

## STUDENT PLANNING: Student Quick Guide

### Overview

- Getting Started
  - Sign in to myWidener. Using the search bar at the top, search for “student planning”. Select the task, Student Planning.
- Planning Overview
  - From this screen you can “Go to My Progress”, “Go to Plan and Schedule”, or “Search for courses...”
  - Using the drop down you can navigate to other screens in Student Planning.
- My Progress
  - If you have multiple programs, use the arrows (under “My Progress”) to toggle between programs
  - “View a New Program” is a what-if scenario if you are interested in changing majors
    - *Note: Please see your advisor for an official change of major.*
  - Selecting a course on the My Progress screen takes you to the course in the Course Catalog.
  - Courses taken that do not fulfill program requirements can be found at the bottom of this screen in “Other Courses”.
  - *Note: “Load Sample Course Plan” is functionality that is not currently being used.*
- Plan and Schedule
  - Schedule tab
    - This tab is where you can register for courses or sections you have planned by selecting the “Register” or “Register Now” button
    - ***Please note:*** You are not officially registered for courses until the course is **green**. Courses in yellow are still only planned.
    - You can toggle between semesters using the arrows under “Schedule”.
  - Timeline tab
    - Shows multiple semesters at a time.
    - *Note: Courses in dark grey are planned.*
  - Advising tab
    - Shows advising notes.
    - Notes are only visible here, they are not externally emailed to/from your advisor.
- Course Catalog
  - Lists all active courses and any active sections.
  - Use the Advanced Search tab or the filters to narrow your search for courses and sections.
- Test Summary
  - Displays SAT scores, Placement Tests, and Writing Samples.

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### Functionality

1. Adding a Course to your Plan
  - a. From the Course Catalog find the course you want to add
  - b. Select “Add Course to Plan”
  - c. Select the term you want to add the course and select “Add Course to Plan”
  - d. *Note: Any course can be planned, prerequisites and restrictions do not take effect until registration.*
2. Adding a Section to your Plan
  - a. From the Course Catalog
    - i. Find the course you want to add and select “View Available Sections for”
    - ii. Find the section you want to add and select “Add Section to Schedule”
    - iii. Be sure to read the section information carefully before selecting “Add Section”
  - b. From the Schedule tab on the Plan and Schedule screen
    - i. Go to the term you planned the course
    - ii. Select view other sections on the course you want
    - iii. Select the section and select “Add to Schedule”
  - c. *Note: This can only be done for active and published sections.*
  - d. *Note: Any course can be planned, prerequisites and registration restrictions do not take effect until registration.*
3. Registration Time
  - a. Your registration start time cannot be found in Student Planning. This information is located in myWidener. You can find this by searching “registration date and time” or “my access date and time”.
4. Registering for Courses
  - a. Once sections are chosen click the “Register Now” or “Register” button in the Schedule tab on the Plan and Schedule screen.
  - b. Be sure to use the arrows to navigate between semesters and register for each available semester.
    - i. *Note: Summer has multiple semesters.*
5. Dropping Courses
  - a. Until the end of the drop add period for a specific semester you are able to drop courses
  - b. To drop courses select the “Drop” button for the specific course located in the Schedule tab on the Plan & Schedule page
  - c. *Note: You will not be able to drop all your courses in a given semester. If you wish to do that please contact Enrollment Services at 610-499-4161.*
6. Registration Errors
  - a. If your registration fails, read the corresponding error message and revise your selections; your registrations in other courses will not be affected.
  - b. Some reasons for registration failure are: closed courses, prerequisites not met, repeating a course, time conflicts, and hold(s) (Bursar, Registrar, Health, Advisor, or Judiciary).