SEATTLEU

Getting Started: mySeattleU Student Planning for Students

Welcome to mySeattleU Student Planning, Seattle University's new planning and registration tool! Student Planning allows you to plan courses over multiple quarters and share those plans with your advisor to get permission to register. This document will cover the following:

- **Accessing mySeattleU Student Planning**
- **Course Planning**
  - *Building a Course Plan*
  - *Submitting a Course Plan to Your Advisor to Enable Registration*
  - *Student Planning Registration*
- **Your Program Evaluation & Progress to Graduation**

Access to mySeattleU Student Planning & General Overview

To access mySeattleU Student Planning, first login to mySeattleU with your Seattle University username and password. You can select Student Planning from this homepage or from the side menu under "Academics", followed by "Planning Overview". Student Planning is broken into two main sections – *Plan and Schedule*, where you can put together a course plan, and *Program Evaluation*, where you can track your progress to completing your degree.

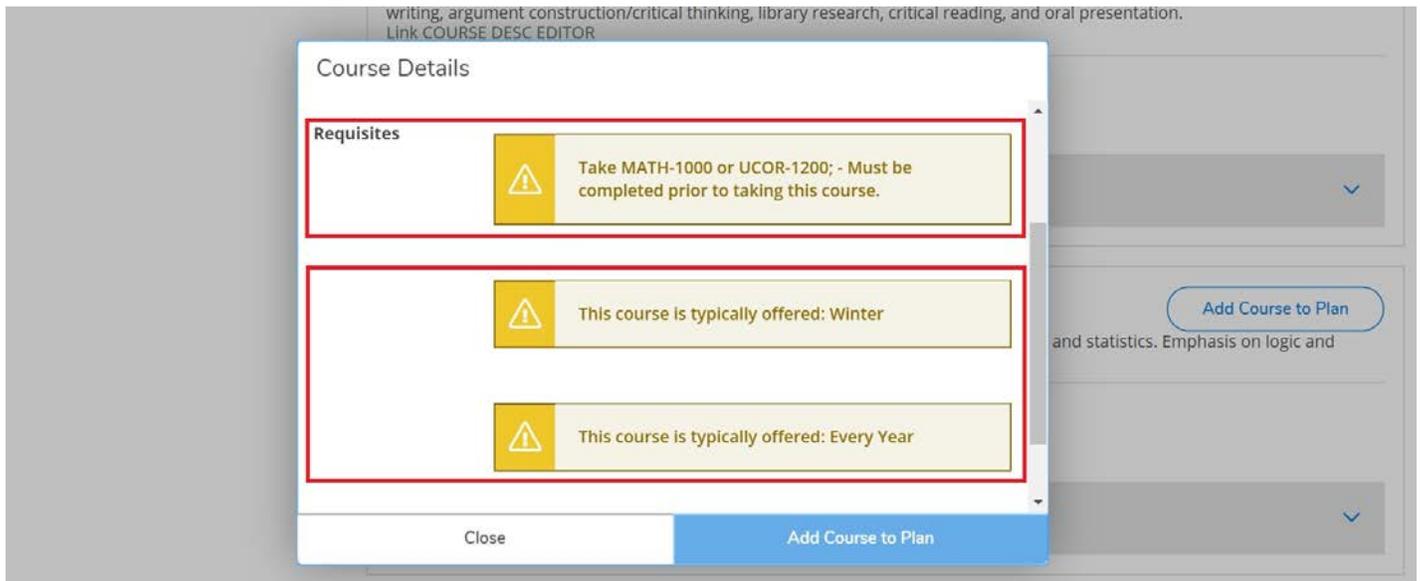## Course Planning & Registration

From the "Plan & Schedule" page in Student Planning, you can set up your course plan and register for classes. To register for classes, you will first need to put together a course plan.
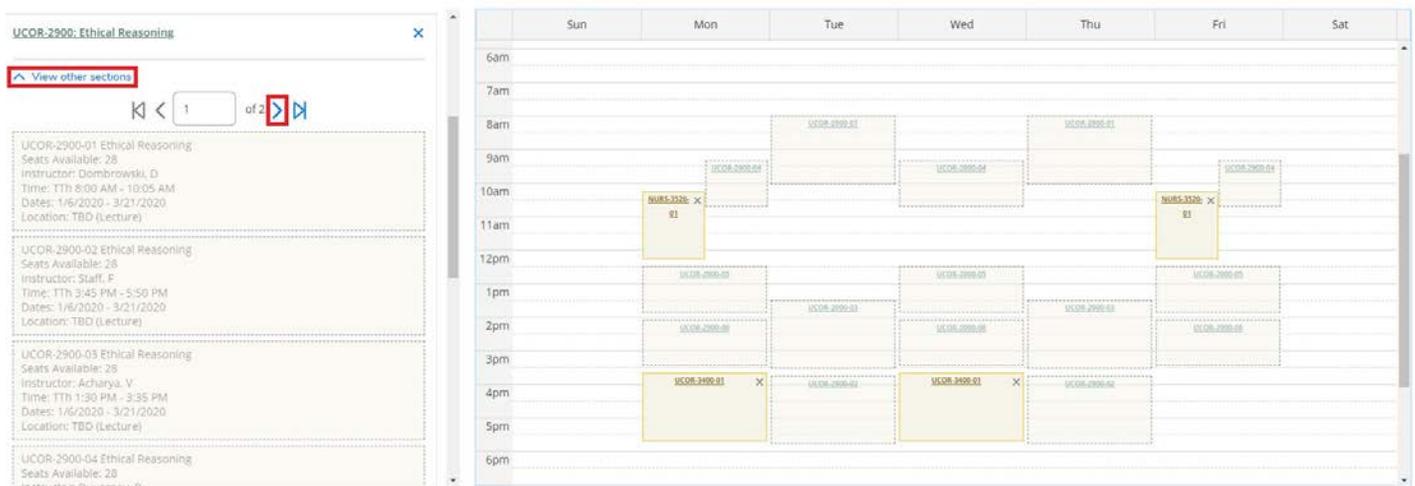
Building a Course Plan

