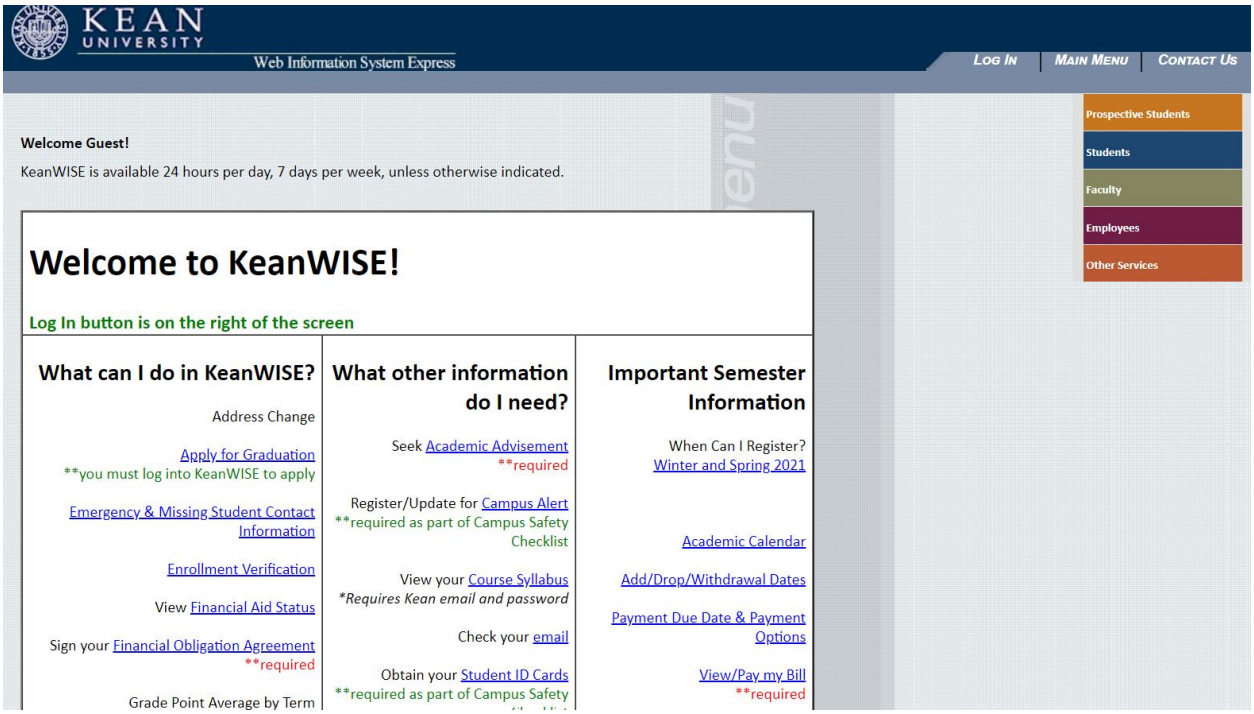
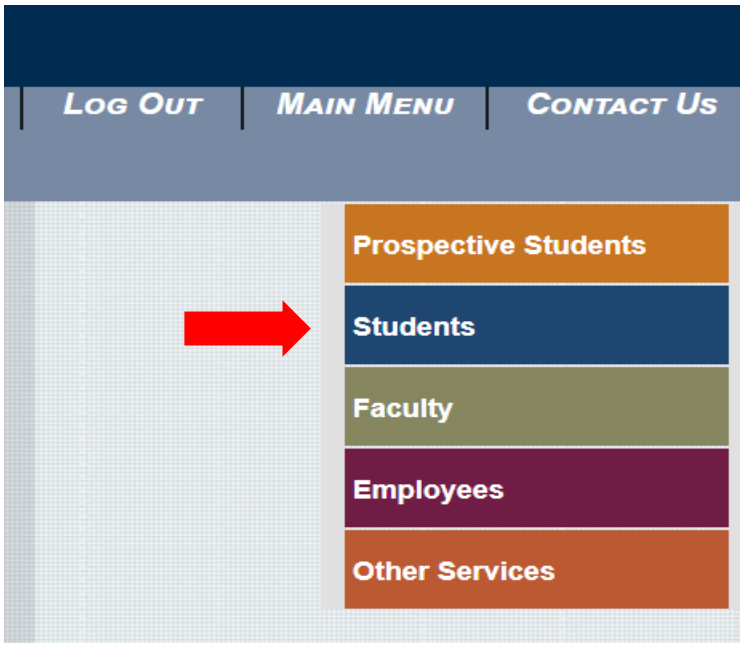
Using Student Planning to Register

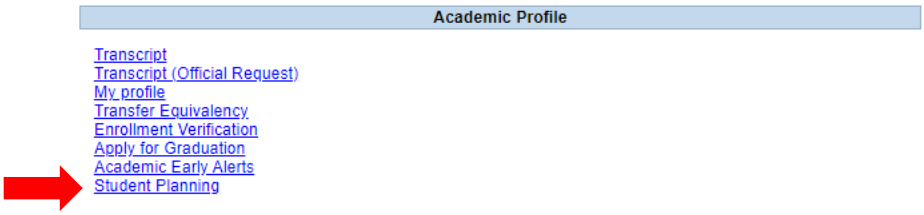
1. Login to your account KeanWise account.



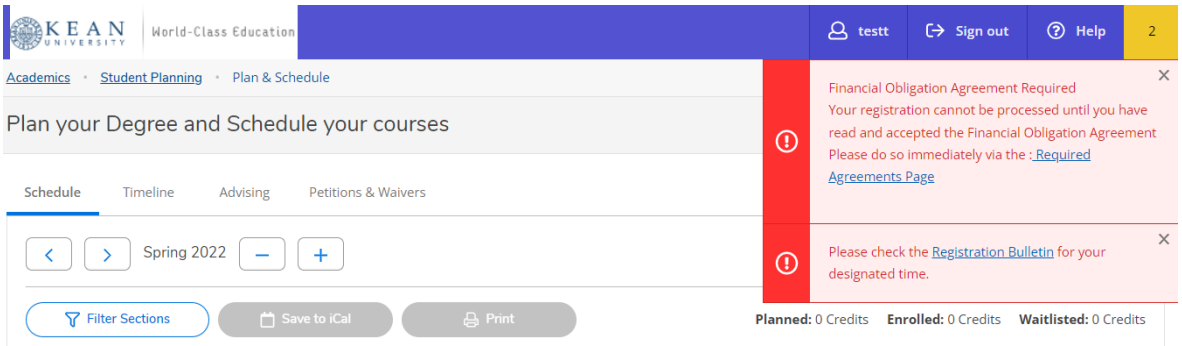
2. Once logged in select the Student from the options listed on the right hand side of the screen.



