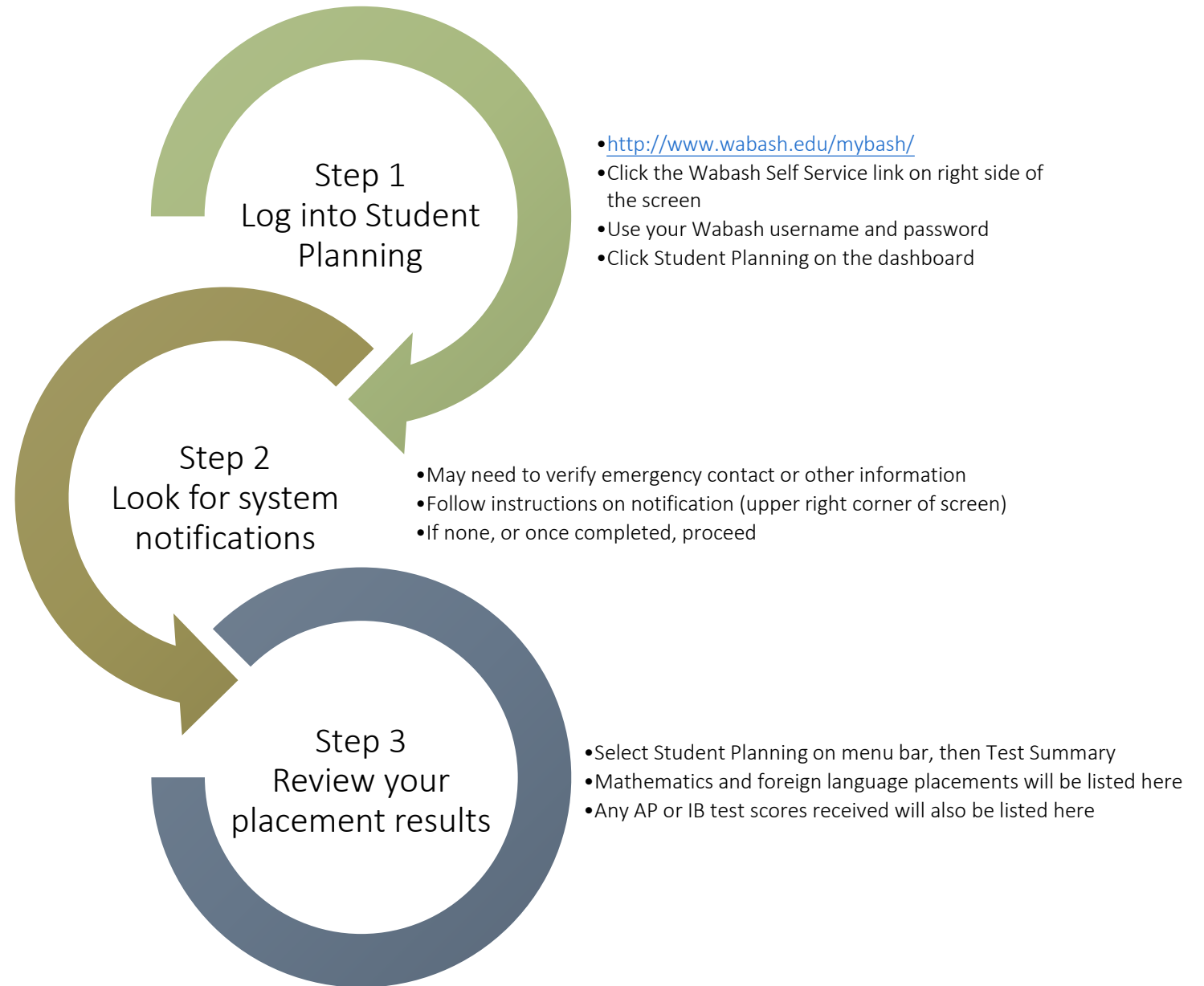


Planning and Scheduling for Fall 2017

Class of 2021 and
transfer students



Planning and Scheduling for Fall 2017

Class of 2021 and transfer students



Step 4 Add courses to your plan

- Select Student Planning on menu bar, then Course Catalog
- Scroll to desired subject; click to view offerings
- Make only Fall 2017 sections visible by checking box at left under "Terms"
- Review available offerings, noting prerequisites and co-requisite details
- Identify desired course and click Add Course to Plan
- Confirm details, select Fall 2017 from drop-down menu, and again click Add Course to Plan
- Remember to also add accompanying labs to plan for courses with labs (Sciences, Languages)
- Repeat above steps until at least four (4) course credits have been added to your plan

Step 5 Schedule your Fall 2016 courses

- Click Student Planning on menu bar; select Plan & Schedule from drop-down
- Use arrow keys to advance the view to Fall 2017 if that is not the default screen
- **New students** will see that Freshman Tutorial, and maybe ENG-101 (if required based on test scores), are already scheduled. **Transfer students** will most likely see nothing scheduled yet.
- Find courses you added to your plan at left of screen. Click View Other Sections on one of these courses to see available sections listed below and displayed on the calendar grid at right.
- Click on your preferred section, review details, and click Add Section to Schedule.
- Repeat these Step 5 instructions until a total of four (4) credits are on your Fall 2017 schedule.

Step 6 Send to faculty advisor for review

- Click Advising tab on Plan & Schedule screen
- Click Request Review
- Follow up with e-mail to advisor to notify that the request has been sent