

# PLANNING & REGISTERING FOR COURSES WITH STUDENT PLANNING

## OVERVIEW

Are you meeting with your academic advisor to discuss your future semester plans? Or is it time to register courses for the new semester? With **Student Planning**, you can plan your semesters and register for them from the same place! You can also view your current semester schedule.

This document will discuss how to access Student Planning, view your current schedule, plan your courses using your degree audit, add courses and sections to your plan from the Course Catalog, and register courses.

## LOG ON TO THE MARYWOODYOU PORTAL

1. Open a web browser and navigate to the Marywood homepage.
2. Click on the **MarywoodYou** link at the bottom of the Marywood homepage.
3. Type your **User Name** and **Password**. Then, click **Sign In**.

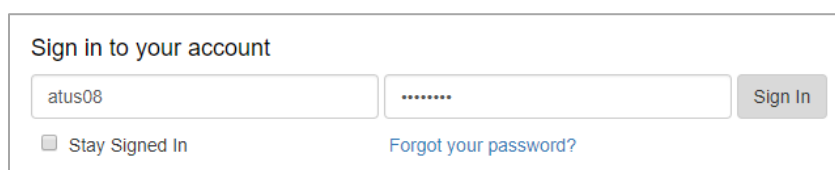


Figure 1: Portal Login Page

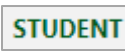
4. On the page that displays, click  to see the **Student Portal**.
5. Under **Self-Service Menu** on the left, select **Student**.



Figure 2: Student Portal Link under Self-Service Menu

6. From the menu that appears, click **Self Service**. The page will open in a new tab.
7. On the page that opens, click **Student Planning**. This takes you to the registration area.

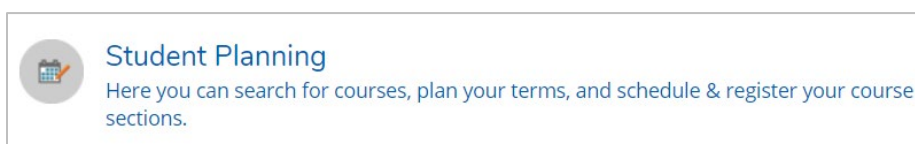


Figure 3: Student Planning Link

## STUDENT PLANNING

The homepage for Student Planning includes your **current semester schedule** and the two steps to plan and register your courses for future semesters.

A **calendar view** of your current semester appears towards the bottom of the page.

|      | Mon          | Tue          | Wed          | Thu          | Fri          |
|------|--------------|--------------|--------------|--------------|--------------|
| 10am |              |              |              |              |              |
| 11am |              |              |              |              |              |
| 12pm |              | ✓ BUS-422-02 |              | ✓ BUS-422-02 |              |
| 1pm  | ✓ BUS-312-01 | ✓ BUS-471-01 | ✓ BUS-312-01 | ✓ BUS-471-01 | ✓ BUS-312-01 |
| 2pm  |              |              |              |              |              |
| 3pm  |              |              |              |              |              |
| 4pm  |              |              |              |              |              |
| 5pm  |              |              |              |              |              |
| 6pm  | ✓ BUS-304-02 |              | ✓ BUS-334-01 |              |              |
| 7pm  |              |              |              |              |              |
| 8pm  |              |              |              |              |              |
| 9pm  |              |              |              |              |              |

Figure 4: Screenshot of Current Semester Schedule

At the top of the page, click **Go to My Progress** to get started. This will take you to your degree audit, where you can select and search for courses to add to your future semester's plan.

