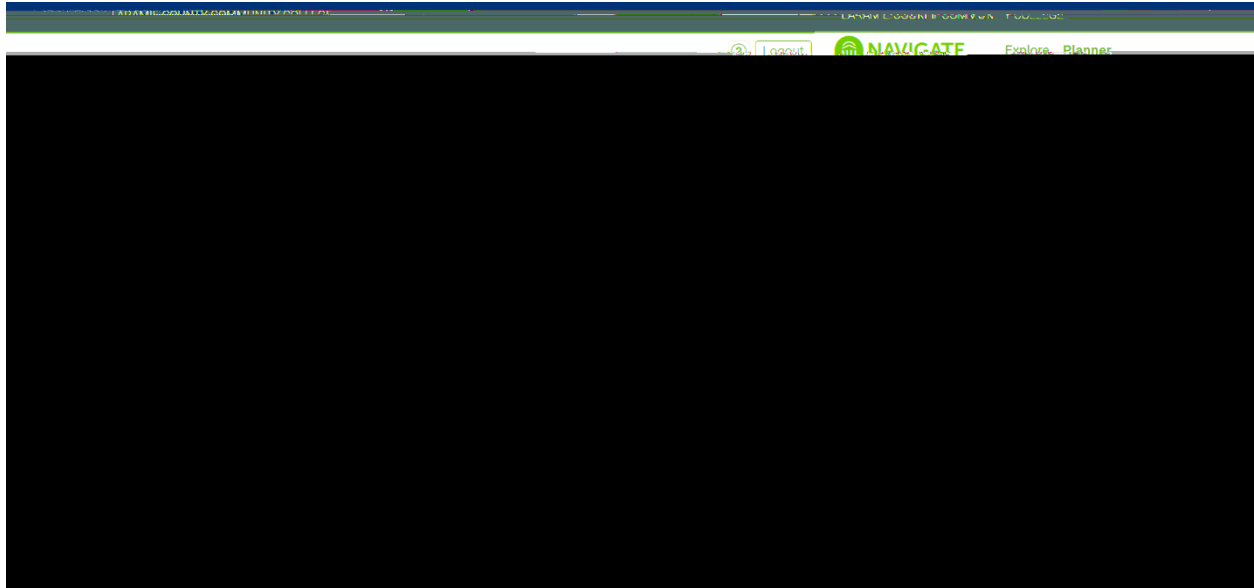
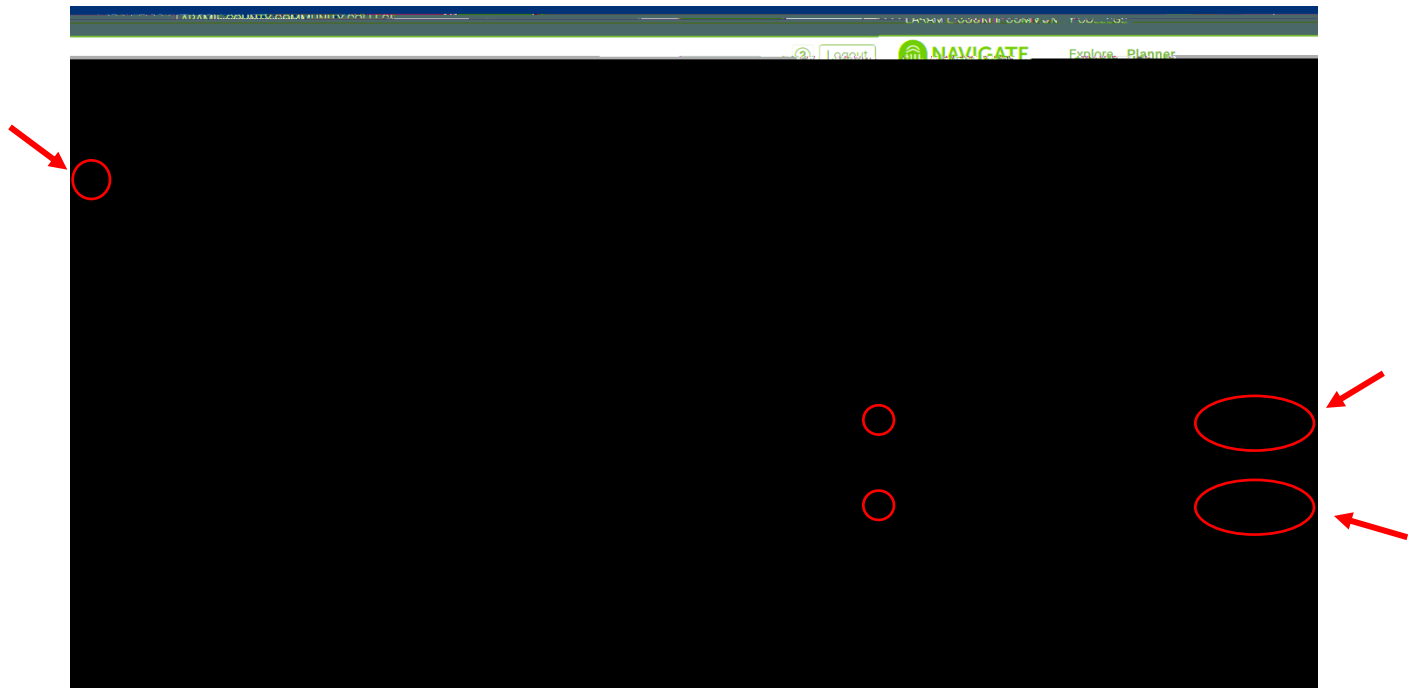





