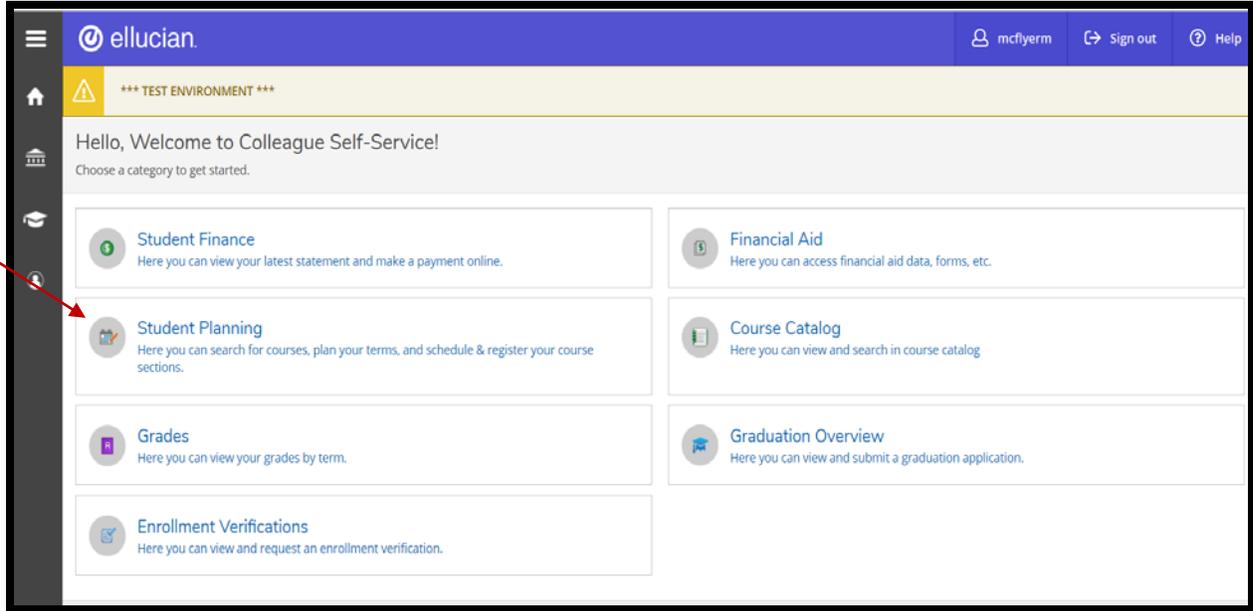
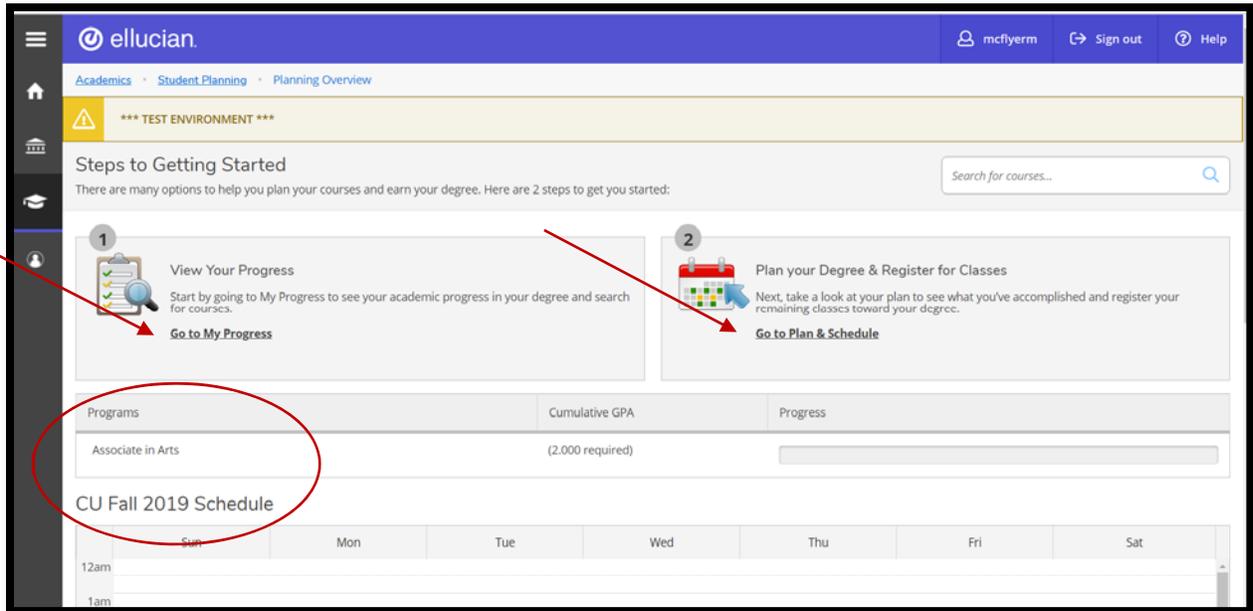