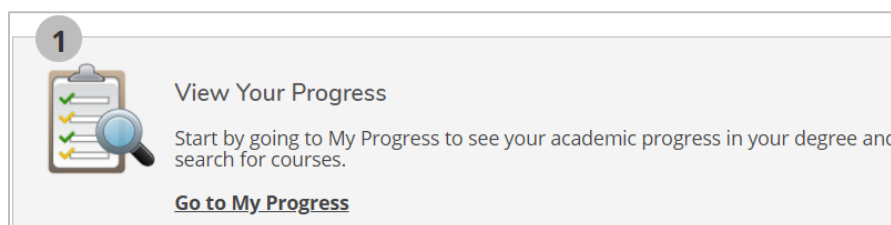


Figure 5: View Your Progress Link

- If you do not currently have a declared program, worry not! The “My Progress” area will show you the courses you’re already taking and any core requirements you need to complete. As you’ll see in the next section, there is also a search function to access the course catalog, so you can still search for courses from scratch.

## STEP ONE: VIEW YOUR PROGRESS

The **View Your Progress** link brings you to the **My Progress** section of Student Planning, which serves as your **degree audit**. It allows you to view your **GPA**, approximate **percentage of completed program requirements**, and the **total credits** for your program.

Classes listed in My Progress are labeled as **Completed**, **In-Progress**, **Not Started**, or **Planned**. You may also see **Fulfilled** (with respect to **Completed** requirements) or **Dropped**, among others.

Your degree audit is broken up into several sections, based on the courses needed for your program. Under each section, you will see a listing of courses you need to take, as well as their status, grade (if completed), term (if completed), and credits received.

## SEARCHING FOR COURSES

Here are some ways you can plan courses from your degree audit:

- **Use the Search button!**
  - Select the **Search** button located within the “Course” column. This will take you to the **Course Catalog** where courses that fulfill that specific requirement will display. For example, the courses pictured below work towards fulfilling the **Higher Ed Core** part of the program requirements. If you click “Search” here, it will search for other courses that fulfill the Higher Ed Core for that program.

| <b>A. Higher Ed Core</b><br>Complete all of the following: EDUC 501, EDUC 502, EDUC 554, PSYC 514 and HE 555.<br>Complete all of the following items. <span style="color: red;">⚠ 0 of 1 Completed.</span> <a href="#">Hide Details</a> |                                                        |        |       |         |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------|-------|---------|---------|
| <span style="color: red;">⚠ 1 of 5 Courses Completed.</span> <a href="#">Hide Details</a>                                                                                                                                               |                                                        |        |       |         |         |
| Status                                                                                                                                                                                                                                  | Course                                                 | Search | Grade | Term    | Credits |
| ✓<br>Completed                                                                                                                                                                                                                          | <a href="#">EDUC-501</a> Research Theory               |        | A-    | 2019SII | 3       |
| 🔄<br>In-Progress                                                                                                                                                                                                                        | <a href="#">EDUC-502</a> Multidisciplinary Foundations |        |       | 2020FA  | 3       |

Figure 6: Program Requirement Section in My Progress

- **Click on a course name!**
  - Select a specific course by **clicking** the course name. This will take you to that course’s entry in the catalog.

|                                                                                    |                                                         |
|------------------------------------------------------------------------------------|---------------------------------------------------------|
| <span style="color: red;">ⓘ</span><br><span style="color: red;">Not Started</span> | <a href="#">EDUC-554</a> Contemporary Learning Theories |
|------------------------------------------------------------------------------------|---------------------------------------------------------|

Figure 7: Course Link in My Progress

- **Use the search bar!**

- Type a **keyword** into the **Search for courses** box at the top of the page to **search** the course catalog.

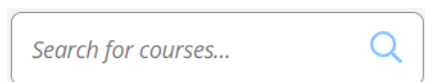
A search bar with the placeholder text "Search for courses..." and a magnifying glass icon on the right.

Figure 8: Search for Courses Bar

Any of the above will bring you to the **Course Catalog** where you can add courses to your plan.

## THE COURSE CATALOG

When you use any of the methods to search for courses, you are taken to the Course Catalog. Here, you can filter search results and add courses to your semester plan.

**If you used the search button in your Progress tab**, you will see courses that fulfill a certain section of your program requirements. You can see which requirement is being searched by looking to the top of the page. For example, the image below says: “The following results match requirement: Religious Studies Elective.”

