Student Planning Registration Instructions – Continuing Graduate students
*UPDATED for Spring 2017 Registration*

AU students register for classes via Student Planning. Key features of Student Planning include that each student will receive an individually assigned registration appointment time and that students will be able to plan their schedule for the next semester in Student Planning in advance of registering. For more information about Student Planning, including FAQs and tutorials: [http://www.american.edu/provost/registrar/registration/studentplanning.cfm](http://www.american.edu/provost/registrar/registration/studentplanning.cfm).

Planning a Schedule vs. Registering

While students are able to plan their schedule for Spring 2017 now, this is not the same as registering for classes. Students will need to log back into Student Planning once their registration appointment time has arrived to register for their planned courses. Students cannot register until their assigned registration appointment time.

Registration Appointment Times

Current degree-seeking graduate students will be assigned a registration appointment time for Spring registration beginning Monday, October 31 at 7:00am. PhD students will register first, followed by graduate students who have completed 12 or more credits, then graduate students who have completed fewer than 12 credits. Non-degree and graduate certificate students will register last. Within these categories, students will be randomly assigned a registration appointment time. Registration appointment times are a student’s start time for priority registration – students will continue to be able to make registration changes through the end of the Add/Drop period in January. **Students must log in to Student Planning to view their registration appointment time.** Registration appointment times cannot be changed.

How to Plan your Schedule and Register for Courses

With limited exceptions, **students in SIS are not required to meet with an advisor prior to registering.** In order to plan your schedule and register for Spring 2017, you should do the following:

1) **Determine your remaining degree requirements**

Graduate students are recommended to consult their program-specific advising worksheet to review their requirements. Advising worksheets can be found on the Graduate Advising website at: [http://www.american.edu/sis/gradadvising/worksheets.cfm](http://www.american.edu/sis/gradadvising/worksheets.cfm).

Please note: due to the structure of the curriculum of many MA degrees in SIS, the degree audit report available in the My Progress tab of Student Planning may not accurately reflect students’ fulfilled and remaining requirements. Students with questions about their remaining requirements should consult their academic advisor.

2) **Identify the courses for which you wish to register**

Students are recommended to consult the Schedule of Classes (available at: [http://www.american.edu/provost/registrar/schedule/index.cfm](http://www.american.edu/provost/registrar/schedule/index.cfm)) for a list of courses currently planned for Spring 2017. Graduate classes in SIS are listed under the Subject “SIS - International Service” (not SISG). Students should make note of the prefix, course number and section number (e.g. SIS-600-005) for each course for which they wish to register. You will enter this information into Student Planning in the next step to plan courses in your schedule. Students should also make note of any course restrictions and/or pre-requisites, and discuss any applicable pre-requisite waivers with their advisor, at
this stage. Note: Not all courses that will be offered in Spring 2017 will be listed in the Schedule of Classes as of October 5 when the Schedule goes live. Please check back to the Schedule of Classes for updates.

3) Plan your Schedule in Student Planning

a) Log in to Student Planning, by selecting the Eagle Service link in your myAU portal under Academics.

b) Select Plan your Degree and Register for Classes.

c) Using the course list you created in Step 2, type in the course number for the first course you would like to add to your planned schedule for Spring 2017 (e.g. SIS-619-002).

d) Select Spring 2017 as the filtered Term.

e) Select View Available Sections for the course.
f) Once you have confirmed the course section and title are correct, select Add Section to Schedule.

g) Select Graded for all courses except Skills Institutes, which are graded P/F.

h) Select Add Section to Schedule.

The course will now show up on your planned Schedule in yellow.

i) Repeat Steps c-h for each additional course that you would like to plan to your schedule. You are recommended to plan back-up courses in case your preferred courses are closed by the time you register.

**NOTE:** YOU ARE NOT REGISTERED AT THIS STAGE. You cannot register for your planned courses until your registration appointment time.
NOTE:
Students will receive an error message if they plan two courses that meet at the same time. The courses will also be outlined in red on the students planned schedule. Students cannot register for a course that meets at the same time as another registered course.

NOTE:
Students who attempt to plan multiple sections of a topics course (e.g. SIS-619, SIS-635, SIS-653) may receive a message indicating that the course is a duplicate, has already been planned, is in progress, has been added to the student’s schedule multiple times or is already enrolled in another term. Students may disregard these messages for topics courses, as they are allowed to register for different sections of the same topics course.
NOTE:
Students on academic probation and students who have applied and are eligible to graduate are required to meet with their advisor before registering for subsequent semesters. These students should receive a notification message indicating they require advisor authorization to register.

All other graduate students in SIS are allowed to register without meeting with an advisor.

*If you see a notification message in Student Planning indicating that you require an advisor’s authorization before registering, please confirm your registration appointment time has not yet occurred. Students may see this message prior to their registration appointment time, but it should be removed once their registration period has begun.

NOTE:
Students should receive notification of any course prerequisites or restrictions when they plan courses to their schedule.

Students will not be prevented from planning a course for which they have not yet met the prerequisite or do not meet the restriction.

Students will be prevented from registering for any course for which they have not met the prerequisite or do not meet the restriction (see example notification message below).
4) **Register for classes in Student Planning** (once your registration appointment time has begun)

Note: Students cannot register until their assigned registration appointment time. Students can view their registration appointment time in Student Planning. Students cannot register without first planning courses to their schedule (Step 2-3 above).

a) Log in to Student Planning by selecting the Eagle Service link in your myAU portal under Academics.

b) Select Plan your Degree and Register for Classes.

Your registration appointment time should be displayed at the top of your Schedule. If you do not see a registration appointment time for Spring 2017, please email registration_services@american.edu.

c) Toggle past any law school terms to the **Spring 2017 Regular Term** to review your planned schedule.

d) Add additional courses to your schedule as necessary if your planned courses are closed or waitlisted.
You have two ways to register for courses that you have planned:

- You can register for all of the courses in your planned schedule by selecting **Register All**
- you can register for each planned course individually by selecting **Register for each planned course**

If a course on your schedule is closed or waitlisted, a notification message will appear.

f) Select **Waitlist** to waitlist for a course in your planned schedule, as applicable.

Once you have successfully registered for a course, it will appear in green and be listed as **Registered**.

**YOU ARE NOW REGISTERED.**

You can drop registered courses in Student Planning by selecting **Drop**.

Courses for which you have added yourself to the waitlist will continue to appear in yellow but will be listed as **Waitlisted**.

To remove yourself from a waitlist, select **Drop Waitlist**.

To view your position on a waitlist, select the **My Waitlisted Sections** link under Academics in your myAU portal.
For more information about Student Planning, including FAQs and tutorials:
http://www.american.edu/provost/registrar/registration/studentplanning.cfm.

If you have problems accessing Student Planning, or if you encounter any technical difficulties, please contact the AU Help Desk at helpdesk@american.edu.

If you have specific questions about your degree requirements or classes you are considering, please contact your academic adviser.