

How Students Register in Student Planning



Education That Works



Self-Service: Student Planning

Helping students get on a path, stay on that path and complete their path – since Fall 2017



**HOW TO REGISTER FOR CLASSES WITH
SELF SERVICE: STUDENT PLANNING**



What's Changing

- Web Advisor is expiring 3.29.21
- Students will only be able to register and drop in Student Planning 3.29.21
- The current student portal was updated to alert students of this change and guide them to Self-Service: Student Planning 2.4.21

Why?

- Web Advisor is outdated and not supported/updated by Ellucian/Colleague since Winter of 2020
- Student Planning is better... (not perfect)
- Advising has only been teaching Student Planning since Fall 2017

The screenshot shows a search interface for sections. At the top, there is a search bar labeled "Search for Sections" and a yellow banner that says "For book information visit the college bookstore." Below this, there are several input fields: "Term", "Starting On/After Date", and "Ending By Date". The "Starting On/After Date" and "Ending By Date" fields have red 'X' marks over them. Below these are several rows of input fields for "Subjects", "Course Levels", "Course Number", and "Section". A large red 'X' mark is placed over the "Course Levels" column of the first three rows. At the bottom, there are fields for "Sections Meeting After", "Sections Ending Before", a day selection row (Mon, Tue, Wed, Thu, Fri, Sat, Sun), "Course Title Keyword(s)", "Location", "Academic Level", and "Instructor's Last Name". A "SUBMIT" button is located at the bottom right.

How will Student Know of this Change?

- On 2.4.21 the student portal was updated to indicate the parts that will expire 3.29.21
- Email communication started in fall to all students
- Advising Drop-in Sessions
 - Feb 22 to Mar 25
 - Every Monday 11am-1pm
 - Every Thursday 3pm-5pm

?’s