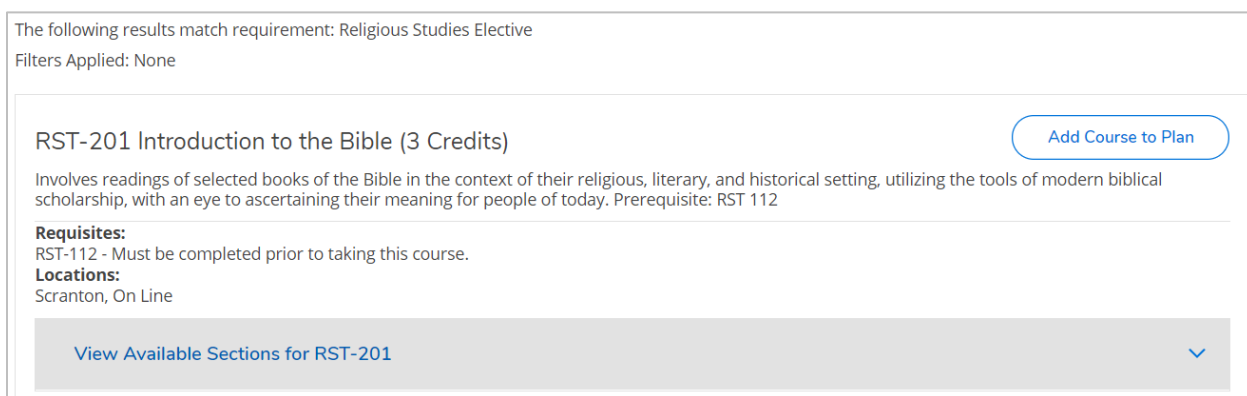
A screenshot of a course catalog page. At the top, it says "The following results match requirement: Religious Studies Elective" and "Filters Applied: None". Below this is a card for "RST-201 Introduction to the Bible (3 Credits)". The card includes a description: "Involves readings of selected books of the Bible in the context of their religious, literary, and historical setting, utilizing the tools of modern biblical scholarship, with an eye to ascertaining their meaning for people of today. Prerequisite: RST 112". It also lists "Requisites: RST-112 - Must be completed prior to taking this course." and "Locations: Scranton, On Line". There is a button "Add Course to Plan" in the top right corner. At the bottom of the card is a button "View Available Sections for RST-201" with a dropdown arrow.

Figure 9: Course Results for a Program Requirement

**If you clicked a specific course name**, you will see only that course on the page, as below.

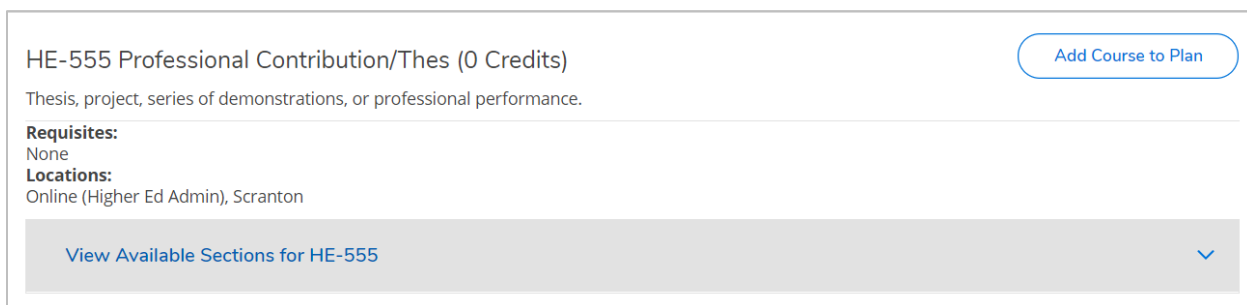
A screenshot of a course catalog page showing a single course card for "HE-555 Professional Contribution/Thes (0 Credits)". The card includes a description: "Thesis, project, series of demonstrations, or professional performance." It also lists "Requisites: None" and "Locations: Online (Higher Ed Admin), Scranton". There is a button "Add Course to Plan" in the top right corner. At the bottom of the card is a button "View Available Sections for HE-555" with a dropdown arrow.

