

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

Home My Progress Plan & Schedule Course Catalog Test Summary

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

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

At a Glance	
Cumulative GPA:	3.821 (2,000 required)
Institution GPA:	3.821 (2,000 required)
Degree:	Associate in Arts
Majors:	Social Science - History
Departments:	History
Catalog:	15-16
Description	This option prepares students for transfer to a four-year college history program while it expands awareness of other cultures, helps More...
Program Notes	Show Program Notes

Program Completion must be verified by the Registrar.

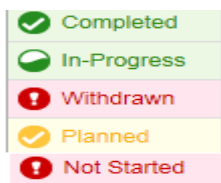
Progress

Total Credits (84 of 60) 75 6 3

Total Credits from this School (54 of 30) 45 6 3

- 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:



Step 4: Plan Courses

- Plan completion of courses through entire college career

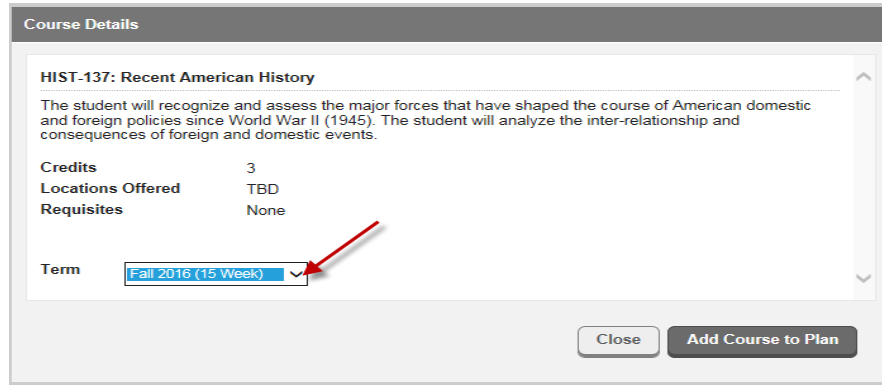
- **Method 1** – Add via Requirements tables from **My Progress**
 - Click the **Course** in the requirements section that you wish to add to your plan



- When the information below is displayed, click **Add Course to Plan**



- Select the **Term** you plan to take this course and click **Add Course to Plan**

