

STUDENT INSTRUCTIONS FOR REGISTERING WITH STUDENT PLANNING

GETTING COURSES APPROVED BY YOUR ADVISOR

1. Log in: Ask Wally; Student Planning (under Academic Planning heading)
2. Review progress on "My Progress" tab as needed.
3. Find courses on "Course Catalog" tab. Review restrictions and requirements; when satisfied, click "Add Course to Plan" and select Spring 2015. Remember that only courses with a "View Available Sections" button are being offered in Spring 2015. Repeat until 5-7 credits have been added to the plan (this includes first-choice courses and alternates).
4. When finished, go to Advising tab and click "Request Review."
5. Click link of advisor's name to send an e-mail letting your advisor know that you've sent a selection of courses for approval, and ask to set up an appointment to discuss.
6. Wait for a response from your advisor, and meet with him or her at mutually agreeable time.

PREPARING FOR YOUR REGISTRATION DAY

1. Meet with your advisor to discuss the courses you chose. Adjust these selections as needed in consultation with your advisor.
2. Once your advisor approves, log into Student Planning. Go to the "Plan and Schedule" tab and advance the calendar view to Spring 2015.
3. Find your approved courses in the column along the left. Click the "View Available Sections" button under each to find when the sections are scheduled.
4. Click "Add Section to Schedule" on desired section and watch it appear on the calendar grid at right (in slightly faded color). Repeat this step until all the approved courses you want to take are on the calendar, with your alternate courses remaining in the column at left, ready to be scheduled if needed.
5. Refer to the e-mail message you received from the Registrar's Office (from Miriam Foster, on October 31) that provides the date and time you can log into Student Planning and register.

ON YOUR REGISTRATION DAY

1. Beginning at your assigned time, log into Student Planning. Go to the "Plan and Schedule" tab, and advance the calendar to Spring 2015. (Note: your registration window opens at your assigned time and remains open through the end of the week.)
2. The courses you want to take should already be on the calendar grid if you followed all the "Preparing for Your Registration Day" steps above. (If not, make these adjustments now.)
3. Click the "Register Now" button and wait for the system to process. Once the system has processed:
 - All courses for which you've successfully registered appear in green on your calendar, with a check mark.
 - If any courses are closed, you may be asked if you want to go on the waitlist. (A max of 10 students can be waitlisted for a section.) Click the "Waitlist" button if so. Then move an alternate course from the column at left to the calendar as needed, and click "Register" to enroll in an alternate course.
 - If there are any blocks on your account, prerequisite issues, or other factors preventing you from registering for a course, you will see a message in the upper right corner of the screen that should tell you what to do next.

DROPPING A COURSE (AFTER THE SEMESTER BEGINS)

1. Go first to your instructor to discuss your intent to drop the course. Make sure the instructor knows who your advisor is.
2. Contact your advisor and let him or her know of your intent to drop the course. If not contacting your advisor in person, be prepared to meet with your advisor for further discussion, at your advisor's request.
3. Your instructor can send an e-mail message to your advisor indicating that the two of you have discussed dropping the course.
4. Your advisor will perform the drop function for you in Student Planning. When this occurs, you can log into Student Planning and see that the dropped course is no longer on your schedule.