

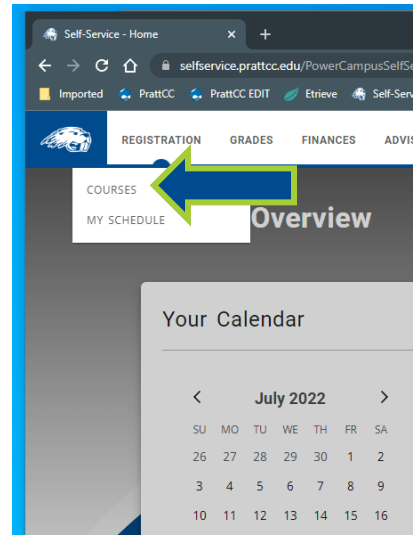
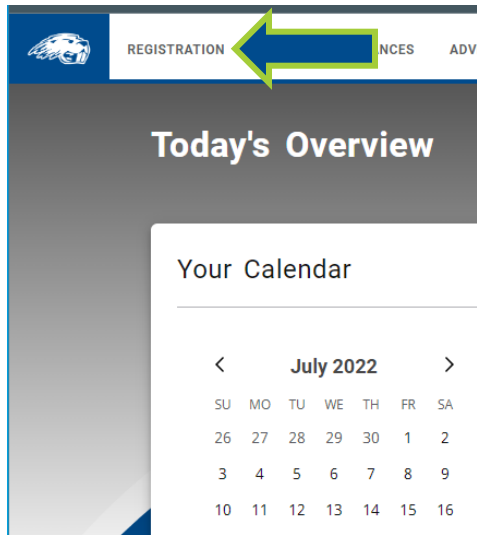
Instructions for Choosing Classes Via Self-Service:

After you have received your login credentials and are ready to enroll in classes, the Self-Service platform is where you are able to search for available courses each semester and place desired classes into your cart, beginning the registration process.

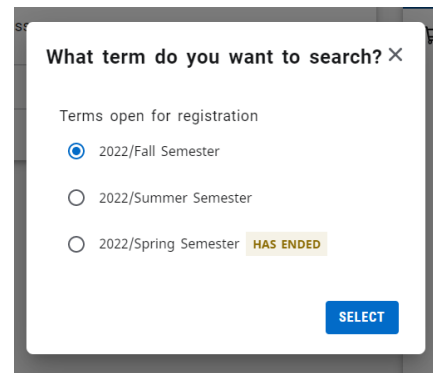
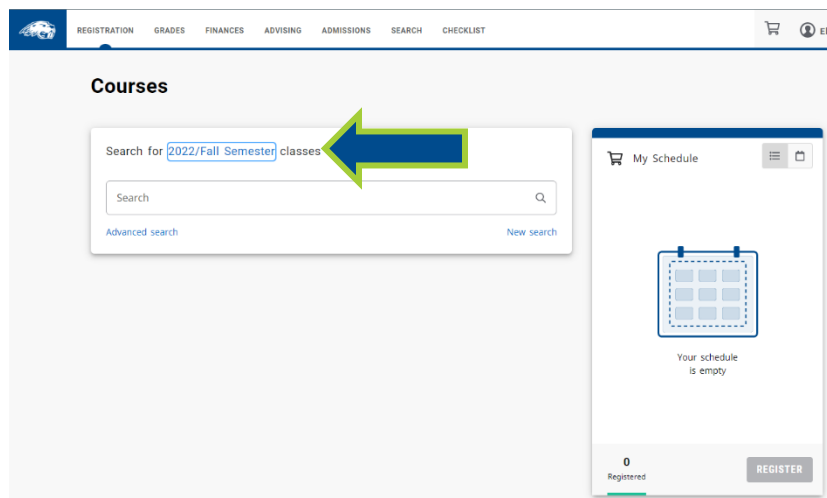
FIRST: You MUST log into your "Student" Microsoft Office 365 account via the PrattCC.edu website.

Once you are into your Office 365 account, then you are ready to enroll via the Self-Service platform.

- 1) Once you access the Self-Service app, hover your mouse over the registration tab in the upper left-hand corner of the webpage. A drop-down menu containing "Courses" and "My Schedule" should appear. Choose "Courses".

