

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

| <u>IN STUDENT PLANNING</u> | <u>COMPARISON TO ONLINE SHOPPING</u> |
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| <p>STEP ONE: USE "MY PROGRESS" TO VIEW YOUR DEGREE AUDIT. COURSES DISPLAY AS COMPLETED, IN PROGRESS, REGISTERED, PLANNED OR NOT STARTED.</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1; border-radius: 5px;">✔ Completed</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1; border-radius: 5px;">🔄 In-Progress</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4; border-radius: 5px;">✔ Registered</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4; border-radius: 5px;">✔ Planned</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe0b2; border-radius: 5px;">❗ Not Started</div> </div> | <p>WHEN YOU VIEW YOUR DEGREE AUDIT TO DETERMINE WHICH CLASSES YOU NEED TO TAKE, YOU CAN COMPARE THIS ACTION TO BROWSING AN ONLINE STORE. YOU WILL LOOK AROUND AND DETERMINE WHAT YOU HAVE AND WHAT YOU STILL NEED.</p> |
| <p>STEP TWO: USE THE "PLAN AND SCHEDULE" TAB TO ADD COURSES TO YOUR PLAN. YOU CAN PLAN AS MANY FUTURE SEMESTERS AS YOU NEED TO COMPLETE YOUR DEGREE. YOU ARE ADDING COURSES – NOT SPECIFIC SECTIONS – IN THIS STEP.</p> <p>USE THE "SEARCH" FUNCTION IN THE DEGREE AUDIT TO FIND COURSES THAT WILL FULFILL A REQUIREMENT</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; display: flex; align-items: center;"> <div style="border-right: 1px solid #ccc; padding: 5px; width: 100px;">Status</div> <div style="border-right: 1px solid #ccc; padding: 5px; width: 300px;">Course</div> <div style="padding: 5px; margin-left: 10px;">🔍 Search</div> </div> <div style="margin-top: 5px; display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #ffe0b2; border-radius: 3px;">❗ Not Started</div> </div> <div style="text-align: right; margin-top: 20px; margin-right: 50px;"> </div> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #666; color: white; border-radius: 5px; display: inline-block;">Add Course to Plan</div> </div> <p>THEN, ADD THE COURSE TO YOUR PLAN FOR THE SEMESTER YOU PLAN TO TAKE THE COURSE</p> | <p>WHEN YOU ADD COURSES TO YOUR PLAN, YOU CAN COMPARE THIS ACTION TO CREATING A "WISH LIST" IN AN ONLINE STORE.</p> <p>YOU ARE NOT PUTTING ANY SPECIFIC ITEMS (COURSES SECTIONS) IN YOUR CART, BUT YOU ARE CREATING A LIST OF ITEMS (COURSES) YOU WOULD LIKE TO HAVE.</p> |
| <p>STEP THREE: WHEN THE SCHEDULE IS AVAILABLE FOR THE NEXT SEMESTER, YOU WILL BE ABLE TO SEE WHICH SECTIONS ARE OFFERED FOR THE COURSES YOU PUT ON YOUR PLAN. USE THE "PLAN AND SCHEDULE" FUNCTION TO ADD SECTIONS FOR THAT SEMESTER.</p> <p>PLANNED COURSES APPEAR IN YELLOW.</p> <p>**NOTE: THE "VIEW OTHER SECTIONS" FUNCTION MIGHT LIST MULTIPLE PAGES OF SECTIONS.</p> | <p>WHEN YOU ADD SECTIONS TO YOUR PLAN, THIS ACTION IS SIMILAR TO ADDING ITEMS TO YOUR CART WHEN YOU SHOP ONLINE.</p> <p>WHEN YOU ADD A COURSE SECTION TO YOUR PLAN, <u>YOU HAVE NOT REGISTERED FOR THE COURSE</u> – JUST LIKE WHEN YOU PUT ITEMS IN YOUR CART, YOU HAVE NOT YET PURCHASED THE ITEMS.</p> <p>HAVING A COURSE SECTION ON YOUR PLAN DOES NOT GUARANTEE THAT YOU WILL BE ABLE TO REGISTER FOR THAT SECTION, NOR DOES IT HOLD YOUR PLACE IN THE COURSE.</p> |
| <p>STEP FOUR: WHEN REGISTRATION OPENS, USE THE "PLAN AND SCHEDULE" FUNCTION TO REGISTER FOR PLANNED SECTIONS.</p> <p>REGISTERED COURSES APPEAR IN GREEN.</p> <p>YOU CAN ALSO DROP COURSES USING THE PLAN AND SCHEDULE FUNCTION.</p> | <p>WHEN YOU REGISTER FOR A COURSE USING STUDENT PLANNING, THE COURSE IS OFFICIALLY ON YOUR SCHEDULE. YOU ARE NOW FINANCIALLY RESPONSIBLE FOR THE COURSE AND ALL REGISTRATION AND PAYMENT RULES AND DEADLINES APPLY.</p> <p>REGISTERING FOR A COURSE IS LIKE PURCHASING AN ITEM ONLINE. YOU BOUGHT IT, AND NOW YOU ARE RESPONSIBLE FOR PAYING FOR THE ITEM.</p> |