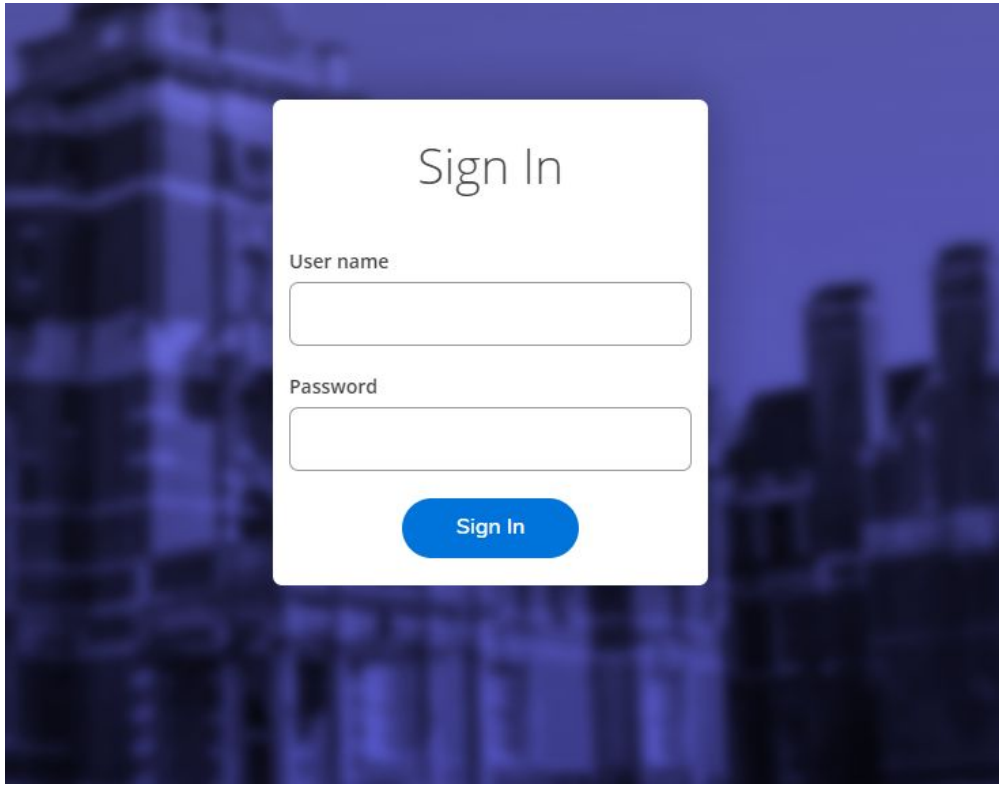
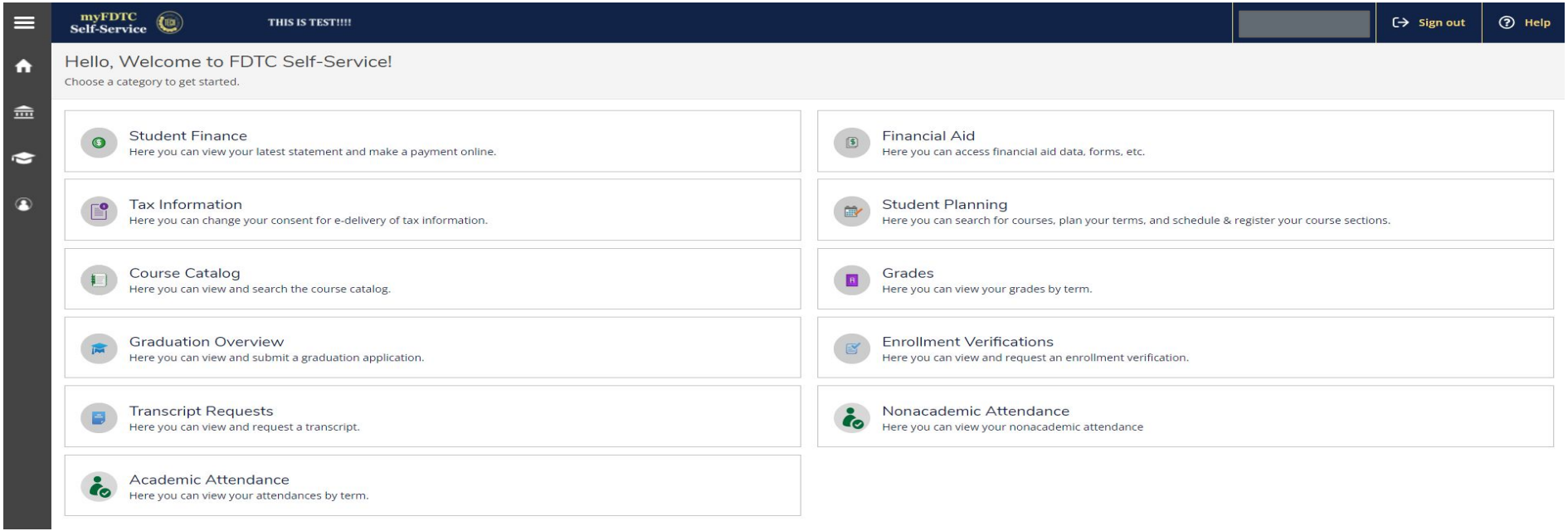
STUDENT SELF-SERVICE GUIDE

