

STUDENT PLANNING: Student How To Guide

This How To Guide is designed to explain the some of the functionality of Student Planning. In addition to the explanations, please see the links to the tutorial videos.

1. Accessing Student Planning (<https://screencast-o-matic.com/watch/cqe3oa0dfM>)
 - a. Sign in to myWidener. Using the search bar at the top, search for: student planning. Select the task, "Student Planning".
2. Adding a Course to your Plan (<https://screencast-o-matic.com/watch/cqe3ok0dhw> and <https://screencast-o-matic.com/watch/cqe3os0d1G>)
 - 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 registration restrictions do not take effect until registration.*
3. Adding a Section to your Plan (<https://screencast-o-matic.com/watch/cqe3ok0dhw> and <https://screencast-o-matic.com/watch/cqe3os0d1G>)
 - 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
 - iv. Go to the term you planned the course
 - v. Select view other sections on the course you want
 - vi. 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.*
4. Registration Time (<https://screencast-o-matic.com/watch/cqe3o80dic>)
 - 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".
5. Registering for Courses (<https://screencast-o-matic.com/watch/cqe3D40d6L>)
 - 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.
 - vii. *Note: Summer has multiple semesters.*
6. Dropping Courses (<https://screencast-o-matic.com/watch/cqe3D40d6L>)
 - 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.*
7. 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).