



## To Plan Your Degree and Register for Classes:

- 1) Click on **Plan Your Degree & Register for Classes**
- 2) Click on the **Timeline** tab

Plan your Degree and Schedule your courses

Schedule	Timeline	Advising	Petitions & Waivers
<b>Spring 2017</b>			
ART-282-5001: Introduction to Visual Arts (Credits: 3) ✓			
ENG-104-5005: Composition II (Credits: 3) ✓			
ENG-215-5001: Children's Literature (Credits: 3) ✓			
MAT-085-5A01: Intermediate Algebra I (Credits: 2) ✓			
MAT-086-5B01: Intermediate Algebra II (Credits: 2) ✓			
13 Enrolled Credits			
<b>Fall 2017</b>			
CHE-110: Basic Chemistry (Credits: 3) ✕			
CHE-111: Basic Chemistry Lab (Credits: 1) ✕			
MAT-208: Introductory Statistics (Credits: 4) ✕			
8 Planned Credits			
<b>Spring 2018</b>			
<b>Fall 2018</b>			

- 3) Page right and review past, current, and future semesters
- 4) Return to **My Progress** tab on the top left of the page.
- 5) Review needed classes and choose a class to register.
- 6) If the class is available, click **Add Course to Plan**

**BIO-103 General Biology (3 Credits)** [Add Course to Plan](#)

An introductory course of study of biological science. This course includes an investigation of the basic principles of the study of life including: molecular biology, cell structure and function, genetics, evolution, and ecology. Not recommended for students intending to major in biology. Three hours lecture/discussion a week. IAI: L1 900

**Requisites:** take 1 group; #Take ENG-098; Minimum grade C; #Take PTR-890 PTR-880 OR PTW-872; #Take ENG-103 ENG-104 ENG-109 ENG-110 ENG-199 ENG-201 ENG-202 ENG-205 ENG-206 ENG-207 ENG-211 ENG-212 ENG-216 ENG-217 ENG-270 ENG-280 ENG-281 ENG-282 ENG-283 ENG-284 ENG-286 ENG-287 ENG-292 ENG-293 ENG-297 ENG-298 OR ENG-299; - Must be completed prior to taking this course.  
Take 1 group; #Take ENG-097; Minimum grade C; #Take PTW-850 PTW-856 PTW-857 PTW-870 PTW-871 OR PTW-872; - Must be completed prior to taking this course.  
Take 1 group; #Take MAT-066 OR MAT-096; Minimum grade C; #Take PTM-835 PTM-836 PTM-850 PTM-870 PTM-890 PTM-895 OR PTM-896; #Take MAT-085 MAT-086 MAT-075 MAT-097 MAT-098 MAT-101 MAT-120 MAT-130 MAT-150 MAT-155 MAT-201 MAT-202 MAT-208 MAT-210 MAT-211 MAT-220 MAT-229 MAT-230 MAT-231 MAT-240 MAT-260 IAI-M19000 IAI-M1904 IAI-M1905 OR IAI-M1907; - Must be completed prior to taking this course.

**Offered:** SU FA SP, Every Year

[View Available Sections for BIO-103](#)

- 7) Select a term for the course, (i.e., Spring, Summer or Fall of 20...)
- 8) Return to **Plan & Schedule**
- 9) Click **Timeline**

Go to the semester chosen for your selected class. Total number of credits is displayed at the bottom of the box.



## To Register for Classes:

- 1) To view a calendar of your current semester schedule, click the **Schedule** tab under **Plan Your Degree & Register for Courses**. A description of the course appears on the left of the calendar with options to drop the class or view other sections of the same class. You may print the calendar.
- 2) Next to the timeline button is a **schedule**. This allows you to see classes set up like a week plan. With this you can determine which classes conflict with each other and which times you would most prefer to take a class.

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2017 Remove Planned Courses

Filter Sections | Save to iCal | Print Planned: 13 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			BUS-256-5001		BUS-256-5001		
9am							
10am		ACC-121-5001	ACC-121-5001	ACC-121-5001	ACC-121-5001		
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

**BUS-256-5002: Business Law**

Planned

Credits: 3  
Grading: Graded  
Instructor: TBD  
1/17/2017 to 5/19/2017  
Seats Available: 1

Meeting Information

View other sections

**ENG-104: Composition II**

ENG-103 with a grade of "C" or higher - Must be completed prior to taking this course.