STEP ONE: SIGN IN



MAIN SCREEN

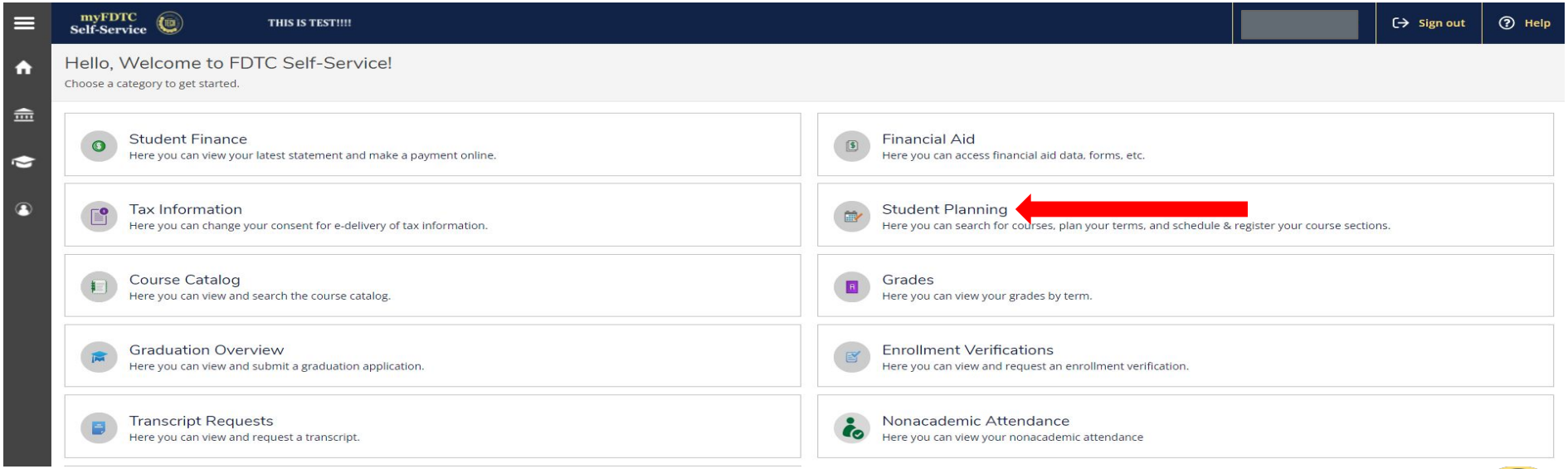


From this page, you can request a transcript, review your grades, review your financial aid information, etc.

HOW TO REGISTER FOR COURSES

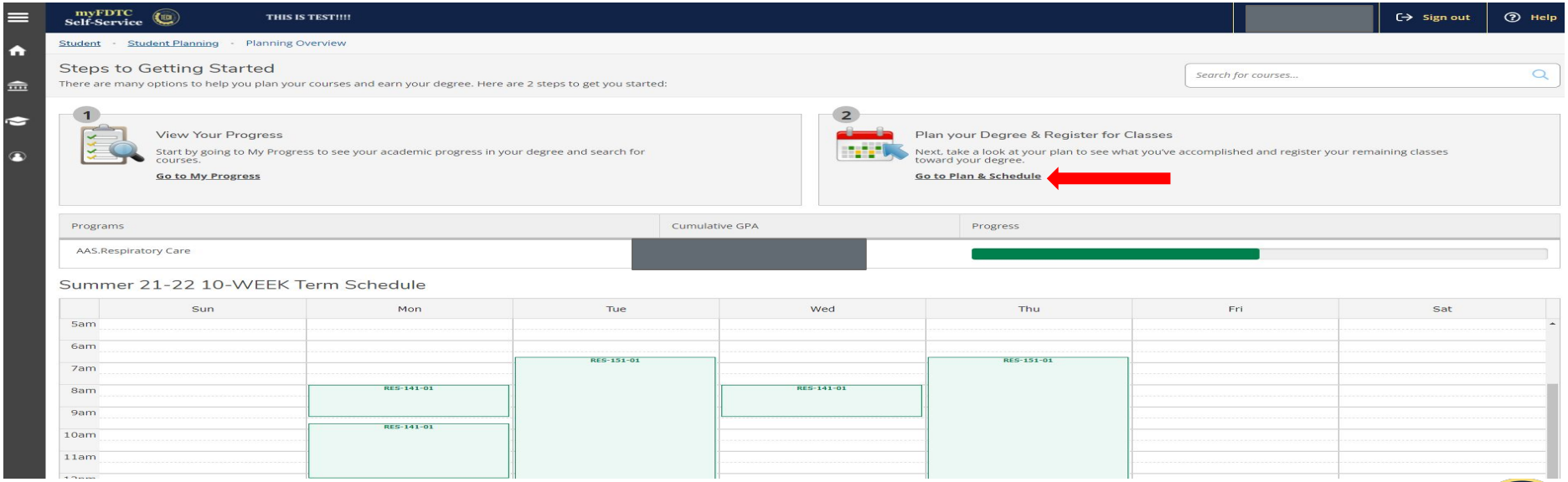
REGISTRATION: STEP ONE

To begin the registration process, click **“Student Planning”**



REGISTRATION: STEP TWO

Next, click **“Go to Plan & Schedule”**



HOW TO LOCATE COURSES

REGISTRATION: STEP THREE

Next, you have two options:

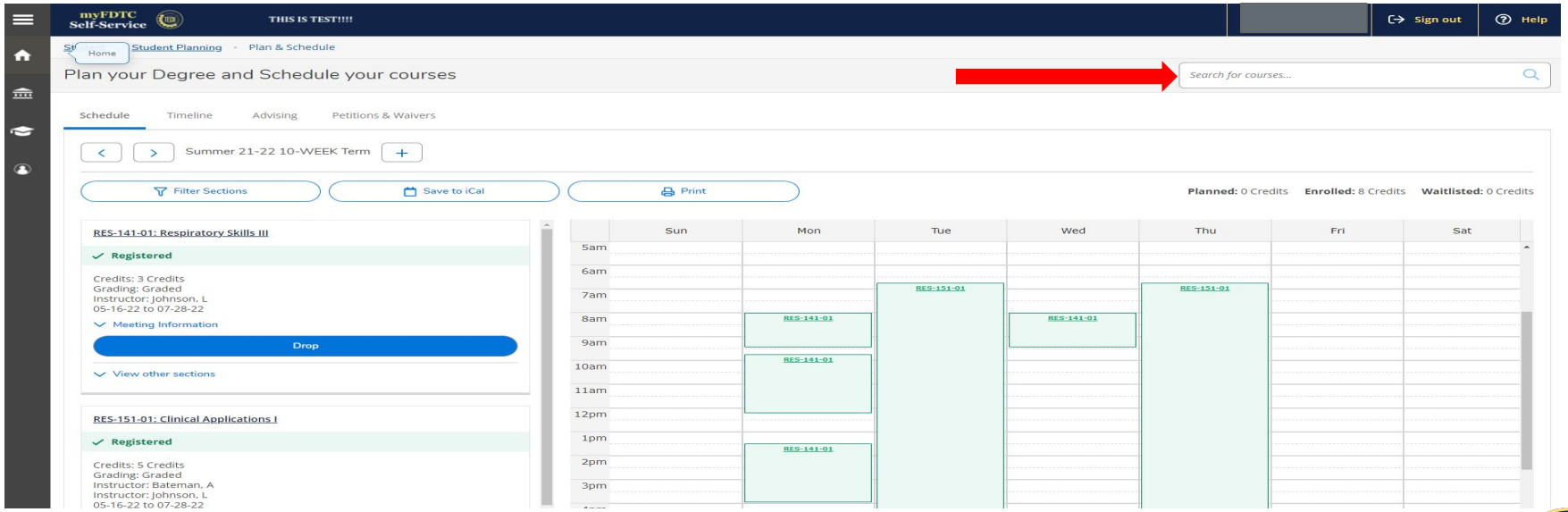
1. Search for your courses using the course code (i.e. BIO, SPC, ENG, PSY)

