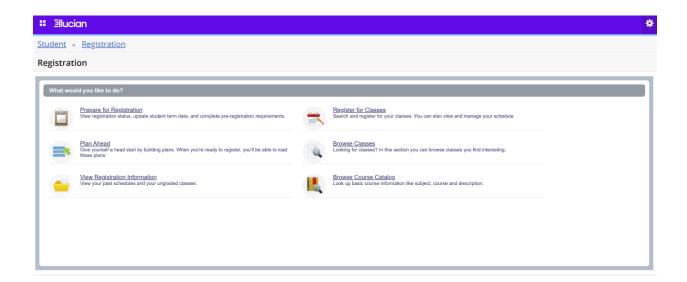
Faculty and Advisor Self-Service

Registration Dashboard

Contents

Search Web Schedule
Browse Course Catalog

Plan Ahead



*Please note that when you first access the registration dashboard your name will not appear on the top right. When you begin navigating on a page that requires a login (i.e. Register for classes) you will see your name appear.



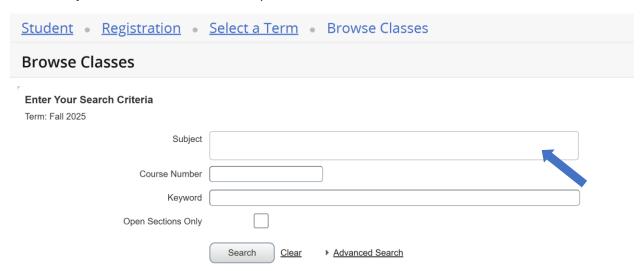
SEARCH WEB SCHEDULE

Find classes - basic search

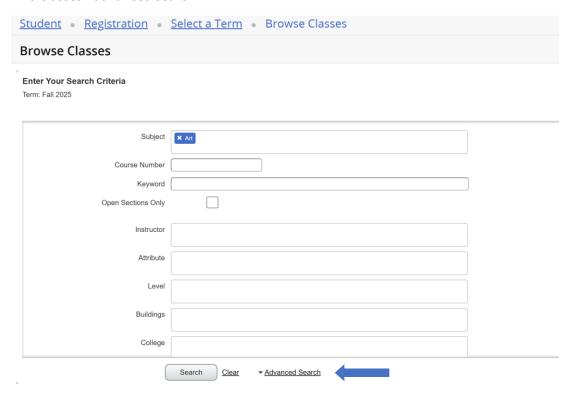
Select a term

Select a Term Select a Term for Class Search Fall 2025 Continue

Enter a subject, course number, and or keyword



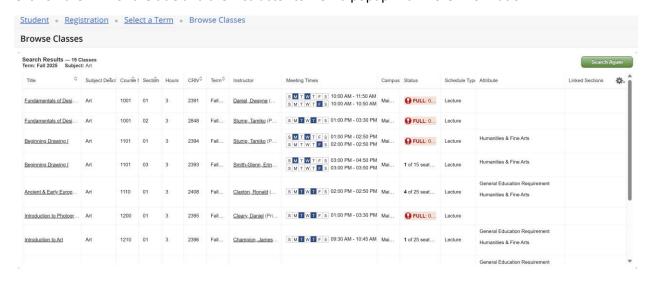
Find classes - advanced search



The selected sections will display

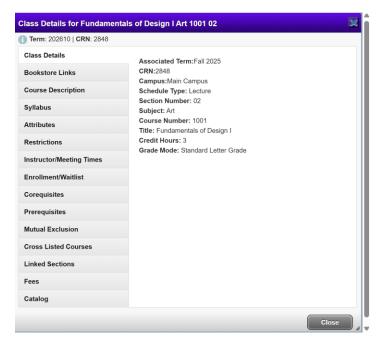
Available seats will display, or a red warning if the class is full

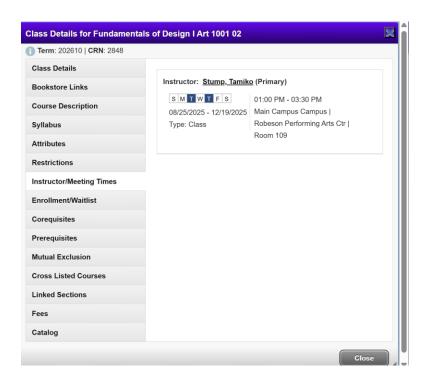
Click on the link for the title and the instructor to view a popup with more information

