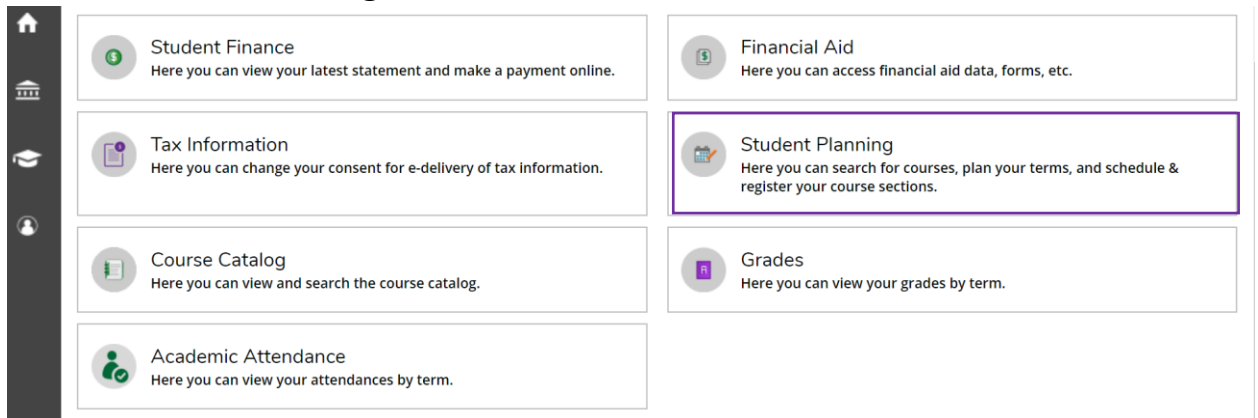# CUSOL Registration via Student Planning<sup>SP24</sup>

*(Note:  Term relative screenshots reflect previous terms)*
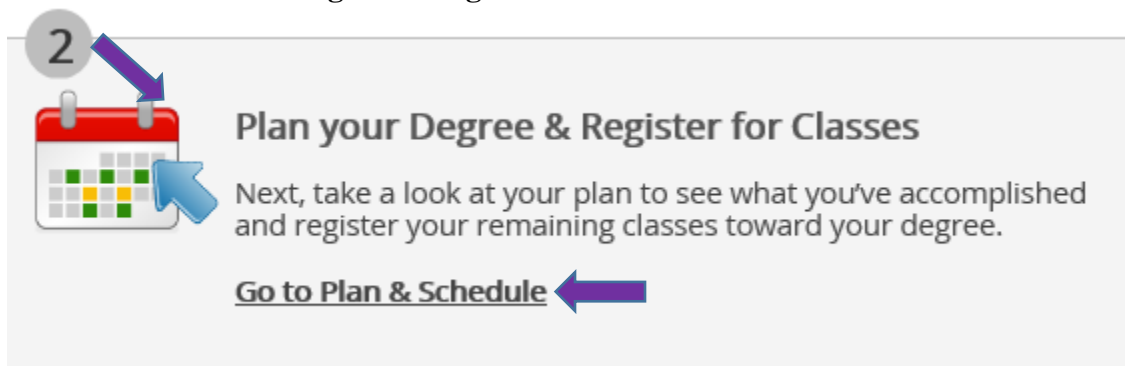
1. Log into Student Planning: https:\\ss.campbell.edu