   OR

2. View your course plan to identify the required curriculum courses

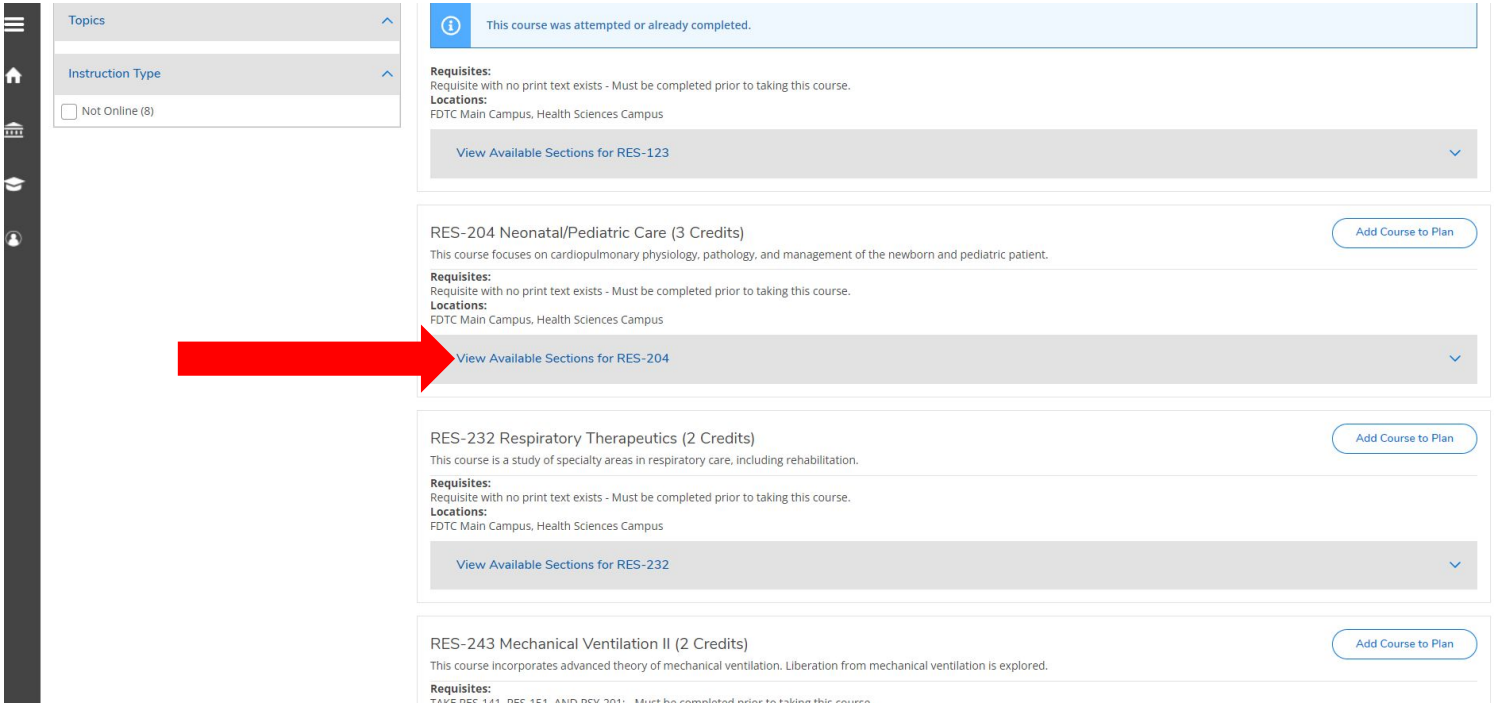
REGISTRATION: STEP THREE–OPTION ONE

To search for courses, enter the course code in the search box and click the search icon



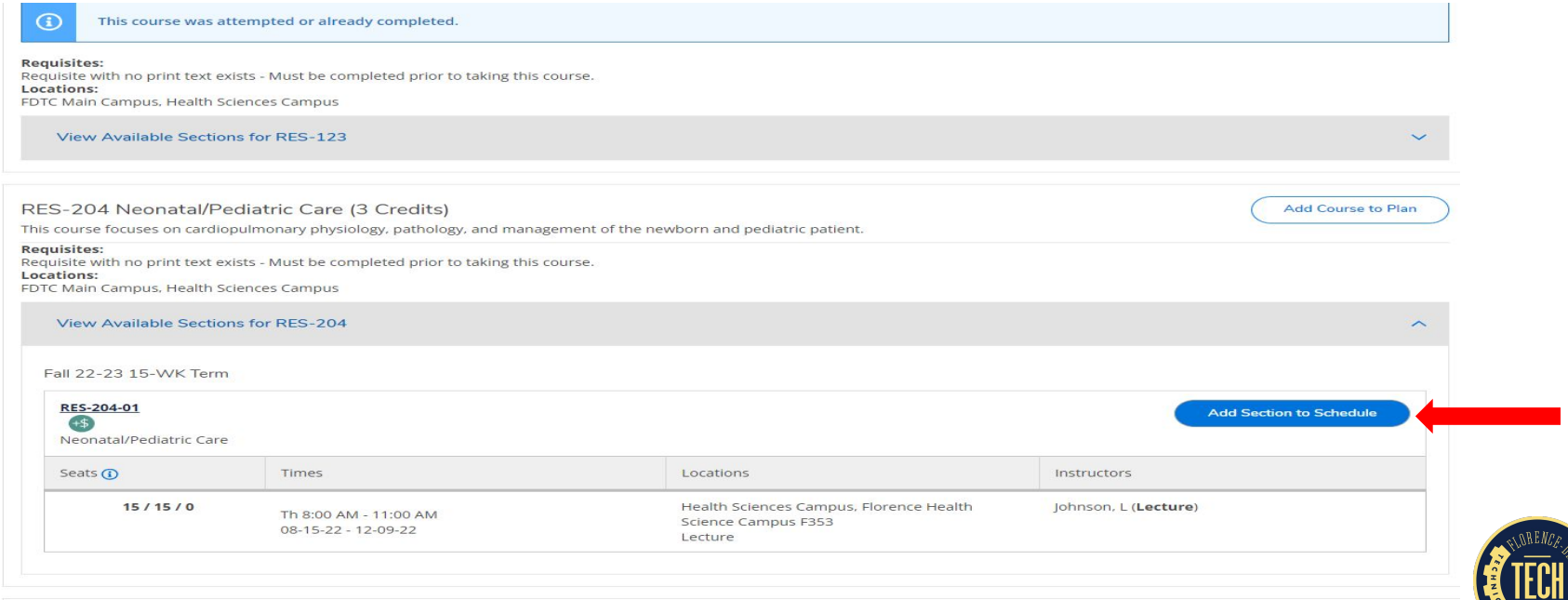
REGISTRATION: STEP THREE–OPTION ONE

Next, locate your course and click “View Available Sections”