## Using Student Planning

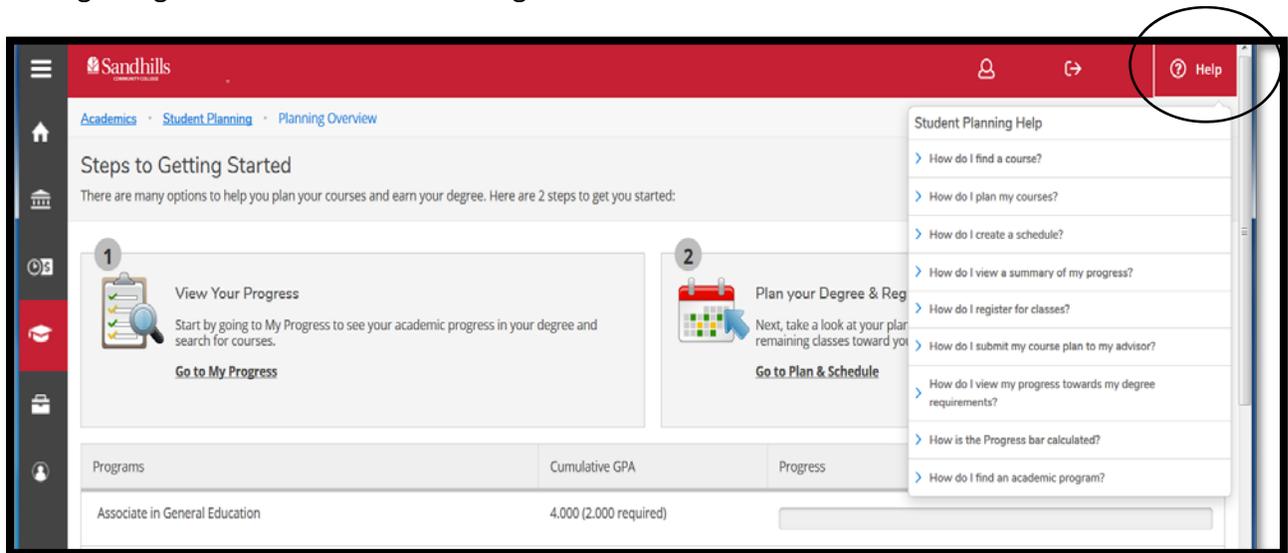
Login to Self Service and select “Student Planning” to begin:



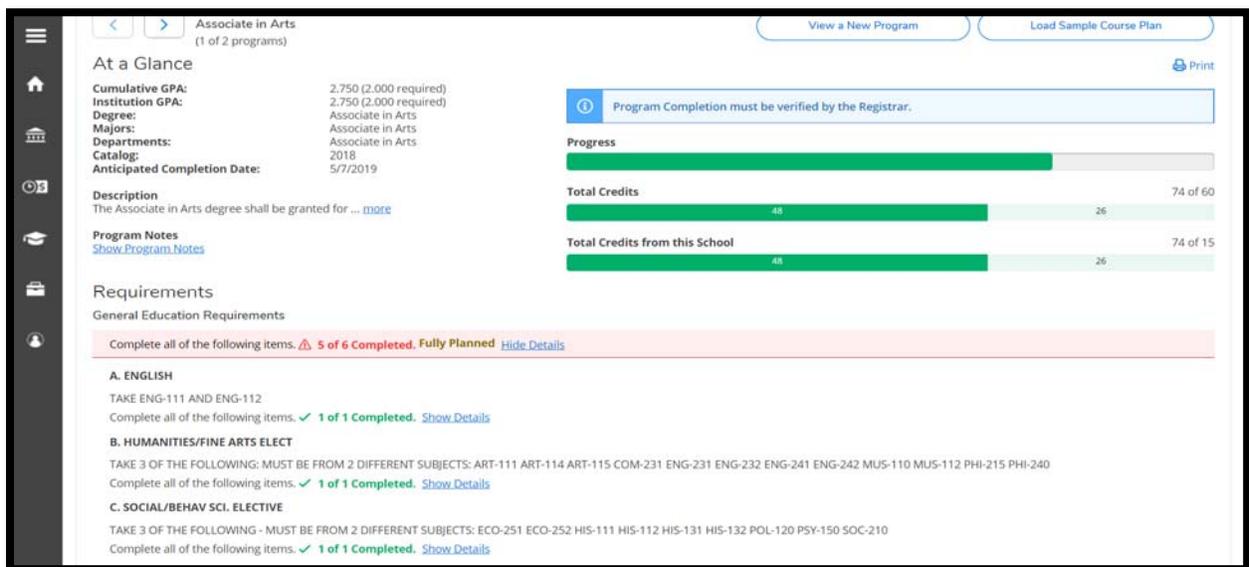
Planning Overview shows your program(s) of study and current schedule. From here you can select “Go to My Progress” or “Go to Plan & Schedule”.



