

How to Create a Registration Plan

Users will experience an upgrade to South Scheduler that will keep all of registration inside the PAWS environment. The look and feel will change but many of the existing functions such as a visual weekly presentation of a user's class registration and an option to save a preplanned schedule (Favorites) will remain.

To begin a user will select "Registration". Once the Registration area launches, the user will be taken to a screen with options to: Prepare for Registration, Plan Ahead, View Registration Information, Register for Classes, Browse Classes, and Browse Course Catalog.

Prepare for Registration

To begin, the user should select "Prepare for Registration".

# @ el	ucian			*
Student	Registration			
Registra	ation			
What we	nuld you like to do?			
	Prepare for Registration View registration statut, update student term data, and complete pre-registration requirements.	=	Register for Classes Search and register for your classes. You can also view and manage your schedule	
-	Plan Ahead Give yourself a head start by building plans. When you're neady to register, you'll be able to load these plans	4	Browsie Classes Looking for classes? In this section you can browse classes you find interesting	
-	View Registration information View your past schedures and your ungraded classes.	1	Browse Course Catalog Look up basic course information like subject, course and description.	

The user will be prompted to select a term from the drop down list.





This page will display the user's information and several areas that determine the user's ability or status for registration.

- If the user has holds on their account, holds will be displayed and the system will indicate if the hold prevents registration and/or other areas such as ordering a transcript or graduation.
- A user's time ticket status will also be displayed providing the user with an open registration window.
- Finally, the user's earned hours and class standing is displayed.
- On the right hand side of the screen, information about the user's level, college, degree, program, campus, catalog term, admit term, major, and minor is displayed.

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Student • Registration • Select a Term • Prepare for Registration			
Prepare for Registration			
Registration Status		_	_
Registration Status	Primary Curriculum Level: Undergraduate		
Term: Spring Semester 2022	College: College of Ed and Prof Studies Desnee: Rachelor of Science		
Vour Student Status permits registration	Program: Hospitality & Tourism Mgmt		
Vour academic status Clear permits registration	Campus: Main Catalog Term: Fail Semester 2019		
Vou have konds which do not prevent registration . Advinue, Education Factoria Control (Vou Caracteria) Form Date: (0521:0021 To Date: (0521:00	Adaint Term: Fail Senetader 2019 Adaint Type: First The Freibnan Major: Hoppbary & Tourien Mont, Misror, MOT-General Management		
Time tickets allow registration at this time. Please register within these times: 10/13/2021 09/00 AM - 01/17/2022 11:59 PM 01/18/2022 12:01 AM - 04/01/2022 11:59 PM			
Earned Hours			
You have Earned Hours for Level. Undergraduate, Institution Hours: 60, Transfer Hours: 0			
Your class standing for registration purposes is Junior			



Plan Ahead

In the previous version of South Scheduler, a user could create a plan for registration by searching classes and saving a desired schedule in the "My Favorites" option. "My Favorites" would allow a user to explore several different options and combinations of classes before their time ticket opened. The user would then to save time by quickly registering for the classes in their "My Favorites". In the upgraded version of South Scheduler, a user can still search classes and save a desired schedule in the "Plan Ahead" area. This area will allow a user to create up to 5 plans to explore options and different combinations of classes.

To begin, a user will enter the "Plan Ahead" section.

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Student	Registration			
Registra	tion			
What wo	uld you like to do?			
	Prepare for Registration View registration staut, sodale student term data, and complete pre-registration requiregrent	=	Register for Classes Search and repitier for your classes. You can also view and manage your schedule	
-	Plan Ahead Over yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	4	Browse Classes Looking for classes? In this section you can browse classes you find interesting.	
-	View Registration Information View your past schedules and your ungraded classes	14	Browse, Course, Catalog Loos up balic course information like subject, course and description	

Next, the user will select the term from the drop down menu.

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The user will be prompted to create a new plan or continue developing an existing plan if one exists.



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Student - Registration - Select a Term - Select A Plan			
Select A Plan			
Plans you have created for this term: 0 Fam: Spring Semester 2022 You are allowed a maximum of 5 plans for the term. Create a New Plan			

Once a new plan has been created or an existing plan has been selected, the user will begin to search for classes. The default search form can be searched by Subject Code, Course Number, or Keyword. The user can use a combination of Subject Code and Course Number to find most classes.

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Student • Registration • Select a Term • Select A Plan • Plan Ahead		
Plan Ahead		
Find Classes		
Enter Your Search Criteria Term: Spring Semester 2022 Subject Course Number Keywood Search Calar + Advanced Search		

There is also an Advanced search window that allows for a variety of variables when searching for courses. The advanced search allows the user to search with multiple keyword fields as well as course title, attribute, level, division, college, department, schedule type, course number range, and credit hour range.

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itudent • Registr	ration • Select a Term • Select A Plan • Plan Ahead	
Plan Ahead		
Find Classes		
Enter Your Search Criteria Term: Spring Semester 2022	ta .	
Subject	t (x English (EH)	
Course Number	r [215	
Keyword	a []	
Subject and Course Number	<i>i</i>	
Keyword (With All Words)	0	
Keyword (With Any Words)		
Keyword (Exact Phrase)	9	
Keyword (Without The Word)		
Attribute		
Lovel	A	
College	a	
Division		



In the standard search, a user searching for English 215 as demonstrated in the example screenshot below; enters "EH" in the Subject field, "215" in the course field, and selects the "Search" button.

