

TO REGISTER A STUDENT: (available ONLY if registration is open)

Depending upon your role, you may or may not be able to register a student. In most instances, the STUDENT should be registering themselves through Student Planning or via the records office. If a student is registered by an advisor through Student Planning it is IMPERATIVE that a note be made in Colleague (STRK)

OPTION 1: COURSES ARE PLANNED WITH SECTIONS

(If no sections appear on the plan, select Option 2 to add sections)

1: To register a student, return to the Course Plan. Check for any pre-requisite errors. To register for all courses shown, click on **REGISTER NOW**. To register for an individual course in the Course Plan, checkmark the individual course and click **REGISTER NOW**.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2017-18 [minus] [plus] Remove Planned Courses Register Now

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

List Calendar

Approve Deny Protect Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		COM-121-1221: English Comp I	3	Gieringer, D	TTh 10:30 AM - 11:50 AM 8/29/2017 - 12/14/2017	Main Campus Berks Hall, B611 Lecture
<input type="checkbox"/>		MAT-035-1131: Algebra I With Quadratics	3	Rosenberger, L	MW 12:00 PM - 1:20 PM 8/28/2017 - 12/13/2017	Main Campus Berks Hall, B406 Lecture

2: Confirmation will appear on the Course Plan

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

Fall 2017-18 [plus] Planned: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits Register Now

List Calendar

Approve Deny Protect Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COM-121-1221: English Comp I Registered, but not started			TTh 10:30 AM - 11:50 AM 8/29/2017 - 12/14/2017	Main Campus Berks Hall, B611 Lecture
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAT-035-1131: Algebra I With Quadratics Registered, but not started	3	Rosenberger, L	MW 12:00 PM - 1:20 PM 8/28/2017 - 12/13/2017	Main Campus Berks Hall, B406 Lecture

OPTION 2: COURSES ARE PLANNED, NO SECTIONS SELECTED

1: Click on **VIEW OTHER SECTIONS** to populate the calendar with available sections.

The screenshot shows a course planning interface for Fall 2017-18. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, there are navigation arrows and a 'Remove Planned Courses' button. The main area is a calendar grid showing days of the week (Sun to Sat) and time slots (8am to 7pm). The calendar displays several course sections, including COM-121: English Comp I and MAT-035: Math. A sidebar on the left shows details for COM-121-1101 and COM-121-1111. The sidebar includes a 'View other sections' button and a list of sections with their respective details.

2: Click on the course to add it to the schedule and confirm by clicking on **ADD SECTION** from the pop up menu.

The screenshot shows a 'Section Details' pop-up window for COM-121-1112: English Comp I. The window displays the following information:

- Section Details:** COM-121-1112: English Comp I, Fall 2017-18
- Instructors:** TBD
- Meeting Information:** M, W 9:00 AM 10:20 AM, 8/28/2017 - 12/13/2017, Main Campus, Yocum Library Y115 (Lecture)
- Dates:** 8/28/2017 - 12/13/2017
- Seats Available:** 19 of 24 Total
- Credits:** 3
- Grading:** Graded (dropdown menu)
- Requisites:**
 - Take COM-051(Basic Writing II) with a grade of "C" or higher or have appropriate placement test scores. - Must be completed prior to taking this course.
 - Take COM-061 (Advanced Reading)with a grade of "C" or higher, or have appropriate placement test score. - Must be completed prior to taking this course.
- Course Description:** This course helps develop an understanding of the elements of exposition and formal argument and the processes and strategies involved in writing essays for various audiences. Students also learn to identify and locate credible sources, integrate researched information within essays, and use Modern Language Association (MLA) and American Psychological Association (APA) documentation.
- Books Total:**

At the bottom of the window, there are 'Close' and 'Add Section' buttons.

3: Section will appear in yellow as planned. Repeat step to add multiple courses.

The screenshot displays a university's course planning system. At the top, there are navigation tabs: 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a search bar labeled 'Plan your Degree and Schedule your courses' with the text 'Search for courses...'. A secondary navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The current semester is 'Fall 2017-18'. There are buttons for 'Remove Planned Courses' and 'Register Now'. A summary bar shows 'Planned: 6 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main area is a grid with days of the week (Sun-Sat) and times (8am-4pm). Course sections are shown as yellow boxes with checkmarks: 'COM-121-1112' on Mon and Wed at 9am, and 'MAT-025-1131' on Mon and Wed at 12pm. A sidebar for 'COM-121-1112: English Comp I' is open, showing 'Approved' and 'Planned' status, credits (3), grading (Graded), instructor (TBD), dates (8/28/2017 to 12/13/2017), and seats available (19). It also has a 'Register' button and a link to 'View other sections'.

4: Check for any pre-requisite or scheduling errors. When ready to register, click on **REGISTER NOW.**

5: Click on the PRINT icon if you wish to print the student schedule.