


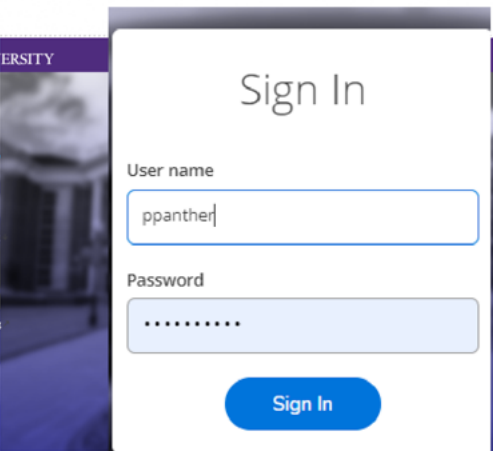
# STUDENT PLANNING: HOW DO I **PLAN** A COURSE?



**?** **HOW DO I PLAN A COURSE(S) IN STUDENT PLANNING?**

<https://myaccount.highpoint.edu>

**Enter your User Name**  
**Enter your Password**



**Sign In**

User name  
ppanther

Password  
\*\*\*\*\*

**Sign In**

\*hint: your user name is usually a combination of the first letter of your first name + your last name (up to the first 7 letters).  
example: Prowler Panther  
ppanther

Welcome to Ellucian Self-Service, a platform utilized by High Point University to help you keep all things academic and financial in one accessible place.

To access Colleague Self-Service, enter myaccount.highpoint.edu into your web browser.

Next, enter your user name and password and click Sign In.

This tutorial will offer you one way to PLAN a course.

# STUDENT PLANNING: HOW DO I **PLAN** A COURSE?

**FROM YOUR SELF-SERVICE PORTAL/DASHBOARD,  
CLICK ON THE **STUDENT PLANNING** MODULE.**

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.



#### Student Accounts

Here you can view your latest statement and make a payment online.



#### Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



#### Grades

Here you can view your grades by term.



#### Student Financial Planning

Here you can access financial aid data, forms, etc.



#### Course Catalog

Here you can view and search the course catalog.

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FROM YOUR SELF-SERVICE DASHBOARD, CLICK ON THE MODULE FOR STUDENT PLANNING.

# STUDENT PLANNING - HOW DO I PLAN A COURSE

**VIEW YOUR PROGRESS**

**PLAN YOUR DEGREE  
&  
REGISTER FOR CLASSES**

Steps to Getting Started  
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1** View Your Progress  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

**2** Plan your Degree & Register for Classes  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
B.S. Electrical Engineering	3.500 (2.000 required)	<div></div>
B.S. Psychology	3.500 (2.000 required)	<div></div>

2023 Summer Online Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sam							

AS YOU BECOME MORE FAMILIAR WITH STUDENT PLANNING, YOU WILL NOTICE THERE ISN'T JUST ONE WAY TO GO ABOUT PLANNING YOUR COURSES.

IN FACT, WHEN YOU LAND ON THIS PAGE, YOU CAN ACTUALLY USE EITHER TO PLAN YOUR COURSES.

VIEW YOUR PROGRESS

OR

PLAN YOUR DEGREE & REGISTER FOR CLASSES

HOWEVER, FOR THE PURPOSES OF THIS TUTORIAL, WE WILL LOOK AT USING THE 2ND OPTION - PLAN YOUR DEGREE & REGISTER FOR CLASSES.

# STUDENT PLANNING: HOW DO I PLAN A COURSE?

CLICK ON **GO TO PLAN & SCHEDULE.**

The screenshot shows a student planning interface. At the top, there is a search bar labeled "Search for courses...". Below this, a section titled "2 Plan your Degree & Register for Classes" contains a calendar icon and the text: "Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree." A link labeled "Go to Plan & Schedule" is highlighted with a mouse cursor. Below this section, there are two progress bars for "Cumulative GPA" and "Progress", both showing a green bar at 3.500 (2.000 required). At the bottom, there is a table with columns for days of the week: Wed, Thu, Fri, and Sat.

Cumulative GPA	Progress
3.500 (2.000 required)	<div style="width: 50%; background-color: green;"></div>
3.500 (2.000 required)	<div style="width: 50%; background-color: green;"></div>

Wed	Thu	Fri	Sat

CLICK ON GO TO PLAN & SCHEDULE

# STUDENT PLANNING: HOW DO I PLAN A COURSE?

The screenshot displays the 'Schedule' tab in the Student Planning system. The top navigation bar includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this, the academic term is set to '2023 Fall Undergraduate'. A sidebar on the left shows details for the selected course, BUUA-1100-02: Introduction to Excel, including its credits, grading, instructor, and meeting information. The main area features a grid view of the schedule, showing the days of the week and time slots. A warning icon and message are present at the bottom right of the interface.

