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”