4. Your next step is to pay special attention to the courses on the right-hand side that you have planned and discussed with your Academic Advisor for that semester.



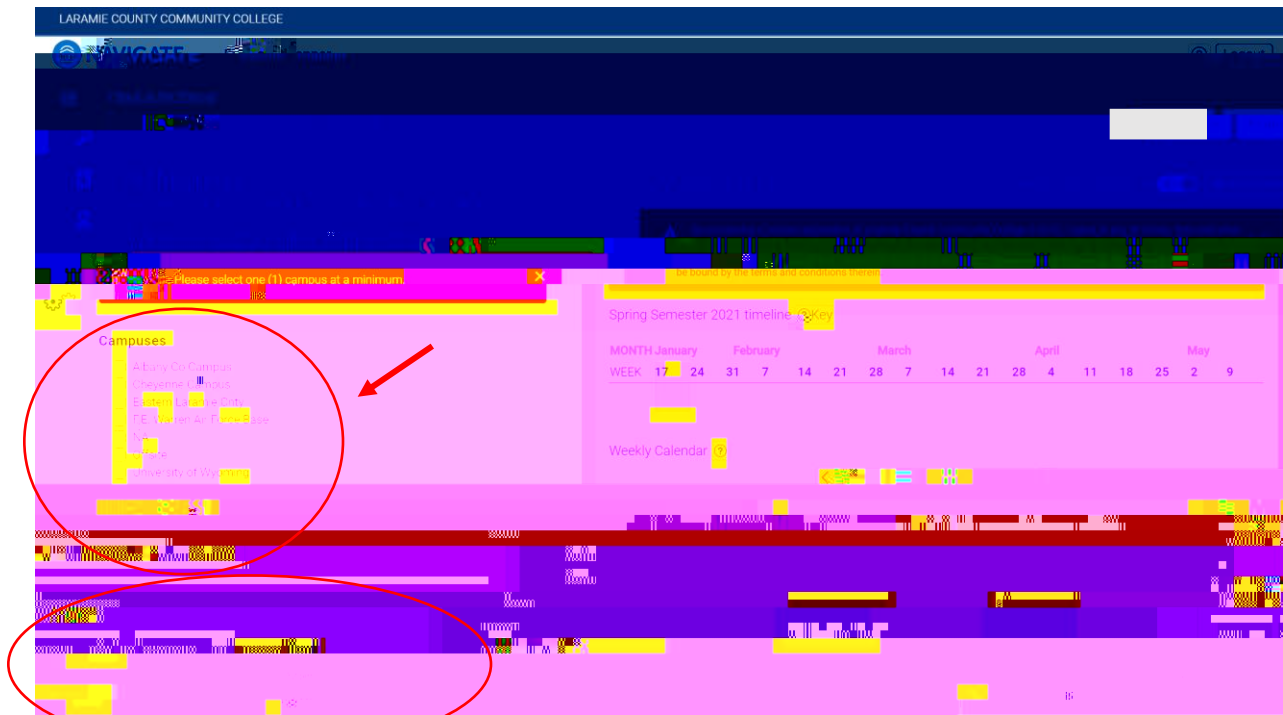
: if a course says " " next to it – you will need to press the arrow next to the course to make your course selection. ONLY after all course selections have been made and you have no more placeholders next to any courses should you go onto the next step (see example below). It is also important to remember that the courses on the left-hand side are listed in their preferred order. If you cannot find a particular class you need, try searching using the magnifying class, also