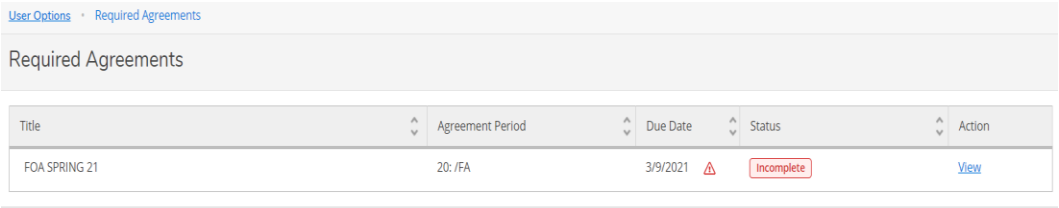
3. Under Academic Profile, select Student Planning.



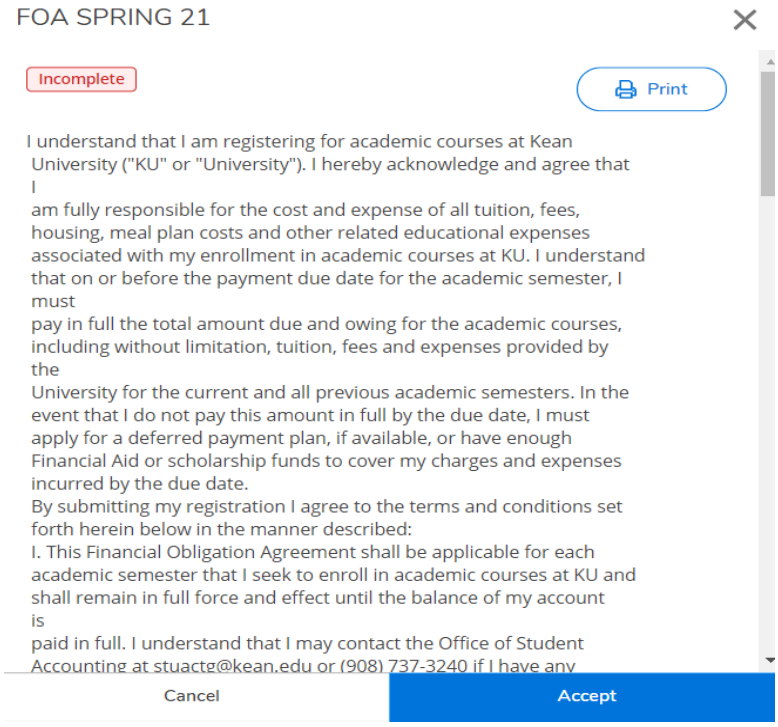
4. To accept the financial obligation agreement, go to “Plan and Schedule”, click on the Required Agreement link located in the FOA popup message.