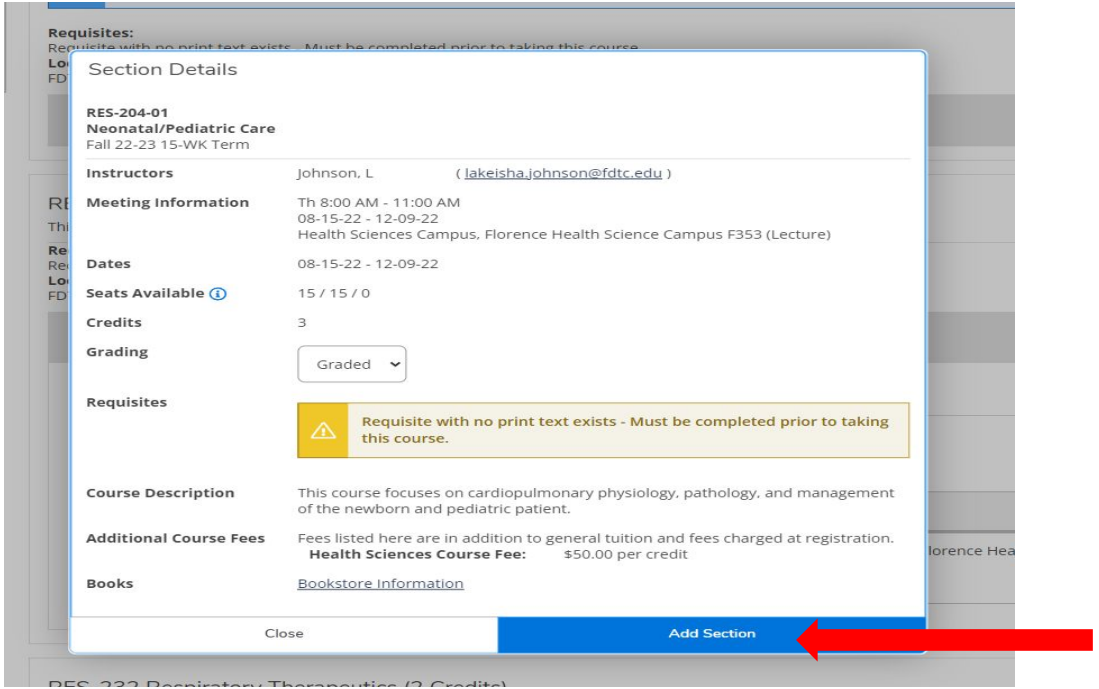
REGISTRATION: STEP THREE–OPTION ONE

After identifying your desired section, click “Add Section to Schedule”



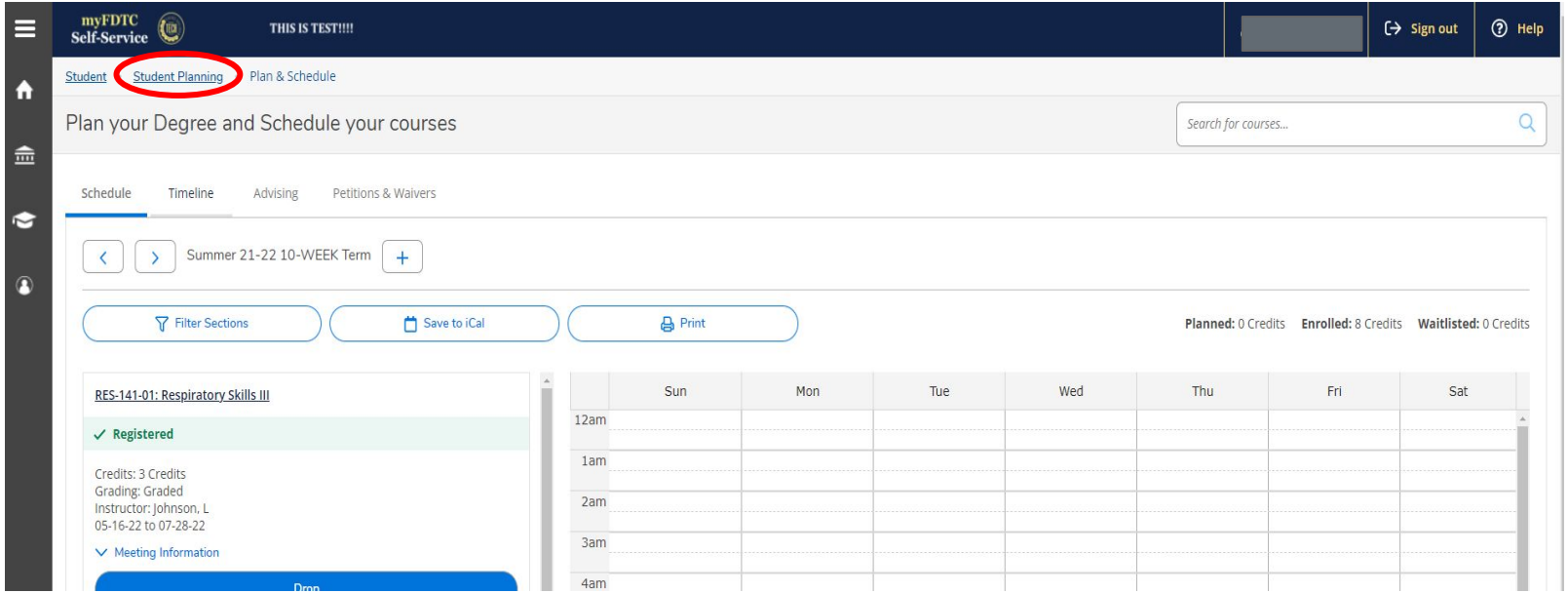
REGISTRATION: STEP THREE–OPTION ONE

Next, click “Add Section”