5. When you have finished selecting your courses, you can then press  circled below.

6. Once in this screen you should see the courses you have planned for the upcoming semester. If you do not see all courses you want to take, there may still be a placeholder on your Academic Plan. Before you begin picking sections, it is important to set your preferences and block out any busy times you know you are unable to be in class (i.e. team practice, work schedule, daycare pickup/drop-off). You can do this by

- Once you are in your preference screen you can select one or multiple campuses where you would like to take your courses and/or choose if you are interested in taking online courses. This is also where you will enter your busy times.



- After you have done this, you will see blue blocks blocking out your busy time. Once complete, be sure to scroll down and press [button]. You can change these at any time.



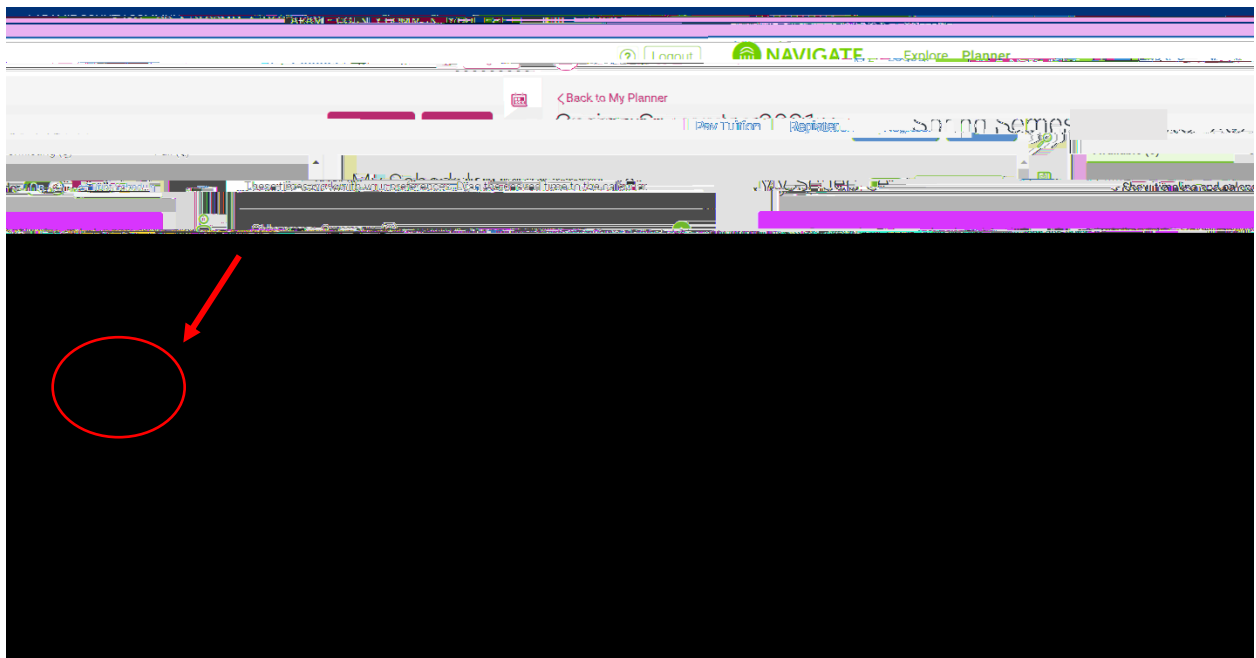
9. After you have completed your preferences, you can go back to the calendar icon on the top of the icon list that will bring you back to "My Planned Courses" .

10.

11. Once you are searching for sections, the Navigate registration portal will show you courses that fit with your availability you entered in preferences. Once you have selected a section for a course, this will automatically alter your available sections for other planned courses as to avoid conflicting sections. You are able to register for courses listed under conflicting but may consider adjusting your preferences to find available courses.