Figure 10: Course Result from Clicking a Course Name in My Progress

**If you entered a key term in the search bar**, you will see courses that pertain to that keyword.

## FILTERING YOUR RESULTS

Use the **Filter Results** column on the left to narrow your results. This is especially useful if you used key terms to search for courses, but you can use it to narrow down any group of search results.

Keep an eye out for the **Terms** category, as some searches could display courses from other semesters. Check the box next to the semester you want to see; the courses offered in that semester will appear for you to consider.


 A screenshot of a dropdown menu for filtering by terms. The top bar is grey with the text "Show All Terms" in blue and a small upward-pointing arrow icon on the right. Below this, a white box contains a checkbox followed by the text "Fall 2020 (97)".

Figure 11: Terms Filter Category

You can also narrow your search down by **Availability, Subjects, Locations, Days of Week, Time of Day, Instructors, Academic Level, Course Level, Course Type, Topics, and Instruction Type**.

## ADDING A COURSE TO YOUR PLAN

“Adding a course to your plan” just means adding a course section to your future semester schedule. This is the **first step** in registering said course section.

If there are no course sections available for the course you want, you can always add the course to your plan for future semesters. This way, the course is there when you are ready to plan that semester’s courses.

## ADDING A COURSE SECTION TO YOUR PLAN

1. Locate a course and click **View Available Sections**. All available sections for the chosen course will appear with information such as **day/time of class, available seats**, and any **prerequisites**.

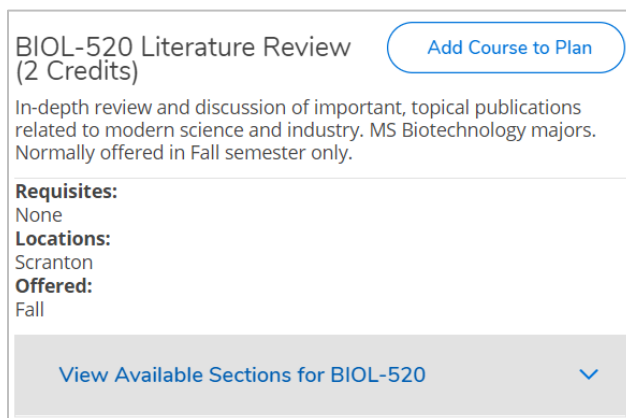

 A screenshot of a course result card. At the top, it says "BIOL-520 Literature Review (2 Credits)" in bold. To the right is a blue button that says "Add Course to Plan". Below the title is a description: "In-depth review and discussion of important, topical publications related to modern science and industry. MS Biotechnology majors. Normally offered in Fall semester only." Underneath the description are three sections: "Requisites:" with the value "None", "Locations:" with the value "Scranton", and "Offered:" with the value "Fall". At the bottom of the card is a grey bar with the text "View Available Sections for BIOL-520" in blue and a small downward-pointing arrow icon on the right.

Figure 12: Course Result with Available Sections

- Once you find the section you would like to add to your plan, click **Add Section to Schedule**. A dialog box will open with more detailed course information.

| Fall 2020                                                                                                                                                                          |                                               |                                                                   |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------|-------------|
| <b>BIOL-520-01</b><br>Literature Review <span style="float: right; background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add Section to Schedule</span> |                                               |                                                                   |             |
| Seats                                                                                                                                                                              | Times                                         | Locations                                                         | Instructors |
| 2                                                                                                                                                                                  | M 4:00 PM - 6:00 PM<br>8/24/2020 - 12/12/2020 | Scranton, Cntr Natural & Health<br>Science 206<br>Hybrid (Moodle) | Brey, C     |

Figure 13: Course Section Details

- If you still would like to **add this course to your plan**, click **Add Section**.

