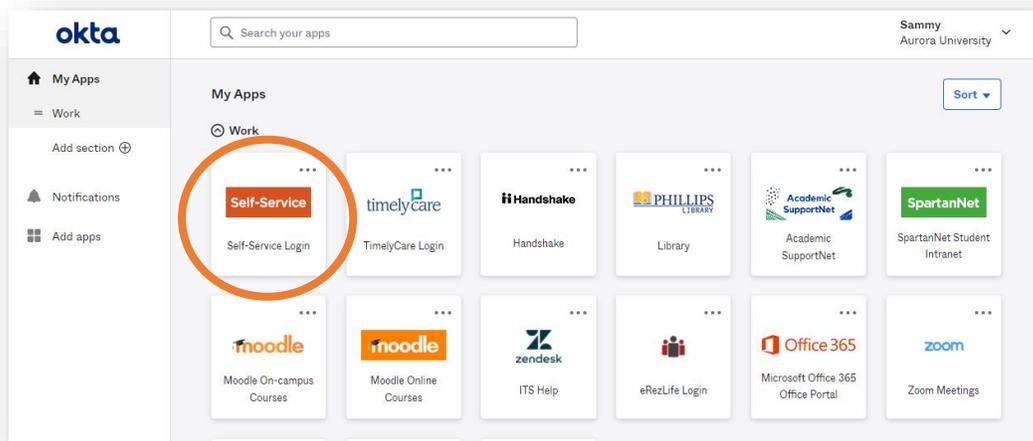
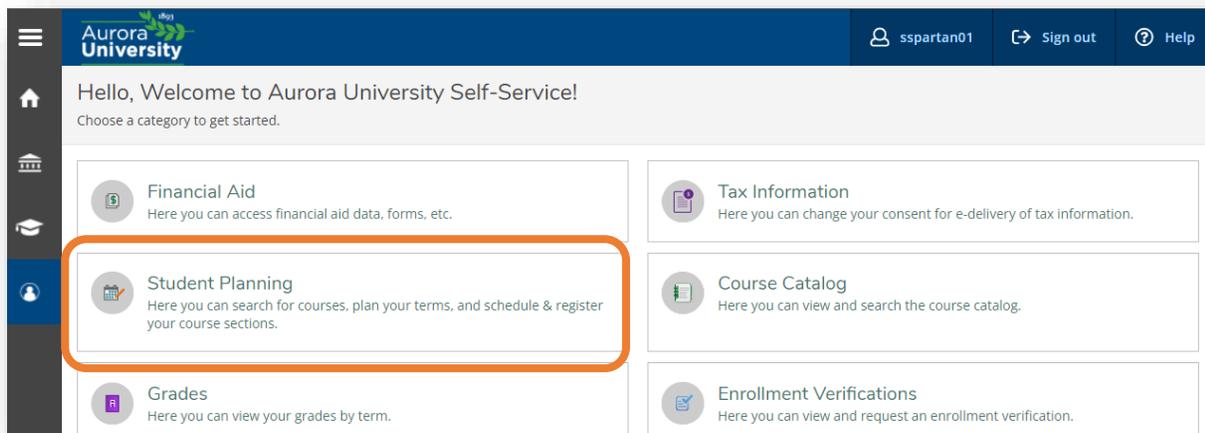


## Registering for Planned Course Sections in Student Planning

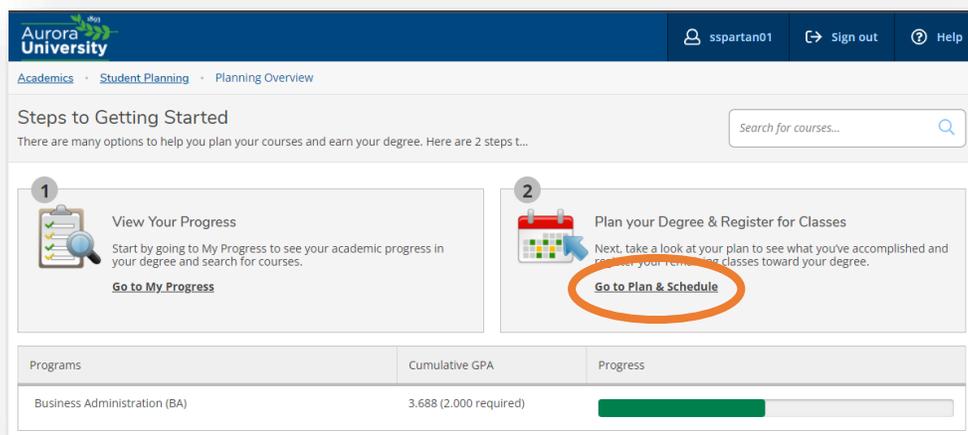
**STEP 1:** After logging into your **Okta dashboard** at [aurorauniversity.okta.com](http://aurorauniversity.okta.com), click on the **Self-Service** application.