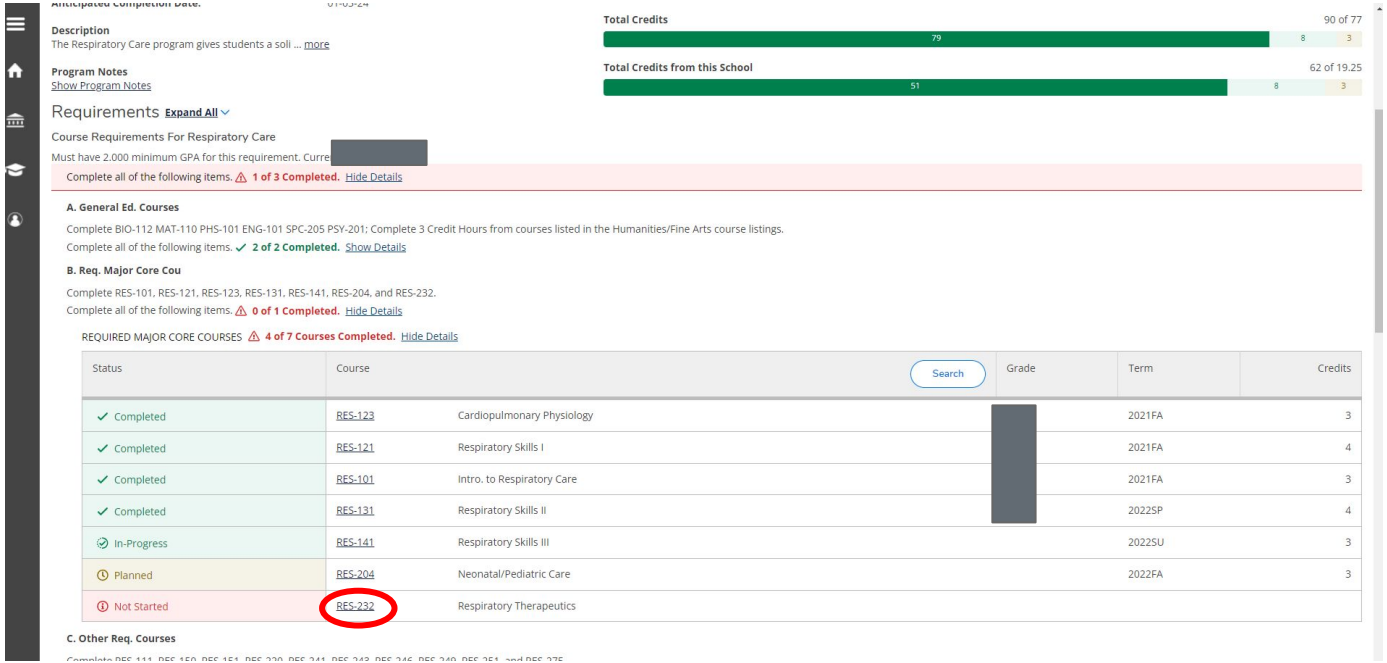
REGISTRATION: STEP THREE–OPTION TWO

Click “Student Planning” and select “My Progress” from the dropdown list



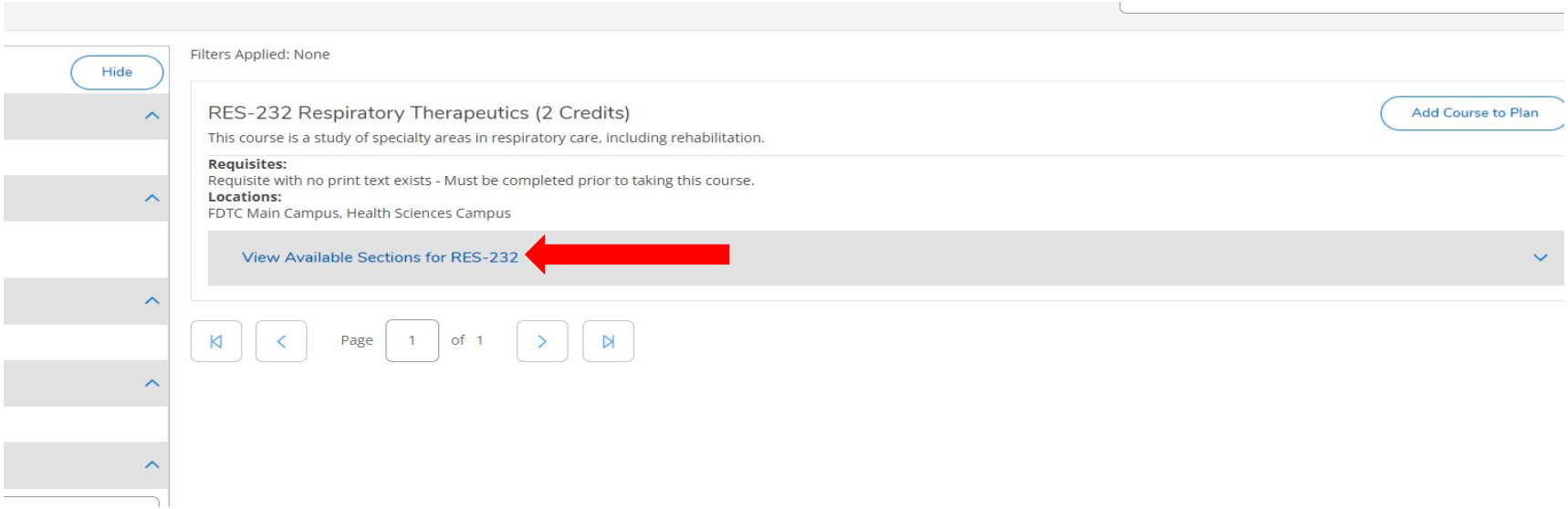
REGISTRATION: STEP THREE–OPTION TWO

Next, locate the course in the course plan and click on it



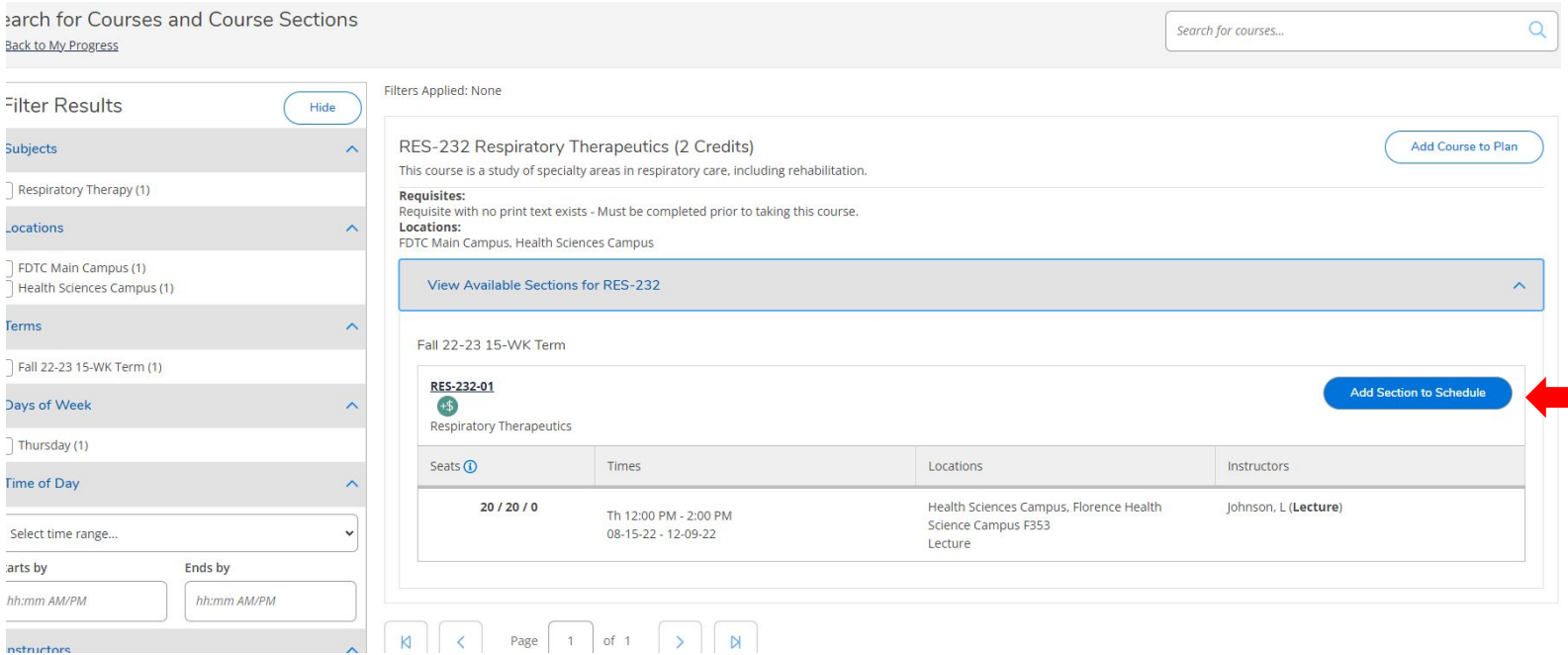
REGISTRATION: STEP THREE–OPTION TWO

Next, click **“View Available Sections”**



