

Student Planning: Students

How to Search for Courses, Plan your Schedule with your Academic Advisor, and Register for Classes

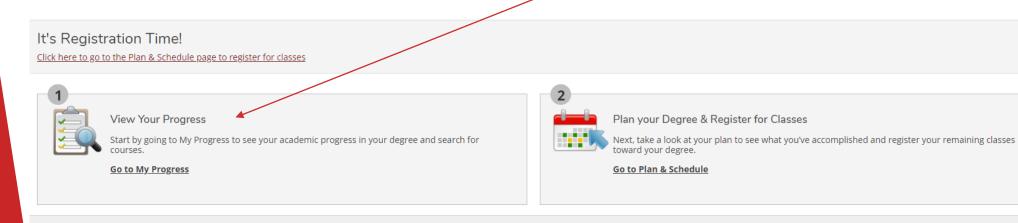
Login to Self-Service Account

• Click on the Student planning Tile

<u>Student Planning</u>

Here you can search for courses, plan your terms, and schedule & register your course sections.

• You will then have the below options, Select View Your Progress Tile



My Progress

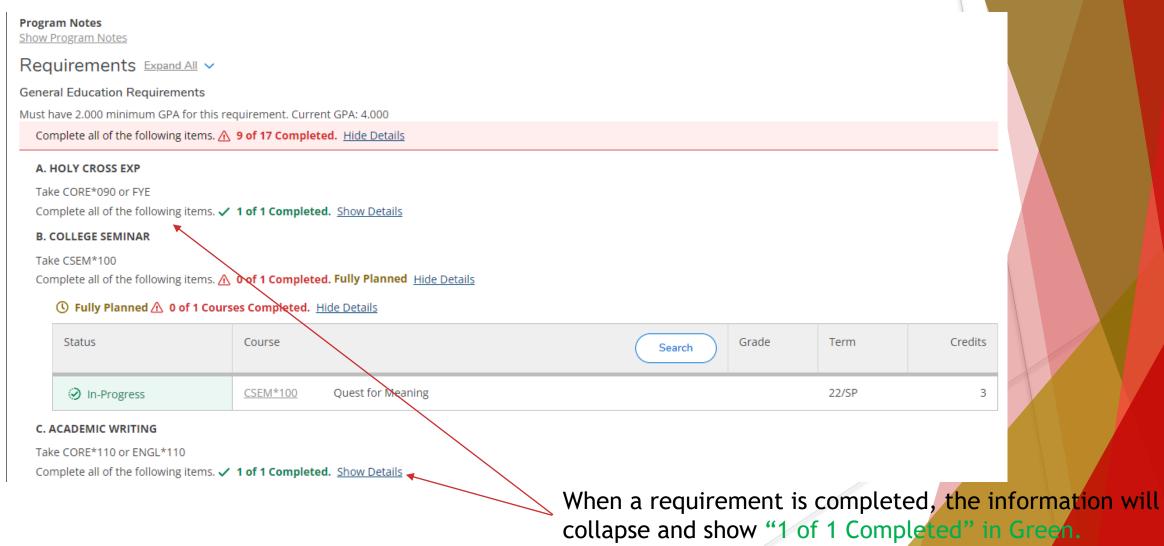
Program Notes Show Program Notes

This progress portion of your degree audit shows the program you are majoring in as well as many other important area of information.

My Progress		Search for courses Q
Bachelor of Scie (1 of 1 programs)	ence in Medical Studies	View a New Program Load Sample Course Plan
At a Glance		🔒 Print
Cumulative GPA: Institution GPA: Degree: Majors: Minors: Departments: Catalog:	4.000 (3.000 required) 4.000 (3.000 required) Bachelor of Science Medical Studies Biology Physician Assistant C2021	Program Completion must be verified by the Registrar. Progress
Anticipated Completion Date: Alternate Catalog Year:	05-01-2025 Select catalog year	Total Credits 65 of 135 28 28 9
Description Bachelor of Science in Medical Studie		Total Credits from this School 65 of 60 28 28