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Student - Registration - Select a Term - Select A Plan - Plan Ahead		
Plan Ahead		
Find Classes		
Enter Your Search Criteria Term: Spring Semester 2022		
Subject English (SH) Course Number 215 Keyword Search Class + Advanced Search		

The results show one matching course for the search criteria. It identifies the title, subject description, course number, credit hours, and a brief description. The user can then select the option to view the sections to see when the course is offered.

student + Registration +	Select a Term + Select A Plan + Pla	in Ahead			
Plan Ahead					
Find Classes					
Search Results - 1 Courses Term: Spring Semester 2022 Subject: Engl	ah (EH) Coarse Number: 215				earch Aguan
Tele	© Subject Description	* Course Number ⁰ Hours	Description		φ.
Brit Lit before 1785	English (EH)	215 3	This course introduces students to the cu.	Q. View Sections	
Page 1 of 1 I 10 - P	w Page				Records 1

The "view sections" option will expand the selection to show the section number, CRN, instructor, meeting times, and status of registration for the section. Once the user selects a section, the user will use the "Add" button to add it to the plan. ****Note: the system only shows 10 results per screen, if more than 10 sections exist, the user will need to go to the subsequent page to see all the sections.* ***

nd Classes												
Catalog Search Results	Search Results Term: Spring Sen	s — 5 Classes nester 2022	Subject an	d Course M	fomber: EH215	5 English (EH	0					
tie 0	Subject Description	Course Rul	Section ⁰	Hours	CRN 0	Term 0	Instructor	Meeting Times	Campus	Sistur	Attribute	
AL&bebre 1785 schre-Web Entranced	English (EH)	215	104	3	23919	Spring	Haltrooks John (Primary)	[1 1 - 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Main	39 of 40 soats re	Area 2 - Britton Liferature Area 2 - Namantiles Area 2 - Liferature Area 2 - Humanities Filme Arts Numerches Team Based Learning	(AM)
<u>it Lit before 1785</u> ccure-Web Enhanced	English (EH)	215	106	3	23921	Spring	Val Statiatia (Privary)	(5 🖸 7 📆 7 🚺 9) 01.25 PM - 02.15 PM Type: Class B	Main	40 of 40 seets re,	Area 2 - Britan Lakature Area 2 - Humanites Area 3 - Ularature Area 2 - Humantes-Fina Arta Humantes Team Based Learning	(
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Once a section has been added, the screen splits into three areas:

- The top section includes the current search criteria. This area allows the user to add additional sections to their plan or to return to the search field to find additional courses.
- The bottom left section show the visual representation of the weekly schedule of classes the user has selected. These classes appear as gray boxes on the weekly grid to allow the user to see free and available times or when classes are potentially scheduled.
- The bottom right section lists all the classes currently included in the active plan. By selecting the course title, the user can view additional information about the course including the Details, Restrictions, Corequisites, Prerequisites, and Fees if available. This section also allows the user to add notes about the course for reference on their plan. Finally, the section allows a user to remove the course form the plan with the drop down menu highlighted below.

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Catalog Search Result	Search Resu Term: Spring S	lts — 5 Class emester 2022	s Subject a	nd Course Nur	nber: EH21	15 English (E)	0											
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Brit Lit before 1785 Web-based	English (EH)	215	801	3	25705	Spring	Del Heather (Primary) [<u>5</u> V T V	A(T)P)	s - Type: Class Buildin	g: WEB Roc Web c.	22 0	f 25 seats re.	Area 2 - Briti Area 2 - Hun Area 2 - Liter Area 2 - Hun Humanifies	sh Literature sanities sature sanities-Fine J	Arts	Add)
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Page 1of 1	H 10 V Per Page									*	NewPool Direct			Team Based	Learning			Records 5
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After selecting classes and building a schedule, the user has the option to save a plan by selecting the "Save Plan" button at the bottom right corner. The user will then be prompted to give the plan a name. Once a name is given the system will alert the user that the plan was successfully saved. The user can then modify the existing plan by adding additional courses or removing courses. Additional plans can also be created. Each user can create 5 different plans.

lent • Registration • Select a Term • Select A Plan • Plan Ahead														Save Successful					
an Ahead																			
ind Classes																			
Catalog Search Results	h Search Results ~7 Classes Tem: Spring Semaster 2022 Subject and Course Number: EH226 English (EH)																		
im Lit after 1865 ecture-Web Enhanced	English (EH)	226	103	3	23979	Spring	<u>Owsłew Jessika</u> (Primary)	8 0 7 0 7	😰 8. 09:05 AM - 09:55 AM Tys	05 AM - 09:55 AM Type: Class 1 Main 32 of 4			Area 2 - Lit Area 2 - Ha Humanities	rature manties-Fine i	uts.	Add			
im Lit after 1865 acture-Vieb Enhanced	English (EH)	an (891) 228 195 3 24756 Spring <u>Obbs Jacr</u> y (Prinary) (8 4 2 - 1 1 2 35				F 8 12 30 PM - 01.45 PM Typ	ec Class I Main	38	r 40 seats re	Area 2 - An Area 2 - Hu Area 2 - L0 Area 2 - Hu Humanites	nerican Literature Lumanites Herature Lumanites-Fine Arts IS		(Add.)						
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Once a plan has been saved, the bottom two sections change. The visual weekly schedule changes from gray boxes to multi-colored boxes to allow users to identify different course on the schedule. The bottom right section, shows the plan name along with a status for the course and the ability to delete the course from the plan with the action drop down.

Find Classes																
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