Section Details

Meeting Information

M 4:00 PM 6:00 PM  
8/24/2020 - 12/12/2020  
Scranton, Cntr Natural & Health Science 206 (Hybrid (Moodle))

Dates

8/24/2020 - 12/12/2020

Seats Available

2 of 5 Total

Credits

2

Grading

Graded ▾

Requisites

None

Course Description

In-depth review and discussion of important, topical publications related to modern science and industry. MS Biotechnology majors. Normally offered in Fall semester only.

Additional Information

Restricted: MS Biotechnology majors only.

Books Total

Close

Add Section

Figure 14: Course Section Extended Details

- The section will now appear in your course plan. For more information on how to register planned courses, continue to [Step Two: Plan & Schedule](#).

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## ADDING A COURSE TO YOUR PLAN

- If there are **no sections available** for a course, you will **not** see the “View Available Sections” button. Instead, you may click **Add Course to Plan** to **add the course to future semesters**.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <p><b>ENGL-331 Environmental Literature (3 Credits)</b></p> <p>With historical roots in the study of nature writing, environmental literature examines the presence of the natural world in all kinds of literature and asks questions about representations of nature in culture generally. Environmental literature seeks to understand how we have interacted with the non-human environment in order to discover how to tread more lightly in the world.</p> <p><b>Requisites:</b><br/>ENGL-160 and ENGL-180. - Must be completed prior to taking this course.</p> <p><b>Locations:</b><br/>Scranton, On Line</p> | <p><a href="#">Add Course to Plan</a></p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|

Figure 15: Course Result without Available Sections

- After clicking **Add Course to Plan**, a dialog box will display. This window contains any **prerequisites** that must be completed before registering for that particular course, as well as **important notes** such as the semester the course is typically offered in.

Course Details

**ENGL-331 Environmental Literature**  
With historical roots in the study of nature writing, environmental literature examines the presence of the natural world in all kinds of literature and asks questions about representations of nature in culture generally. Environmental literature seeks to understand how we have interacted with the non-human environment in order to discover how to tread more lightly in the world.

**Credits** 3

**Locations Offered** Scranton, On Line

**Requisites**



ENGL-160 and ENGL-180. - Must be completed prior to taking this course.

**Term**

Close

Add Course to Plan

Figure 16: Course Detail

- Select a term from the **Term** dropdown.
- Click **Add Course to Plan** to add the course to the plan of the term you selected. The class then appears on that term's schedule as **Planned**.
- When it is time to register for the term you selected, follow the steps in the [Processing a Planned Course](#) section.

## STEP TWO: PLAN & SCHEDULE

After adding course sections and courses to your plan, you can go to the **Plan & Schedule** section of Student Planning to review your plan or complete your registration.

You can access the **Plan & Schedule** section from **Student Planning** using the steps discussed at the beginning of this document. If you are elsewhere in the Self Service area of the Portal, you can click on **Academics** on the left and select **Student Planning** to return to the page.

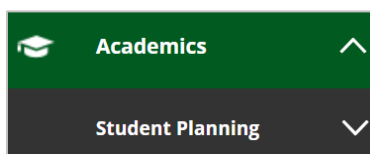


Figure 17: Student Planning Link from the Academics Section

At the top of the page there are **4 tabs: Schedule, Timeline, Advising, and Petitions & Waivers**. The one you will be using most often is the **Schedule** tab.

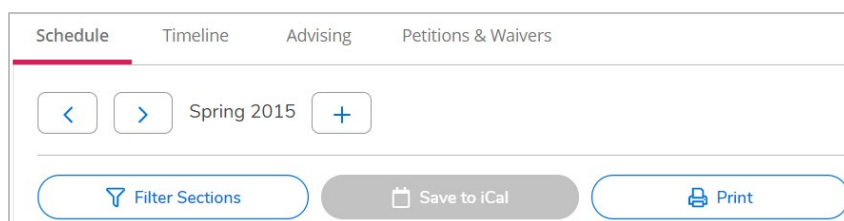


Figure 18: Tabs in Plan &amp; Schedule

## SCHEDULE TAB

The Schedule tab includes all of your **semester course plans**. On the left you will see a listing of your planned courses. In the center you will see a calendar view of those planned courses so you can visualize your schedule.

