1. Log into your student portal and click on Student Planning.

2. The first thing you will need to do is determine which classes you need for the next semester. If you have already met with your advisor to do so, please skip ahead to Step #3. To pick your courses from your program of study, click on “My Progress.” If this is not the correct major or you want to explore “what if” you changed majors, you can click “View a new program,” as well.
You will then be able to see which courses you have completed (dark green), are currently taking (light green), have planned for (yellow), and haven’t yet taken (red).

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>ENG 102</td>
<td>A</td>
<td>3</td>
</tr>
</tbody>
</table>

**INFO SYSTEMS FOR MGT WITH COMPUTER APPLICATIONS**

Complete the following item. 0 of 1 Completed. Fully Planned

A. 1

Complete 1 course. 0 of 1 Courses Completed. Fully Planned

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>GIS 110</td>
<td></td>
<td>2015SP</td>
</tr>
</tbody>
</table>

**FINITE MATHEMATICS & CALCULUS FOR BUSINESS**

Complete the following item. 0 of 1 Completed.

A. 1

Take courses MAT 140, MAT 142. 0 of 2 Courses Completed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>MAT 142</td>
<td></td>
<td>2015SP</td>
</tr>
<tr>
<td>Not Started</td>
<td>MAT 140</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To select a specific course and/or to read more about a specific course, click on the course number.

**THE LEGAL ENVIRONMENT OF BUSINESS**

Complete the following item. 0 of 1 Completed.

A. 1

Take course ACC 150. 0 of 1 Courses Completed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>ACC 150</td>
</tr>
</tbody>
</table>

If the program requirement asks for you to choose one of many choices, you can also use the “search” feature to see all your options and to read more about each course.

**Goals 7 & 12**

Choose one course from: ART 101, ART 102, ART 103, ART 101, ART 102, ART 101, THA 102, THA 101, THA 100

Show Details. 0 of 1 Courses Completed.
You can then “Add course to plan” to determine which semester you plan to take the course.

Once you have added the course to your plan, you can return to My Progress to select another course and continue until you have selected all the courses you’d like to take in the upcoming semester.
3. Once you have selected your courses for next semester (either with an advisor or by using Step #2 above), you can then click on “Plan & Schedule,” migrating using the arrows to the next semester.

You can then see all the courses you have selected going down the left side.
You can use the “Filter Sections” tool to filter for courses that are:

- Open (“Availability”)
- Location (Central, West, or Virtual Campus)
- Day of the Week
- Time of the Day
- Instructor

To see sections of the courses you have chosen, click on “View other sections.” Be mindful that there may be more than one page of sections!
You can then click on a section you would like to add to your schedule and a confirmation window will pop up. You can either click on the section on the left hand side OR click on the section on the actual calendar.

Once you have confirmed that you want to add the section to the schedule, you can continue in selecting other course sections. If you decide to change your mind, you can always hit the X in the upper right hand corner and it will remove the section from your schedule.
As you go course by course and section by section, you can see your schedule visually building itself!

Once you have mapped out all your classes, you can press the button in the upper right hand corner ("Register now") to get registered!

4. There is also a "Timeline" view that shows you courses if you plan them in future semesters.
5. In the Advising tab, you can send a quick note to your assigned advisor to ensure that you are registered for the right classes for next semester!