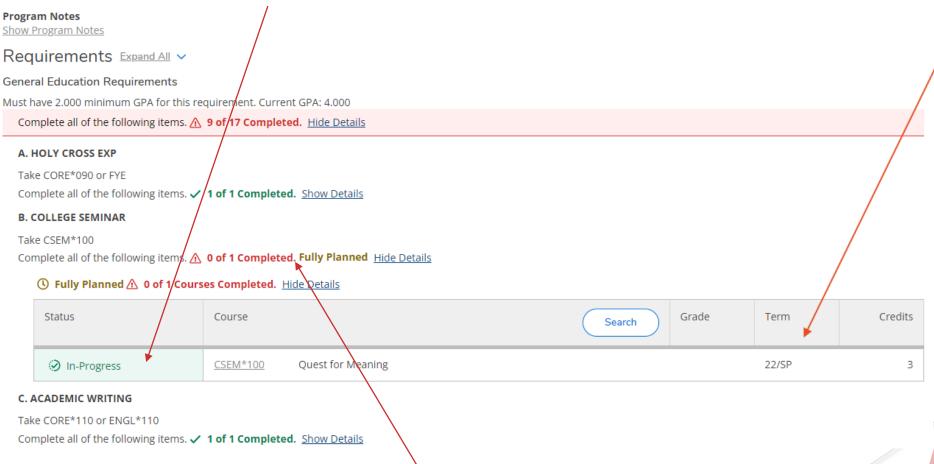
Requirements - Completed

Scrolling down you will be able to view your degree audit information and which requirements you have completed, those in progress, as well as those that have not been started.



Requirements - In Progress

For any requirements that are in progress, the status bar will show In-Progress in green, and the term you are registered for the course in.



You can also see the course is fully planned; however, it will not show "Course Complete" until a passing grade is entered.

Requirements - Not Started

For any requirements that have not been started, you will see the status in red stating not started, and can search for available course offerings right from your degree audit.

G. GLOBAL CONNECTIONS

Take 1 course from ECON, GEOG, HIST, PS, SOC 150-199 Complete all of the following items. **(A) 0 of 1 Completed.** <u>Hide Details</u>

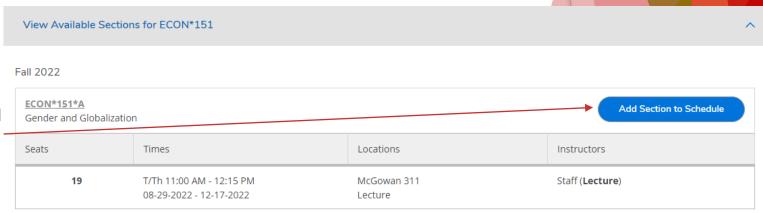
▲ 0 of 1 Courses Completed. <u>Hide Details</u>

Status	Course	Search Grade	
③ Not Started			
Click on the Search courses you might w satisfy your Global C requirement.	ant to take that will		

Use the Filter Results task bar to select the upcoming term you would like to take the course in.

Filter Results	Hide	The following results match requirement: Take 1 course from ECON, GEOG, HIST, PS, SOC 150-199 Filters Applied: Fall 2022 ×
Availability	^	
Open and Waitlisted Sections Open Sections Only	5	ECON*151 Gender and Globalization (3 Credits) By exploring the definition and realities of globalization through a gendered lens, this course introduces students to the concepts, methods, theories, and research findings associated with various fields in the social sciences. Anthropological, economic, political, psychological, and sociological perspectives on human behavior and relationships in a complex world are combined with insights from geography and women's studies to further enhance our understanding of these realities, on a local as well as a global scale.
Subjects	^	Requisites: None
Terms	^	View Available Sections for ECON*151
Fair 2022 (1)		

Once the results populate, you can select view the available sections for the course to see when it is being offered. If it is a course you would consider enrolling in, you can click the blue Add Section to Schedule button.