1. Make sure the term at the top of the page is for the **upcoming semester**. To page between semesters, use the left and right arrow buttons.
  - If you do not see the upcoming semester, use the plus button to add a term from a dropdown menu.

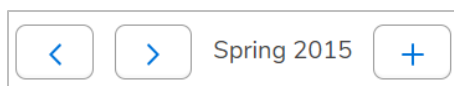


Figure 19: Term Navigation

2. Once you are on the upcoming semester's plan, check your planned course sections and courses along the **left side** of the plan.

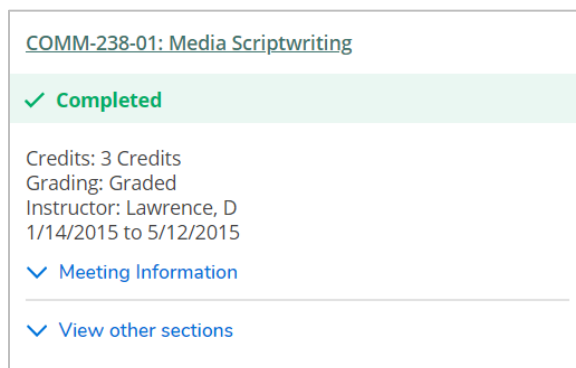


Figure 20: Course in Plan &amp; Schedule

- Use the **Meeting Information** accordion menu to see when the course section meets. You can also see this with the calendar view on the right.
  - Use the **View other sections** accordion menu to view other sections of the course you're viewing. This is useful if the planned course section **conflicts** with another offering you have planned.
3. If you do not want a specific course, you may click the **X** in the top right of the course to delete it.
  4. If you want to **drop a course** after you have registered, click the **Drop** button.
  5. If you want to **register for a course**, click the **Register** button to register a specific course. If you want to register all planned courses for the semester you are viewing, click the larger **Register Now** button above the calendar view.
    - If successful, your courses will turn from yellow (planned) to green (registered). You will be notified if a desired course section has a waitlist.

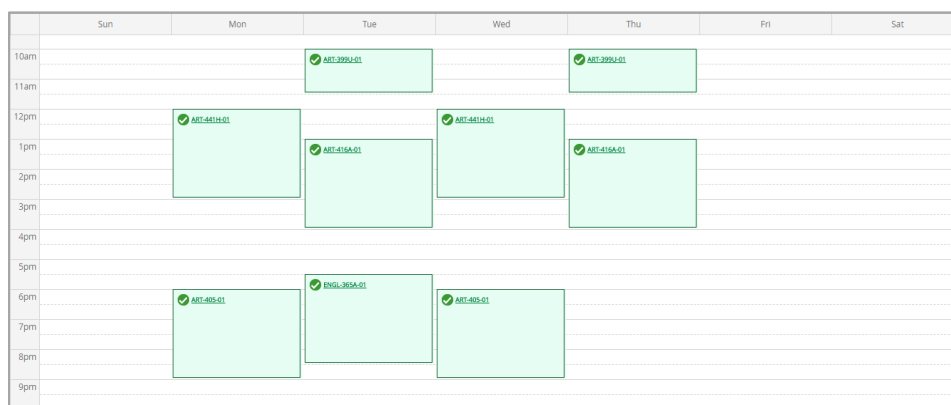


Figure 21: Registered Courses in Plan &amp; Schedule

## PROCESSING A PLANNED COURSE

If you simply planned a **course** and not a **course section**, you will need to select a section in the Schedule tab.

1. Make sure you are viewing the correct semester. You cannot select a section for a course if it is too far in the future.
2. Look for the courses listed on the left of the semester plan. Each of the planned courses should have a **View other sections** link underneath the course title; click it to see available sections.