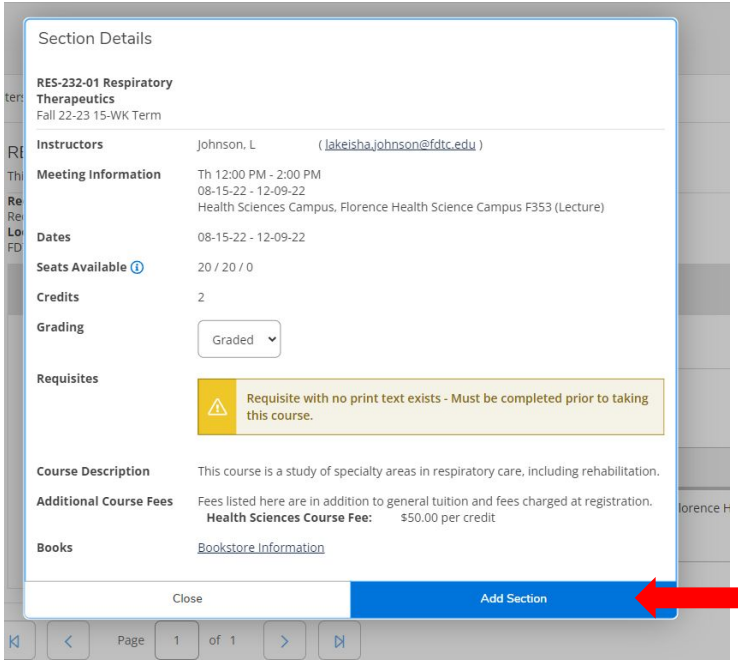
REGISTRATION: STEP THREE–OPTION TWO

Next, click **“Add Section to Schedule”**



REGISTRATION: STEP THREE–OPTION TWO

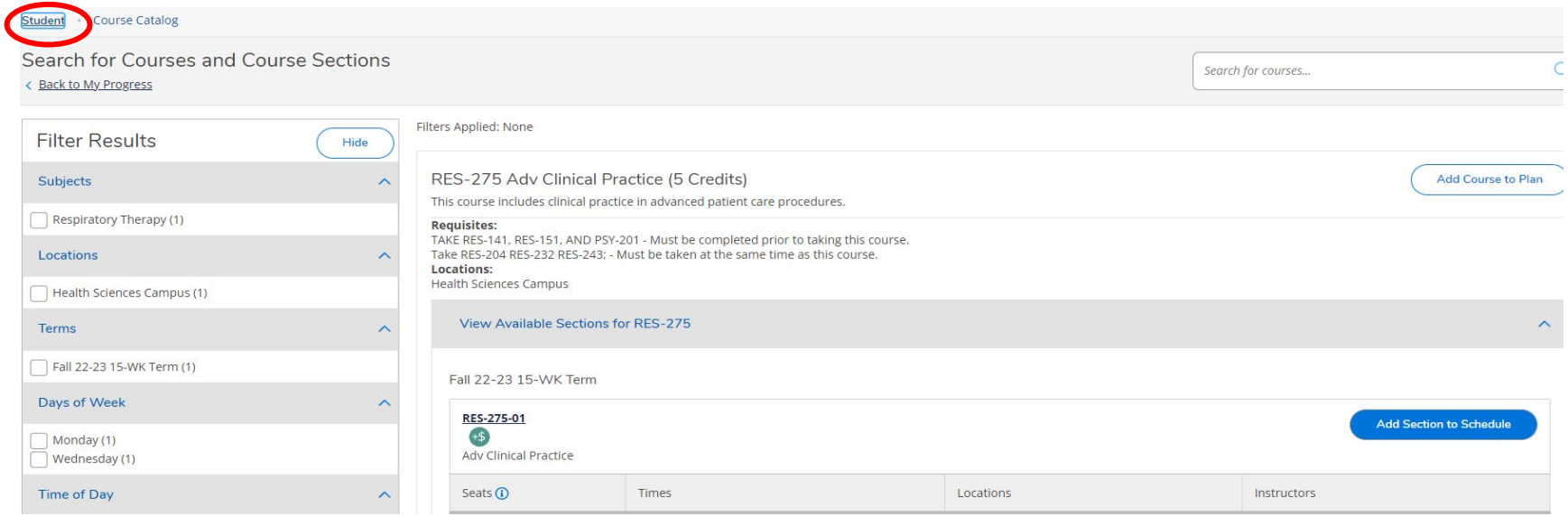
Next, click **“Add Section”**



COMPLETING YOUR REGISTRATION

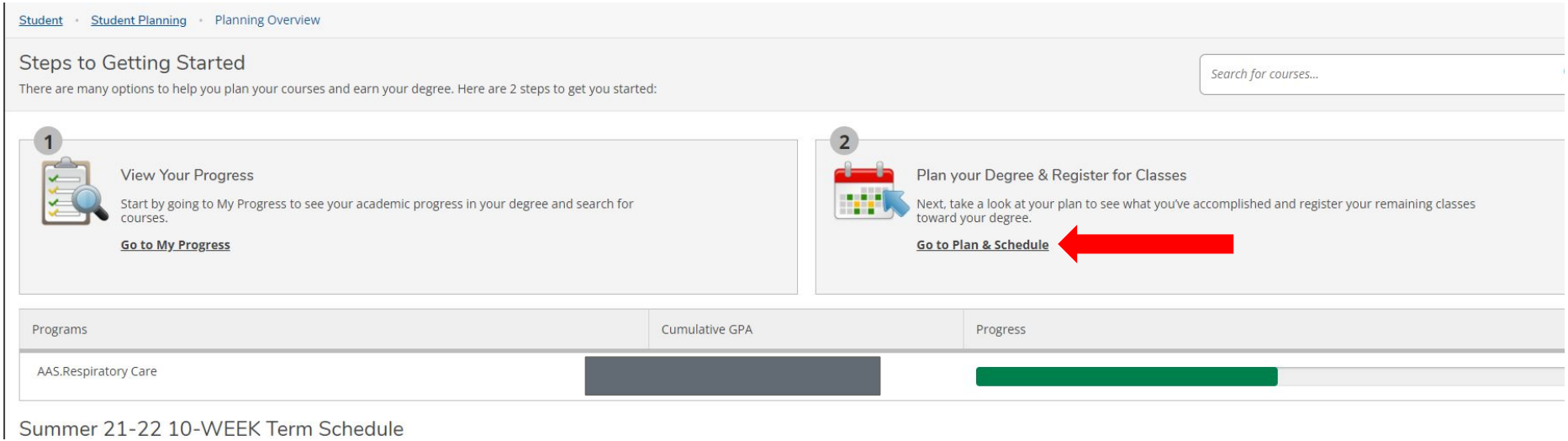
REGISTRATION: STEP FOUR

Next, click **“Student”** and choose **“Student Planning”** from the dropdown list