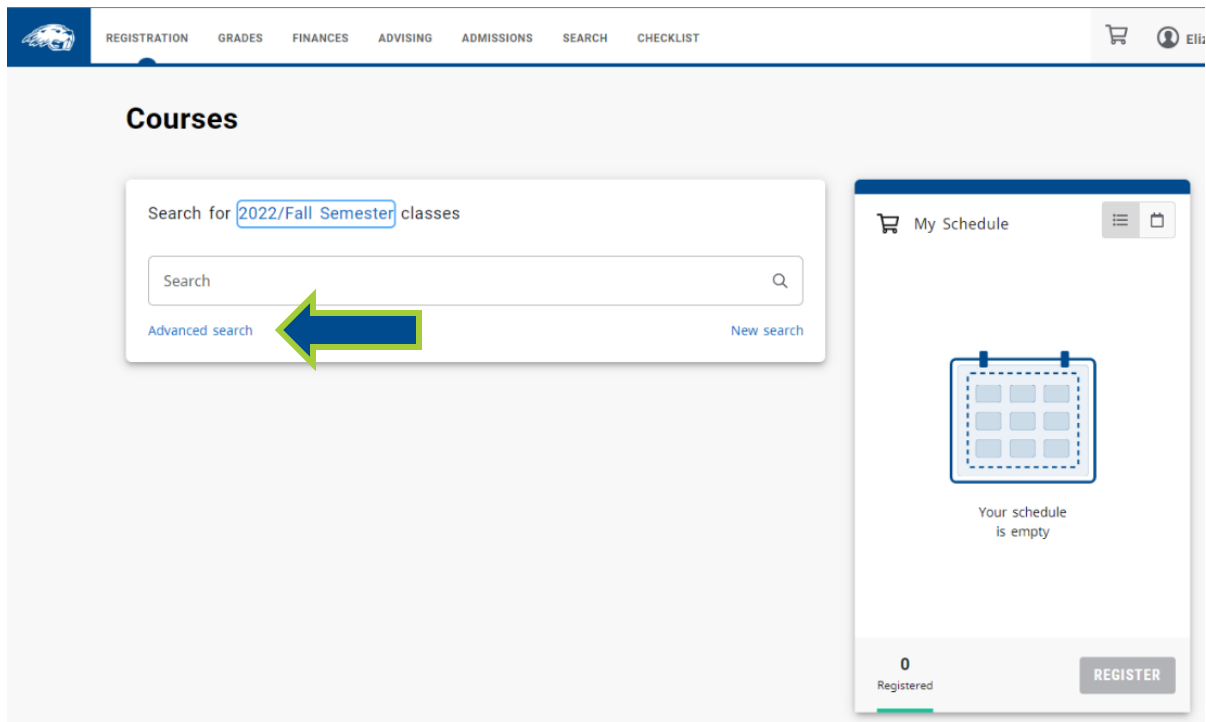


- 2) The following view should appear once you have selected the "Courses" option:



*** MAKE SURE THAT YOU ARE SEARCHING FOR THE CORRECT SEMESTER. If you need to change the semester, select the semester link that is highlighted in the image above. Select the correct semester from the options in the pop-up window before proceeding to the next step.

- 3) After making sure you are searching for classes in the correct semester, if you know the course code for the class you are wanting to enroll into, you can type the code into the "search" box. For example: COM276 for Public Speaking courses - Course codes can be found via our "Class Schedules" list on the [Pratt Community College Website](#).
- 4) If you do not know the course code for the class you are searching for, you can either utilize the "Advanced search" function to narrow down the classes or just type in a keyword like "Nurse Aide" in the search bar.



***Please be aware that although you can view available EduKan courses via Self-Service, you CANNOT properly enroll into EduKan classes by placing them into your Self-Service cart. You must enroll into EduKan classes through the EduKan specific platform at the website at www.edukan.edu.

FURTHER EDUKAN ACCOUNT CREATION AND EDUKAN CLASS ENROLLMENT INSTRUCTIONS ARE AT THE END OF THESE INSTRUCTIONS

- 5) From the full list that populates, find the course of your choice and select the "add" button off to the right of the class listing to place the chosen class into your cart.