Section Details

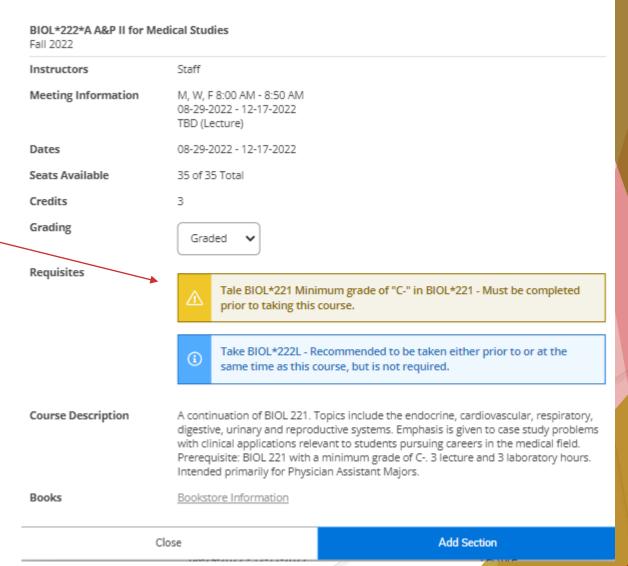
The Section Details screen will pop-up with the details about the course.

You can then select the blue Add Section button.

•			
	ECON*151*A Gender Fall 2022	and Globalization	
	Instructors	Staff	
	Meeting Information	T, Th 11:00 AM - 12:15 PM 08-29-2022 - 12-17-2022 McGowan 311 (Lecture)	
	Dates	08-29-2022 - 12-17-2022	
	Seats Available	19 of 20 Total	
	Credits	3	
	Grading	Graded V	
	Requisites	None	
	Course Description	By exploring the definition and realities of globalization through a gendered lens, this course introduces students to the concepts, methods, theories, and research findings associated with various fie in the social sciences. Anthropological, economic, political, psycholo and sociological perspectives on human behavior and relationships complex world are combined with insights from geography and women's studies to further enhance our understanding of these realities, on a local as well as a global scale.	gica
	Books	Bookstore Information	
	С	lose Add Section	

If there is a pre-requisite for a course you need to take, it will be noted in the section details in the yellow notification bar.

Section Details



Once you Add Section to Schedule, you will receive a notification in the top right corner stating the course has been planned on the schedule.

From here, you can select, Back to My Progress which will bring you back to your Degree Audit Requirements. Then you can repeat the process for all other courses you will need to plan for your next semester's schedule.

Hide

Search for Courses and Course Sections

Filter Results



The following results match requirement: Take 1 course from ECON, GEOG, HIST, PS, SOC 150-199

Filters Applied: Fall 2022 ×

There are only a few days left to register for classes during the normal registration cycle. Please review ourses for next term and register, if applicable.

ECON*151*A has been planned on the schedule.

As you continue to plan your schedule for next semester, you can view your planned courses by selecting Plan and Schedule below the Academics Tab on the Task Bar. (Figure 1) Be sure to Toggle Over to the Next Semester (Fall 2022).

Figu	re 1			
Q	Academics	^	Plan your Degree and Schedule your courses	
	Student Planning	^	Schedule Timeline Advising Petitions & Waivers Grading IDs	
	Planning Overview		< > Spring 2022 +	
	Plan & Schedule			
	My Progress			

Requirements - Planned

After you toggle to the correct semester (Fall 2022), you will be able to view your planned courses in your calendar. The courses will be in yellow, so they are only planned. It does not mean you are registered for the course until they show in green. However, there are a few more steps you need to take to be approved for the courses prior to your registration time.