2. Click on **"Student Planning"**.



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** **(2024 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 **(2024 Spring Law School)**. Add the term to your plan. (*screenshots reflect earlier terms*)
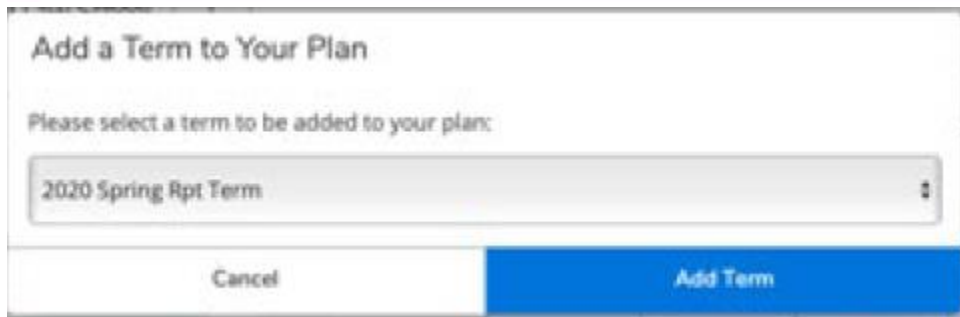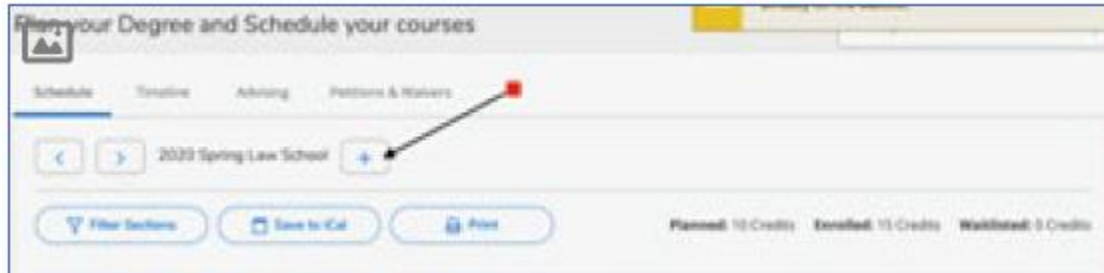




5. **Click on the search box in the top right corner** to search for the class you want to add.
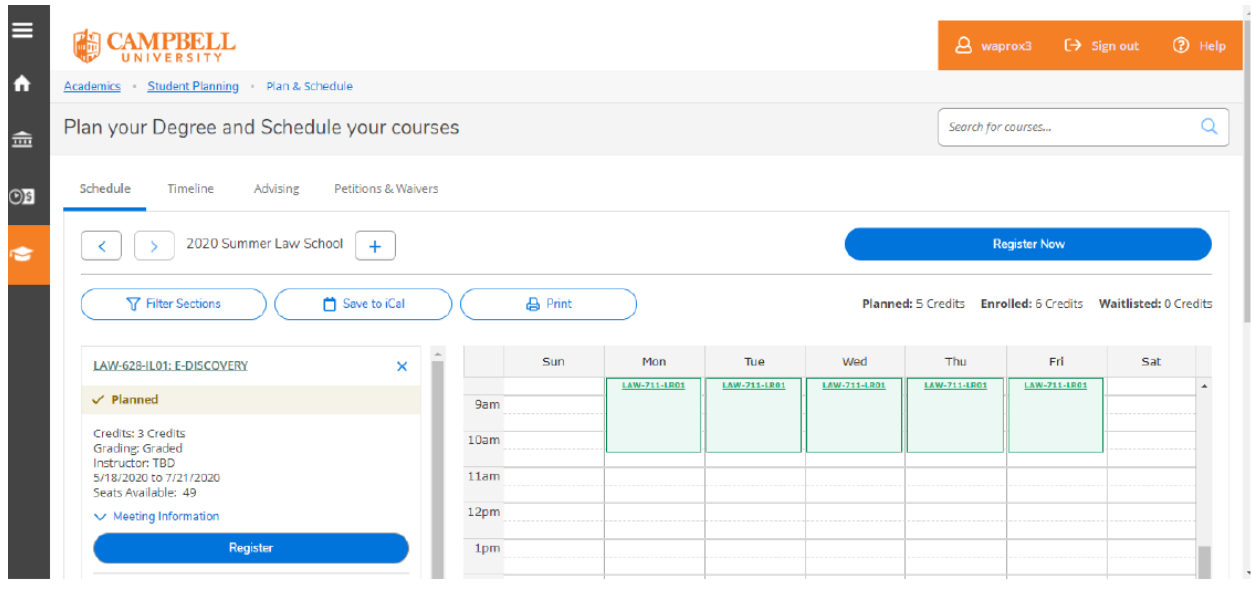