<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: Lecture Section: 4P Type: Course Credit type: Credit Duration: 10/13/2022 - 11/17/2022</p> <p>6:00 PM - 8:00 PM R Pratt, Benson Education Center</p>	<p>W Wilson, Heather M.</p>	<p>3.00 Credits</p>	<p>24 Seats Left</p>	<p>ADD</p>
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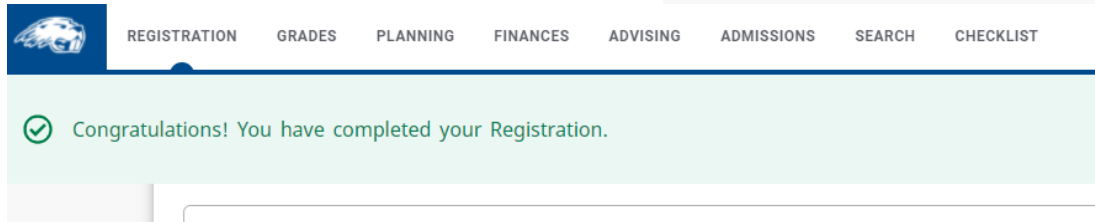
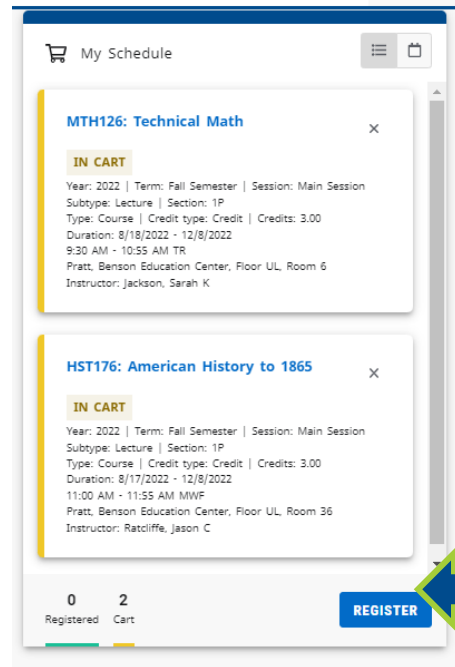
****There is a lot of information provided on each course listing. Please take note of what **subtype** of course you are placing into your cart.

<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: EduKan Section: 5E Type: Course Credit type: Credit Duration: 10/31/2022 - 12/9/2022</p> <p>12:00 AM - 12:00 AM EduKan Online, EduKan, Room Online</p>	<p>O Oleson, Angela</p>	<p>3.00 Credits</p>	<p>25 Seats Left</p>	<p>\$ Applicable fees</p>	<p>X</p>
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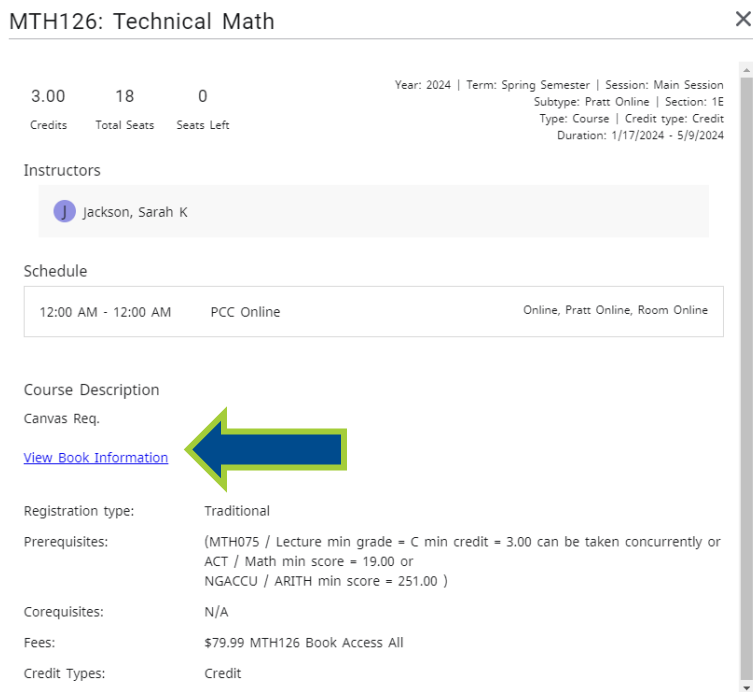
<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: Pratt Online Section: 1E Type: Course Credit type: Credit Duration: 8/24/2022 - 12/8/2022</p> <p>12:00 AM - 12:00 AM PCC Online Online, Pratt Online, Room Online</p>	<p>W Wilson, Heather M.</p>	<p>3.00 Credits</p>	<p>1 🔒 Seats Left</p>	<p>ADD</p>
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<p>COM276: Public Speaking Year: 2022 Term: Fall Semester Session: Main Session Subtype: Lecture Section: 1P Type: Course Credit type: Credit Duration: 8/17/2022 - 12/8/2022</p> <p>10:00 AM - 10:55 AM MWF Pratt, Benson Education Center, Floor UL, Room 35</p>	<p>B Beck, Misty L</p>	<p>3.00 Credits</p>	<p>0 Seats Left</p>	<p>ADD</p>
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- 6) Continue with steps 4-6 until you have identified and added all the courses to your cart that you wish to enroll in.
- 7) When you have completed your enrollment selections, select the "Register" button.
- 8) You should see the congratulations message, as seen below, if you have successfully submitted your enrollment for approval. The courses in your cart should also now have a blue "PENDING" label. From this point, your High School Counselor will need to approve your enrollment. Be sure to **communicate with your High School Counselor** to make sure they are aware you have a schedule request pending.



