STEP 1 – New Students – Contact the Law School Registrar Office for registration assistance. (413-782-1402) or by email registration@law.wne.edu

> **Returning Students -- Access your Degree Audit on ASAP**
> Refer to your Degree Audit in ASAP **https://yogi.wne.edu/general/welcome.htm**
> to plan the courses you would like to take in the upcoming semester.

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

Step 3 - Plan Courses for the Fall 2018 semester in Self-Service Student Planning
1. Click on **Student Planning** after logging into Self-Service.
2. Verify that your program is listed. If it is not, notify your Law School Registrar Office.
3. Click on **Go to Plan & Schedule.**
4. 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.
5. Note the starting registration date.
6. Click on **Course Catalog** (located under Academics [icon] on the gray bar on the left).
7. Locate and click on the subject of interest on lower left of screen or locate the course code on upper right hand of screen
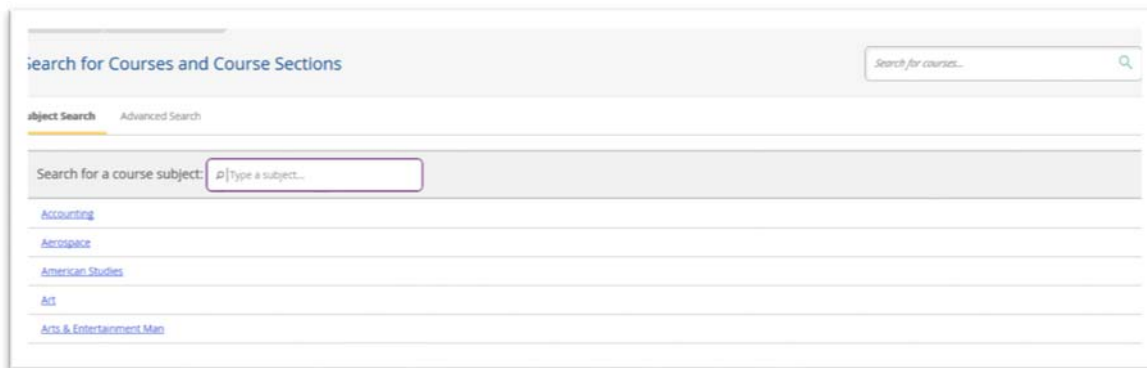
8. Filter results by Term: Fall 2018.
9. Select the course of interest. Click **View Available Sections** for the particular course. Once you have decided which section to register for, click **Add Section to Schedule.** Repeat for any remaining Fall 2018 course selections you would like to add to your schedule.
10. Click **Plan & Schedule** (Located under Student Planning directly under WNE logo). **Planned courses appear yellow**. If the course is an online course, it will appear at the bottom of the page.

STEP 4 – Register for your course(s). You will not be able to register prior to your registration period. You can register and /or drop courses through September 4th.

> 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!***