**Example:  LAW-800**
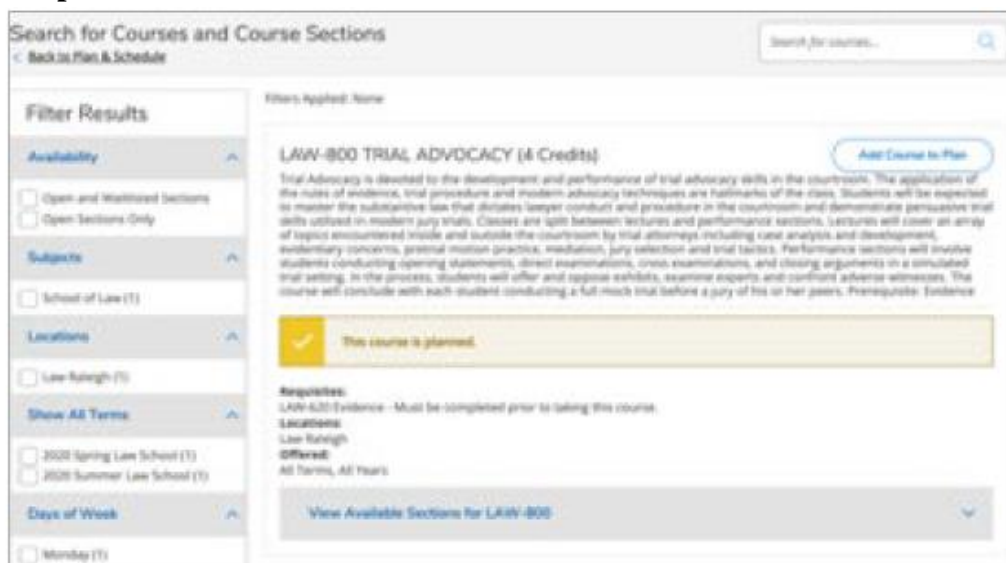
6. **Find the section you want and click "Add Section to Schedule." NOTE:** You must add both the course and appropriate section if the class has more than one section. It will then add the course to your list of **PLANNED** courses on the left side of the main **Plan and Schedule** screen.



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:
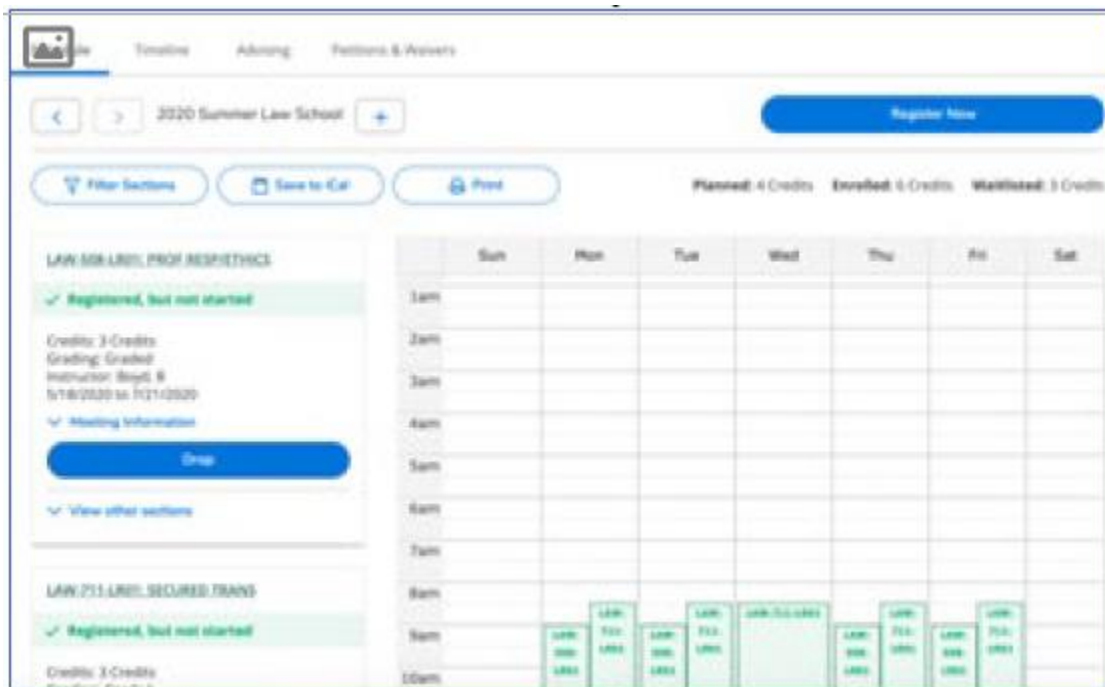