First, add a term to your schedule in either the *Schedule* or *Timeline* tabs on the Plan & Schedule page, then search for a class through the search bar, and find the course you need. Note that the course information includes the term the course is usually offered as well as any prerequisites needed.

Course Details

Requisites

⚠ Take MATH-1000 or UCOR-1200; - Must be completed prior to taking this course.

⚠ This course is typically offered: Winter

⚠ This course is typically offered: Every Year

Add Course to Plan

and statistics. Emphasis on logic and

| Close | Add Course to Plan |

While there is a warning indicating when the class is offered, Student Planning will not stop you from adding a course to a term it is not normally taught. It is recommended that you only place courses in terms in which they typically occur. Once you have found a class you want to plan, select "Add to course plan" and select the term.

Once you have some courses in your plan, on the **Schedule** tab you can view all potential sections (shown) and select a section you prefer to see your potential weekly calendar. Notice how when viewing potential sections, those courses with multiple will show the options on the calendar with semi-transparent dotted-line borders. If it is a course with many sections like a UCOR class, be aware that Student Planning will spread these over two pages for a less crowded view of options.

UCOR-2900: Ethical Reasoning ✕

∧ View other sections

◁ < 1 of 2 > ▷

UCOR-2900-01 Ethical Reasoning
Seats Available: 28
Instructor: Dombrowski, D
Time: TTh 8:00 AM - 10:05 AM
Dates: 1/6/2020 - 3/21/2020
Location: TBD (Lecture)

UCOR-2900-02 Ethical Reasoning
Seats Available: 28
Instructor: Staff, F
Time: TTh 3:45 PM - 5:50 PM
Dates: 1/6/2020 - 3/21/2020
Location: TBD (Lecture)

UCOR-2900-03 Ethical Reasoning
Seats Available: 28
Instructor: Acharya, V
Time: TTh 1:30 PM - 3:35 PM
Dates: 1/6/2020 - 3/21/2020
Location: TBD (Lecture)

UCOR-2900-04 Ethical Reasoning
Seats Available: 28

The **Timeline** tab will also be populated with any planned classes, clearly showing where any prerequisite conflict exists, allowing you to drag and drop a course to another quarter. Be sure to check the Course Details pop-up to make sure that the course in question is typically offered during the term you are moving it to.

Submitting a Course Plan to Your Advisor to Enable Registration

Once you have completed a plan for at least the next term, go to the Enable Registration tab and select "Submit Plan to Advisor to enable registration". Your advisor will then receive a notification from Student Planning that you have submitted a plan for review. If you are an undergraduate student, your advisor will view your plan and likely want to meet with you before approving you to register. Please keep this in mind and submit a plan well in advance of your registration date. Please note that any brainstorm ideas saved in the Enable registration tab will be sent to your advisor along with your submitted plan. If you need to communicate with your advisor immediately, please contact them via the embedded email link located directly above under "My Advisors". Once you are approved for registration by your advisor, Student Planning will notify you by email.

Student Planning Registration

Leading up to registration, the date and time given to you by the registrar's office will be visible on the Plan & Schedule page within Student Planning.

Once the time has arrived for you to register, this date notification will disappear letting you know you may proceed with registration for the upcoming quarter. If your classes have all been selected and you have read the Terms and Conditions of registration for dropping and withdrawing from courses, you may click on the large Accept Terms & Register Now near the top of your calendar to register for all classes simultaneously.

If all classes are still available at that time, Student Planning will register you for all classes in the upcoming quarter with one click. If one or more classes are full, or you prefer to add classes individually you can accept terms & register for each class individually on the left scrolling banner. If you need to find another section to fulfill your course selection, you can do so using a drop-down menu of other sections under the course, or via another search for classes right from Student Planning.

Your Program Evaluation and Progress to Graduation

On the "Program Evaluation" page, you can track your progress towards your degree, view your cumulative and major GPA, and even view potential progress towards another major. The progress bar on the top is your overall completion of requirements towards graduation. The middle bar indicates your Total Credits achieved (111 in dark green), in progress (12 in light green), and currently planned (15 in yellow). The bottom bar highlights the number of credits you have earned towards Seattle University's residency requirement (117 of 45 required).

Additionally, by scrolling down the page you can view your progress on program requirements broken down by course. To view your potential progress towards another program, select "View a Different Program" at the top of the page and select your desired program.

With that, you have all the information needed to begin populating a course plan and to register for the upcoming quarter in mySeattleU Student Planning! We hope you enjoy Student Planning, Seattle University's new course tracking and registration tool. If you have questions about Student Planning, please contact your academic advisor or your school or college's advising office.