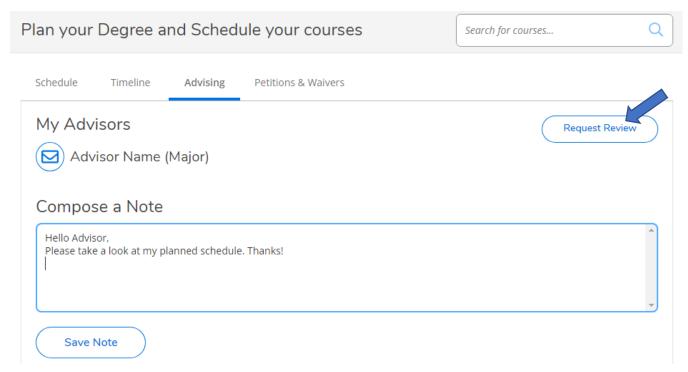


#### **Communicating With Your Advisor**

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.



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!