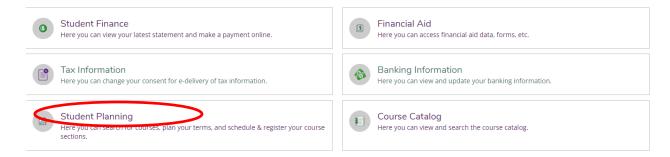
Student Planning for Registration

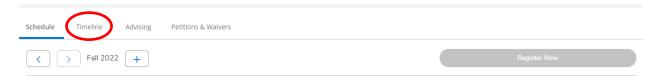
- Open Self-Service
- Go to Student Planning under Self-Service



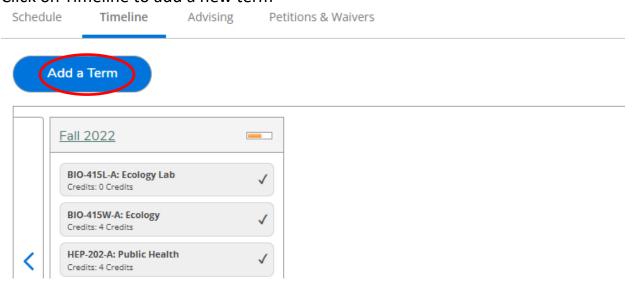
Under Plan your Degree & Register for Classes – Go to Plan & Schedule



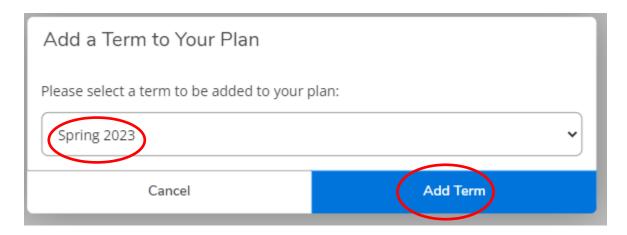
Go to Timeline (Timeline has the current semester and previous semesters)



Click on Timeline to add a new term

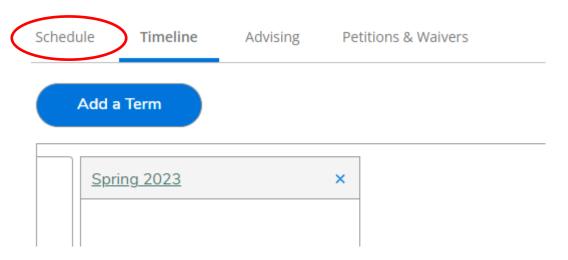


Choose the term to add and click Add Term

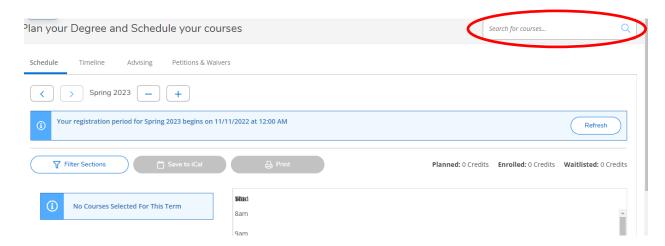


Plan the next semester

Click Schedule



Search for class to add on the course search bar



When the class you are looking for is found - click "Add Course to Plan"

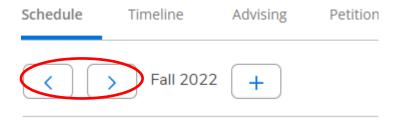


Make sure you have the correct term chosen before clicking Add Course to Plan

- Repeat until you add the courses for a full schedule to the Plan
- Click Back to Plan & Schedule

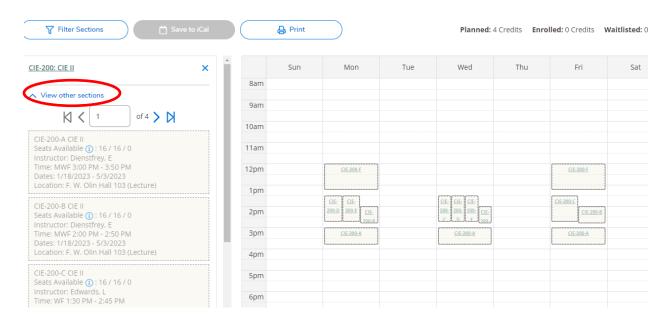


Use the arrows to look at the correct term

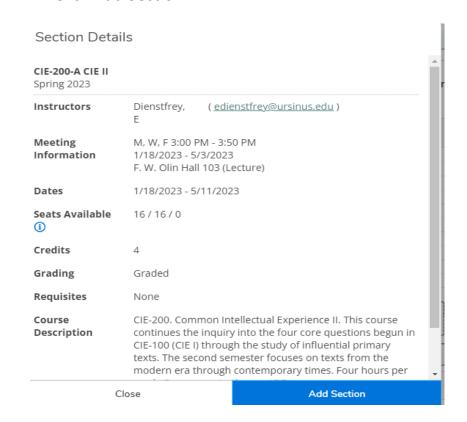


- Next you will have to choose sections for each course
- You MUST CHOOSE SECTIONS in order to register online when your registration window opens.