5. The next screen will list any required agreements to be completed. In the action column select view

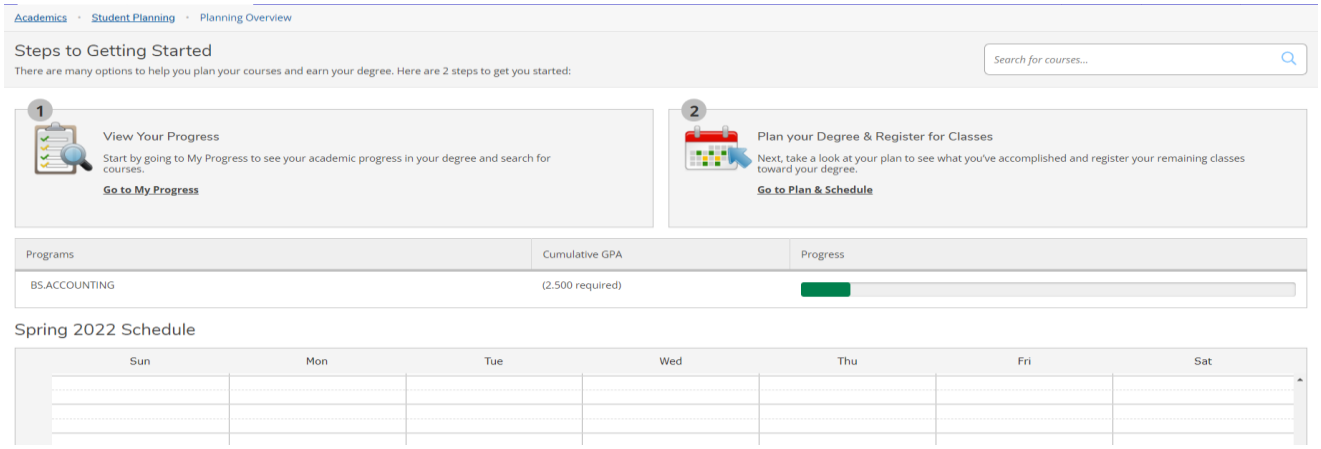


6. Read the financial agreement and select accept

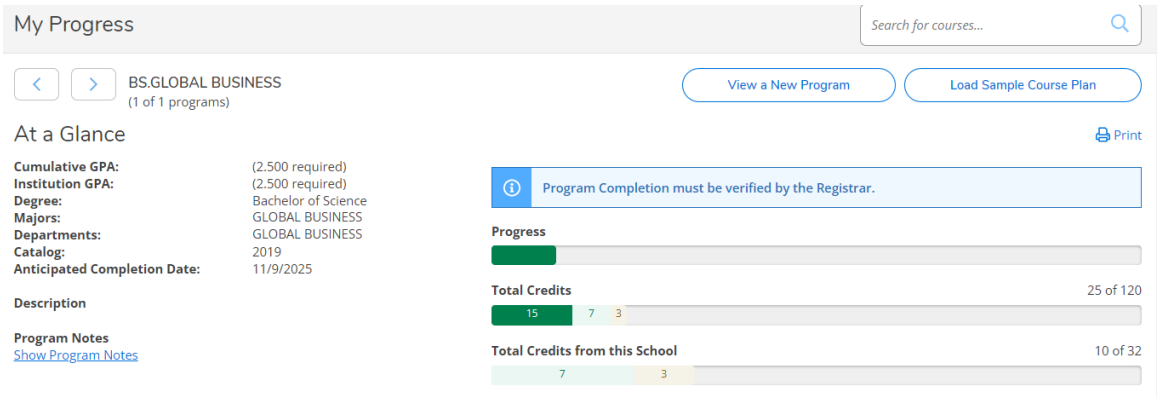


7. Click on Academics represented by the graduation cap on the left side of the screen, select Student Planning

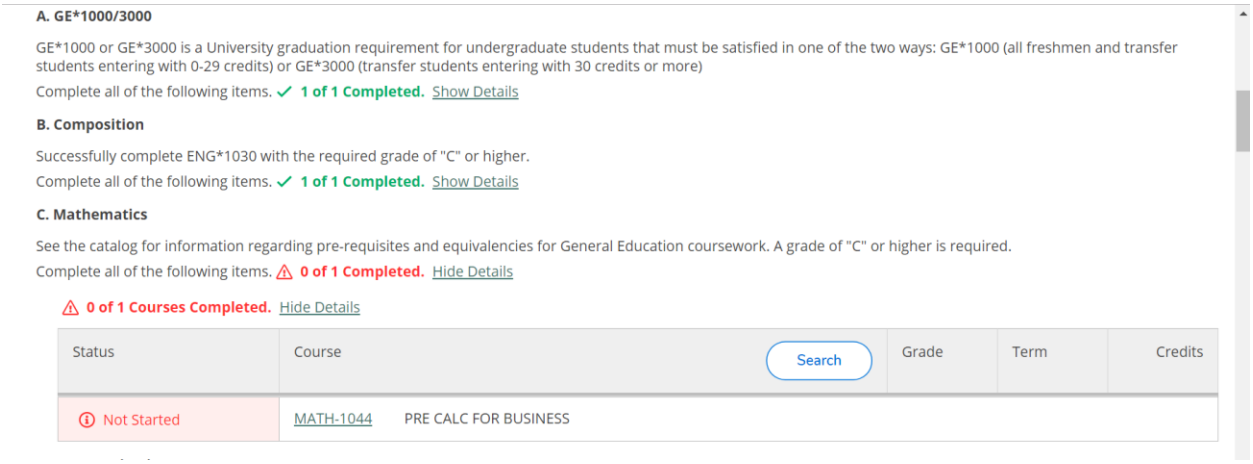
8. Option 1, Go to My Progress, this will take you to view your degree audit. Option 2, Go to Plan & Schedule gives you the option to plan and register for courses.
NOTE: Restrictions will appear in the upper right hand corner of the screen when you select the "Plan and Schedule" option.



9. Selecting "Go to My Progress" will give you a view of your program requirements and the status of each. The top section will provide you with information regarding your program. The bars represent the progress that you have made towards completing your selected major.



10. Below that you will see broken down by categories the courses that are required to complete your major requirements.



11. Carefully read and follow the instructions provided for each requirement. The statuses next to the courses are identified by different colors. Completed or In Progress courses will display in green, Planned courses in tan and courses not started in red.

A. Major Required 31 SH

Successfully complete all major courses with a grade of "C" or higher.
Complete all of the following items. **0 of 1 Completed.** Hide Details

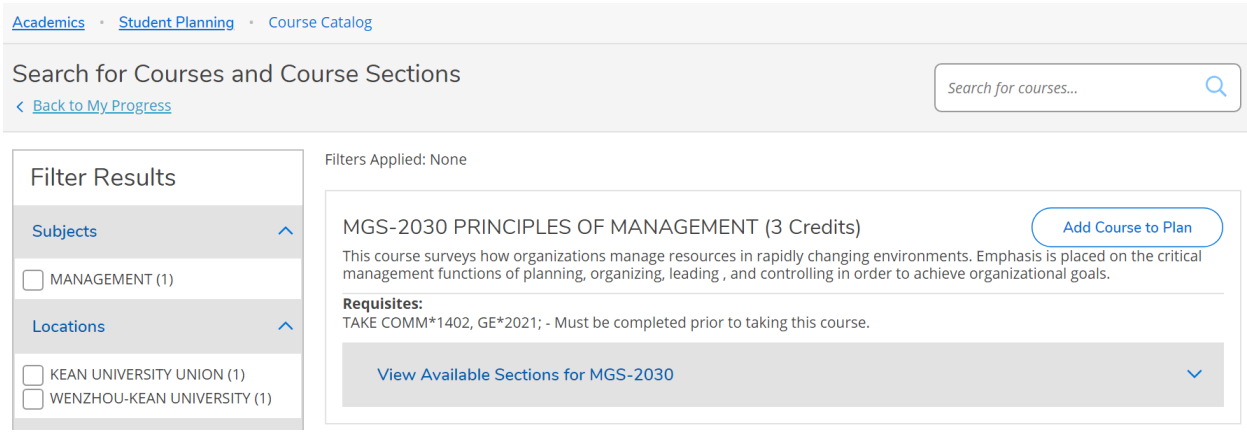
4 of 10 Courses Completed. Hide Details

Status	Course		Search	Grade	Term	Credits
Completed	ACCT*2210	PRINCIPLES OF ACCOUNTING II		B	18/SP	3
Completed	BLAW*2051	BUSINESS LAW I		C+	18/SP	3
Completed	MKT*2500	PRINCIPLES OF MARKETING		B-	18/SP	3
In-Progress	MGS*2150	BUSINESS STATISTICS & APPLIC.			18/FA	4
In-Progress	FIN*3310	MGT OF CORPORATE FINANCE I			18/FA	3
In-Progress	MGS*2030	PRINCIPLES OF MANAGEMENT			19/SP	3
Completed	ACCT*2200	PRINCIPLES OF ACCOUNTING I		A-	17/FA	3
Planned	MGS-3040	MANAGEMENT INFORMATION SYSTEMS			19/SP	3
Not Started	MGS-3520	BUS ETHICS AND SOC RES				
Not Started	MGS-4010	OPERATIONS MANAGEMENT				

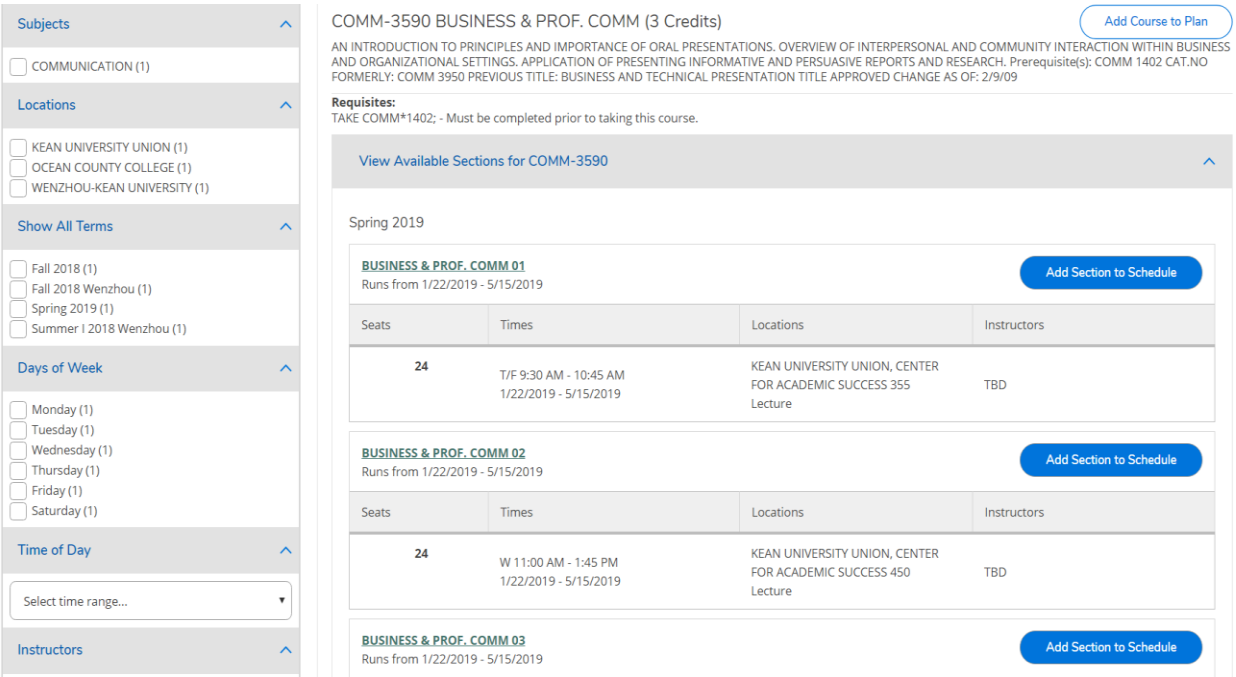
Note: Adding courses to your schedule in preparation for registration can be accomplished in more than one way. The following steps will show two different methods to accomplish this.