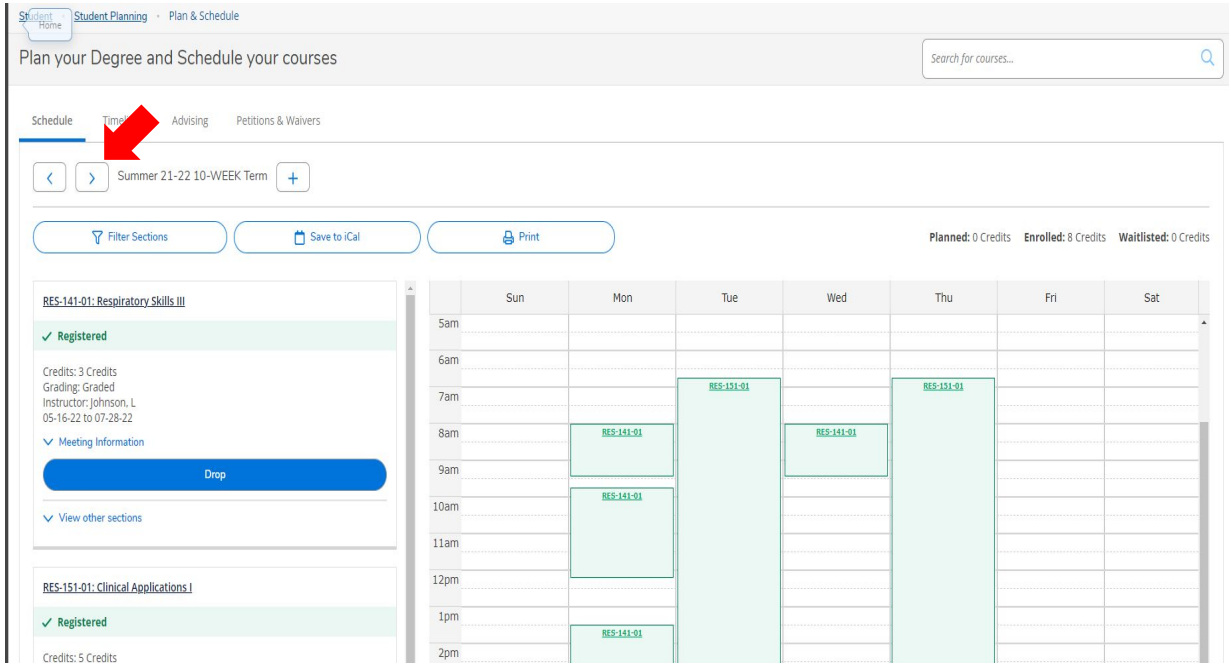
REGISTRATION: STEP SIX

Next, click **“Go to Plan & Schedule”**



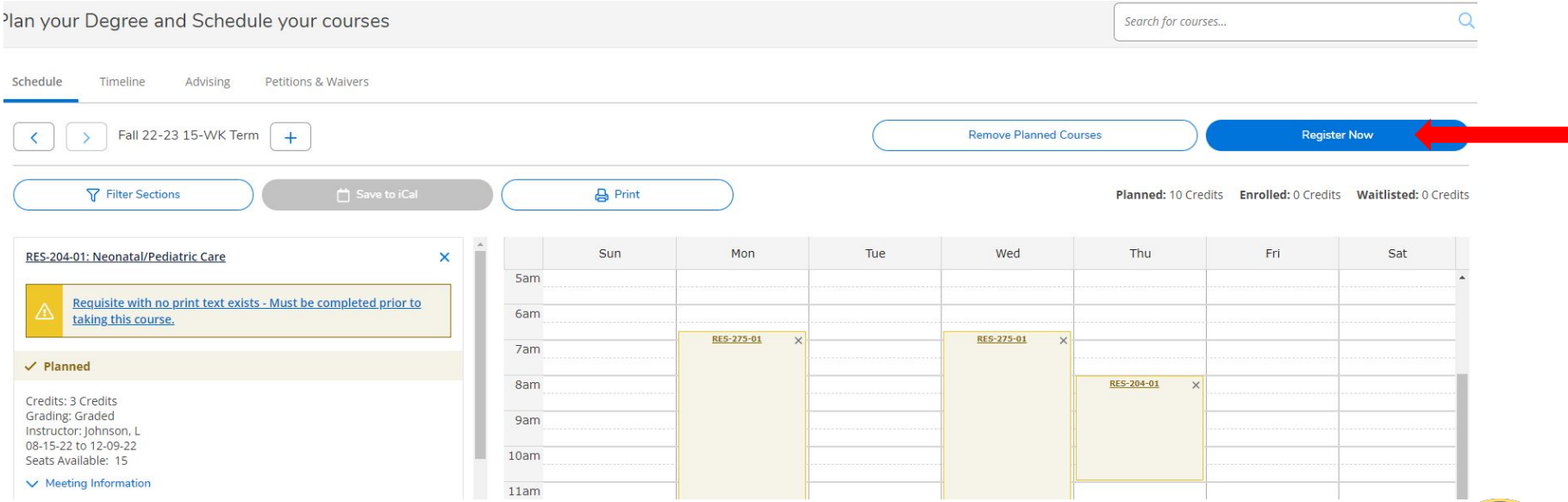
REGISTRATION: STEP SEVEN

Next, scroll over to the appropriate semester



REGISTRATION: STEP EIGHT

