STUDENT INSTRUCTIONS FOR STUDENT PLANNING

Step 1: Login
- Log into WebAdvisor

Step 2: Access Student Planning
- Select Students
- Select Register/Add/Drop/Plan under Registration
- Read and accept the Terms of Agreement - you must accept the Terms of Agreement to continue to Student Planning,
- Select Go to Student Planning for Students – please note there are documents available to assist with using Student Planning if needed

Step 3: Review Progress
- Review your academic program(s) and associated cumulative grade point average on the Home page
- Click My Progress
- Review the At-A-Glance section to see your major, GPA, credits (completed, planned, and in progress), and Program Notes
- Review the Requirements section to see Career Studies Requirements, General Education Requirements, Electives, and Other Courses

There are various statuses associated with each course displayed when viewing the requirements section:

- Completed
- In-Progress
- Withdrawn
- Planned
- Not Started

Step 4: Plan Courses
- Plan completion of courses through entire college career
  - Method 1 – Add via Requirements tables from My Progress
    - Click the Course in the requirements section that you wish to add to your plan
    - When the course information is displayed, click Add Course to Plan
    - Select the Term you plan to take this course and click Add Course to Plan
  - Method 2 – Plan courses using the Course Catalog
    - Click Course Catalog
    - Select the course subject or enter the subject in the Search for Courses text box
    - Click Add Course to Plan
    - Select the Term you plan to take this course and click Add Course to Plan

NOTE: If you have added a course to the plan, but that plan changes, be sure to remove those courses you no longer plan to take. It is important to keep the plan clean, so the progress reflects accurately. My Progress in Student Planning is unofficial.
Step 5: Create a Schedule for a Particular Term

- Click Plan & Schedule
- Add courses for a term to your schedule
- Click Course Catalog
- Select the appropriate course subject
- In the red bar, click View Available Sections
- Select the desired section by clicking Add Section to Schedule
- Confirm your selection by clicking Add Section to Schedule

Step 6: Removing a Planned Course

- Click Plan & Schedule
- In the Schedule view, click the arrow to move to the appropriate term
- Click the X in the upper right-hand corner of the section box
- Confirm removal of section from schedule

Step 7: Register for a Term

- Refer to your “Priority Registration” email to view your registration date and time
- During the assigned date and time, access Student Planning from WebAdvisor
- Click Plan & Schedule
- Click the arrow to move to the appropriate term open for registration
- In the upper right corner of the schedule, click Register Now

**NOTE:** Successful registration will turn all boxes green and the left-hand section list will display “Registered.”

- If you are not allowed to register, you will receive a warning notification with the specific reason why you are unable to register

- Some reasons you may not be allowed to register are:
  - Your registration window is not yet open or has already closed
  - You have a hold against your account
  - You have not been released by Counseling/Advising to register
  - You have not met the pre-requisites for the course

Step 8: Drop a Registered Section

- If in the Drop/Add period, click on Plan & Schedule
- Click on the arrows to toggle to the appropriate term
- Click Drop in the green box at the course section list to the left of the Schedule