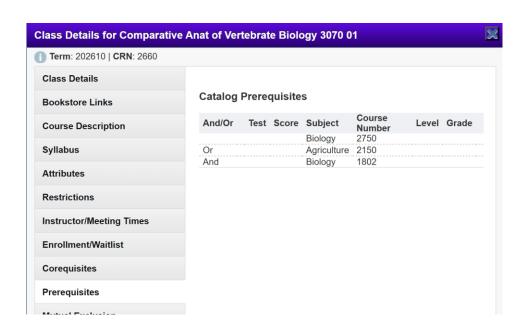


Class Details will display when you select the title link

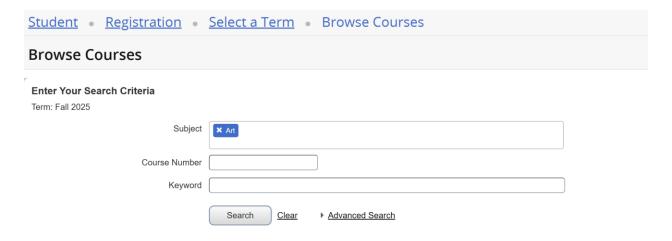
All of the menu items on the side bar will open additional details



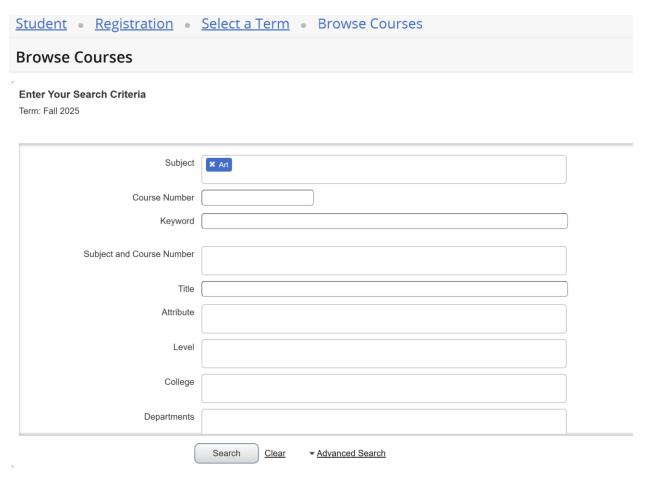




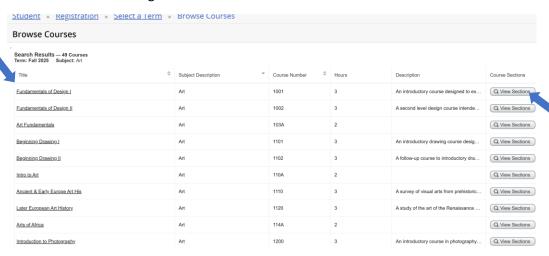
BROWSE COURSE CATALOG



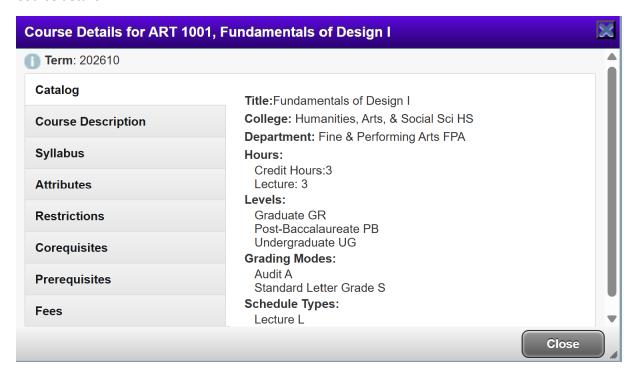
Advanced search



You can view course information by selecting the title and section information by selecting the view section button on the right.



Course details:



View sections



^{*}Please note that not all courses in the catalog will have section results, as they are displayed by term

PLAN AHEAD

The plan ahead feature allows advisors to create registration plans for their students

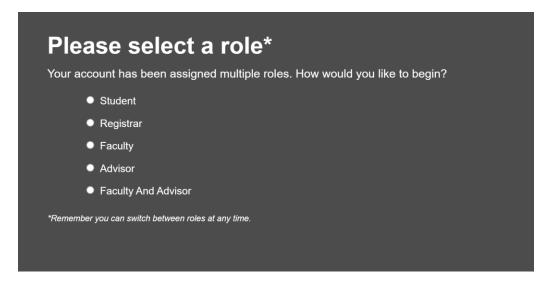


Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Plan ahead is limited to Faculty Advisors and Students. Faculty members can access Browse Course Catalog and Browse Classes.