Method 1:

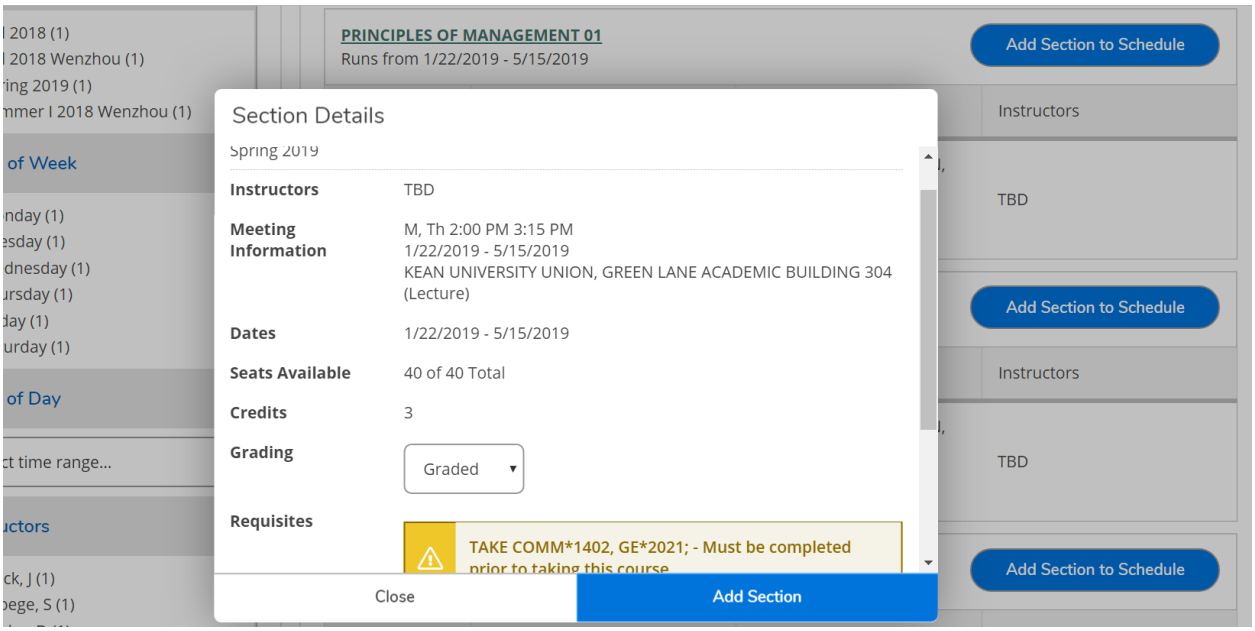
12. Selecting a course number from any section in the degree audit page will take you to the course catalog. In this section you will find information about the course such as a description and pre-requisite/co-requisite details. You can use the filters on the left side of the screen to further narrow your search.



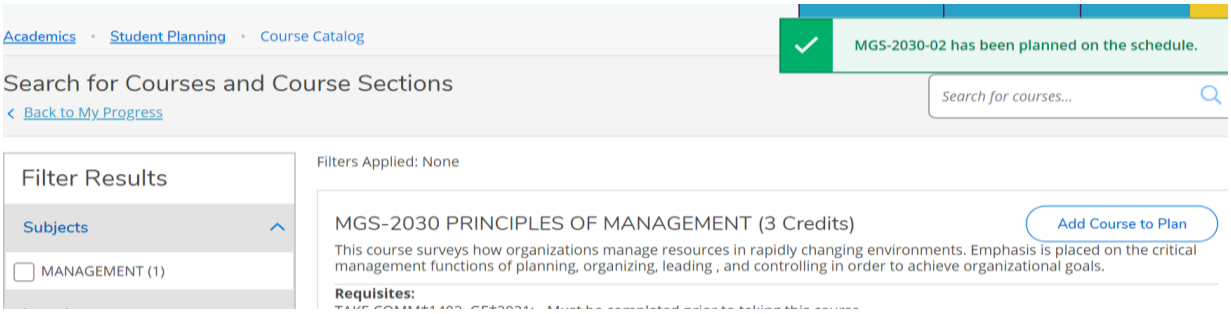
13. If the course schedule is available for the next semester, clicking on the “View Available Sections” will display all the sections of the course that are being offered.



14. Selecting the “Add Section to Schedule” will add the course to your schedule. The below message will appear, click on “Add Section”

