




# Steps to Register beginning Fall 2018

Login to Self-Service using your current username and password. Mozilla Firefox  or Internet Explore  are recommended browser.

1. Select **Student Planning**




## Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.

2. Select **View Your Progress/Go to My Progress**

1





### View Your Progress

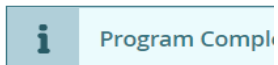
Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

3. Verify that your program of study is correct. On this screen you will find your degree audit. Scroll down to find the courses you need to complete your program of study.

 **AS in Physical Education** (2 of 2 programs) 

### At a Glance

Cumulative GPA:	(2.000 required)	 <b>Program Completion</b>
Institution GPA:	(2.000 required)	
Degree:	Associate of Science	
Majors:	Physical Education	
Departments:	Physical Education	
Catalog:	2017	

Description  
This transfer guide is designed to prepare a student for academic transfer to a

Progress

Total Credits (0 of 60)



4. Click on the course you want to add from the list of program courses required.

A.  
Communication

Take the following:

Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 2 Courses Completed.** [Hide Details](#)

Status	Course
 Not Started	<a href="#">ENGL-1301</a> Composition I
 Not Started	<a href="#">ENGL-1302</a> Composition II

5. Read course description and Requisites (if needed)

ENGL-1301 Composition I (3 Credits) Add Course to Plan

This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Prerequisite: Students must be TSI-complete or TSI-waived in both reading and writing areas to be eligible for the course.

Requisites: (INRW-0420 and ENGL-0302 with minimum grades of B) or TSI Complete. - Must be completed prior to taking this course.

[View Available Sections for ENGL-1301](#)

6. You can click **Add Course to Plan**. A **Course Detail** screen will pop up and you will need to **Select a Term** for the course you are adding. Once you select the term click **Add Course to Plan**.

Course Details

**MATH-1314: College Algebra**  
 A standard course in college algebra. Quadratic equations; ratio and proportion; variation, binomial theorem; progressions; inequalities; complex numbers; theory of equations; determinants and matrices; linear programming; mathematical induction; permutations and combinations. Pre-requisite: Two units of high school algebra or MATH 0320.

Credits: 3  
 Locations Offered: TBD  
 Requisites: None  
 Term: Select a Term...

Close Add Course to Plan

college algebra. Quadratic equations; ratio and proportion; complex numbers; theory of equations; determinants and matrices; linear programming; mathematical induction; permutations and combinations. Pre-requisite: Two units of high school algebra or MATH 0320.

Select a Term...  
 Spring 2018 Semester  
 Summer I 2018 Semester  
 Summer II 2018 Semester  
Fall 2018 Semester  
 Spring 2019 Semester  
 Summer 2019 Semester  
 Fall 2019 Semester  
 Spring 2020 Semester  
 Fall 2020 Semester  
 Spring 2021 Semester  
 Summer 2021 Semester

Select a Term...

7. You can **Filter Results** as needed by selecting a specific: Locations, Days of Week, Time of Day, Instructors, or Instruction Type.

**Quick Location Key:**

- LEVL = Levelland
- REES = Reese Center
- LBBK = Lubbock Center
- PLVW = Plainview Center

Filter Results

▼ SUBJECTS

English (1)

▼ LOCATIONS

Interactive Video (1)

LBBK (1)

LEVHS (1)

LEVL (1)

Online (1)

▼ DAYS OF WEEK

Monday (1)

Tuesday (1)

Wednesday (1)

Thursday (1)

Friday (1)

▼ TIME OF DAY

Select time range...

▼ INSTRUCTORS

8. Click the **View Available Selections for ENGL-1301**. This will allow you to add a specific section of the selected course to your schedule that meets your filtered criteria.

Composition I 002			
Runs from 8/27/2018 - 12/14/2018			
<a href="#">Add Section to Schedule</a>			
Seats	Times	Locations	Instructors
20	M/W 4:00 PM - 5:15 PM 8/27/2018 - 12/14/2018	REES, Reese Center Building 2 227 Lecture	TBD

Composition I 003			
Runs from 8/27/2018 - 12/14/2018			
<a href="#">Add Section to Schedule</a>			
Seats	Times	Locations	Instructors
16	T/Th 4:00 PM - 5:15 PM 8/27/2018 - 12/14/2018	LBBK, Lubbock Center 116 Lecture	Fitzgerald, R

9. Select the course you want and click **Add Section to Schedule**. This will pop-up a **Section Details** window containing information specific to that section. Please check the Meeting Information, Requisites, and Course Notes (if any provided). Click **Add Section** once more.

