Step 1. Click on **Student Planning**.

- Financial Aid
  - Here you can access financial aid data, forms, etc.

- Banking Information
  - Here you can view and update your banking information.

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

Step 2. Click on **View Your Progress**.

**Steps to Getting Started**
There are many options to help you plan your courses and earn your degree. Here are 2:

1. **View Your Progress**
   - Start by going to My Progress to see your academic progress in your degree and search for courses.
   - Go to My Progress

**What is My Progress?**
My Progress is your plan that lists courses you need to complete to earn your degree. **Your plan automatically updates** when courses are completed, planned, or added.

**At a Glance**

- **Cumulative GPA:** 2.830 (2.00 required)
- **Institution GPA:** 2.830 (2.00 required)
- **Degree:** Associate of Arts - Arts and Sciences
- **Majors:** Associate of Arts
- **Departments:** Liberal Studies
- **Year:** 2017

**Your GPA and Degree info.**

**Requirements**

- AA Gen Edu Requirements

**Your Progress**

- View your coursework applied to other degrees.

Step 3. The **My Progress** screen will display.

Scroll thru your plan (**My Progress**) to:

- **Your chosen degree**
- **At a Glance**
- **Your GPA and Degree info.**

**Your chosen degree**

**At a Glance**

- **Cumulative GPA:** 2.830 (2.00 required)
- **Institution GPA:** 2.830 (2.00 required)
- **Degree:** Associate of Arts - Arts and Sciences
- **Majors:** Associate of Arts
- **Departments:** Liberal Studies
- **Year:** 2017

**Your GPA and Degree info.**

**Requirements**

- AA Gen Edu Requirements

**Your Progress**

- Courses still needed will be indicated in **RED**.

Step 4. **Begin Choosing Courses.** Locate each section that a requirement is missing—indicated by the following:

- **Not Started**
- **0 of**

**Your Progress will be noted by:**

1. **Not Started**
2. **Competed**
3. **Planned**
4. **In progress**
5. **Registered**

**Courses**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT-101</td>
<td>Applied Accounting</td>
</tr>
<tr>
<td>ACT-110</td>
<td>Financial Accounting I</td>
</tr>
<tr>
<td>BIOL-108</td>
<td>Human Biology (Possible Replacement)</td>
</tr>
<tr>
<td>BIOL-114</td>
<td>Human Biology Laboratory (Possible Replacement)</td>
</tr>
<tr>
<td>BIOL-118</td>
<td>Human Biology (Possible Replacement in Progress)</td>
</tr>
</tbody>
</table>
Step 5. Add Courses to your plan and register *(if available)* Using your plan *(My Progress)*.

1. Click on the **Search** button to view all available courses within a requirement.

2. Click on required listed course

   **ENG-200**
   
   **Book Writing Workshop**

   **ENG-201**
   
   **Intro to Creative Writing**

   Use to view multiple course options

   After clicking on a search option, the course description & requisite information will display.

   **To ADD COURSES, to a future term, click**

   **View Available Sections**

   **View Available Sections** will NOT display if course sections are not being offered for the given term.

   **Plan your entire degree with this feature!**

   **How Do I ADD A COURSE TO PLAN?**

   1. Select the term you want to add the course.
   2. Click on the **Add Course to Plan** button.
   3. Once added, the course will display temporarily in the right hand corner of your screen.
   4. Continue to go back to *My Progress* to add courses to your plan.

   ![MUS-113 has been added to plan.](image)

   **How Do I REGISTER FOR A COURSE?**

   1. **Click on Add Section to Schedule**
   2. **Displays**

   Registered courses will display with green check mark.

   ![Registered courses will be listed in the Plan and Schedule section.](image)

   You may filter course listings on a variety of options.

   - Registered courses will be listed in the **Plan and Schedule** section.
Printing and Viewing your Schedule

Click on Student Planning > Plan & Schedule >

Click on arrows to scroll thru terms.

Dropping a Course

1. Choose Schedule
2. Click Drop
3. Select Reason
4. Check the course you wish to drop.
5. Click Update.

Request Advisor Review

1. 
2. optional
3. 
4. Your plan is ready for review