View other sections



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3) To add a course to your schedule you can go to the **course catalog**. When you find a course you would like to take, click on it and there will be a

PSY-102 Intro Psychology (3 Credits) Add Course to Plan

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior and individual differences. Three hours lecture/discussion a week. IA#: 56 900

**Requisites:** None  
**Offered:** SU FA SP, Every Year

**View Available Sections for PSY-102**

Spring 2017

Intro Psychology 5001	Runs from 1/18/2017 - 5/19/2017	<span>Add Section to Schedule</span>	
Seats	Times	Locations	Instructors
5	M/W 8:00 AM - 9:15 AM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J

Intro Psychology 5002	Runs from 1/18/2017 - 5/19/2017	<span>Add Section to Schedule</span>	
Seats	Times	Locations	Instructors
1	M/W 9:30 AM - 10:45 AM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J

Intro Psychology 5003	Runs from 1/18/2017 - 5/19/2017	<span>Add Section to Schedule</span>	
Seats	Times	Locations	Instructors
0	M/W 11:00 AM - 12:15 PM 1/18/2017 - 5/19/2017	Malta Campus, B Wing 2305 Discussion/Lecture	Plakovic, J

button that says **View available sections**. Find a section you would like to take and add the section to your schedule.

4) The class will then show in your schedule and timeline. It will be yellow until you register for it by clicking on it and registering. As soon as you register, it will turn green.

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2017 Remove Planned Courses Register Now

Planned: 14 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

Planned	Sun	Mon	Tue	Wed	Thu	Fri	Sat
PSY-102-3001: Intro Psychology Credits: 4 Grading: Graded Instructor: TBD 8/21/2017 to 12/15/2017 Seats Available: 32 Meeting Information <span>Register</span> <span>View other sections</span>		PSY-102-3001		PSY-102-3001			
			ENG-103-3013		ENG-103-3013		
		BIO-103-3003		BIO-103-3003			
					ENG-103-3013		
						ENG-103-3013	

Registered, but not started	Sun	Mon	Tue	Wed	Thu
PSY-102-3001: Intro Psychology Credits: 3 Grading: Graded Instructor: TBD 8/21/2017 to 12/15/2017 Meeting Information <span>Drop</span> <span>View other sections</span>					
			PSY-102-3001		
					PSY-102-3001



## Dropping Classes:

### Dropping/Removing 'Planned' Course

- 1) If you wish to REMOVE a class, click the X in the upper right corner of the class in your **schedule**. *THIS ONLY WORKS IF COURSE IS PLANNED*

The screenshot shows a course schedule interface. On the left, there are two course cards. The top card is for 'ART-282-5001: Introduction to Visual Arts', which is marked as 'Planned'. It includes details like Credits: 3, Grading: Graded, Instructor: King, T, and dates from 1/18/2017 to 5/19/2017. There is a yellow 'X' icon in the top right corner of the card. Below it is another card for 'BIO-101-5003: Environmental Biology', also marked as 'Planned'. The main part of the interface is a grid with time slots from 10am to 8pm and days from Sun to Fri. Classes are shown as colored boxes with checkmarks and 'X' icons. For example, 'ART-282-5001' is scheduled for Mon 1pm, Tue 1pm, and Wed 1pm. 'BIO-101-5003' is scheduled for Mon 11am, Wed 11am, and Thu 2pm. 'SOC-170-5006' is scheduled for Tue 1pm and Thu 1pm. 'BIO-102-5004' is scheduled for Thu 3pm.

- 2) If you wish to remove the class completely, you must go to your **timeline** and click the X in the term you wish to remove it from. If you don't remove it from your timeline, it will remain indefinitely.

### Dropping/Removing 'Registered' Course

- 3) If you wish to DROP a class you have registered for, you must click the **Drop** button under the desired course.

**\*\*\*NOTE: You cannot drop courses after the withdrawal period\*\*\***

The screenshot shows a course schedule interface for 'Fall 2017'. The top navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. There is a 'Register Now' button. Below the navigation, there are filters and a 'Save to iCal' button. The main part of the interface is a grid with time slots from 8am to 2pm and days from Sun to Sat. A course 'PSY-102-3002: Intro Psychology' is shown as 'Registered, but not started' with a green checkmark. It is scheduled for Mon 10am and Tue 10am. A 'Drop' button is visible under the course details. A dialog box titled 'Register and Drop Sections' is overlaid on the schedule. It says 'You have elected to drop: PSY-102-3001 (3 Credits)'. Below this, it asks to 'Select sections to drop:' and shows a checked box for 'PSY-102-3001 (3 Credits)'. There are 'Cancel' and 'Update' buttons at the bottom of the dialog.