## Section Details

ENGL-1301-003: Composition I  
Fall 2018 Semester

**Instructors** Fitzgerald, R ([rfitzgerald@southplainscollege.edu](mailto:rfitzgerald@southplainscollege.edu))


**Meeting Information** Tu, Th 4:00 PM 5:15 PM  
8/27/2018 - 12/14/2018  
Lubbock Center 116 (Lecture)

**Dates** 8/27/2018 - 12/14/2018

**Seats Available** 16 of 22 Total

**Credits** 3

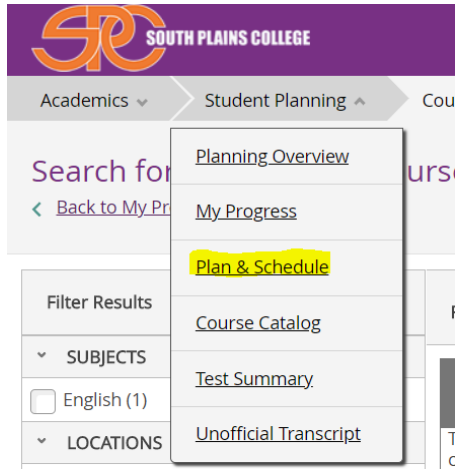
**Grading** Graded

**Requisites**  (INRW-0420 and ENGL-0302 with minimum grades of B) or TSI Complete. - Must be completed prior to taking this course.

Close

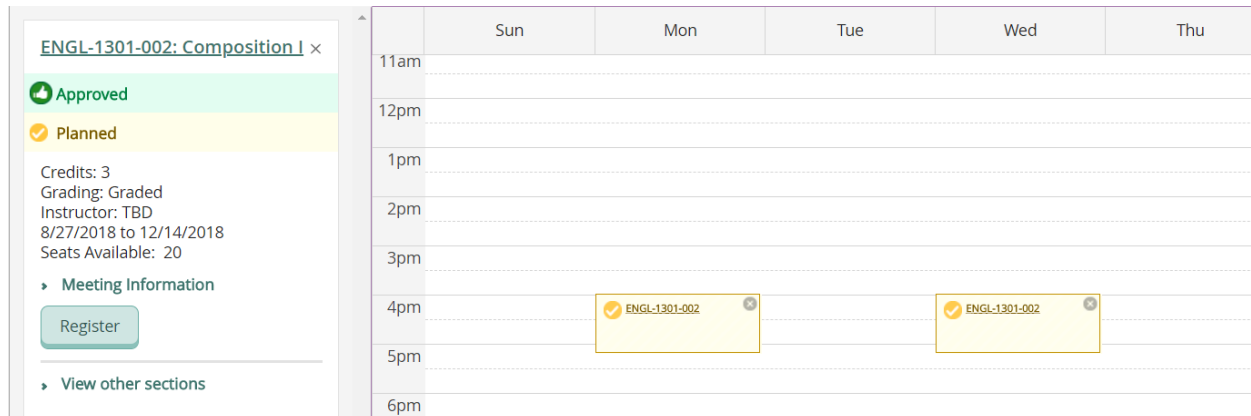
Add Section

10. After you have added your class you need to hover over the **Student Planning** menu at the top right hand of the screen and select **Plan & Schedule**.

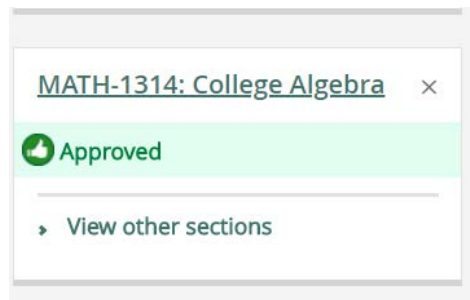


11. You are then taken to the **Plan Your Degree and Schedule Your Courses** screen.

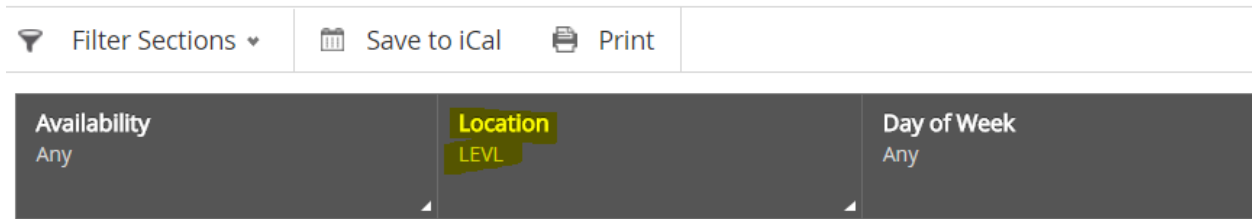
12. If you added a specific section to your schedule, the course will show up in the calendar. Yellow courses indicate the course is planned not registered. You will also note the class is listed on the left side of the screen next to the calendar.