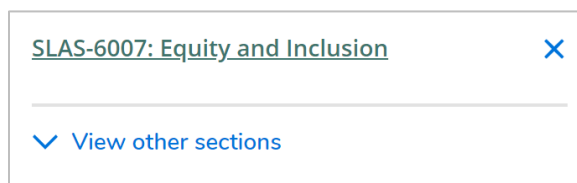


Figure 22: Course without a Section in Plan & Schedule

3. Select the section you would like to plan. Each section includes details such as **seats available, instructor, time, and location**.

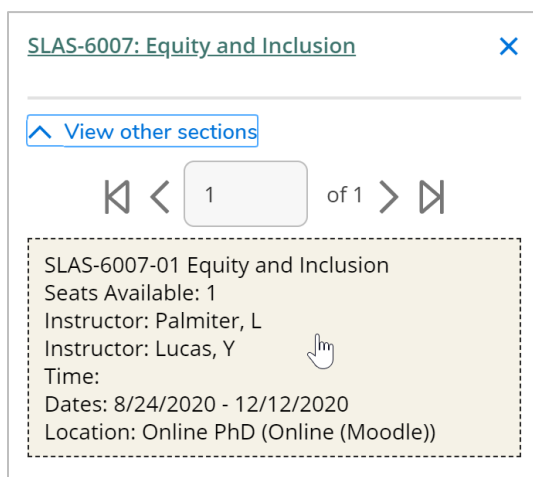


Figure 23: Available Sections for a Course

4. On the new mini-window that opens, click **Add Section**.
5. The course section should then appear as **Planned** on the left with a **Register** button beneath it.

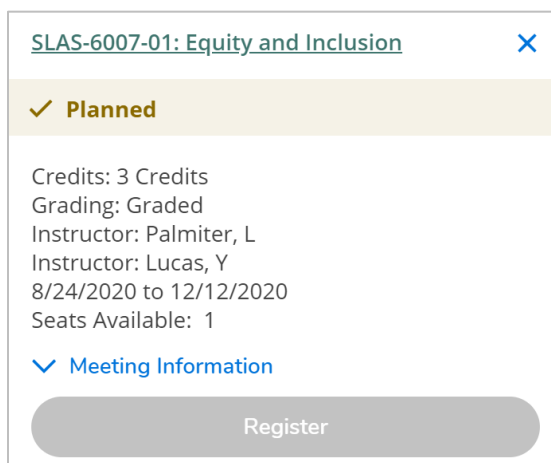


Figure 24: Planned Course in Plan & Schedule

6. Repeat this for other planned courses.

## CONFIRMING YOUR ADDRESS

When you enter Student Planning, you may notice a red message in the top right corner regarding **confirming your address**. Additionally, all **register and drop buttons will be grayed out until your address is confirmed**. This is a new feature enabled in Summer 2020 and is **necessary** to register for courses.

The process is simple; just make sure you are already in the **Self Service area of MarywoodYou**. If you have been planning courses, you are already in the right place.

1. Click the person icon at the top of the page.

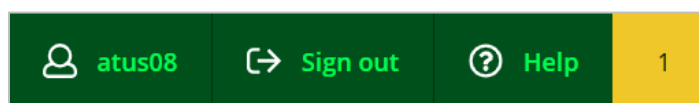


Figure 25: Menu with Person Icon

2. From the menu that appears, click **User Profile**. Your user profile opens.
3. The first section you see is **Addresses**. Click the blue **Confirm** button to confirm that the address listed is your current address.

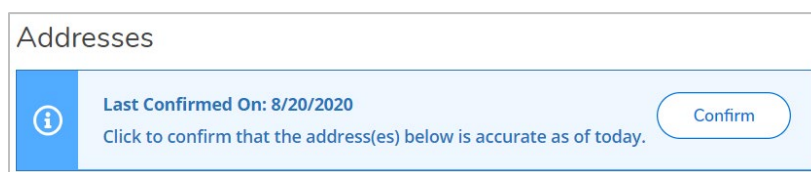


Figure 26: Confirm Button with Date of Last Confirmation

4. Once confirmed, you can return to Student Planning to finish registering your courses.