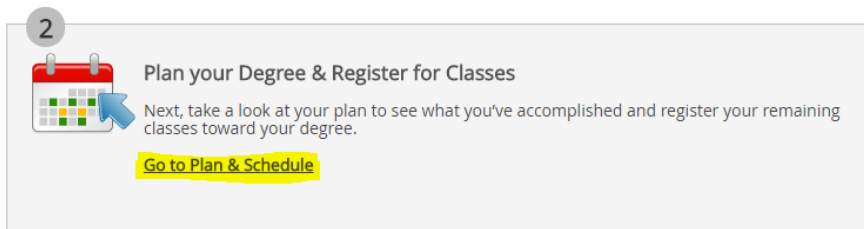


How to Add a Course and Get it Approved

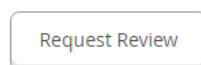
- 1) Go to www.jccmi.edu/jetstream
- 2) Use your same log in for E-services and JetNet
- 3) Click 'Student Planning'
 - i. Let this page load and there are a lot of graphics
- 4) Click 'Go to Plan & Schedule'



- 5) Type in your course in the 'Search for courses...' bar and hit Enter
- 6) Click 'Add Course to Plan'



- 7) Pick your term under 'Select a Term....'
- 8) Click 'Add Course to Plan'
 - i. Repeat for other courses
- 9) Once done, Click 'Plan & Schedule'
- 10) Go to the 'Advising' tab
- 11) Click 'Request Review'



- 12) **That will send an e-mail to your Navigator to have them check the course and approve the course. Your Navigator will e-mail or call you when they have reviewed it.**
- 13) You will then go back and search for sections for the courses
 - i. See Guide for "How to Add a Section for an Approved Course and Register for it"