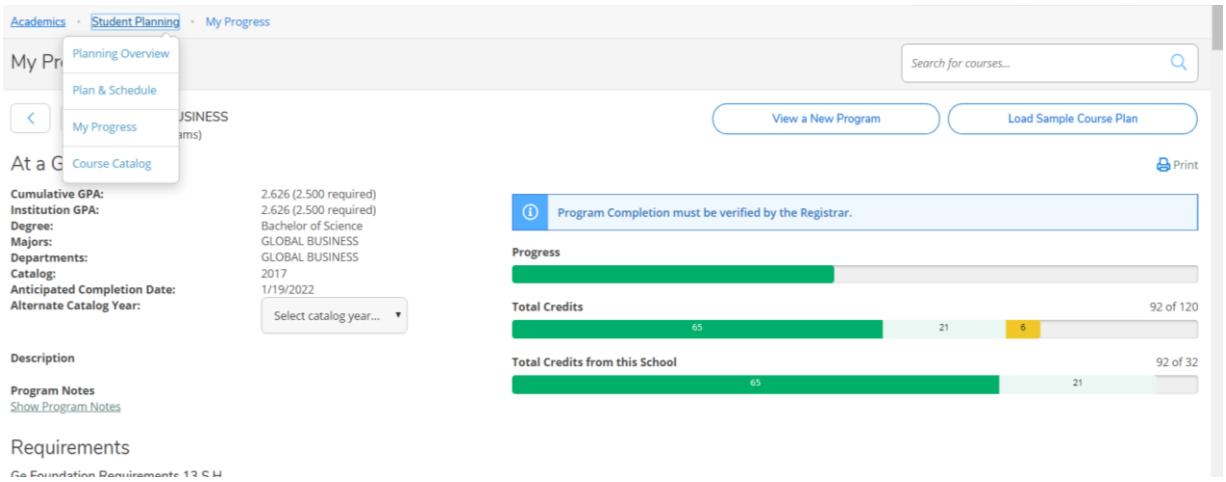


15. A confirmation message will appear in a green box at the top of the screen.

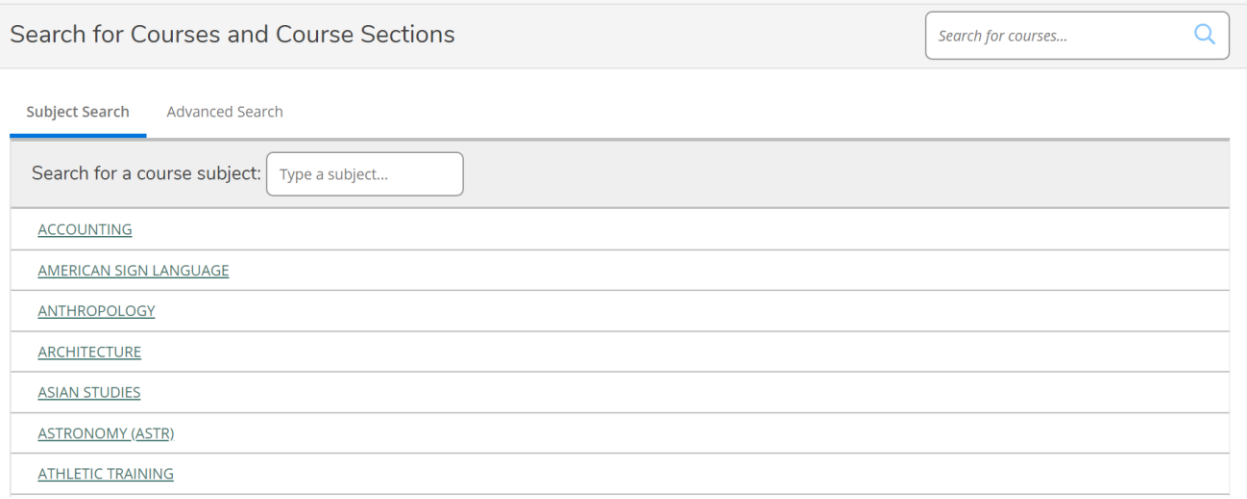


Method 2:

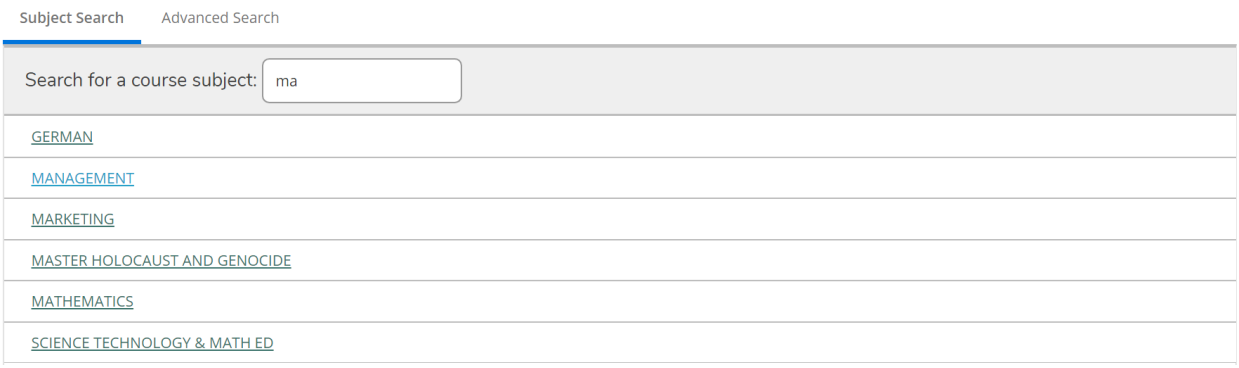
16. Courses can also be added to your schedule by using the course catalog. It can be accessed from the My Progress page by using the drop down menu, under Student Planning.



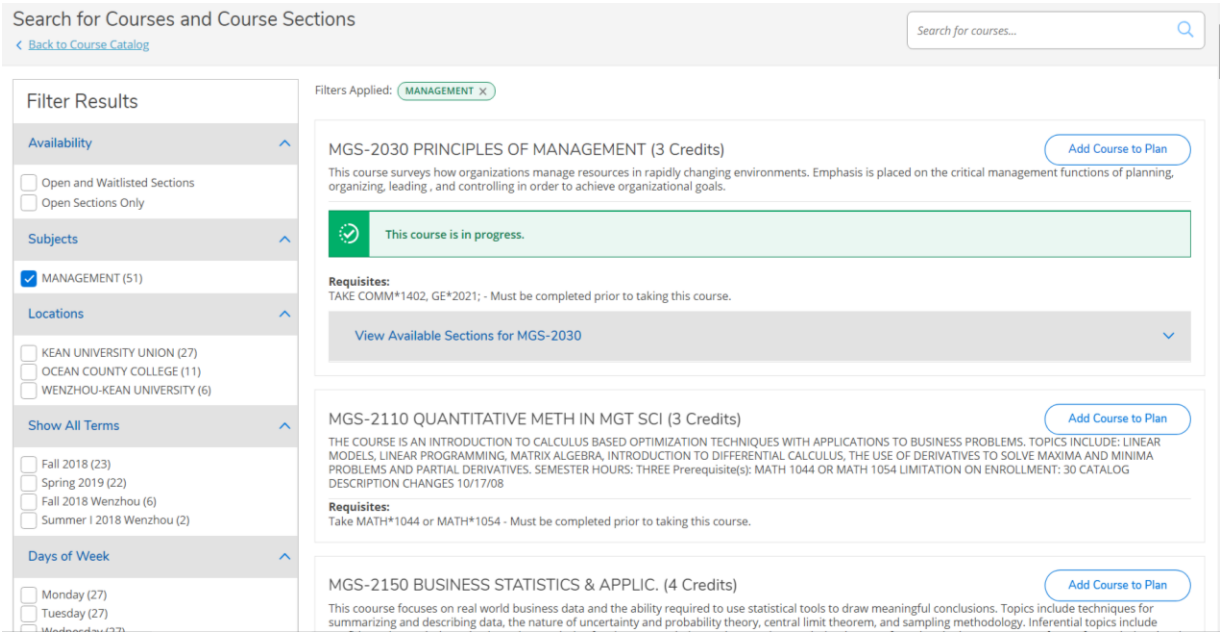
17. The catalog is listed in alphabetical order by subject as shown below.