   a. Waitlisted status looks similar to the screenshot below:
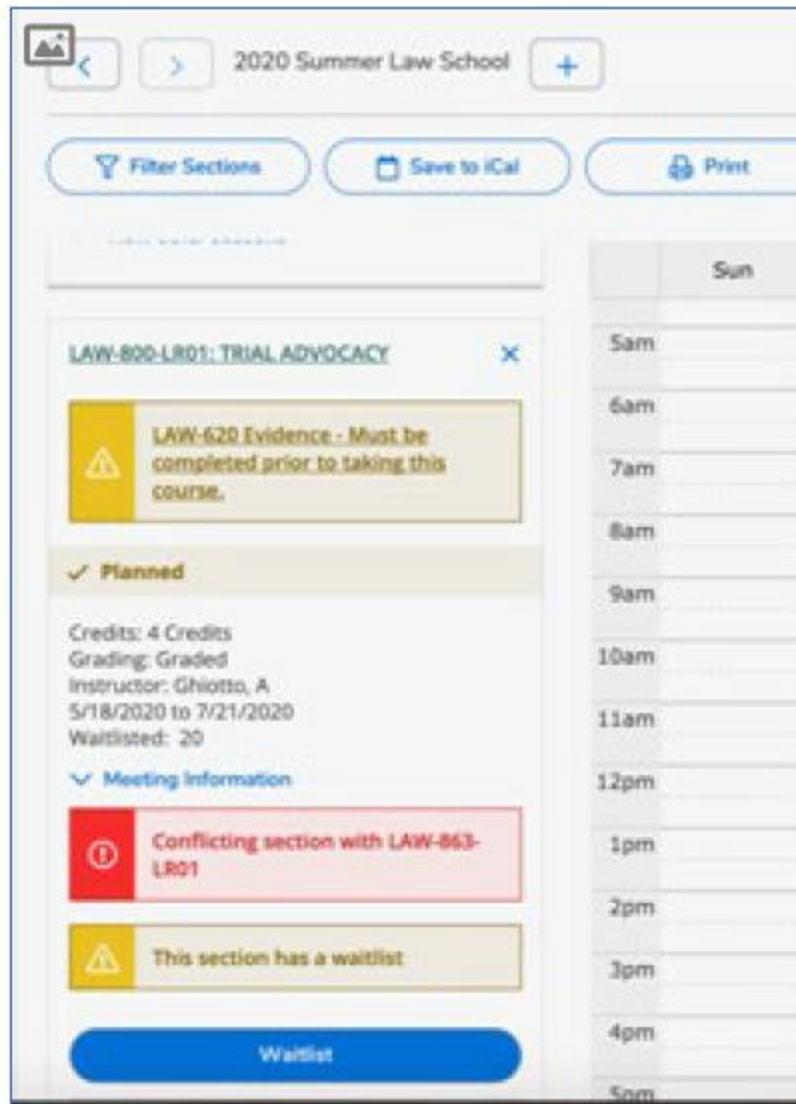
8. Click on the **"Print"** icon to print your schedule. **PLEASE NOTE:** Most software will now also provide the option to Print to PDF, in the event that you are not connected to a printer and you want to save your document to your tablet, laptop, PC, thumb drive, and etc.

**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.*