< > Fall 2022 +				Remove Planned	Courses	Regis	ster Now
∏ Filter Sections ☐ Save to iCal	Print			Planr	ned: 7 Credits En	rolled: 0 Credits	Waitlisted: 0 Cre
BIOL*213*C: Cell and Molecular Biology X	Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Planned	6am						
Credits: 3 Credits Grading: Graded Instructor: Staff	7am 8am						
08-29-2022 to 12-17-2022 Seats Available: 36	9am						
V Meeting Information	5411						
Register	10am						
View other sections	11am	<u>BIOL*213*C</u> X	ECON*151*A X	BIOL*213*C X	ECON*151*A X	<u>BIOL*213*C</u> X	
View other sections	12pm			· I			
BIOL*213L*A: Cell & Molecular Biology Lab	1pm						
	2pm						
✓ Planned	3pm	BIOL*213L*A X					
Credits: 1 Credits Grading: Graded Instructor: Staff	4pm						
08-29-2022 to 12-17-2022 Seats Available: 16	5pm						
V Meeting Information	6pm						

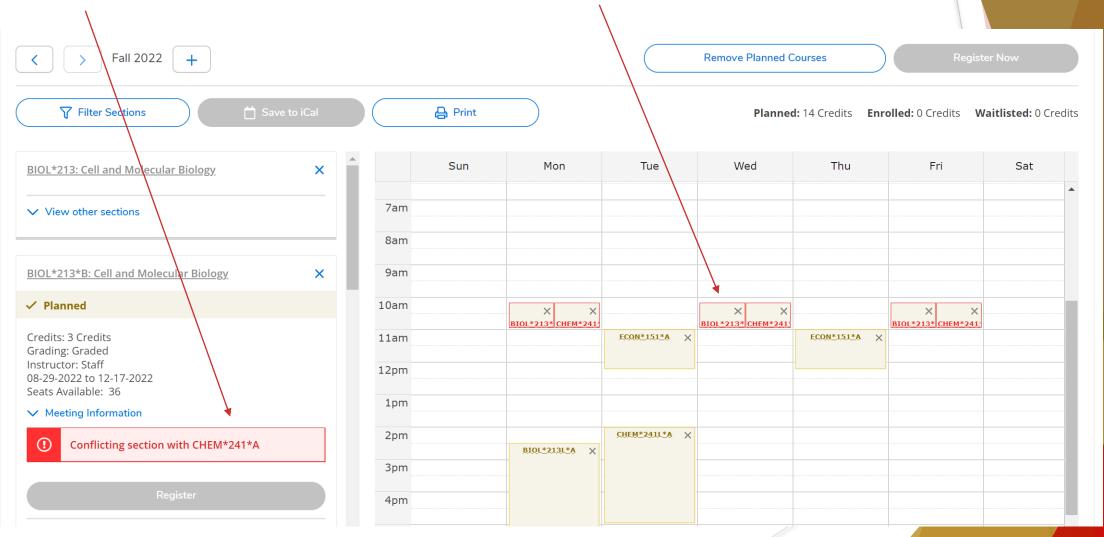
Requirements - Planned

From your calendar, you can also view other available sections being offered for the course. Click "View Other Sections" and the sections will list as well as show in the background on your calendar.

< > Fall 2022 +					Remove Planned	Courses	Reç	jister Now
Save to iCal		🔒 Print			Plan	ned: 7 Credits E	nrolled: 0 Credits	Waitlisted: 0 Credits
BIOL*213*C: Cell and Molecular Biology ×		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Planned	6am							
Credits: 3 Credits Grading: Graded	7am							
nstructor: Staff 08-29-2022 to 12-17-2022	8am							
Seats Available: 36	9am		BIOL*213*A		<u>BIOL*213*A</u>		BIOL*213*A	
Register	10am		BIOL*213*B		BIOL*213*B		BIOL*213*B	
•	11am		BIOL*213*C X	E <u>CON*151*A</u> X	BIOL <u>*213*C</u> X	<u>ECON*151*A</u> X	BIOL*213*C X	
∧ View other sections $1 \circ 1$ of 1 > >	12pm		BIOL*213*D		BIOL*213*D		BIOL*213*D	
	1pm							
BIOL*213*A Cell and Molecular Biology Seats Available: 36 Instructor: Staff	2pm		BIOL*213L*A X					
Time: MWF 9:05 AM - 9:55 AM Dates: 08-29-2022 - 12-17-2022	3pm							
Location: Mulligan Building 202 (Lecture)	4pm		-					