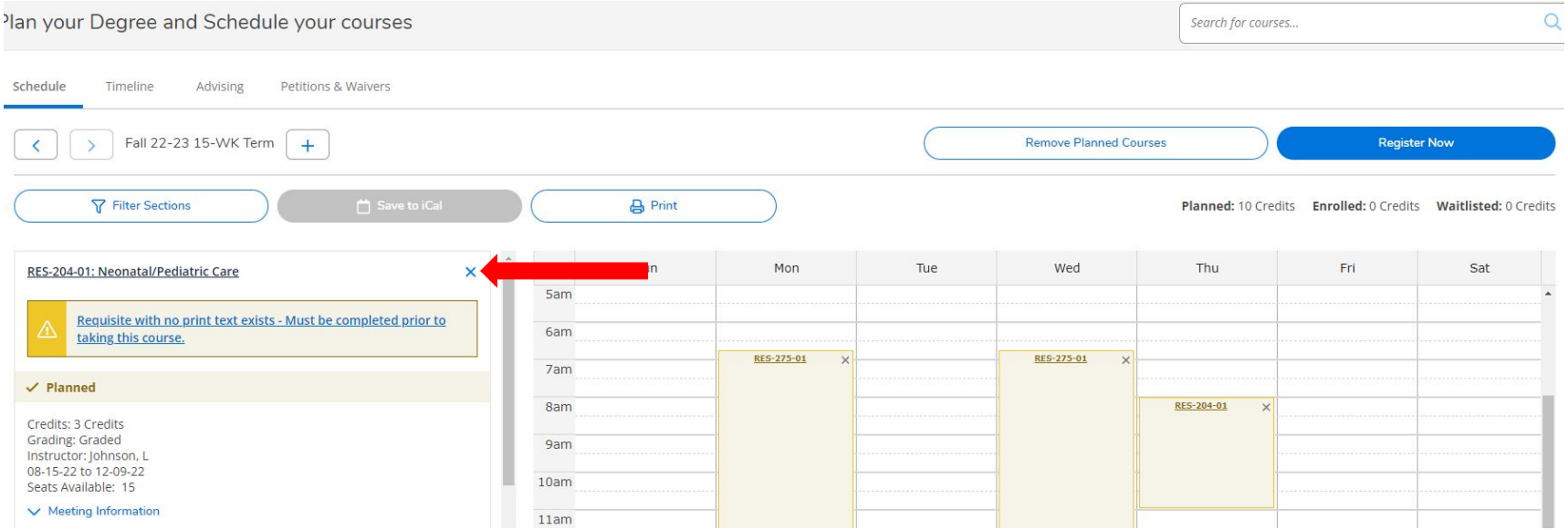
Next, click **“Register Now”**

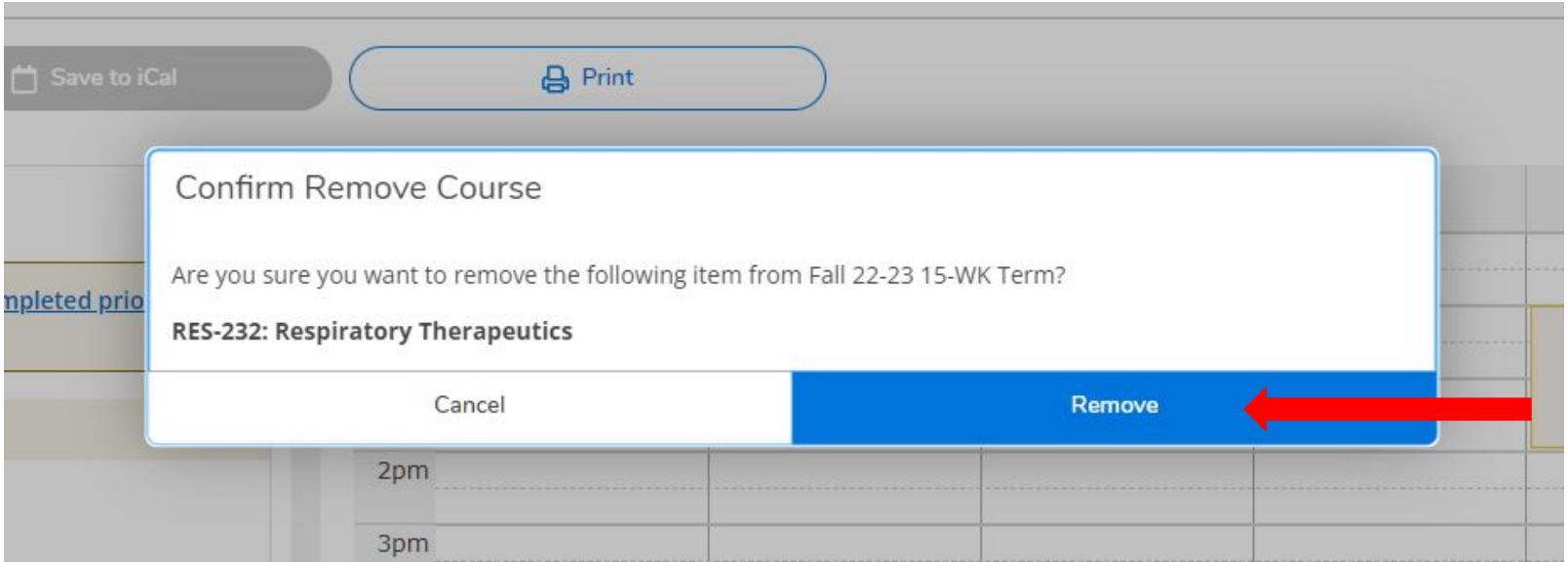


HOW TO REMOVE A CLASS IF YOU MAKE A MISTAKE

COURSE REMOVAL: STEP ONE

Click the **“x”** by the course title



COURSE REMOVAL: STEP TWO

Next, click **“Remove”**