Student Planning Instruction Guide
New Students, Fall 2022

STEP 1 - Sign in to Student Planning

a)   Sign into Self Service at:
https://webservice.wabash.edu/Student/Account/Login

b)   Enter Wabash username and password, and click Sign In

STEP 2 - Select sections for the upcoming semester

c)   Click on Student Planning

d)   Wait for program data to load (may take 10-20 seconds)

e)   Look at the top right of the screen for any warning messages. New students are typically asked to confirm their emergency contacts, mailing address, etc. Don't ignore these messages -- your registration won't process until these are resolved. If you have one of these warnings, the message will tell you where to go to resolve it. Usually you will click your user name just above the warning message to add the requested information.

f)   Click on Student Planning at top left of screen, then select Course Catalog. Locate and click on the subject of interest.

g)   To limit your search to courses offered in the upcoming semester, check the box for that semester on the left.

h)   Locate and click on a desired course name, and click on View Available Sections

i)   Select a section and click Add Section to Schedule. If the status is Waitlisted, there are no seats available and you should choose another section.

j)   **Remember you must also add a lab section to go with any science or world language course.**

k)   Click Back to Course Catalog at the top left of the screen

l)   Repeat steps h through l until you have added 2-3 courses to your schedule (2 if you are enrolled in FRT-101 and ENG-101/RHE-101; 3 if you are enrolled in just FRT-101)

m)   Click the Student Planning link at the top left, then select Plan & Schedule

n)   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 side of the screen that reads View Other Sections), or click the X on that course on your calendar to remove it.

o)   Remember that to enroll in MAT-100, you must complete an online request form (https://forms.office.com/r/mbLKS2XbrZ) no later than **July 15, 2022**. Contact Prof. Chad Westphal with questions.

STEP 3 – Select alternative (backup) courses

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.** Select Fall 2022 as the semester to add the course to. (**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 t until you have an adequate number of backup courses added (at least 2-3 backups are recommended).

STEP 4 - Send your plan and schedule for your advisor's review

u)   Click Academics ➔ Student Planning

v)   Click Student Planning ➔ Plan & Schedule

w)   Click on the Advising tab

x)   Compose a note to your advisor, if needed. This is important if there is a priority order to your backup courses – list them as Backup #1, Backup #2, etc.

y)   Click Request Review (upper right corner)

z)   Click the email icon to send your advisor an email that you have courses to be approved.

Once you have submitted your selections to your advisor for review, your work is complete. **For Fall 2022, the Registrar's Office will process all new student registration requests.** In the first week of August, you will receive a schedule confirmation via email to your Wabash address with your Fall schedule.

Some additional tips on selecting courses:

- *When you find a course and it has an "F section," i.e. RHE-101-01F, the "F" means that there are seats in this course that are available only for first-year students. If you aren't a first-year student, don't pick those sections.*

- *When you are selecting backup choices, make them distinct from your first choices. In other words, don't choose RHE-101-01F as a first choice and RHE-101-02F as a backup. We will already look for alternative sections to enroll you in a preferred course.*

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