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 Couse 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**.

2: Confirmation will appear on the Course Plan

OPTION 2: COURSES ARE PLANNED, NO SECTIONS SELECTED

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

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

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

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.