

Course Plan and Registration tutorial

Once you have planned the courses you will register for in the upcoming semester, you may see your planned courses on the Course Plan Tab. The Course Plan will default to the current term if you are registered for the current term. You can move from semester to semester using the arrow buttons or to add an additional term that is not yet planned, you may also click the plus sign button. If you have planned the courses you wish to register for next semester, select the arrow button to move to that semester

The screenshot displays the 'Course Plan' tab in a web application. At the top, a navigation bar includes tabs for 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Transfer Summary', 'Grades', 'Petitions & Waivers', and 'Graduation Application'. Below this, a control bar features left and right arrow buttons, a 'Fall 2021' term selector, and a plus sign button, all of which are circled in red. A 'Register Now' button is positioned to the right. Below the navigation, a 'Print' button and a status bar showing 'Planned: 0 Credits', 'Enrolled: 4 Credits', and 'Waitlisted: 0 Credits' are visible. The main content area is split into two sections: 'List' and 'Calendar'. The 'List' section shows two course entries: 'ENGL-110-01: Composition and Argument' and 'INTG-101-07: Intro to Liberal Arts'. Each entry includes details like credits, grading, instructor, and meeting information, along with a 'Drop' button and a link to 'View other sections'. The 'Calendar' section is a grid with days of the week (Sun-Sat) as columns and time slots (7am-7pm) as rows. Courses are plotted in colored boxes: green for registered courses (e.g., ENGL-110-01, PHYS-102-01, INTG-101-07, SPAN-102-02) and yellow for planned courses (e.g., PHYS-102-01).

A few helpful hints about registration...If you try to register or add a course to your plan where a prerequisite or corequisite exists and you have not yet completed, registered or planned that requisite, a warning will appear. That course will appear in red on the calendar view and you will not be able to officially register for the course unless the requisite is met. If you have not yet officially registered for a course, it will appear in yellow on the calendar view. If you have taken action to officially register, the course will appear in green.

Remember:

Yellow = Planned course, not yet registered

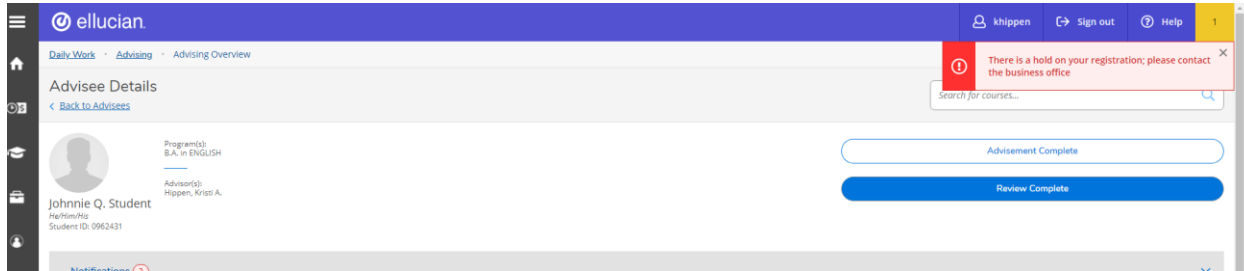
Green = Registration confirmed

Red: Problem with registration

Any conflicts will also appear on the calendar view schedule. Alternative sections may be viewed and selected.

When you are ready to register for classes, you may select the Register Now button at the top right of the screen, or you may register, waitlist, or drop sections individually at the left under each course. The register buttons will not appear until your priority registration time arrives and registration is live.

If a student may not be registered for a section for any reason (course is full, course is not offered, prerequisite not met, business office hold, etc.) a notification will display at the top right corner of the screen.



Again, courses that are successfully registered will display a status of registered and will turn green.

Students may drop courses within the add/drop period by clicking the blue drop button. Choose the sections to drop or add and click update. Dropped sections will return to planned status until the course is removed. Students wishing to drop courses after the add/drop period (first five days of semester) a Change of Registration form is required.