The “Help” button on the right is a great tool to utilize for “How do I” questions you may have when getting started in Student Planning.



**My Progress** will show you how close you are to completing your degree and the remaining course(s) needed. Each “Requirement” section contains only the courses required for your program - from there you can select course(s) to place on your schedule. You have the ability to map out your entire educational journey by planning courses and then selecting sections to register for as registration periods open up. When you have fulfilled all the requirements for a specific category it will be marked “Completed” in green.



To add a course to your schedule or search for sections click on either the course or “Search” from the details of the specific requirement, i.e. Math

Status	Course	Search	Grade	Term	Credits
Not Started	MAT-152 Statistical Methods I				

Status	Course	Search	Grade	Term	Credits
In-Progress	MAT-143 Quantitative Literacy			2019SU	3
Not Started	MAT-171 Precalculus Algebra				

In My Progress you can also select “View a New Program” in the upper right hand corner to see how close you are to completing another degree, diploma, or certificate. Select the program and click “View Program” to run the academic evaluation.

Academic Programs

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Search for a program:

Accounting  
Accounting - Bookkeeping Certificate  
 Architectural Technology  
Architectural Technology Certificate  
Associate Degree Nursing  
Associate in Arts  
Associate in Engineering  
Associate in Fine Arts in Music  
Associate in Fine Arts in Visual Arts

Cancel View Program

Or you can load a sample course plan by selecting “Load Sample Course Plan”. Identify the term you want to start in, choose a program, and “Preview Plan”.

Load Sample Course Plan

The course plan allows you to assist your advisee in sequencing their courses, providing the ideal path for meeting their academic goals.

First, choose the first term to use for your course plan:

CU Spring 2020

Next, select from one of your enrolled programs:

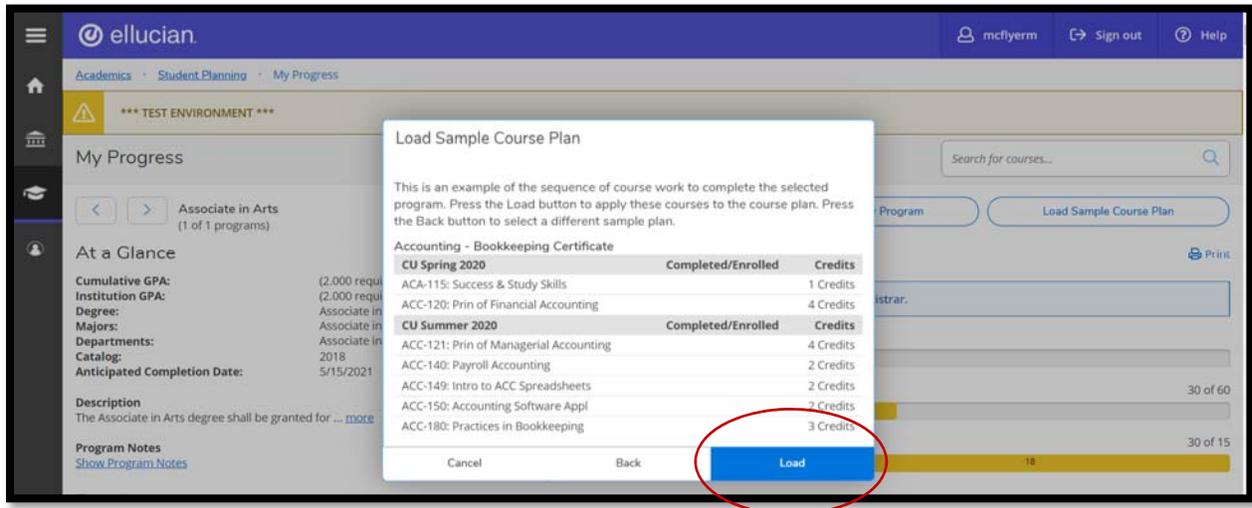
Associate in General Education-Nursing

Or, choose a different program:

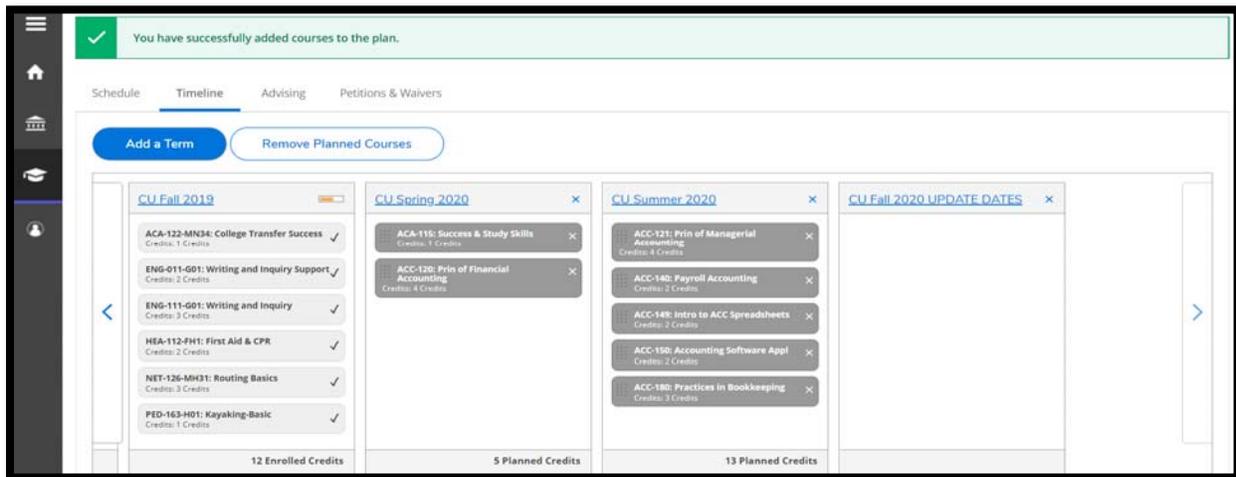
Accounting - Bookkeeping Certificate

Cancel Preview Plan

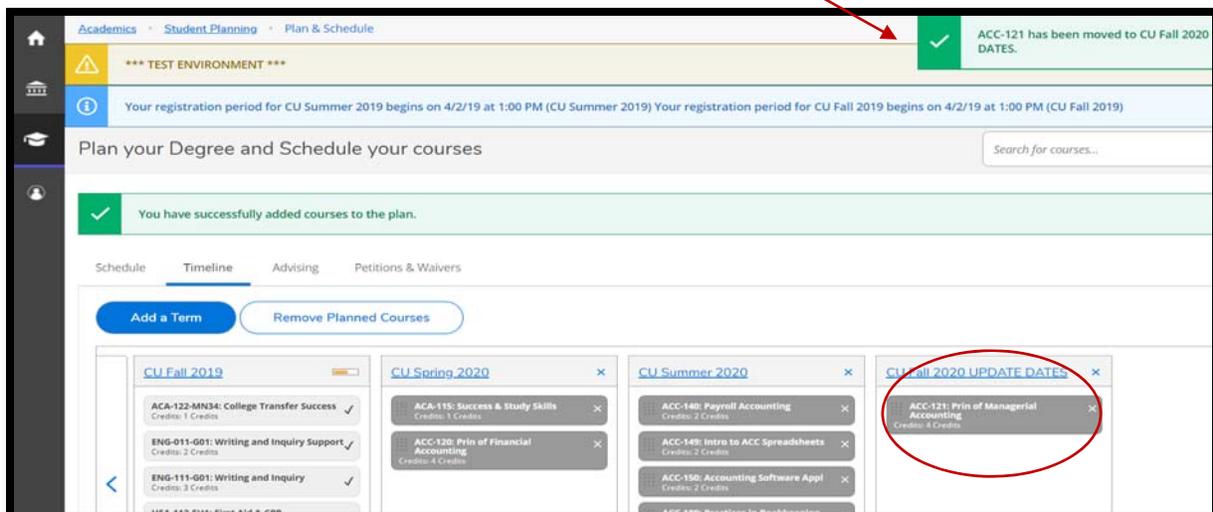
If you select “Load”, the plan will be loaded on your Schedule and Timeline as planned courses.