**STEP 2:** You will see a **Self-Service dashboard** with commonly used sites. Click on **Student Planning**.

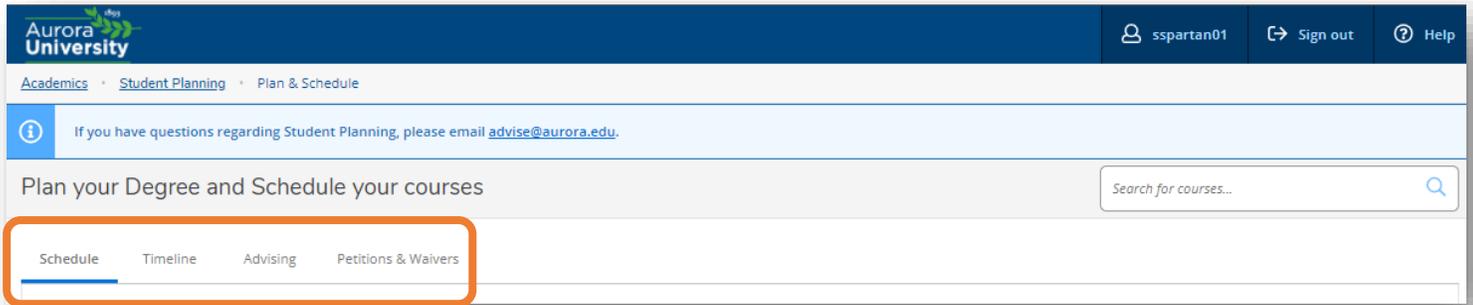


**STEP 3:** The **Student Planning homepage** allows you to (1) View Your Progress (formerly Academic Evaluation in WebAdvisor), (2) Plan Your Degree & Register for Classes, view overall progress toward your degree, and visualize your current schedule. Begin by clicking on **Go to Plan & Schedule** under **Plan your Degree & Register for Classes**.

