CUSOL Registration via Student Planning^{SP23}

(Note: <u>Term relative screenshots reflect previous terms</u>)

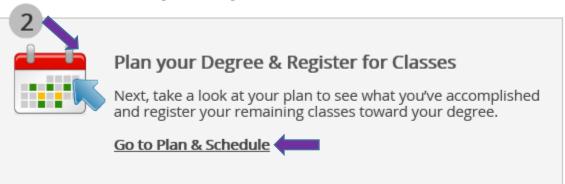
1. Log into Student Planning: <u>https://ss.campbell.edu</u>

ign in to your accoun	t	
jqstudent0202		Sign In

2. Click on "Student Planning".

↑	Image: Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
ġ	Tax Information Here you can change your consent for e-delivery of tax information.	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
3	Course Catalog Here you can view and search the course catalog.	Grades Here you can view your grades by term.
	Academic Attendance Here you can view your attendances by term.	

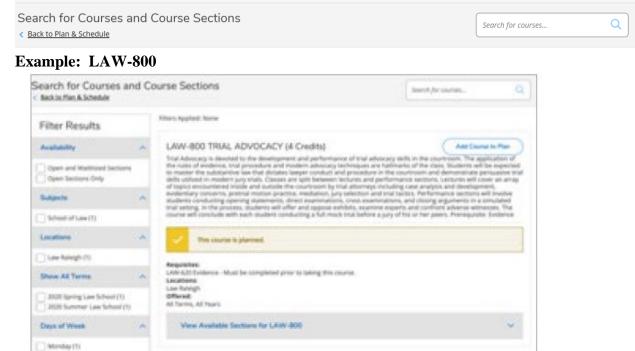
3. Click on "Plan Your Degree & Register for Classes" or "Go to Plan & Schedule."



4. Use the forward arrow to move to the appropriate registration term (2023 Spring Law School). If the forward or right arrow is greyed out, click on the + sign to either search for the term from a dropdown list or to then be able to click on the right arrow to move forward to the proper term (2023 Spring Law School). Add the term to your plan. (screenshots reflect earlier terms)

Vour Degree and Schedule your courses	
Abanda Stradie Abang Person & Konner	Parroad 10 Croffs Revalled 10 Croffs Waldstred 5 Croff
Add a Term to Your Plan	
Please select a term to be added to your plan:	
2020 Spring Rpt Term	0
Cancel	Add Term

5. Click on the search box in the top right corner to search for the class you want to add. Academics · Course Catalog



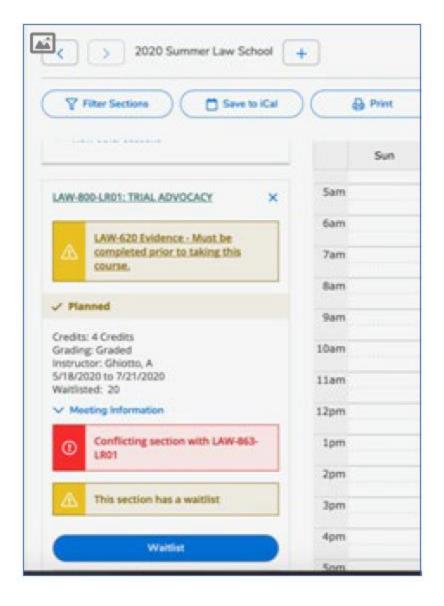
6. Find the section you want and click "Add Section to Schedule." NOTE: You must add both the course and appropriate section if the class has more than one section. It will then add the course to your list of PLANNED courses on the left side of the main Plan and Schedule screen.

l	CAMPBELL UNIVERSITY						Q wap			Hel
Aca	ademics · Student Planning · Plan & Schedule									
Pl	an your Degree and Schedule your cours	ses					Search for	courses		Q
5	Schedule Timeline Advising Petitions & Waiver:	rs								
	< > 2020 Summer Law School +						R	egister Now		
	Titter Sections		🔒 Print	\supset		Planne	d:5 Credits Enr	olled: 6 Credits	Waitlisted:	0 Credits
			Print Sun	Mon	Tue	Wed	Thu	Fri	Sat	
(▼ Filter Sections [™] Save to iCel	9am		Mon	Tue				Sat	
(▼ Filter Sections Save to iCal LAW-628-IL01: E-DISCOVERY × ✓ Planned Credits: 3 Credits Grading: Graded	* 9am 10am				Wed	Thu	Fri	Sat	
	▼ Filter Sections Save to iCel LAW-628-IL01: E-DISCOVERY × ✓ Planned Credits: 3 Credits Grading: Graded Instructor: TBD 5/18/2020 to 7/21/2020					Wed	Thu	Fri	Sat	
	▼ Filter Sections [™] Save to iCel LAW-628-IL01: E-DISCOVERY × ✓ Planned Credits: 3 Credits Grading: Graded Instructor TBD	10am				Wed	Thu	Fri	Sat	

