Preparing for Registration using Student Planner and Schedule Builder
If a new window doesn’t open, make sure all pop-up blockers are disabled.

1. Click on the **My Classes** tile.

2. Click on the **Student Planner** option in the left-hand menu. Then, launch the planner by clicking the **Student Planner** button.
Refresh Your Planner

If the **UPDATE** button appears at the top of your screen, click the button to update your progress.
1. If you have completed previous semesters, make sure they are up-to-date in your plan. Completed courses are designated with a ✓ indicator.

2. Make sure your current term of classes is accurate. Courses in progress are designated with a ● indicator. Fill in any placeholders with the actual class you are taking.

3. Review the courses and “placeholders” for General Education, Major or Minor requirements in your upcoming term.
Prepare for Your Upcoming Term

Check pre-requisites for upcoming courses to verify you can take the course. Click on courses that have pre-requisites to review what they are.
1. Some course placeholders will have options to choose from in the planner, while others will not. To check, click on each placeholder.

2. Click the drop-down menu. If course options appear, you can select your preferred course from the list.
1. Use the **SCHEDULE** button to launch Schedule Builder.

2. Once in Schedule Builder, click the **CLICK HERE** link to import your courses from the Student Planner.

**Note:** If a course is not included in the Schedule of Classes for the upcoming term, it will not import into Schedule Builder.
In Schedule Builder, add any remaining courses by click **+Add Course**.

2. Use Search by **Section Attribute** to find courses that meet specific General Education or associate degree category requirements.

3. Click **+Add Course** to add a class.
Use Schedule Builder to Find Your Preferred Schedule

Click Generate Schedules to find every schedule combination available, using your preferred courses, for the upcoming term.

Your academic adviser is here to help! Talk with your adviser about your registration plan and write down a list of any questions you have, prior to your appointment, so you don’t forget.