Pathway #1: Registration through Schedule Builder

Once a student adds courses to their plan for the quarter, they can use Schedule Builder to visually compare schedule options.

After a student decides on the schedule that they’d like to send to the registration system, they can choose the “View/Register” link on that schedule to initiate the registration hand-off process.

The registration hand-off begins with a course review screen that may contain specific course alerts, such as whether a course section has restrictions or is no longer available. Students should pay special attention to the key icon, which indicates that a course section has additional notes or restrictions.

On the second screen, students can choose the specific sections they want to send to registration. They can also remove courses here if, after reviewing the notes, they decide they don’t want or aren’t able to register for that course.

After selecting the “register” button, the course sections will be sent to the registration system. A response from registration indicating whether that student has successfully registered will open in a new window.

Pathway #2: Registration through the MyPlan Sidebar

Students also have the option to register using the registration box in their MyPlan sidebar. Once a student adds courses to their plan, the registration box will indicate whether those courses are ready to send to registration.

Students will receive feedback if their courses are not ready to send to registration. Common reasons that a course is not ready to send to registration include:

- A student has planned too many or too few sections for the courses in their plan.
- A student has planned a section that conflicts with their registered courses.
- A student has planned a section that conflicts with other sections in their plan.
- A student has planned two or more jointly listed versions of the same course.

Once a student has fixed any corresponding issues with the courses in their plan, they can select the “register” button within the box to initiate the hand-off process (as described in Pathway #1).

To view our registration video, please visit http://tinyurl.com/myplan-reg.