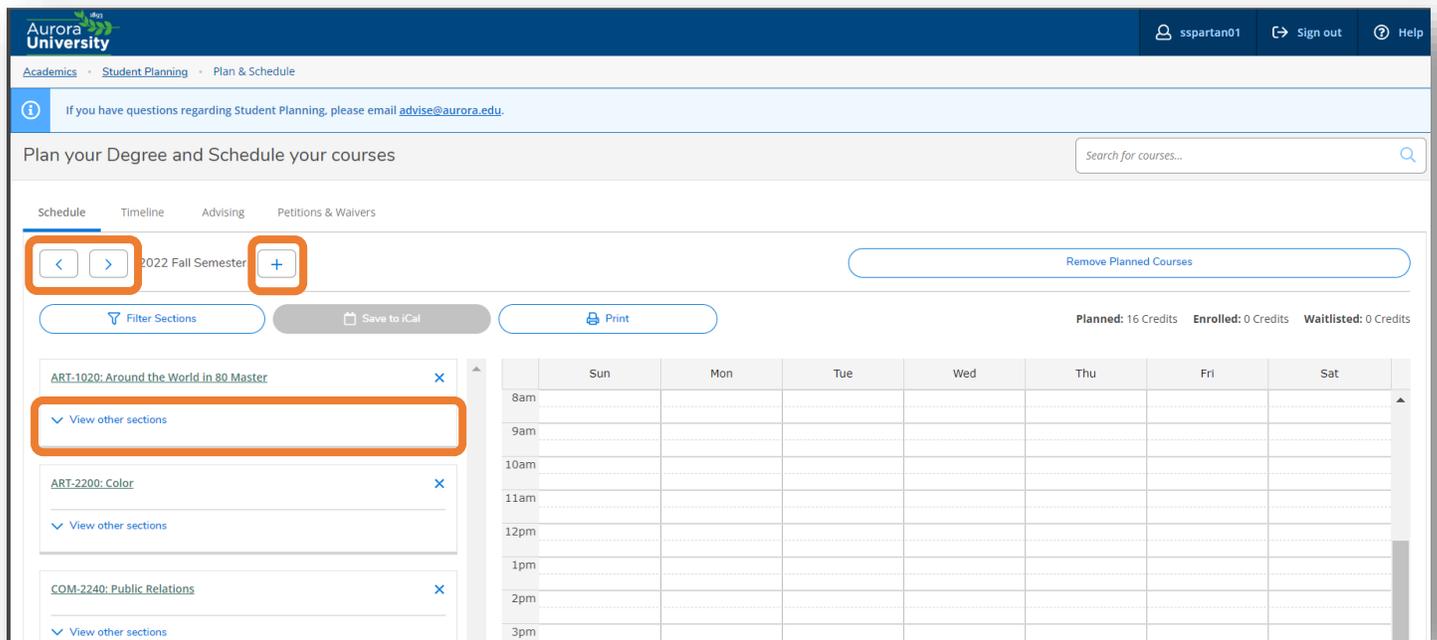


## Registering for Planned Course Sections in Student Planning

**STEP 4:** This will display your personalized **Plan your Degree and Schedule your courses** page. There are four headings at the top of the page – **Schedule, Timeline, Advising, and Petitions & Waivers.**



**STEP 5:** The **Schedule** tab shows your current registrations and planned course sections. Use the arrows next to the term to view past and future terms. Click the **+** button next to the term to add a new term. Once you have planned courses for a term and the schedule for that term has been posted, you can choose **View other sections** under each class in the left menu to choose course times.



**TIP:** Module (3-, 5-, 8-, or 10-week) classes will show up as separate terms. Be sure to watch for any alerts on the left menu regarding prerequisite courses or time conflicts.

## Registering for Planned Course Sections in Student Planning

**STEP 6:** By viewing sections and hovering over them, you can see how classes will look on your schedule. You can also see if course sections will overlap. If you have planned a course that is not offered in that particular term, **No sections available** will display.

The screenshot shows a course selection interface. On the left, a sidebar lists two sections: ART-1020-01 and ART-1020-02. The ART-1020-02 section is highlighted with an orange box. The main area displays a weekly schedule grid from Sunday to Saturday, 7am to 7pm. Two yellow boxes represent the ART-1020-02 section on Tuesday and Thursday at 8:00 AM. Other sections are shown in grey with warning icons.

**STEP 7:** To add a course section to your schedule, click on the course time in the left menu, and a pop-up will display. You should generally leave all courses as **Graded**. Then click **Add Section**.

The 'Section Details' pop-up window provides the following information for ART-1020-02: Instructor: Jennifer Scavone; Meeting Information: T, Th 8:00 AM - 9:45 AM; Dates: 8/29/2022 - 12/17/2022; Seats Available: 1 of 42 Total; Credits: 4; Grading: Graded; Requisites: None; Course Description: What is art? What makes a work of art great? How does art create and communicate meaning? Through the exploration of 80 masterworks of art and architecture from around the world, this course is designed to develop an understanding and appreciation of the visual arts, including the theory, history, and mechanics behind great works of art. A blue 'Add Section' button is highlighted with an orange box.

**STEP 8:** This will show the course section as planned (yellow) on your schedule.

The screenshot shows the course section added to the schedule. The left sidebar now shows the course section as 'Planned' with a checkmark. The main area displays the weekly schedule grid with the ART-1020-02 section highlighted in yellow on Tuesday and Thursday at 8:00 AM. The 'Register' button is visible in the sidebar.

## Registering for Planned Course Sections in Student Planning

**STEP 9:** If your registration window is open, the **Register** buttons under each course section or the **Register Now** button in the top right corner of the window will be highlighted. You use the **Register** buttons to register or waitlist for course sections individually, or the **Register Now** button to register for all of your chosen classes for a term at one time.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, there is a search bar and navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The current term is '2022 Fall Semester'. A 'Register Now' button in the top right corner is highlighted with an orange box. Below the navigation, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The main area is a grid showing course sections for the week of Sun to Sat, from 7am to 7pm. Two course sections are highlighted in yellow: ART-1020-02 (around the world) and ART-2200-01 (color). The 'Register' button for the ART-1020-02 section is highlighted with an orange box. The bottom right corner shows statistics: 'Planned: 16 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

If you plan courses with conflicting times, the courses will highlight in red.

The screenshot shows a portion of the course schedule grid for Monday through Thursday. Two course sections are highlighted in red, indicating a conflict: CRJ-2300-02 and PSY-1100-06. These sections are scheduled for the same time slot on both Tuesday and Thursday. Other course sections shown include ART-1020-02, ART-2200-01, and COM-2240-01.

