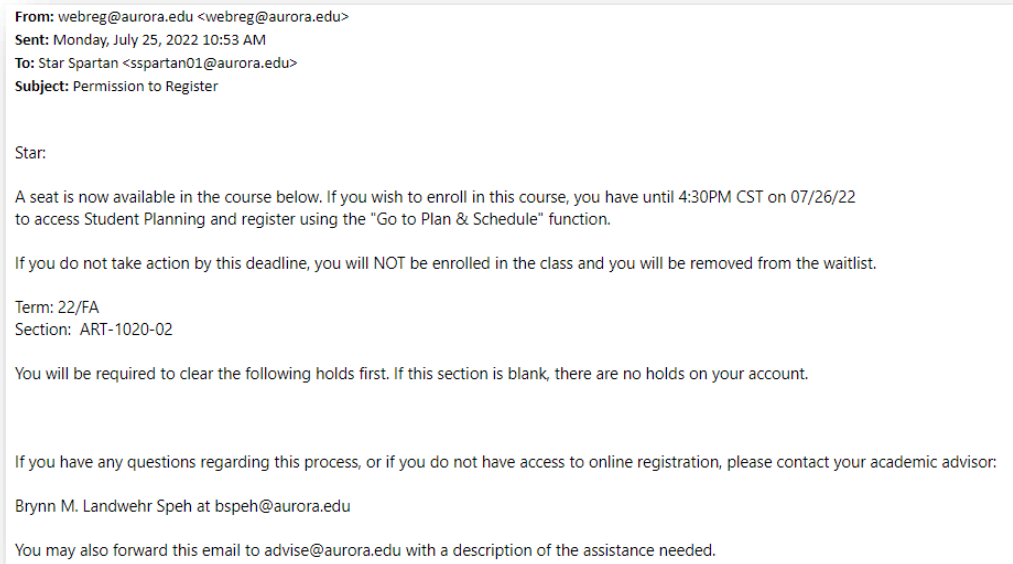
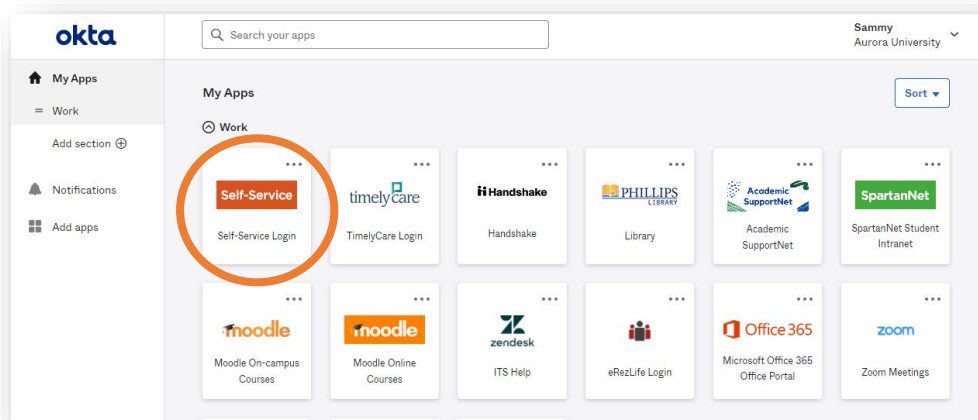


Registering for Waitlisted Courses (After Receiving Permission) in Student Planning

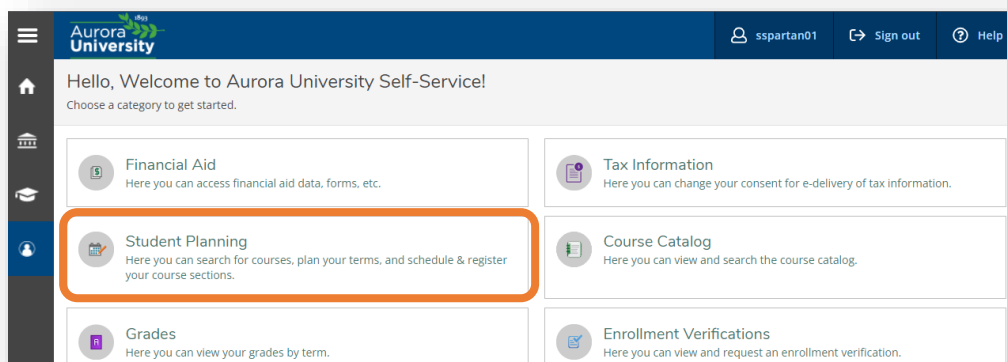
STEP 1: If a seat opens in a course for which you are on a **waitlist**, you will receive an **email** similar to the following. This email will be sent to your **Aurora University email address**.



STEP 2: After logging into your **Okta dashboard** at aurorauniversity.okta.com, click on the **Self-Service** application.



STEP 3: You will see a **Self-Service dashboard** with commonly used sites. Click on **Student Planning**.



Registering for Waitlisted Courses (After Receiving Permission) in Student Planning

STEP 3: Click on Go to Plan & Schedule under **Plan your Degree & Register for Classes**.

The screenshot shows the Aurora University Student Planning interface. The user is logged in as 'sspartan01'. The navigation menu includes 'Academics', 'Student Planning', and 'Planning Overview'. The main heading is 'Steps to Getting Started' with a search bar for courses. There are two numbered steps: 1. 'View Your Progress' and 2. 'Plan your Degree & Register for Classes'. Step 2 is highlighted with a red circle, and the 'Go to Plan & Schedule' button is also circled in red. Below the steps, there is a progress bar for 'Business Administration (BA)' with a cumulative GPA of 3.688 (2,000 required).

STEP 4: If you have **permission** to register for a waitlisted course, the **Register** button will be active within the course details on the left menu. To **register** for the course, click the **Register** button. To **remove** yourself from the waitlist, click **Drop Waitlist**.

The screenshot shows the course details page for 'ART-1020-02: Around the World in 80 Master'. The course is listed as 'Waitlisted' with a permission to register until 7/26/2022. The course details include: Credits: 4 Credits, Grading: Graded, Instructor: Jennifer Scavone, Dates: 8/29/2022 to 12/17/2022, and Waitlisted: 1. The 'Register' and 'Drop Waitlist' buttons are highlighted with a red circle. The right side of the page shows a calendar grid with the course section highlighted in red on Tuesday and Thursday at 8am.

STEP 5: After clicking the **Register** button, the course will highlight in **green** and a message stating **Registered, but not started** will display in the left menu. You are now registered for this course.

The screenshot shows the course details page for 'ART-1020-02: Around the World in 80 Master' after registration. The course is now listed as 'Registered, but not started' and is highlighted in green. The course details include: Credits: 4 Credits, Grading: Graded, Instructor: Jennifer Scavone, Dates: 8/29/2022 to 12/17/2022, and Meeting Information. The 'Drop' button is highlighted with a red circle. The right side of the page shows a calendar grid with the course section highlighted in green on Tuesday and Thursday at 8am. The status bar at the top right shows 'Planned: 12 Credits', 'Enrolled: 4 Credits', and 'Waitlisted: 0 Credits'.