

# STUDENT PLANNING: STEP BY STEP GUIDE TO PLANNING AND REGISTERING FOR YOUR COURSES

## STEP ONE: USE THE "MY PROGRESS" TAB TO VIEW YOUR DEGREE AUDIT

- COURSES YOU HAVE COMPLETED OR IN PROGRESS WILL DISPLAY IN **GREEN**:

Completed	<a href="#">SPAN-151</a>	Elem Spanish I	In-Progress	<a href="#">ENGL-152</a>	English II
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- COURSES YOU HAVE PLANNED WILL DISPLAY IN **YELLOW**:

Planned	<a href="#">HIST-172</a>	Western Civil II
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- COURSES YOU HAVE NOT STARTED WILL DISPLAY IN **RED**:

Not Started
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## STEP TWO: USE THE "PLAN AND SCHEDULE" FUNCTION TO ADD COURSES TO YOUR PLAN

- USE THE **SEARCH** FUNCTION TO FIND COURSES THAT MEET A REQUIREMENT

Status	Course	Search
Not Started		<input type="text"/>

- ADD THE COURSE TO YOUR PLAN

PSYC-173 Child Psychology (3 Credits)	<input type="button" value="Add Course to Plan"/>
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## STEP THREE: USE THE "TIMELINE" TAB TO SEE YOUR PLANNED COURSES, SEMESTER BY SEMESTER

2015 Spring Semester	X
HIST-172: Western Civil II Credits: 3	X
SOCI-182: Death & Dying Credits: 3	X

## STEP FOUR: WHEN SECTIONS BECOME AVAILABLE FOR A SEMESTER, USE THE "PLAN AND SCHEDULE" FUNCTION TO ADD SECTIONS FOR THAT SEMESTER

## STEP FIVE: WHEN REGISTRATION OPENS, USE THE "PLAN AND SCHEDULE" FUNCTION TO REGISTER FOR PLANNED SECTIONS

PSYC-172-02: General Psychology	X
Planned	
Credits: 3 Grading: Graded Instructor: Becht, M 9/3/2014 to 12/19/2014 Seats Available: 4	X
Meeting Information	
<input type="button" value="Register"/>	