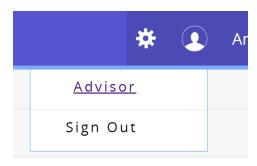
When you select the link a persona prompt will appear if you have more than one role Select Advisor or Faculty Advisor to proceed

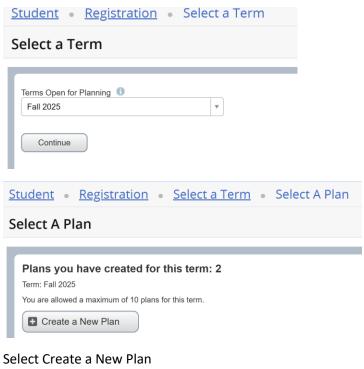


Your landing page will now display the pages available to you



To switch personas (if you have more than one) select the image of a person by your name at the top right of the page and click on the role. The persona prompt will appear again and you can change roles.



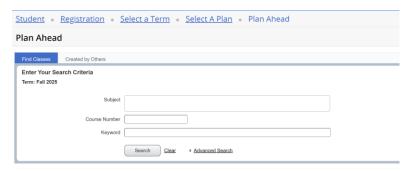


Students can have up to 10 plans per semester

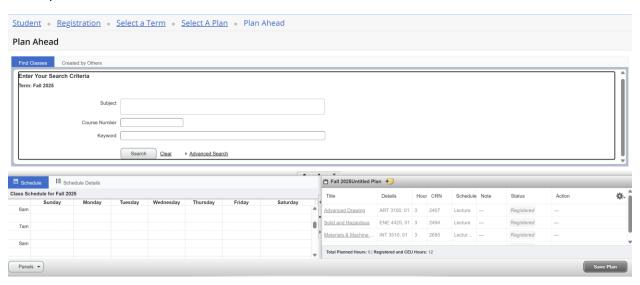
That can include plans from their advisor



Search for your courses using a basic or advanced search.

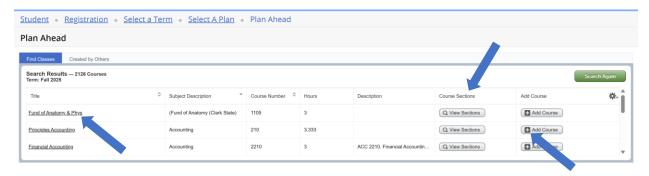


The plan ahead page shows the search tool, schedule, and summary (displays currently registered classes)

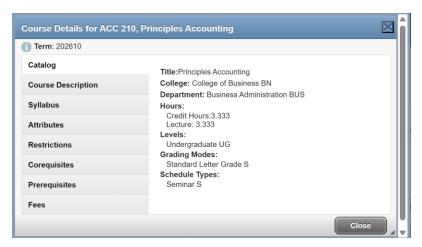


The results allow you to navigate the sections, course details, and add classes to your plan.

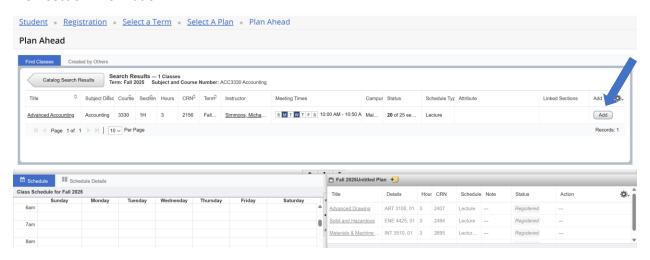
You can add courses or sections (by term and crn)



Selecting the title will give you the course details.

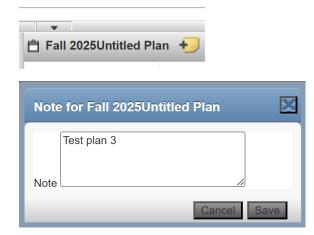


View section information



Once you find the class you want to register for you can add it to your summary in the bottom right.

Then save and name your plan by selecting the sticky note and + symbol

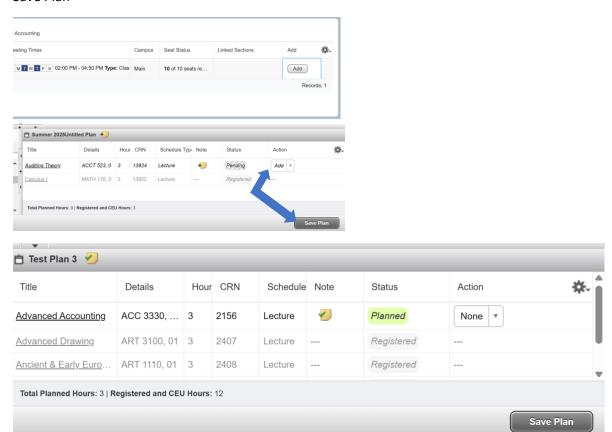


You can also make notes on each class selection.

Title	Details	Hour	CRN	Schedule	Note
Advanced Accounting	ACC 3330,	3	2156	Lecture	+-



Save Plan



If you want to remove the class select the drop down list under Action and Delete

