

## **Registering for Courses**

Welcome to Student Planning software. This video will explain how students can register for courses via the Student Planning. If you need instructions on how to add courses and course sections to the plan, you can view the video tutorials entitled “Planning Courses from the My Progress Screen” and “Adding Sections to the Plan.”

Before we begin, it is important for both students and advisors to understand the difference between a planned course and a registered course. A planned course can be added to a student’s plan for the next semester or several semesters in advance. However, just because a course is on a student’s plan does not mean the student is registered for the course. A student is not registered for a course until the student has specifically and intentionally registered for the course, and the course appears on the student’s schedule.

Also, just because a student planned for a course does not guarantee that the course will be offered for the semester in which the student planned the course.

### **START ON HOME PAGE**

You can register for courses when the registration period opens for the upcoming semester. If you have already added courses and course sections to your course plan, you can start the process of registering by clicking “Plan Your Degree and Register for Classes”.

### **CLICK VIEW PLAN YOUR DEGREE AND REGISTER FOR CLASSES**

The plan and schedule tab will bring you to a calendar view semester by semester. Here you can see the course sections that have been added to this plan for the Fall 2016 semester.

You might find it helpful to think of planning and registering for courses in terms of online shopping, so I will be making this analogy throughout this tutorial. For example, you can think of the course sections in the plan as items in your cart. The course sections are not on your schedule until you register, just like items in your cart are not yours until you purchase them.

Once your course sections are planned, registration is easy.

You can register for each section individually, or you can click Register Now to register for the courses.

### **CLICK REGISTER NOW**

Once the registration has processed, all the sections appear in green which means I’ve registered for these sections and they are officially on my schedule. Just like when you buy an item online, you now need to pay for the courses to secure your schedule.

All deadlines and regulations associated with registration, such as dropping/adding, withdrawals, and refunds, remain the same when students register via Student Planning.

If I click back to My Progress, I can now see these registered courses on my degree audit.

### **CLICK MY PROGRESS**

### **SCROLL DOWN**

You can see that ENGL 151, ART 181, PSYC 173 and CRIM 150 now appear as Registered. On the first day of the Fall semester, they will change to in progress.

Another view you can use to see these courses is the Timeline View.

### **CLICK PLAN AND SCHEDULE**

### **CLICK TIMELINE**

Here you can see completed courses, in progress courses, registered courses, and planned courses.

Student Planning will also alert you when you've planned for a course out of sequence by displaying an alert that the course has a prerequisite for which you have not planned.

**CLICK PLAN AND SCHEDULE**

As an example, I will drop ENGL 151, which I can do that via Student Planning during the drop add period.

**CLICK DROP FOR ENGL 151**

**CLICK UPDATE**

I'm now going to remove the course from my plan and return to the timeline view

**REMOVE ENGL 151 FROM PLAN**

**CLICK TIMELINE**

You can now see that a prerequisite warning appears for ENGL 152, because I have no longer planned for ENGL 151.

This has been a guide to registering for courses using Student Planning.

Please view additional video tutorials to learn how to add courses and course sections to your plan.

You can also view videos to learn how to understand the My Progress screen, as well as use the what-if function.