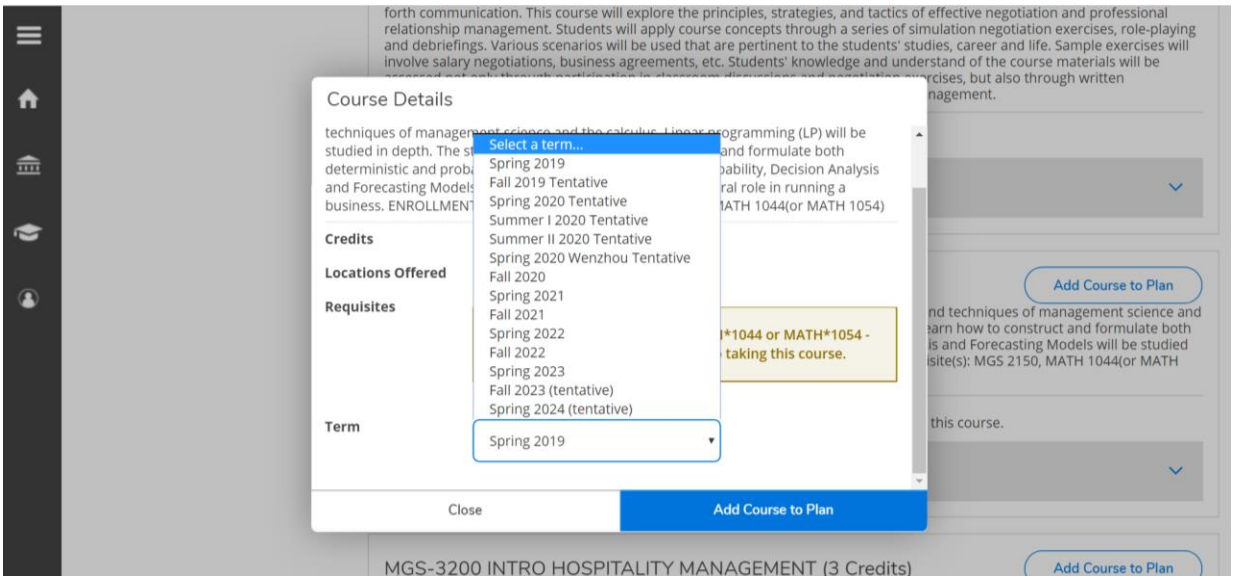
18. You can search the catalog by scrolling down the list or by entering several letters found in the desired subject. This will narrow down the list so that you can make the appropriate selection.



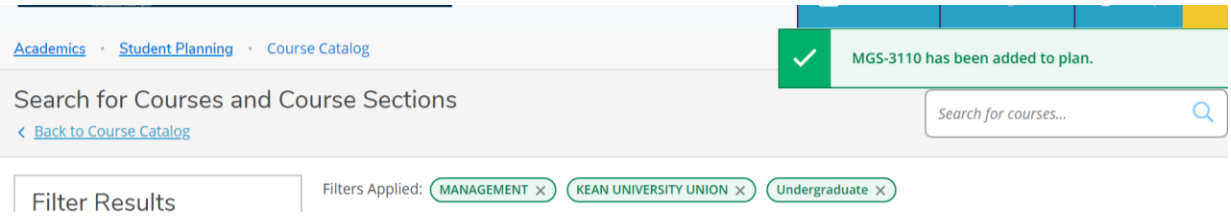
19. Depending on the selected subject, the course catalog will display by color the status of a course that is part the major's requirement. From the list you can add the desired course to your plan by clicking on the "Add Course to Plan" button.



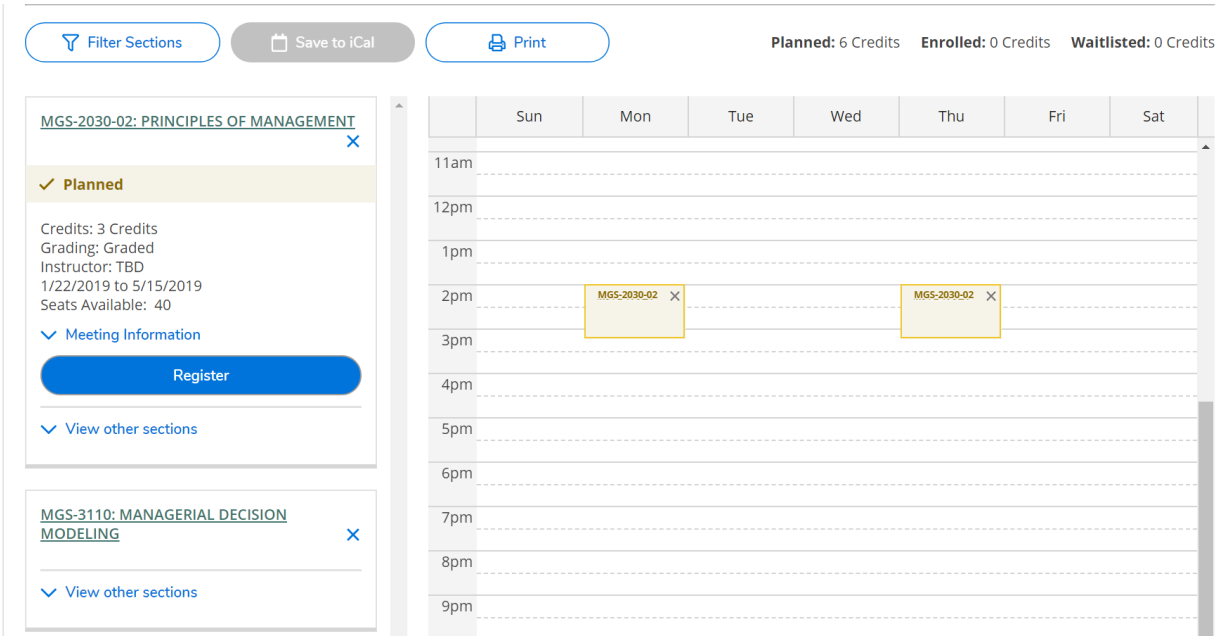
14. The below message will appear, select the term to add the course to and then press the "Add Course to Plan" option. Following this option will only place the course on the course schedule without a specified section number.