7. Once registration opens, click on "Register Now" or the "Register" button for each course. You can register or waitlist the course, dependent upon availability. Once registered, your view should be similar:

and the second se						-	_			_	_
C 3020 Summer Law School	* (+)					(Report	er Miller		
V Har Sarting					Fland	ed 4 Croits	Envelle	410	n 1	Retting	nt 3 Gree
LAW MIR LINES, PROF RESPIRTINGS		San	Man		ur.	Wed					Set
Registered, but not started	3 arrs										
Gredity: 3 Credits	Jam										
Grading Graded Instructor Briefs 8 5/16/2020 as 7(21/2020	344										
V Making Information	4400										
00	Sam										
V Vew after sections	fam										
	Tam						-				
LAW 211 LINE: SECURED TRANS	Barn		-		_						
· Registered, but not started	Sam	14		-	190		-	711	-	74	
Dredity 3-Credity	LOwm			-	-		=	-	=	-	

a. Waitlisted status looks similar to the screenshot below:



8. Click on the "**Print**" icon to print your schedule. **PLEASE NOTE:** Most software will now also provide the option to Print to PDF, in the event that you are not connected to a printer and you want to save your document to your tablet, laptop, PC, thumb drive, and etc.

NOTES:

- You will see the number of seats available in a course. Make sure the courses you plan have seats available and fit within your schedule. Otherwise, you will need to either choose to be waitlisted or you can remove the course from your schedule and plan to take it in a future semester.
- I do not have your exact view, but it is my understanding that within Student Planning, preselected courses for registration would be seen under your "Planned" courses. If you use the preregistration option, when registration opens, you click on "Register" to add the

respective courses to your schedule. Your other choice is to simply select and register for classes once registration opens.

- Main Campus undergraduates **REQUIRE** advisor approval before being able to register for courses. **Law School** and Adult and Online Education (AOE) students may go ahead and click "**Register Now**" once registration opens. They do not need pre-approval.
- A special message from IT Services: "If you choose to pre-load your schedule by choosing your preferred sections and clicking the SUBMIT button when registration opens, you may get kicked out of Student Planning or you may NOT be able to register. REASON: While the system allows you to pre-load your schedule, it was never designed to allow nearly an entire class level of students to register at the same moment. Therefore, when registration opens at a specific time, i.e., 2:00PM., all 3L students will not be able to register at that moment. Whether you are able to register depends, in part, on your internet speed and of course, Campbell has no way to control the issues you may have regarding your internet service."
- Frequently asked questions about the registration process and Student Planning can be found by clicking on "Help" on the top right-hand side of the page and then "Steps to Getting Started." Steps under HELP are written from a general or undergraduate registration perspective.

Sisti atton perspectit									
CAMPBELL UNIVERSITY			John Student Sign out ? Help						
Academics 🗸 🛛 Student Plannin	ng v Planning Overview		Student Planning Help						
Steps to Getting Started	1		How do I find a course?						
Attention: All students must 'agre	ے e' to the Student Financial Responsibility Agree	How do I plan my courses?							
Click' <u>Here</u> ' to review and accept to Office Policy.	he terms of this agreement.This form must be o	completed each semester to	to + How do I create a schedule?						
			How do I view a summary of my progress?						
			• How do I register for classes?						
View Your Prog		Plan you	Select Fian & Schedule. When you are ready, you can select						
Start by going to My degree and search	Progress to see your academic progress in your for courses.	Register Now. If your schedule contains available sections for more than one course, you will be registered for all of them							
Go to My Progress		successfully. If your schedule contains some available and							
			some unavailable sections, you will be registered for the						
			available sections only. Then you can search for the remaining						
Programs	Cumulative GPA	Progress	available sections that you need. You also have the option to register for each course of the available courses individually						
BA History	3.667 (2.000 required)		by selecting Register in the course containers. If a course is unavailable the register option is not available.						