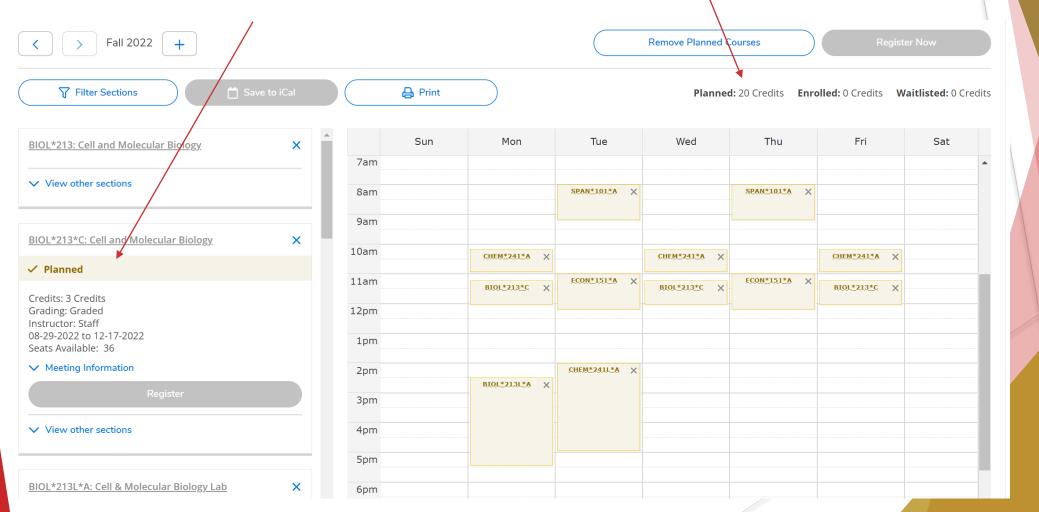
Requirements - Planned/Conflict

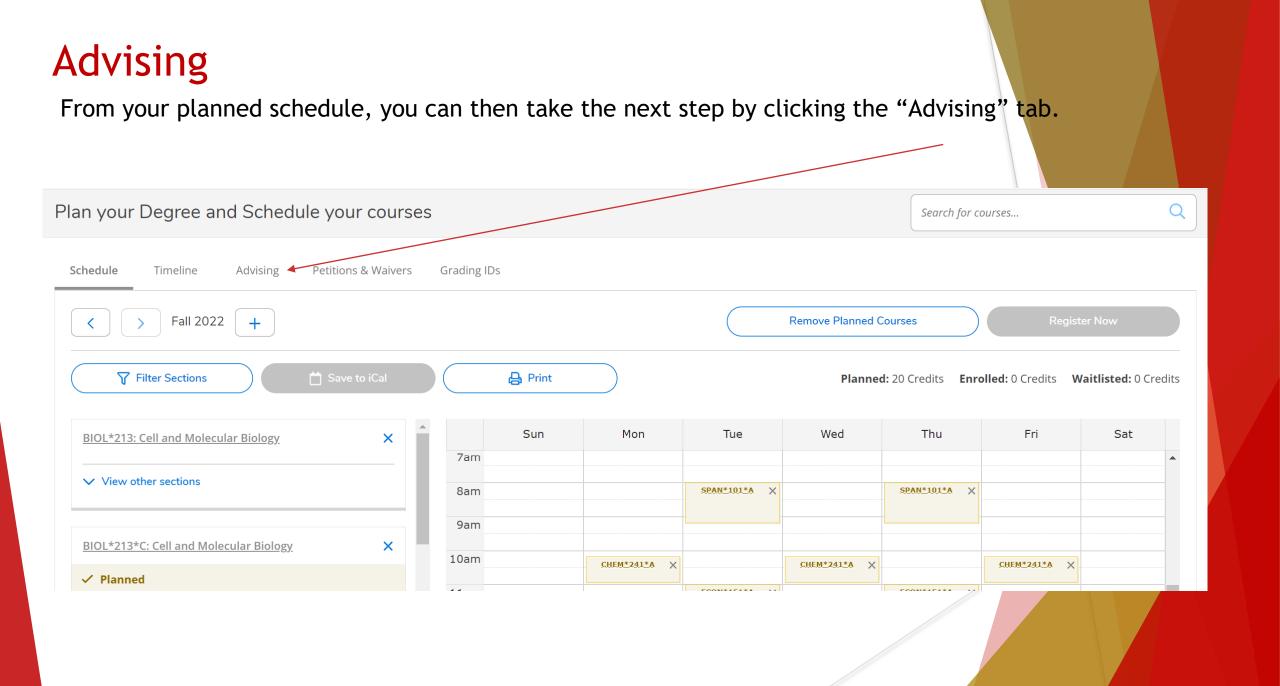
From your calendar, you can also view any course conflicts based on courses you've added to your planned schedule. If there is a course conflict, it will show on your calendar in RED to let you know.