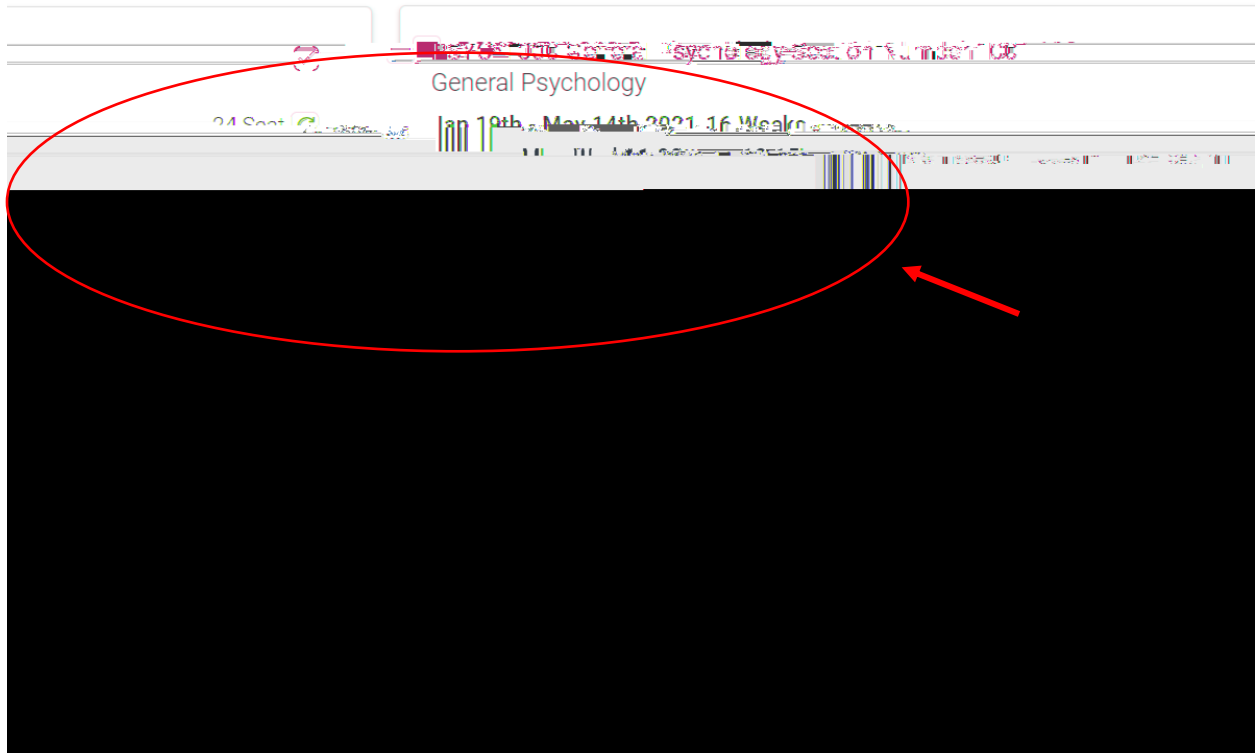
12. You can add courses to your schedule by either [button] and [button] the course to the calendar to the right. You can also press the three-bar menu next to the course title and add section.



