Student Planning Instruction Guide
New Students, Fall 2024

STEP 1 - Sign in to Student Planning
a) Sign into Self Service at:
b) https://webservice.wabash.edu/Student/Account/Login
c) Enter your Wabash username and password
d) Click Sign In

STEP 2 - Select courses to take for the upcoming semester
a) Click on Student Planning
b) Wait for program data to load (may take 10-20 seconds)
c) Look at the top right of the screen for any warning messages. New students are typically asked to confirm their emergency contacts, mailing address, etc. Don't ignore these messages -- your registration won't process until these are resolved. If you have one of these warnings, the message will tell you where to go to resolve it.
d) Click on Student Planning at top left of screen, then select Course Catalog.
e) Locate and click on a subject.
f) To limit your search to courses offered in the upcoming semester, filter by checking the box for Fall 2024 on the left side of the screen.
g) Locate and click on a desired course name, and the gray View Available Sections bar.

> View Available Sections for ACC-201

h) Select a section desired and click Add Section to Schedule.

> **Add Section to Schedule**

i) Click Back to Course Catalog at the top left of the screen.
j) Repeat items e, f, g, & h until you have added 2-3 courses to your schedule. **Most students will add 3 courses to their schedule; those who already have a class scheduled in addition to FRT-101 will add only 2 courses.**
k) Click the Student Planning link at the top left, then select Plan & Schedule.
l) Verify that your chosen sections do not overlap and if they do, choose one of the conflicting sections and either select a different section of the same course (gray box on the left side of the screen that reads View Other Sections), or click the X on that course on your calendar to remove it.
m) Remember that if you want to enroll in MAT-100, you must complete an online request form for instructor permission no later than **July 12, 2024**. Contact Prof. Chad Westphal with questions.

STEP 3 – Select alternative (backup) courses
a) Click on Student Planning at top left of screen, then select Course Catalog.

b) Locate and click on the subject of interest.
c) **To limit your search to courses offered in the upcoming semester, check the box for that semester on the left.**

> **PRO TIP:** *When you are selecting backup choices, make them distinct from your first choices. In other words, don't choose ECO-101-01 as a first choice and ECO-101-02 as a backup. The Registrar's Office will already look for alternative sections to enroll you in a preferred course.*

d) Once you identify a course that you would take if a preferred course was unavailable, click Add Course To Plan.

> Add Course to Plan

e) Click Return to Course Catalog at top left and repeat items a, b, c and d until you have an adequate number of backup courses added (at least 2-3 backups are recommended).

STEP 4 - Send your plan & schedule for your advisor to review
a) From the Course Catalog page, click Academics ➔ Student Planning

> Academics · Course Catalog
> Student Planning
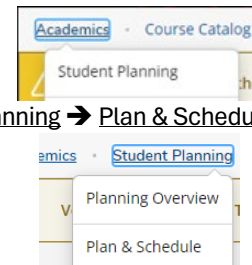
b) Click Student Planning ➔ Plan & Schedule

> emics · Student Planning
> Planning Overview
> Plan & Schedule

c) Click on the Advising tab

> Schedule   Timeline   Advising   Petitions & Waivers

d) Compose a note to your advisor, if needed. This is important if there is a priority order to your backup courses – list them as Backup #1, Backup #2, etc.
e) Click Request Review (upper right corner)
f) Click the email icon to send your advisor an email that you have courses to be approved.
g) Once you have submitted your selections to your advisor for review, your work is complete. For Fall 2024, the Registrar's Office will process all new student registration requests. In the first week of August, you will receive a schedule confirmation via email to your Wabash address with your Fall schedule.

If you have questions or need assistance, contact the Registrar's Office at 765-361-6416 or registrar@wabash.edu.