 Click View other sections on the left and the sections will populate in the grid



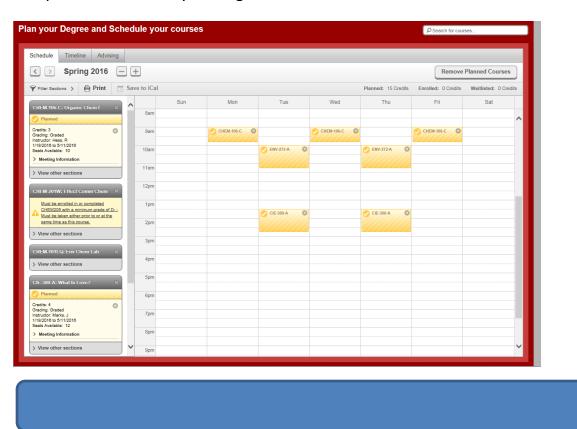
- Click on the section in the grid to add that section to your plan (Or you can use the boxes on the left)
- Click Add Section



A "Planned" class shows that you have successfully added that section to your plan.



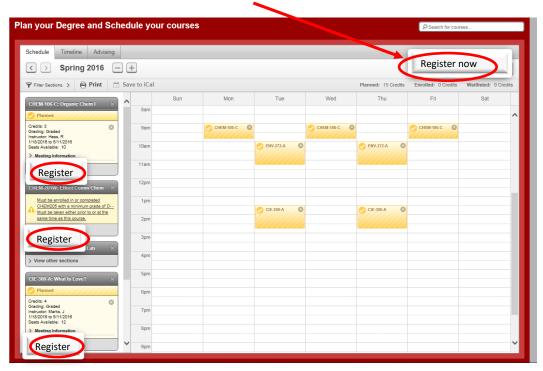
Sample Schedule ready for registration



Registration

When your registration window is open you can use the Register Now button for all courses or you can register one course at a time using the buttons on the left.

(During your planning the Register Now button says Refresh.)



If a course is full, you will have the opportunity to waitlist. (The button on the left will change to waitlist and you can click the button to waitlist.) Once you are registered for a class the button will change to prop and green and the box on the left will say Registered instead of Planned. (It will look like your current fall

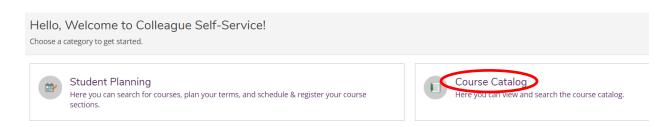
schedule in the grid.)



> YOU MUST CHOOSE SECTIONS TO BE ABLE TO REGISTER!

To View all classes being offered in the term go to Course Catalog

- Open Self-Service
- Choose Course Catalog



 You can search by Subject and get descriptions and then look for sections

Search for a course subject: Type a subject...

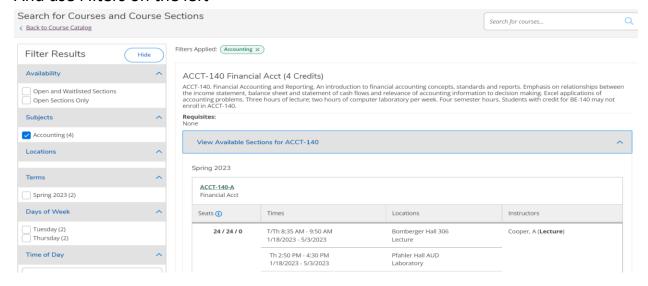
Accounting

African Am & Africana Studies

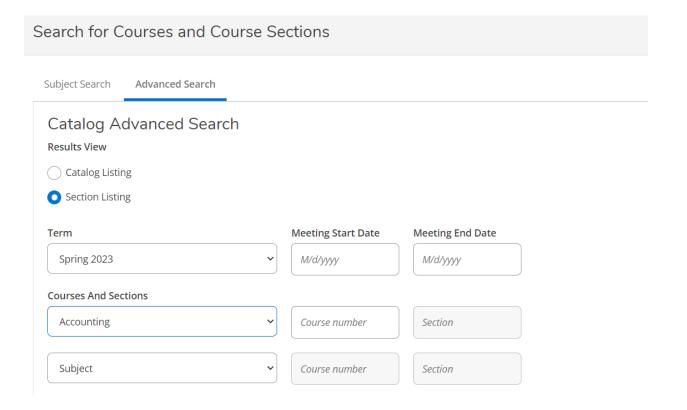
American Studies

Anthropology

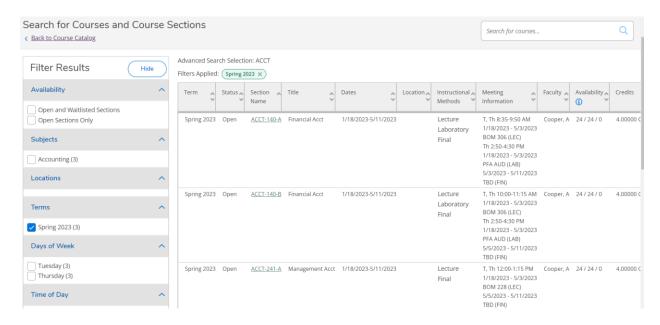
And use Filters on the left



Or you can use the Advanced / Section Listing Option



• And get a section listing where you can look up descriptions if you wish



And you can still use Filters on the left