

# Planning Your Schedule

1. From your home screen in Self -Service, Go to Student Planning

The screenshot shows the home screen of the Carl Albert State College Self-Service portal. The header includes the college logo and user information (fmlastname898, Sign out, Help). The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' There are eight tiles representing different services: Student Finance, Financial Aid, Student Planning, Graduation Overview, Grades, Enrollment Verifications, and Transcript Requests. A large yellow arrow points to the 'Student Planning' tile, which has the description: 'Here you can search for courses, plan your terms, and schedule & register your course sections.'

2. Go to Plan & Schedule

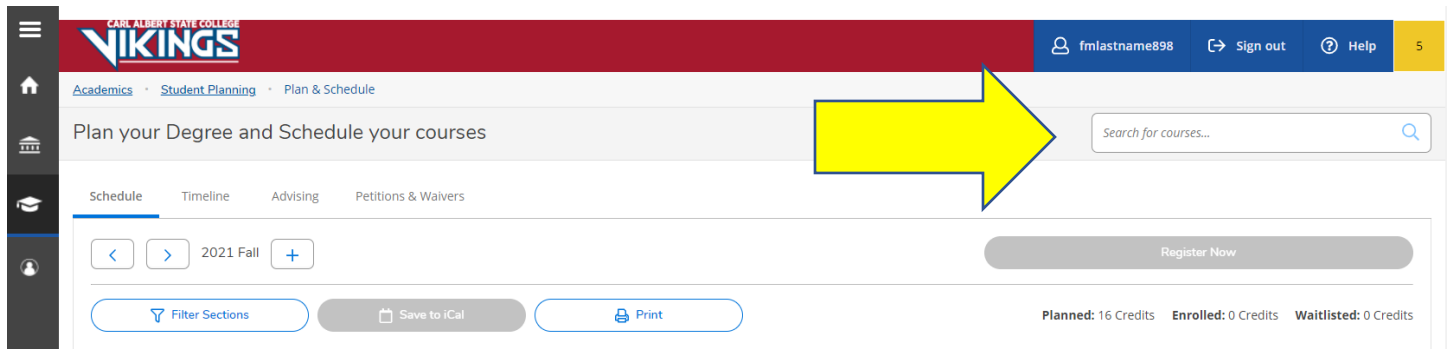
The screenshot shows the 'Steps to Getting Started' page within the Student Planning section. The breadcrumb trail is 'Academics > Student Planning > Planning Overview'. The page title is 'Steps to Getting Started' with the subtitle 'There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:'. There are two numbered steps: 1. 'View Your Progress' and 2. 'Plan your Degree & Register for Classes'. A large yellow arrow points to the 'Go to Plan & Schedule' link under step 2. A search bar for courses is visible on the right.

4. Next, you will be given four different tab options

The screenshot shows the 'Plan your Degree and Schedule your courses' page. The breadcrumb trail is 'Academics > Student Planning > Plan & Schedule'. The page title is 'Plan your Degree and Schedule your courses'. There is a search bar for courses on the right. Below the title, there are four tabs: 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Four yellow arrows point to each of these tabs. Below the tabs, there are navigation controls for the 2021 Fall semester, including 'Filter Sections', 'Save to iCal', and 'Print' buttons. A 'Register Now' button is also present. At the bottom right, it shows 'Planned: 16 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

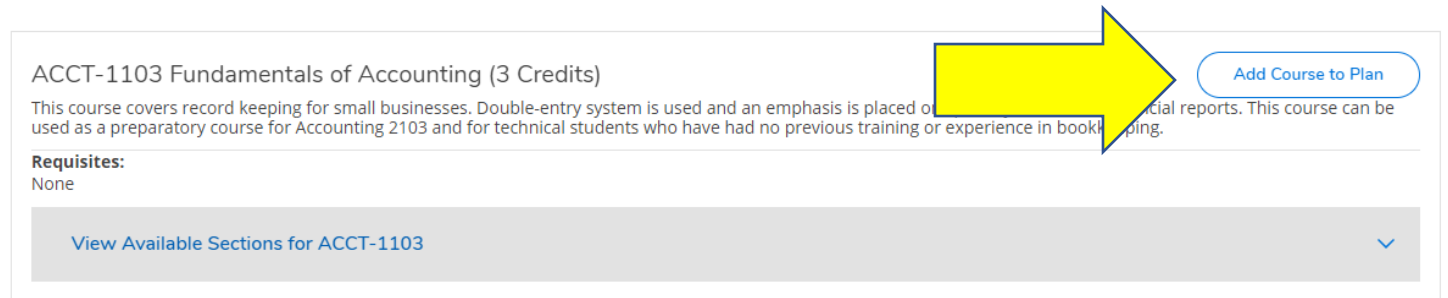
- SCHEDULE gives you an overview of the courses you have planned or are enrolled in
- TIMELINE shows you an overview of courses for previous and upcoming semesters
- ADVISING is where you will request a review of your academic plan each semester and compose notes to your advisor or see notes from your advisor
- PETITION & WAIVERS is only needed if a course requires permission for enrollment