Requirements - Planned

Once you feel you planned a possible schedule for the next semester, you will need your advisor to review your course plan. A few things to note are the number of credits you are planning. A full-time load is 12-17 credits, but it is okay to plan more in case of course closures when you go to schedule so you have an alternate option. This planned ribbon will change once your advisor approves or denies your planned course.





Advising/Request Review

Once you click the advising tab, you will see the below. You can compose a note to your advisor if you would like and click "Save Note." Once you save the note it can be viewed under "Note History." From here, click "Request Review." Once you click "Request Review," your advisor will automatically receive an email that you've requested for them to review the information. Now, you will wait for your advisor's response once they can review your course plan. You will also receive an email once you advisor completes the review.



Advising/Review Complete

Once your advisor has reviewed your course plan, you will receive one of the below emails from your advisor at which time you can login to your self-service student planning and review what your advisor submitted.

Planned Review Complete



kristenlemoncelli@kings.edu To DatatelSAEmail; Lemoncelli, Kristen

Dear Advisee, Your Advisor has reviewed your course plan.

Advisement Complete

kristenlemo To DatatelSA

kristenlemoncelli@kings.edu To DatatelSAEmail; Lemoncelli, Kristen

(i) We removed extra line breaks from this message.

Planned Review Complete may entail some additional back and forth should your advisor need you to select additional courses to register for next semester. Be sure to review any internal notes your advisor sends.

 $\leftarrow \overset{\leftarrow}{\to} \overset{\leftarrow}{\bullet}$

11:4

Your advisor agrees with all course selections for next semester and has marked your Advisement Complete.

Your academic advisement is officially complete between you and your advisor. You are now able to register at your assigned registration time.

Log into your Self-Service > Student Planning > Plan your Degree & Register for Classes



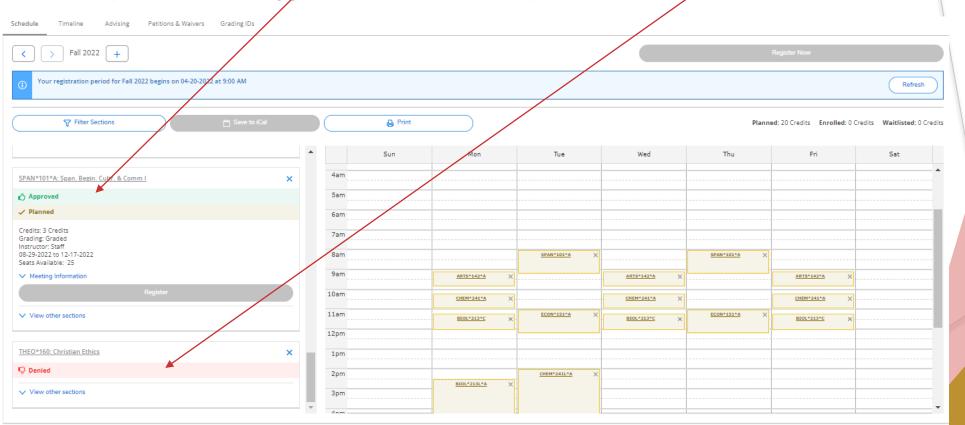
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Go to Plan & Schedule