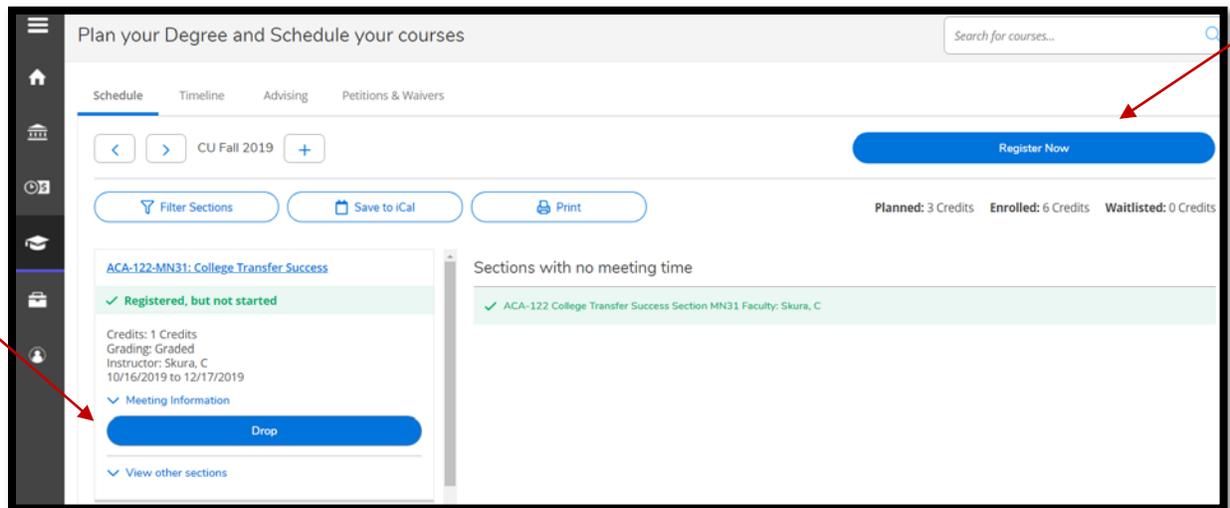
Using “Timeline” you can drag courses to another semester to best fit your needs or to accommodate when the courses are offered. Below is how it loaded:



Now you can drag a course to another semester:

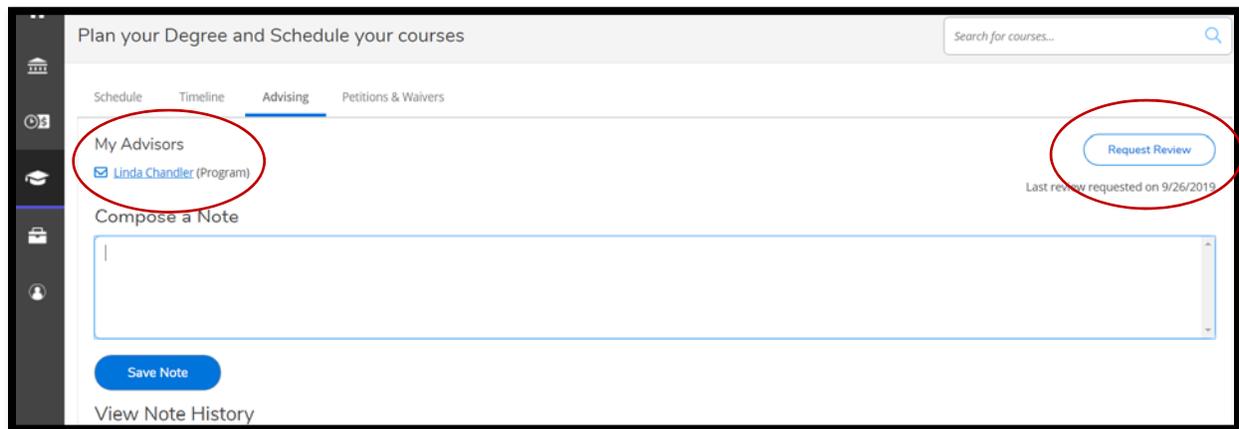


**Plan & Schedule** is where you go to view your plan and register for classes. You will land on the “Schedule” page where you can register for or drop classes.



When you have completed your registration you will receive a notification in the upper right-hand corner of the page notifying you either that you are successfully registered, or that your registration was not processed. For restricted courses (Health Science, Work Based Learning, etc.) you will see a message “Advisor approval is required to register for this class”, and you will need to “Request Review”.

Within Plan and Schedule there are links to “Timeline”, and “Advising”. The “Advising” section shows your advisor with an email link on the left – “Request Review” on the right.



Both you and your advisor can utilize the “Compose a Note” section – notes are permanent, and visible to your advisor so be careful when using this function.

“Petitions & Waivers” will show any petitions or requisite waivers that have been processed.

**\*Remember “Help” is always available in the upper right-hand corner!**