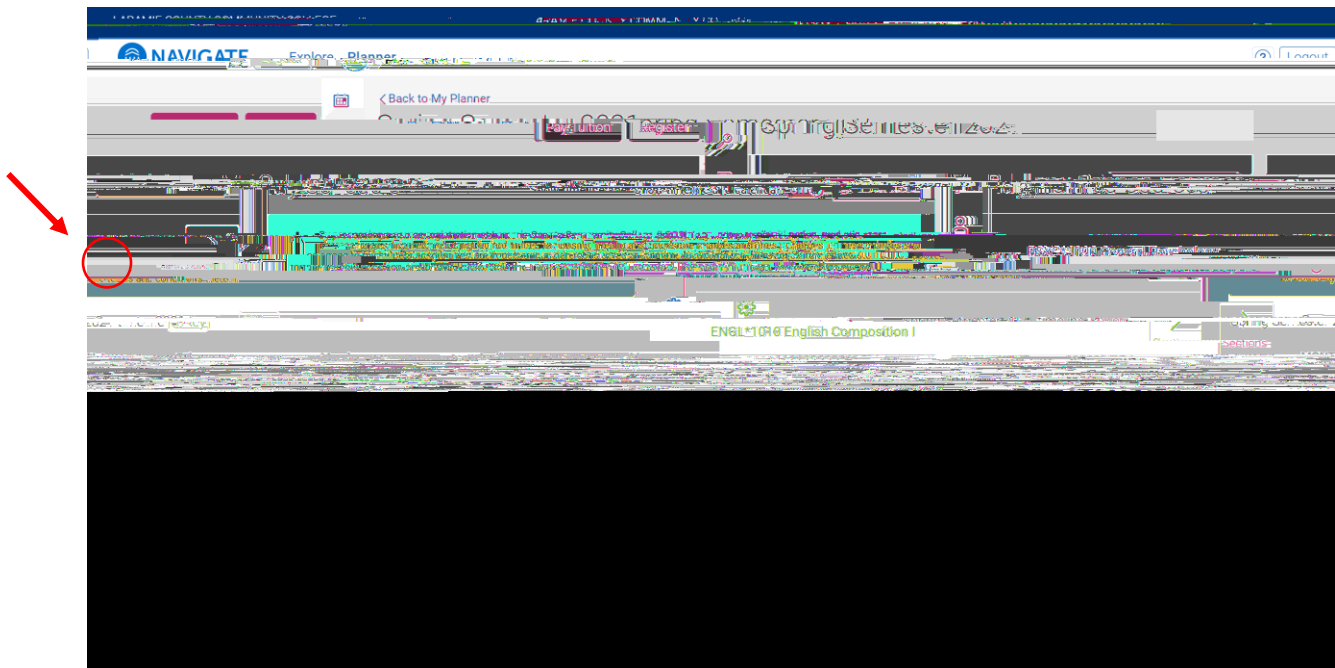
13. Go through each course and add sections based on your availability and preferred course load. You may need to refer back to your Academic Plan and swap courses if needed due to availability or multiple section conflicts. Once you have selected all of your sections, you will have nothing left under "My

Further down the page you can see more course details for the selected sections:

Scheduled Courses... These courses are not yet registered...



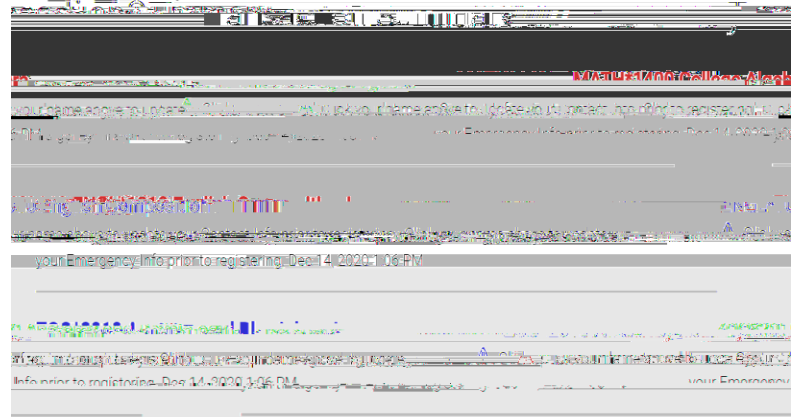
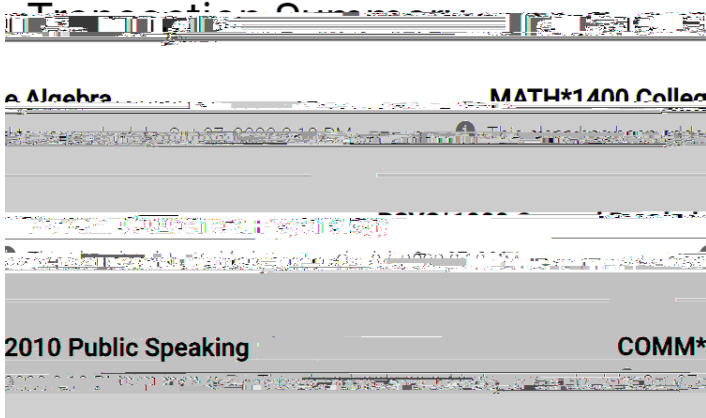
15. You can also plan your schedule using the clock icon on the left-hand side called "Quick Schedule".







18. After you press register, you should receive a transaction summary where your courses say they have been added to your schedule. If one of them is red (see example below), pay attention to the error message associated with that course and reach out to your advisor for further questions.



19. If you'd like to go back and drop a course, you will scroll down on the righthand side underneath the calendar until you see your list of registered courses. Here you will see a three-bar menu, where you can find the option to drop the course.