Plan your Degree & Register for Classes

Advising/Review Complete (continued)

When reviewing your course plan, you can see which courses your advisor has approved indicated by a source and an approved green ribbon. You can also see which courses your advisor denied indicated by a source and a red ribbon. (Reminder: Toggle over to Fall 2022)



Advising

If an advisor denies a course and requires you to select a new course, you can do so by following the same steps as previous and reviewing your degree plan to see what requirements still need to be fulfilled and searching the college catalog or you can review possible options your advisor may have added to your course plan for next semester.

Once your course plan is finalized, the next step is Registration.

Registration

> Fall 2022 +

Advising Petitions & Waivers Grading IDs

egistration period for Fall 2022 begins on 04-20-2022 at 9:00 AM

As a reminder, your registration date and time will display in the blue notification bar each time you sign into your self-service Student Planning. The registration button will turn blue once you are allowed to register.

Registration (continued)

When it is time for you to register, log into your self-service student planning, Plan and Schedule. Reminder to toggle over to Fall 2022. You can register 2 ways.

Option 1

Select the Register Now button in the top right corner above your calendar view.

Option 2

Fall 2022 +

Individually register for each course by scrolling down the left side of the calendar view and clicking the Register button.

		Register Now		
	Р	lanned: 17 Credits	Enrolled: 3 Credits	Waitlisted: 0 Credits
Wed	Thu	Fri		Sat
				•

	📋 Save to iCal	
BIOL*213*A: Cell and Molecular Biology	;	×
🖒 Approved		
✓ Planned		
Credits: 3 Credits Grading: Graded Instructor: Staff 08-29-2022 to 12-17-2022 Seats Available: 36		1
✓ Meeting Information		
Register		

Registration (continued)

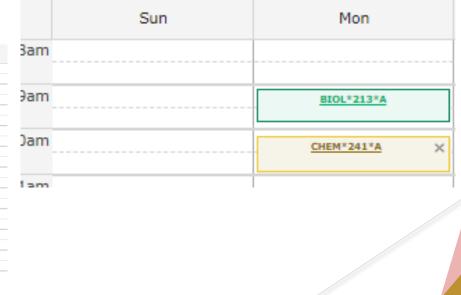
Option 1

If selecting the Register now button, all courses will appear in GREEN if successfully registered. Any courses in yellow or red you will need to review.

Sun	Mon	Tue	Wed	Thu	Fri	
	BIOL*213*A		BIOL*213*A		BIOL*213*A	
	CHEM*241*A		CHEM*241*A		<u>CHEM*241*A</u>	
		ECON*151*A		ECON*151*A		
		·				
	BIOL*213L*A	CHEM*241L*A				

Option 2

If registering individually, once you click Register, the course will appear in GREEN on your calendar if successfully registered.



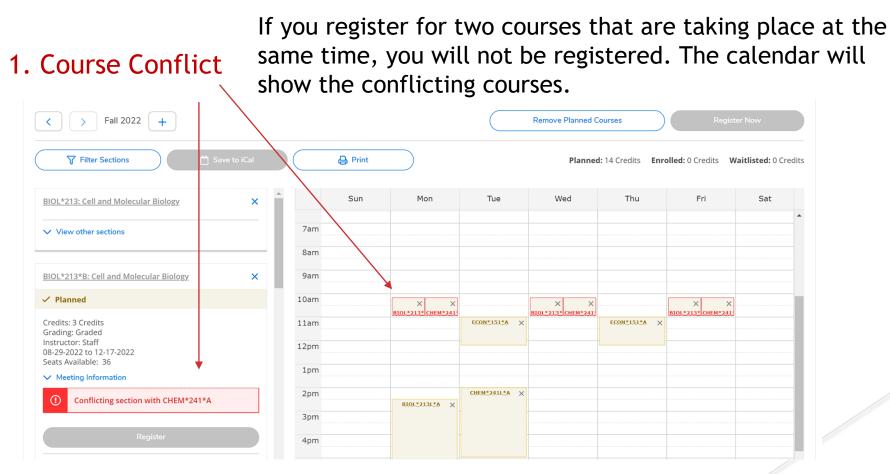
Registration (continued)