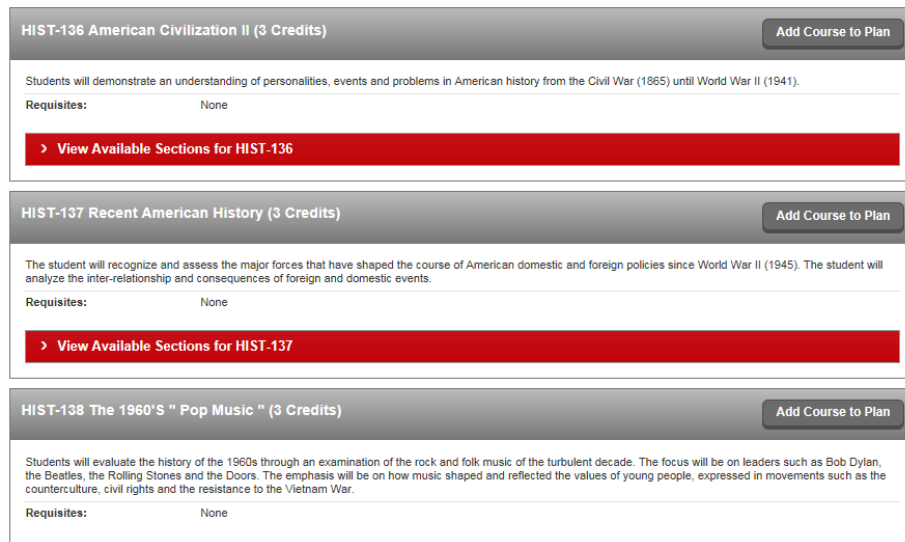


o Method 2 – Plan courses using the Course Catalog

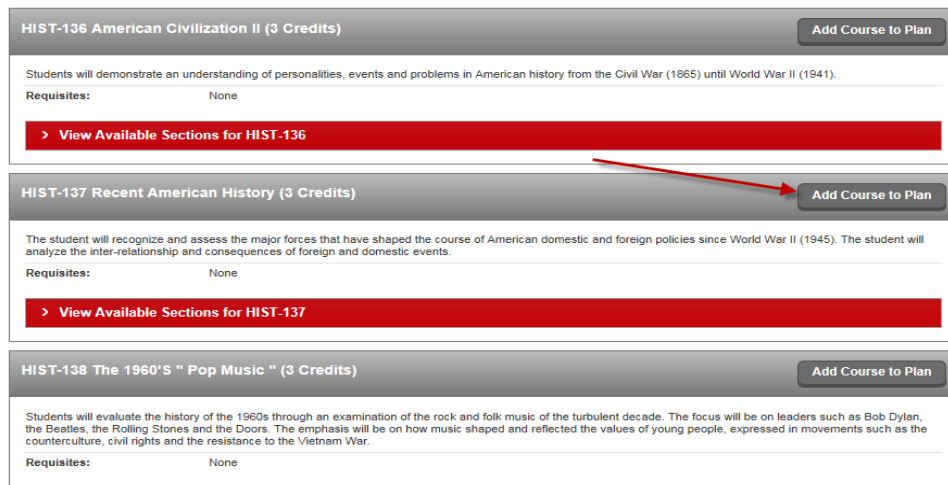
- Click **Course Catalog**



- 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**

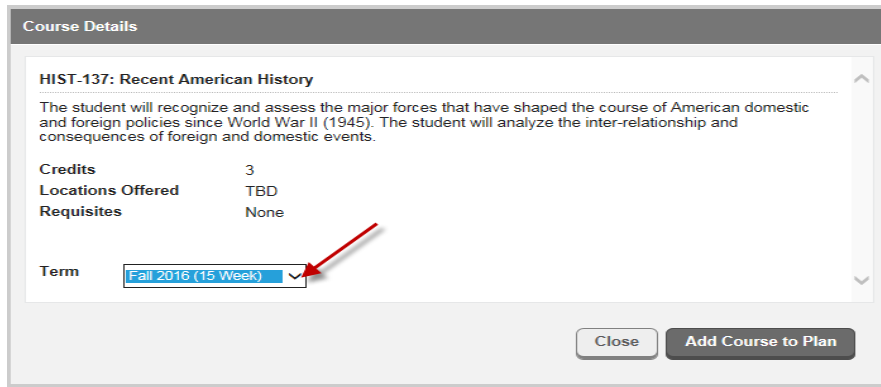
Course Details

HIST-137: Recent American History

The student will recognize and assess the major forces that have shaped the course of American domestic and foreign policies since World War II (1945). The student will analyze the inter-relationship and consequences of foreign and domestic events.

Credits 3
Locations Offered TBD
Requisites None

Term




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**

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to 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**

HIST-137 Recent American History (3 Credits) Add Course to Plan

The student will recognize and assess the major forces that have shaped the course of American domestic and foreign policies since World War II (1945). The student will analyze the inter-relationship and consequences of foreign and domestic events.

Requisites: None

[View Available Sections for HIST-137](#)

- Select the desired section by clicking **Add Section to Schedule**

View Available Sections for HIST-137

Fall 2016 (15 Week)

Recent American History 001RL Add Section to Schedule

Seats	Times	Locations	Instructors
30	M 9:00 AM - 11:45 AM 9/3/2016 - 12/23/2016	MAC 207 Lecture	TBD

- Confirm your selection by clicking **Add Section to Schedule**

Section Details

HIST-137-001RL: Recent American History
Fall 2016 (15 Week)

Instructors: TBD

Meeting Information: M 9:00 AM - 11:45 AM
9/3/2016 - 12/23/2016
MAC 207 (Lecture)

Dates: 9/3/2016 - 12/23/2016

Seats Available: 30 of 30 Total

Credits: 3

Grading: Graded

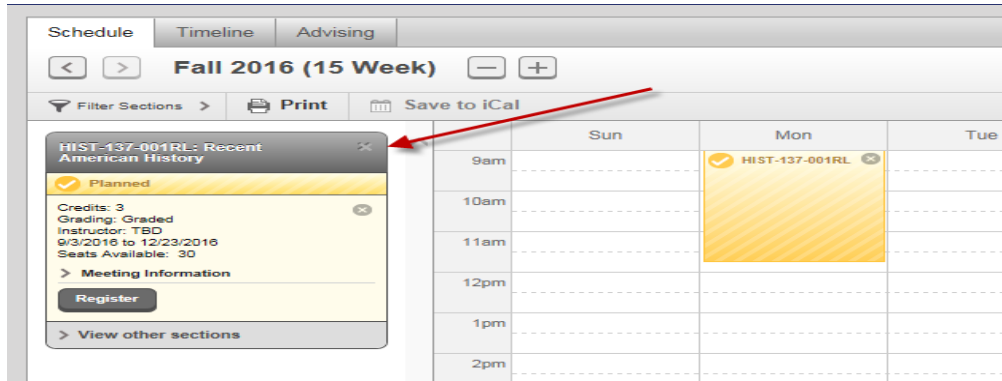
Requisites: None

The student will recognize and assess the major forces that have shaped the course of American domestic and foreign policies since World War II (1945). The student will analyze the inter-relationship and consequences of

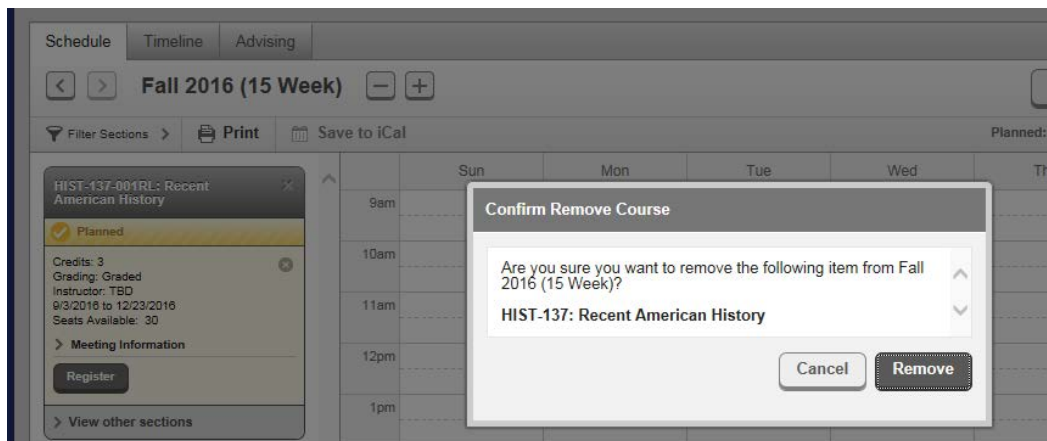
Close Add Section to Schedule

Step 6: Removing a Planed 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.”

	Sun	Mon	Tue	Wed	Thu
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					✓ SOC1-105-750RL
7pm					
8pm					
9pm					

NOTE: 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 toggled to the appropriate term
- Click **Drop** in the green box at the course section list to the left of the **Schedule**