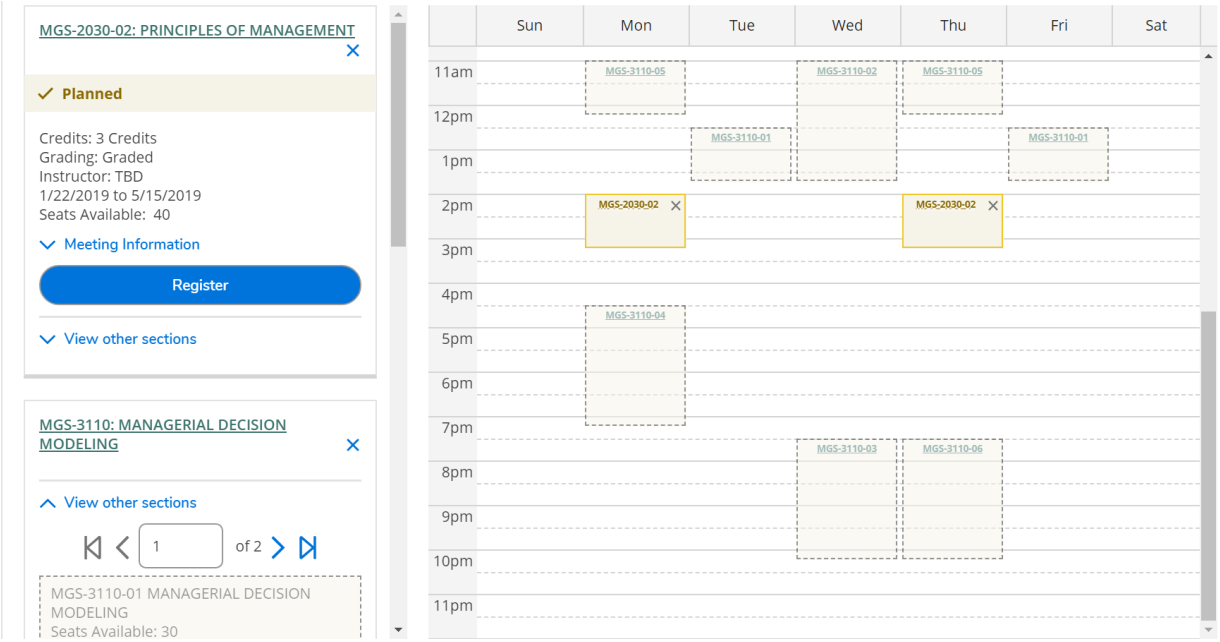
15. A confirmation email will appear in a green box at the top of the screen.



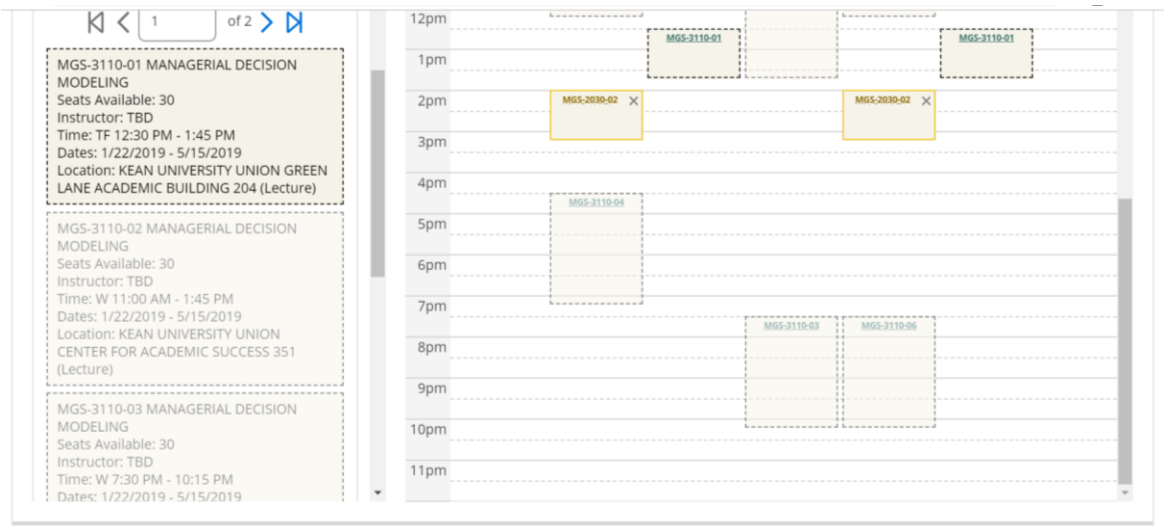
16. Return to the schedule page to view the selected course on your course schedule.



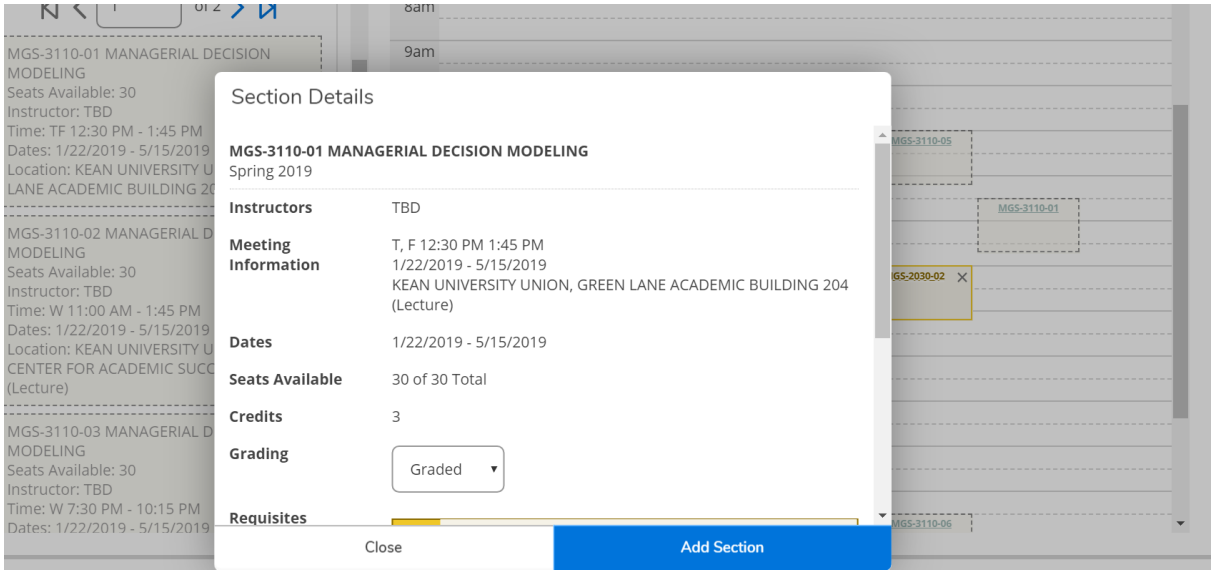
17. On the left side of the screen select “view other sections” this will display all the available course sections. Make note, that there may be more than one page of available sections for the course. The sections are visible on the calendar and on the side bar. (Note: This view allows you select sections that will not conflict with other course sections that were previously selected).