**STEP 10:** If you have any documents that need to be approved before registration or holds on your account, an error message will appear in the upper right corner with instructions.

The screenshot shows the user interface at the top right. The user is logged in as 'sspartan01' and has a 'Sign out' button, a 'Help' button, and a notification icon. A red notification message is displayed: 'Accept Financial Responsibility Agreement under User Options in SelfService'. The notification has a close button (X) in the top right corner.

## Registering for Planned Course Sections in Student Planning

**STEP 11:** After successfully registering for course sections, the classes will highlight in **green** and note “**Registered, but not started**” in the left menu. You can click on the **Save to iCal** button to integrate your schedule with a personal calendar or you can use the **Print** button to print your schedule. **TIP:** If you adjust your schedule, you will need to use the **Save to iCal** button again; your schedule will not sync automatically.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, there are navigation arrows and a '2022 Fall Semester' selector. A search bar is located at the top right. The main area displays a weekly schedule grid from Sunday to Saturday, with time slots from 7am to 7pm. Course sections are highlighted in green, indicating they are registered. The left sidebar shows details for two courses: ART-1020-02: Around the World in 80 Master (Credits: 4 Credits, Grading: Graded, Instructor: Jennifer Sawone, 8/29/2022 to 12/17/2022) and ART-2200-01: Color (Credits: 4 Credits, Grading: Graded, Instructor: Jennifer Sawone, 8/29/2022 to 12/17/2022). Both courses are marked as 'Registered, but not started'. Buttons for 'Save to iCal' and 'Print' are highlighted with orange boxes. A 'Register Now' button is also visible at the top right. The bottom right corner shows 'Planned: 4 Credits', 'Enrolled: 16 Credits', and 'Waitlisted: 0 Credits'.

**STEP 12:** The **Timeline** tab will show your registered courses with a check mark next to them. At the bottom of the term card, notice the difference between **Enrolled Credits** and **Planned Credits** (for spring) – these spring classes are planned but not registered.

The screenshot shows the 'Timeline' tab in the student planning interface. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, there are buttons for 'Add a Term' and 'Remove Planned Courses'. The main area displays two term cards: '2022 Fall Semester' and '2023 Spring Semester'. The 2022 Fall Semester card shows four courses with checkmarks: ART-1020-02: Around the World in 80 Master (Credits: 4 Credits), ART-2200-01: Color (Credits: 4 Credits), COM-2240-01: Public Relations (Credits: 4 Credits), and CRJ-2300-02: Criminology (Credits: 4 Credits). The 2023 Spring Semester card shows five courses with 'x' marks: ACC-1010-01: Fundamentals of Accounting (Credits: 4 Credits), BUS-3560-02: Business Innov & Design Thinkng (Credits: 4 Credits), HIS-1210-02: American Hist II (since 1877) (Credits: 4 Credits), and REC-2250-01: Ther Rec Special Populations (Credits: 4 Credits). The bottom of each term card shows '16 Enrolled Credits' and '16 Planned Credits' respectively. The '16 Enrolled Credits' and '16 Planned Credits' are highlighted with orange boxes.

## Registering for Planned Course Sections in Student Planning

**STEP 13:** To **drop** any courses, click the **Drop** button next to the course on the **Schedule** tab.

ART-1020-02: Around the World in 80 Master

✓ Registered, but not started

Credits: 4 Credits  
Grading: Graded  
Instructor: [Jennifer Scavone](#)  
8/29/2022 to 12/17/2022

Meeting Information

Drop

View other sections

	Sun
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	

**STEP 14:** This will display a list of courses available to drop. **Select** the courses you want to drop and click **Update**.

Register and Drop Sections

You have elected to drop: ART-1020-02 (4 Credits)

Select sections to drop:

- ART-1020-02 (4 Credits)
- ART-2200-01 (4 Credits)
- COM-2240-01 (4 Credits)
- CRJ-2300-02 (4 Credits)

Cancel Update

**STEP 15:** Any classes you drop will revert to **Planned** on the **Schedule** tab.

ART-1020-02: Around the World in 80 Master

✓ Planned

Credits: 4 Credits  
Grading: Graded  
Instructor: [Jennifer Scavone](#)  
8/29/2022 to 12/17/2022  
Seats Available: 1

Meeting Information

Register

View other sections

	Sun
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	