- 9) Once your counselor approves your classes, they will change from "PENDING" to "ENROLLED" and you are ready to begin classes. **Textbook information** is also available in Self-Service when you click on the name of a class. See example below:



PLEASE REACH OUT TO KIM LEE OR TO THE ADMISSIONS OFFICE IF YOU HAVE ANY TROUBLE GAINING ACCESS TO AND/OR ENROLLING FOR YOUR CLASSES. Kim Lee can be reached at (620)450-2194 or by email at kimberlyl@prattcc.edu



Online Course Add/Drop/Withdraw Instructions

If you have **never** registered for an EDUKAN course:

1. Go to www.edukan.edu
2. Select "Apply Online" at the top of the home page.
3. Fill out the requested information on each page of the Application Form. **Be sure to select Pratt Community College as your "College of Enrollment"**.
4. Once you submit your application, you will be taken to a page confirming its completion. **This page contains your username**, formatted as your email address, and a **temporary password**, formatted as the first 4 letters of your last name and the last 4 digits of your SSN. You will be prompted to change this password during your initial login.

To **add** a course as a new student:

5. Go to www.edukan.edu
6. To see what courses are available and go to the EduKan homepage at www.edukan.edu, click on "Course Catalog" under the Academics Tab
7. When you are ready to select courses, select "Enroll in Classes" at the top of the homepage.
8. Enter the username and password.
9. Click "Sign In"
10. Confirm contact information and select "Next" at the bottom of the page.
11. Click on the dropdown below "Select an Option" and choose "Add New Course".
12. Click on the dropdown below "Please Select Session" and select the Session in which you wish to enroll. If you are looking at a Pratt Community College schedule, the session would be number in the last portion of the course code. (i.e. MTH178-E-**3**E is session 3)
13. Click "Next" at the bottom of the page
14. Select the course(s) in which you wish to enroll and click "Next".
15. If this is the end of your course registration, select "finish".

16. If you plan to register for more courses, click "Yes, Add/Drop Course" and refer back to step 11 above.

To **drop** a course:

1. Go to www.edukan.edu
2. Select "Enroll in Classes" at the top of the homepage.
3. Enter the username and password.
4. Click "Sign In"
5. Confirm contact information and select "Next" at the bottom of the page.
6. Click on the dropdown below "Select an Option" and choose "Drop Course".
7. Click on the dropdown below "Please Select Session" and select the Session in which you wish to drop a course.
8. Select "Next" at the bottom of the page.
9. Select the course(s) from which you wish to drop and answer required questions.
10. Select "Next" at the bottom of the page.
11. If this is the only course you plan to drop, select "finish".
12. If you plan to drop for more courses, click "Yes, Add/Drop Course" and refer back to step 6 above.

To **withdraw** from a course:

1. Send an email requesting to be withdrawn to registrar@prattcc.edu. Please list the course(s) from which you wish to be withdrawn.



PRATT 
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