4. To find courses for your upcoming semester, search for them in the search bar in the top right-hand corner

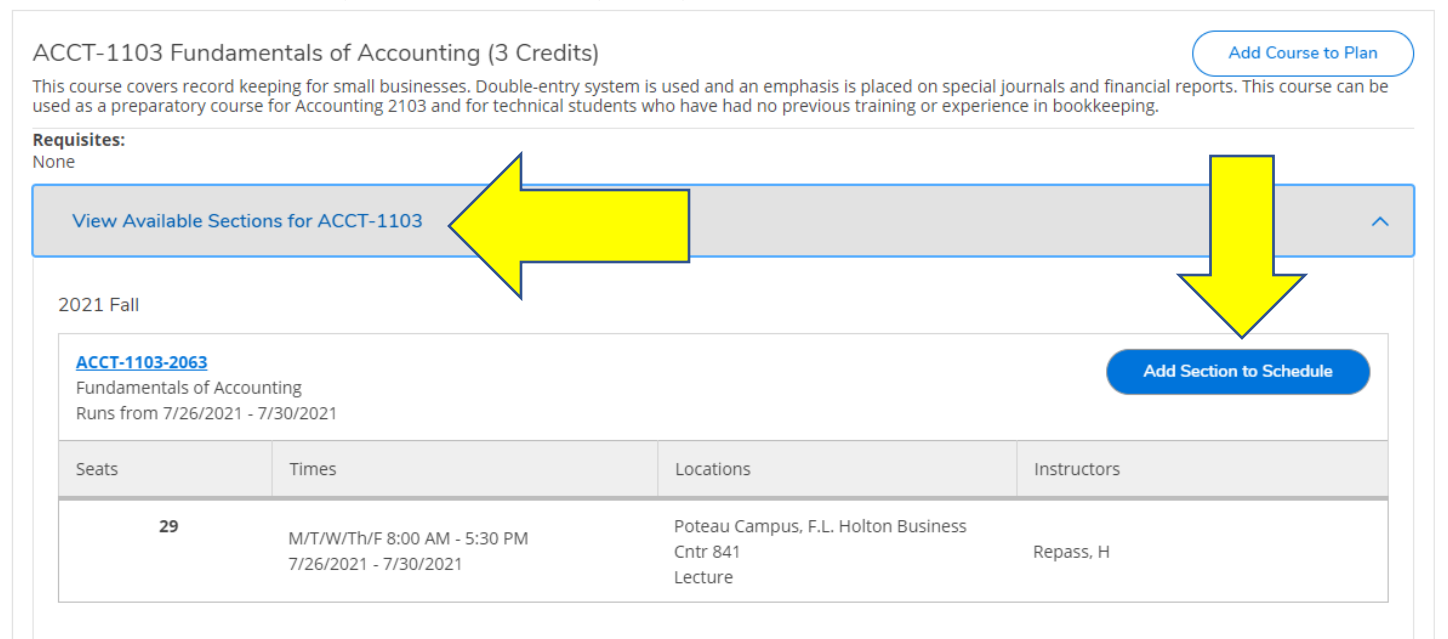


- a) You can search by course prefix (ENGL, SPCH, HIST)
- b) Or by course subject (English, Speech, History)
- c) Or by keyword (Composition, Communication)
- d) Or by the course ID if you know it (ENGL 1113, SPCH 1113, HIST 1483)

5. Once you've found the correct course, you can simply click "Add Course to Plan"



- a) Or you can "View Available Sections" to find a specific section with a day/time, then click "Add Section to Schedule" once you've located the day/time you wish to take the course



Seats	Times	Locations	Instructors
29	M/T/W/Th/F 8:00 AM - 5:30 PM 7/26/2021 - 7/30/2021	Poteau Campus, F.L. Holton Business Cntr 841 Lecture	Repass, H

- b) If you only choose add course to plan, a specific time/date will not be selected and you will eventually need to choose a section before you **register**
- c) If you do choose to "View Available Sections", then you can make sure the specific section is added to your plan. **Adding a course to your plan does NOT register you**

# Advising Approval/Advising Hold

1. Once you've picked out the courses you would like to take, you will need to make sure your advisor approves the courses you have chosen. **Go to the ADVISING tab and select "Request Review"**

The screenshot shows the Carl Albert State College (Vikings) advising interface. The user is logged in as 'fmlastname898'. The navigation menu includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses'. Below this, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Advising' tab is active. On the left, under 'My Advisors', there is an email icon and the name 'Rachel Johnson (General)'. Below this is a 'Compose a Note' section with a text area and a 'Save Note' button. At the bottom, there is a 'View Note History' section with the text 'No advising notes have been entered.' On the right side, there is a 'Request Review' button, which is highlighted by a large yellow arrow. Below the button, it says 'Course Plan last reviewed on 4/9/2021 by Johnson, Rachel A.'

- a) "Request Review" will send your advisor an email notifying them of your request. Once they have approved your plan, then you will receive an email notification
- b) After your review is complete and your advising hold is removed, then you are able to **Register** for the courses