A successful registration will show all courses in green on the calendar. You can view the total number of credit you've registered for. Please note, we do not use the waitlisted function right now. If you have any waitlisted credits, you are technically not on a waitlist. Feel free to contact the Registrar's Office for any assistance.

Plan your Degree and Schedule your courses						Search for cou	Irses	(
Schedule Timeline Advising Petitions & Waivers Grading IDs	;							
Fall 2022 +							Register Now	
Tilter Sections	\supset	🔒 Print				Planned: 0	Credits Enrolled: 17 Cr	edits Waitlisted: 0 Credit
ARTS*142*A: Creative Writing	A	Sun	Mon	Tue	Wed	Thu	Fri	Sat
🖒 Approved	8am							
✓ Registered, but not started	9am		ARTS*142*A]	ARTS*142*A		ARTS*142*A]
Credits: 3 Credits Grading: Graded	10am		<u>CHEM*241*A</u>]]	<u>CHEM*241*A</u>		<u>CHEM*241*A</u>]
Instructor: Staff 08-29-2022 to 12-17-2022	11am		BIOL*213*C	ECON*151*A	BIOL*213*C	ECON*151*A	BIOL*213*C	7
V Meeting Information	12pm							
Drop	1pm							
View other sections	2pm			CHEM*241L*A				
	3pm		BIOL*213L*A					
BIOL*213*C: Cell and Molecular Biology								
Approved	4pm							
Registered, but not started	5pm							
	6pm					ENGL*148*E		
Credits: 3 Credits Grading: Graded Instructor: Staff 08-29-2022 to 12-17-2022	7pm							
Meeting Information				-				-

Registration-Errors

Please take note of any errors you may come across during registration. A few scenarios are listed for you.

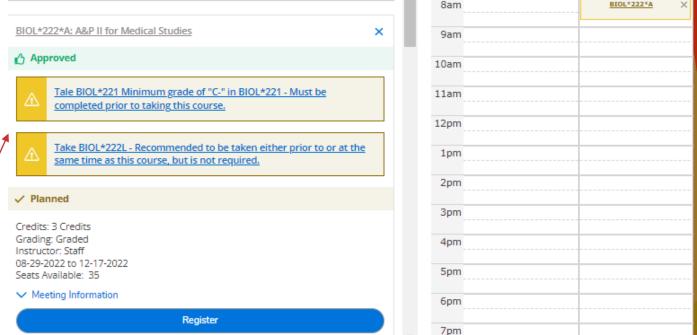


Registration-Errors (continued)

2. Prerequisite Not Met

If you attempt to register for a course but have not yet completed the pre-requisite for the course, the course will appear on your calendar in yellow and you will not be registered. You will also see the yellow warning notification bar with information regarding the prerequisite and grade needed to register for the course.

In this instance, though you are approved by your advisor, you have not met the pre-requisite so cannot register for the course. You will need to be registered by the Registrar's Office, if the course is applicable.



BIOL*222*A - The following required prerequisite for course BIOL*222 is not started. Tale BIOL*221 Minimum grade of "C-" in BIOL*221

Registration-Errors (continued)

3. Advisor Did Not Approve Course

If you attempt to register for a course but it has not been approved by your advisor, the course will appear on your calendar in yellow and you will not be registered.

You will also receive the yellow warning notification bar in the top right corner of your self-service account that your advisor did not approve the course.



BIOL*222*A - Advisor Did Not Approve This Course For Registration



Thank you!

If you need assistance or have any questions, please contact the Registrar's Office.

Email: <u>Registrar@kings.edu</u> Phone: 570-208-5870