Student Planning Instruction Guide

STEP 1 - Sign in to Student Planning

a) Sign into Self Service at:
   https://webservice.wabash.edu/Student/Account/Login
b) Enter your Wabash username and password
c) Click Sign In

STEP 2 - Select sections for the upcoming semester

d) Click on Student Planning
e) Wait for your program data to load (could take 10-20 seconds)
f) Click on Go To My Progress to select courses from the requirements blocks
g) Click Search on any of the blocks to see the courses that will meet the requirement
h) To limit your search to courses offered in the upcoming semester, check the box for that semester on the left
i) Locate and click on a desired course name
j) Locate and click on View Available Sections of the course of interest
k) Select the preferred section and click Add Section to Schedule
l) Repeat steps f through k until you have added 4-5 courses to your schedule
m) Click the Student Planning link at the top left, then select Plan & Schedule
n) Default view is the current semester. If you are adding sections for the next semester, click the right arrow
o) Verify that your chosen sections do not overlap and if they do, choose one of the conflicting sections and either select a different section of the same course (gray box on the left hand side of the screen that reads, View Other Sections), or click the X on that course on your calendar to remove it.

STEP 3 – Select alternative (backup) courses using the course catalog

p) Click on Student Planning at top left of screen, then select Course Catalog
q) Locate and click on the subject of interest
r) To limit your search to courses offered in the upcoming semester, check the box for that semester on the left
s) Once you identify a course of interest that you would take if a preferred course were unavailable, click Add Course To Plan. (Do not click Add Course to Schedule unless it is a preferred, first choice course for the upcoming semester.)
t) Click Return To Course Catalog at top left and repeat steps q through s until you have an adequate number of backup courses added (at least 2-3 backups are recommended).

STEP 4 - Submit your plan and schedule to your advisor for review

u) Click on the tab called Plan & Schedule
v) Click on the tab called Advising
w) Compose a note to your advisor, if needed
x) Click Request Review (upper right hand corner)

STEP 5 – Register on your Registrar-assigned date and time

y) Sign in to Self Service at https://webservice.wabash.edu/Student/Account/Login
z) Click on Student Planning
aa) Wait for your program data to load (approx. 20-30 seconds)
bb) Click on Go To Plan & Schedule
cc) Click the arrow to the right to select the upcoming semester (the one for which you are registering)
dd) Verify that the course sections you want are displayed correctly on the calendar
ee) Click on Register Now and wait for Student Planning to process your request (could take 20-30 seconds)
ff) Sections in which you are now registered will appear in green on your calendar. Those that remain unregistered will appear in yellow. You will receive an e-mail confirmation for your successful registrations, which includes links to buy the course texts.
gg) If your registration is unsuccessful, check these possible reasons:
   - Look at the top right of the screen for any warning messages. Most often something here will tell you why your registration did not process. For example, you may have a block on your account and the message will tell you where to go to resolve it.
   - Is it your correct day and/or time to register?
   - Did you get approval from your advisor for all courses in which you tried to register? Advisor approval is required. It is indicated by a thumbs-up symbol next to the course on your course plan.
   - Do you have all of the required prerequisites for the course(s) in which you tried to register?
   - If the course is a science or foreign language course with a required lab component, have you placed a lab section on your schedule calendar too? You must register for the course and the lab simultaneously using the Register Now button.
   - Are any of your selected course sections in conflict? You cannot register for two sections that meet on the same days and at the same times.

If you have any trouble, please contact the Registrar's Office at 765-361-6416 or registrar@wabash.edu.