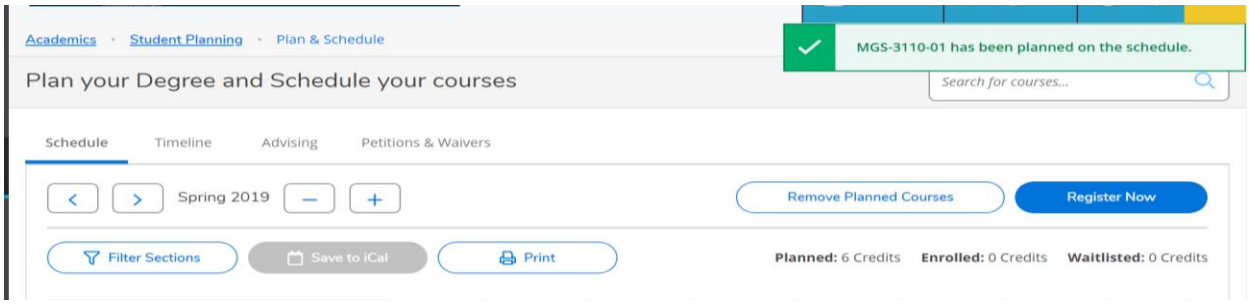
18. Hovering over a specific section will highlight it on the calendar. You can add the desired section by clicking on it on the calendar or on the side bar.



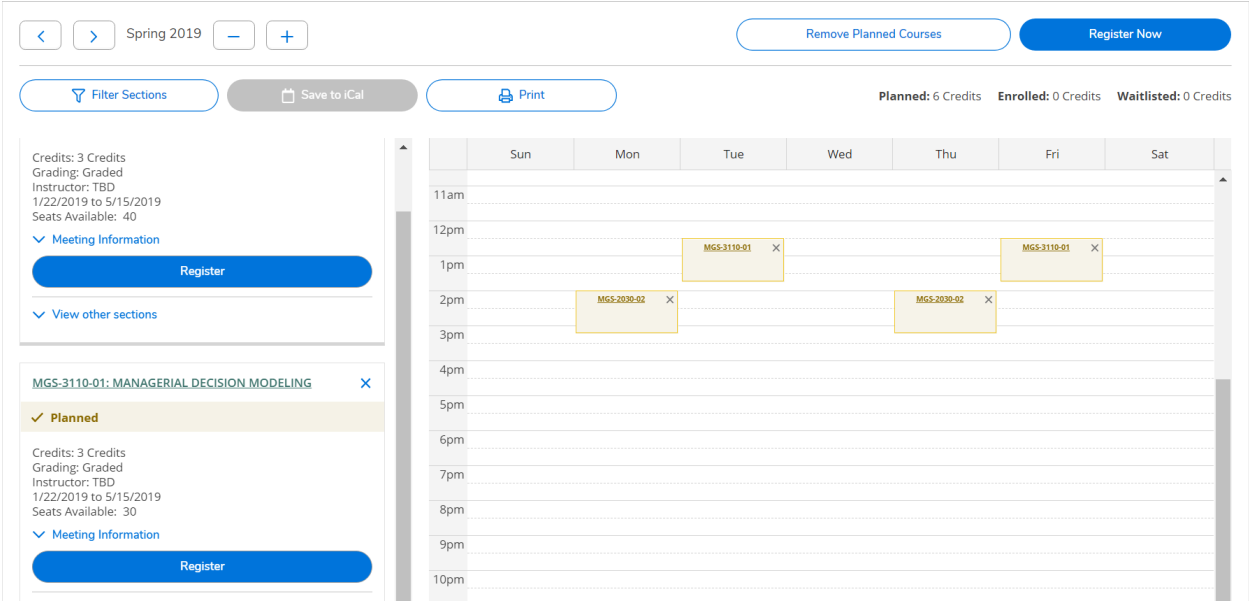
19. Once you have made your selection, the box below will appear, click on “add section”.



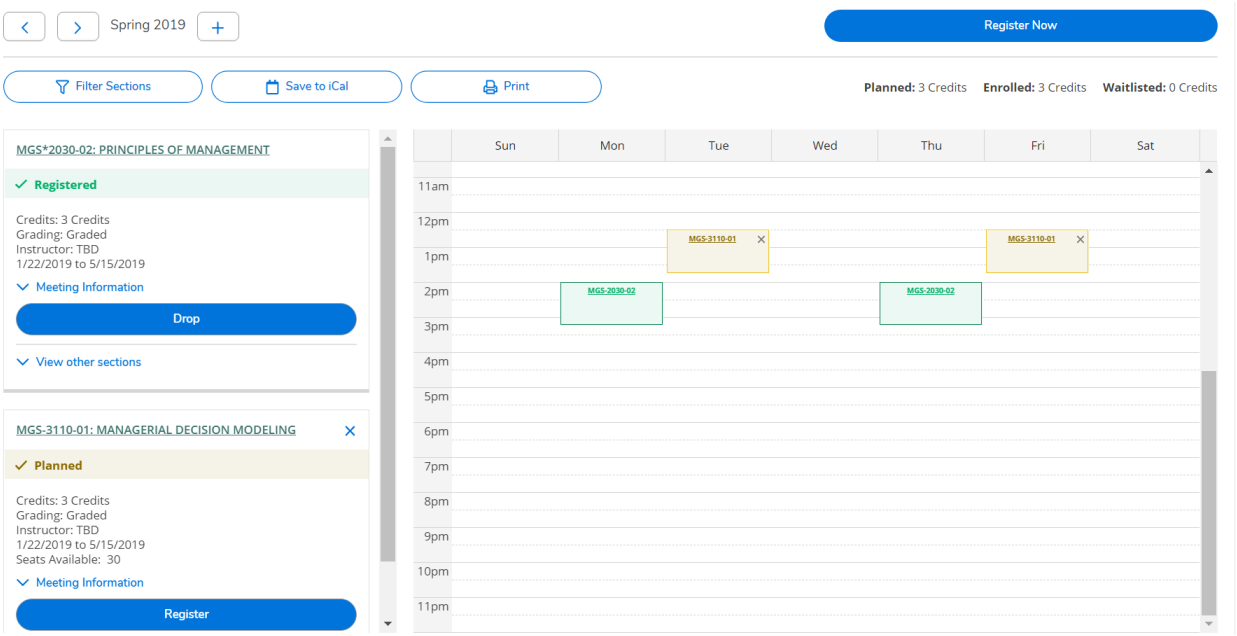
20. You will see a confirmation message at the top of the screen.



21. Repeat the steps as needed until you have made all course selections with available sections. The courses on the calendar and in the side bar will be colored tan and labeled as “planned”. This does not mean that you are registered for the courses. If registration has opened, the “register now” button will be highlighted. If it’s not open, the button will be grayed out. You can register all course at once by clicking on the “register now” button or individually from the left side bar by clicking the “register” button.



22. Once you have registered for all courses or an individual course, you will notice that the color of the course on the calendar and the left side bar will change to green with a status of “Registered”.



23. Once you have completed planning your course schedule for the upcoming semester, you can use the “Request Review” button located under the Advising tab, to request that your advisor review your planned semester courses. In the note box you can send a message with any questions or concerns to your advisor.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | **Advising** | Petitions & Waivers

My Advisors

Request Review

Ruth Gonzalez (First Major Primary)

Compose a Note

Save Note