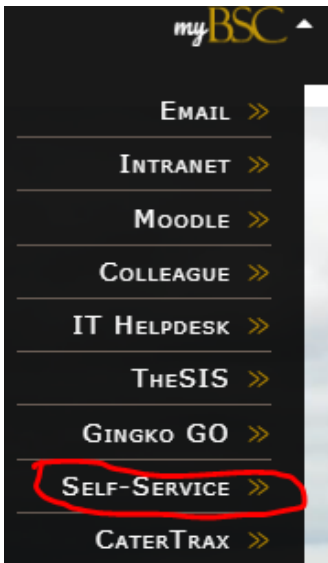


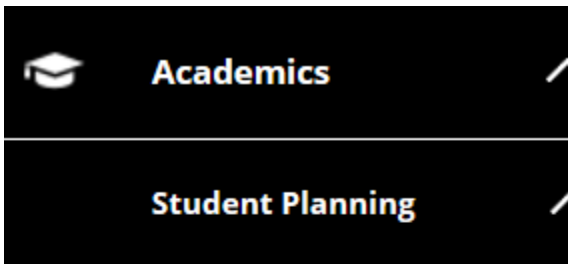
Student Planning & Registration Confirmation

(Same process to register for all of your classes every term)

1. Log-in to Self Service.



2. From the menu, choose *Academics* and then *Plan & Schedule*. From main page, choose the *Calendar View*.



Planning Overview

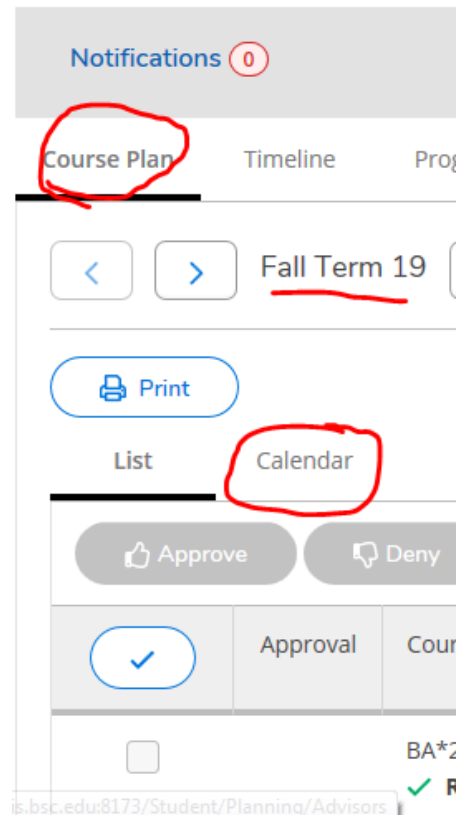
My Progress

Plan & Schedule

Course Catalog

Test Summary

Unofficial Transcript



3. Go to the Catalog and type in *Registration* and click on *Registration Confirmation*.

The screenshot shows a course catalog interface. At the top, there are navigation tabs: "Course Plan", "Timeline", "Progress", and "Course Catalog". The "Course Catalog" tab is highlighted with a red circle and a blue arrow pointing to it. Below the tabs, there are navigation controls: a left arrow, a right arrow, "Fall Term 19", and a plus sign. A "Print" button is also visible. Below these are "List" and "Calendar" tabs. The "Calendar" tab is active. On the left, there is a course summary: "Credits: 1 Credits", "Grading: Graded", "Instructor: Sara Robicheaux", "8/28/2019 to 12/12/2019", and a "Meeting Information" section. A red banner with an exclamation mark icon says "This section is full". Below this is a blue "Drop" button and a "View other sections" link. On the right, there is a "Notifications" section with a red circle containing the number "0". Below that are tabs for "Course Plan", "Timeline", "Progress", and "Course". A search bar is present with the text "Search for a course subject:" and a magnifying glass icon. The word "Registration" is typed into the search bar. Below the search bar is a link labeled "Registration Confirmation".

4. Choose *Add course to plan* and choose *Fall 2019*.

The screenshot shows a "Course Details" modal window. The title is "Course Details". Below the title is the course name "REG-100 Registration Confirmation" and a description: "This course is used to trigger a status change from pre-reg to reg. This dummy course can be added to a students record without impacting the students record adversely." Below the description is a table with the following information:

Credits	0
Locations Offered	TBD
Requisites	None
Term	Fall Term 19

The "Term" field is a dropdown menu with "Fall Term 19" selected. At the bottom of the modal, there are two buttons: "Close" and "Add Course to Plan". Below the modal, there is a link that says "View Available Sections for REG-100".

5. Go back to your *Course Plan, Calendar View*, and scroll down to *Registration Confirmation*. Click on *View other sections* and you'll see:

REG-100: Registration Confirmation

[View other sections](#)

1 of 1

REG-100-A Registration Confirmation
Seats Available: 1250
Instructor: (STAFF)
Time: TBD
Dates: 8/21/2019 - 12/12/2019
Location: TBD (Lecture)

6. Click on the shaded box and you'll see this. Click on Add Section:

Section Details

REG-100-A Registration Confirmation
Fall Term 19

Instructors (STAFF)

Meeting Information 8/21/2019 - 12/12/2019
TBD (Lecture)

Dates 8/21/2019 - 12/12/2019

Seats Available 1250 of 1250 Total

Credits 0

Grading Graded

Requisites None

Course Description This course is used to trigger a status change from pre-reg to reg. This dummy course can be added to a students record without impacting the students record adversely.

Books Total

Close Add Section

7. You now can register!

REG-100-A: Registration Confirmation

✓ **Planned**

Credits: 0 Credits
Grading: Graded
Instructor: (STAFF)
8/21/2019 to 12/12/2019
Seats Available: 1250

✓ Meeting Information

Register

✓ View other sections