STUDENT PLANNING – Instruction Guide
Quick Steps for Students (Plan – Meet – Register)

STEP 1 - Sign in to Self-Service Student Planning
1. Access Student Planning via Connect2U or directly at https://selfservice.wne.edu
2. Enter your WNE username and password.
3. Click **Sign In**.

STEP 2 – Build your course plan for the upcoming registration period in Self-Service Student Planning
1. Click on **Student Planning** after logging in.
2. Priority Registration days and times are posted two weeks before Priority Registration opens. To view your registration start date and time, click on Go to Plan & Schedule. Then scroll to correct term to find your registration start date/time data. Note: It will take 20-30 seconds to load your data.
3. If there are any warnings listed in red in the upper right of screen, you will need to resolve the issue(s) before you can register for courses. *Note: If you have any warnings, you CAN plan your courses, but you cannot register.*
4. Click on **My Progress** to view your Degree Audit. If you have completed coursework at WNE before Fall 2018, compare the degree audit in My progress to your SIS degree Audit. Your SIS degree audit can be accessed at: https://yogi.wne.edu/general/welcome.htm If any discrepancies are found, complete a Degree Audit Issues Report form. There is a link to the form in Self-Service.
5. Scroll to the Requirements Section of My Progress. Locate requirements that you have not met yet (They will be in red). Click on the Requirement of interest to locate courses that satisfy the requirement. Filter results by Term. Note when a course is typically offered (fall or spring).
6. If there are prerequisites for the course, verify that you have satisfied the prerequisite requirements.
7. Select the course of interest and click **Add Course to Plan.** Repeat for remaining course selections.

STEP 3 – Add Sections to your planned schedule
1. Click **Plan & Schedule** (Located under Student Planning directly under WNE logo).
2. If upcoming registration semester is not displayed, Click the arrow to select correct semester.
3. For each course, click **View other sections** to see a visual representation of course meeting times on the calendar. Select the section you would like to take. You can select multiple sections to place on your plan. (However you can only register for 1 section of a particular course.)
4. Verify sections do not overlap and if they do, select a different section.

   Note: If you prefer, you can wait to select specific sections until after you meet with your advisor.

STEP 4 - Submit your upcoming schedule to your advisor for review.
1. Click on the tab **Plan & Schedule.**
2. Click on the tab **Advising.**
3. Compose a note to your advisor(s), if needed.
4. Click **Request Review** (upper right hand corner).
5. AFTER you have Requested Review, be sure to log in again to see if your advisor left you a note.

STEP 5 – Meet with your advisor. Make sure that your advisor has clicked "Advisement Complete". This MUST occur before you can register!

STEP 6 – Register on your assigned date and time. You will not be able to register prior to this time, but your registration window will not close until the beginning of classes.
1. Sign in to Student Planning at https://selfservice.wne.edu
2. Click on **Student Planning.**
3. Wait for your program data to load, then click on **Go to Plan & Schedule**.
4. Click on **Schedule**. If needed, click the arrow to select upcoming semester.
5. Click on **Register Now -** Once you have successfully registered for your courses, they will turn **GREEN** and have a check mark in the left corner of the course box.

Important: If you do not see the green box for a course, YOU ARE NOT REGISTERED for that course!

Need more help? Visit https://www1.wne.edu/enrollment-services/registration-fall-2018.cfm

For log in questions, contact OIT helpdesk at 413-796-2200. For any other questions, contact SAS at 413-796-2080.