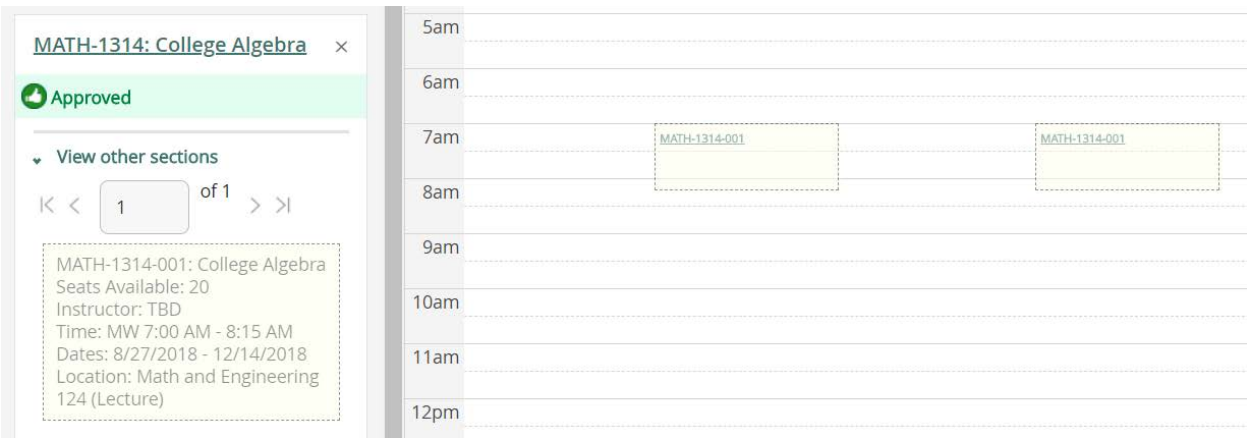
13. If you added a course to your plan but did not select a specific section, then the course will only appear listed on the left side of the screen. You will need to select a specific section/time for this class.



14. First you will want to select the **Filter Sections** drop down menu and filter as wanted by: Availability, Location, Day of Week, Time of Day and/or Instructor.



15. Now you can select the **View Other Sections**. All sections that meet your filters for the course will appear both below the course listed on the left side of the screen, and the calendar view.



16. You can now see how the courses appear in your schedule. Once you have decided on the course you would like to take, simply click on the course title either on the calendar or in the list on the left side of the screen.

### Section Details

MATH-1314-001: College Algebra  
Fall 2018 Semester

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Instructors: TBD

Meeting Information: M, W 7:00 AM 8:15 AM  
8/27/2018 - 12/14/2018  
Math and Engineering 124 (Lecture)

Dates: 8/27/2018 - 12/14/2018

Seats Available: 20 of 25 Total

Credits: 3

Grading: Graded

Requisites: None

Course Description: A standard course in college algebra. Quadratic equations; ratio and proportion; variation, binomial theorem;

Close
Add Section

student\_user
 Sign out
 Help

MATH-1314-001 has been planned on the schedule.

MATH-1314-001 has been planned on the schedule.

17. Verify the Section Details and select **Add Section**.

18. Once you have planned your courses, you can register for all planned courses by clicking on the **Register Now** button located above the calendar on the right side of the screen or register for individual courses by clicking on the **Register** button located under each course listed on the left side of the screen.

The screenshot shows a course registration interface. On the left, a course card for 'ENGL-1301-002: Composition I' is displayed. It has a green 'Approved' status and a yellow 'Planned' status. The course details include: Credits: 3, Grading: Graded, Instructor: TBD, Dates: 8/27/2018 to 12/14/2018, and Seats Available: 20. There is a 'Register' button and a link to 'View other sections'. On the right, a calendar view shows a 'Register Now' button at the top, followed by 'Waitlisted: 0 Credits' and a 'Sat' label for the day.

19. Once your course on the calendar turn green, you have successfully registered for classes. You will also see on the left side of the screen the courses now show that you are **Registered, but not started** and the **Register** button has now been changed to **Drop**. Please note above the calendar your: **Planned, Enrolled, and Waitlisted** credit totals.

The screenshot shows the course registration interface after successful registration. At the top, the credit totals are: Planned: 0 Credits, Enrolled: 6 Credits, Waitlisted: 0 Credits. The course card for 'ENGL-1301-002: Composition I' now shows a green 'Registered, but not started' status and a 'Drop' button instead of 'Register'. The course card for 'MATH-1314-001: College Algebra' also shows a green 'Registered, but not started' status. The calendar view shows the following course placements:

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am		MATH-1314-001		MATH-1314-001			
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm		ENGL-1301-002		ENGL-1301-002			
5pm							

20. Should you need to drop or change your schedule simply click on the **Drop** button for any courses you wish to drop, select the course(s) and click Update. The course(s) are unregistered but remain on you calendar as Planned. To remove a planned course from your schedule/calendar click on the **X** at top right of the course either in the calendar or in the list of courses to the left of the calendar.

21. You can view your planned courses for each semester by clicking on the timeline tab at the top.

**Remember to make payment or set up a payment plan!**