

Get on track and Stay on track with Student Planning

What is Student Planning?

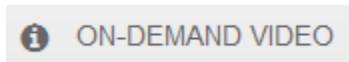
Student Planning is an online self-service tool that allows you to search for courses, plan your schedule, register for classes, interact with an academic advisor and view your progress toward completing your degree requirements. It also allows you to “View a New Program” so you can view the degree requirements for any program you might be interested in.

What is the On-Demand Student Planning video?

Degree seeking new students [students with less than 12 completed credits who have not met with an academic advisor] are **required to view the on-demand Student Planning video**. Completing this requirement will allow new students to meet with an academic advisor, and register for and drop classes online. Please allow up to 48 hours after completing this requirement to register for and drop classes online.

How to access and view the On-Demand Student Planning video

1. Click the **ON-DEMAND VIDEO** tab
2. Follow the instructions found on that page.



How to access Student Planning

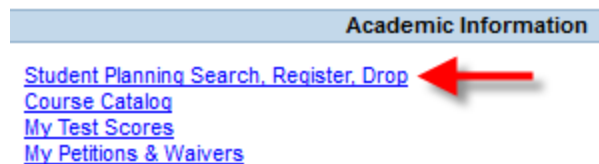
1. Go to www.brookdalecc.edu
*Click **MyBrookdale** located at the top right of the website*



2. Click on **WebAdvisor Self Service**
Enter your User Name and Password, then click SUBMIT




3. Click on **Students** menu
Click on **Student Planning Search, Register, Drop**



How to plan courses

1. Click on ***Go to Search and Plan Courses / View My Progress***, then scroll down to find courses based on your program degree requirements.

1



Plan Courses and View Progress Towards Degree
Start here to search and plan courses that meet your degree requirements and view your progress toward earning your degree.


[Go to Search and Plan Courses / View My Progress](#) ←

2. Click on a ***course number*** or click on the ***Search*** button to select a course from the search results, then click on ***Add Course to Plan***.

How to view my progress

1. Click on ***Go to Search and Plan Courses / View My Progress***

1




Plan Courses and View Progress Towards Degree
Start here to search and plan courses that meet your degree requirements and view your progress toward earning your degree.

[Go to Search and Plan Courses / View My Progress](#) ←

How to plan and create my schedule

1. Click on ***Go to Create Schedule and Register***

2



Create Schedule & Register for Classes
Next, select and register for class sections that fit into your schedule.


[Go to Create Schedule and Register](#) ←

2. Click on ***View other sections*** to view the dates and times class sections are offered.
3. Hover over available sections to see if they fit into your schedule. They will be highlighted on the calendar grid.
4. Click on the class ***section*** you desire, then click on ***Add Section*** in the Section Details popup window.

How to register for classes

1. Click on ***Go to Create Schedule and Register***

2



Create Schedule & Register for Classes

Next, select and register for class sections that fit into your schedule.

[Go to Create Schedule and Register](#) ←

2. To register for all your planned sections at once, click **Register Now** at the top right of the page above the calendar, and click **OK** to agree to the terms and conditions.
3. To register for an individual planned section, click **Register Now** at the bottom of the section, and click **OK** to agree to the terms and conditions.


How to view my schedule

1. View your current term schedule on the **Planning Overview** page.
2. View your detailed schedule for all terms on the **Schedule and Register** page.
3. View all your courses within each term on the **Timeline** page.

How to drop a class

1. Click on **Go to Create Schedule and Register**

2



Create Schedule & Register for Classes

Next, select and register for class sections that fit into your schedule.


[Go to Create Schedule and Register](#) ←

2. Select a class section from your schedule and click on **Drop**.

How to view degree requirements for another program

1. Click on **Go to Search and Plan Courses / View My Progress**

1



Plan Courses and View Progress Towards Degree

Start here to search and plan courses that meet your degree requirements and view your progress toward earning your degree.

[Go to Search and Plan Courses / View My Progress](#) ←

2. Click on **View a New Program** at the top of the page. From the list of academic programs, select a new program, then click **View Program**.