**Warning:** Before adding to your plan, make sure you have chosen the appropriate academic term

HERE IS AN EXAMPLE OF WHAT YOU WILL SEE WHEN YOU SELECT AND VIEW THE SCHEDULE TAB.

SEE THE TOGGLE BUTTON?

NOT ONLY CAN YOU SEE WHAT YOU HAVE TAKEN IN THE PAST, WHEN MADE AVAILABLE, YOU CAN ALSO PLAN FOR FUTURE TERMS.

THIS SCREEN ALSO DISPLAYS YOUR SCHEDULE IN BOTH A VERTICAL COLUMN VIEW AND A CALENDAR OR GRID VIEW.

NOTE: BEFORE ADDING TO YOUR PLAN, MAKE SURE YOU HAVE CHOSEN THE APPROPRIATE ACADEMIC TERM.

TO LEARN MORE ABOUT THE VARIOUS PARTS OF THE PLAN YOUR DEGREE & REGISTER FOR CLASSES, SEE THE FOLLOWING TUTORIALS -

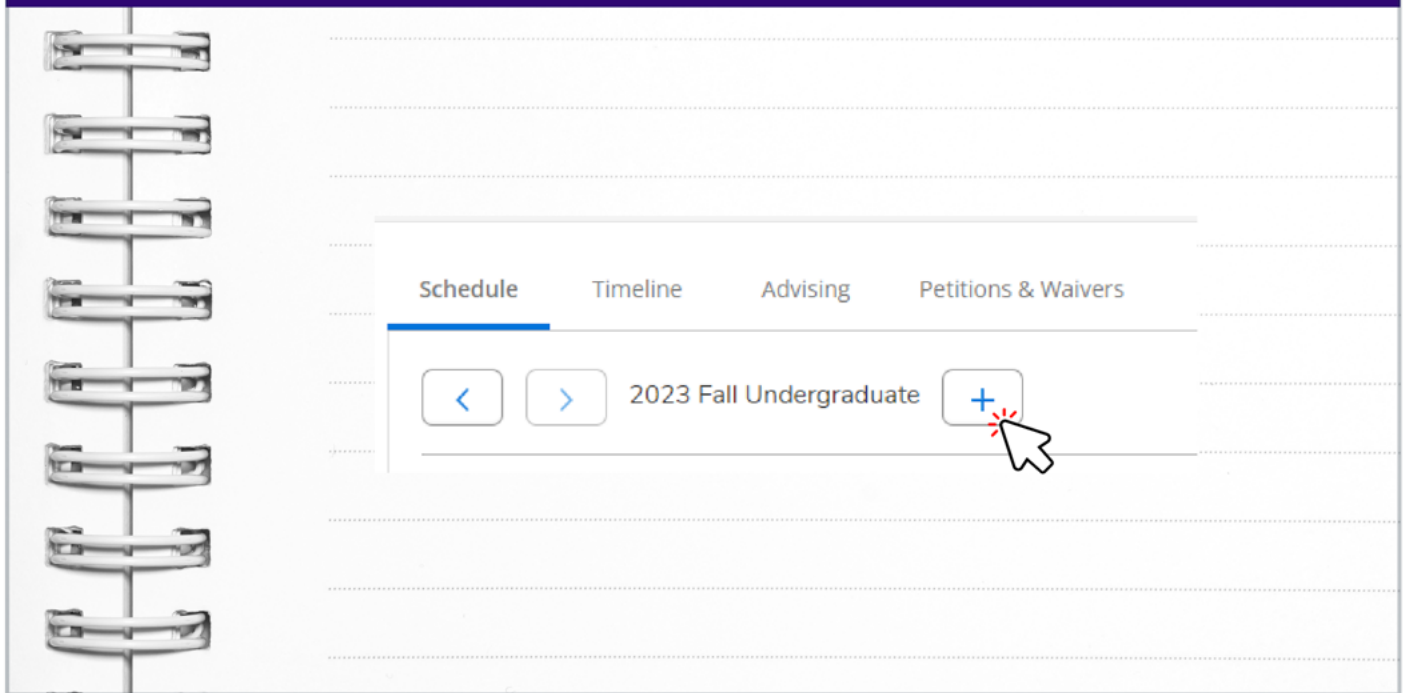
STUDENT PLANNING: HOW TO PLAN A COURSE

STUDENT PLANNING: HOW TO ADD A COURSE

STUDENT PLANNING: HOW TO DROP A COURSE



## STUDENT PLANNING: HOW DO I **PLAN** A COURSE?



BEFORE SEARCHING FOR COURSES, BE SURE YOU HAVE CHOSEN THE CORRECT TERM IN WHICH YOU ARE TRYING TO PLAN FOR.

THIS CAN BE DONE VIA THE TOGGLE BUTTON.

NOT ONLY CAN YOU USE THE DIRECTIONAL ARROW BUTTONS TO SEE PREVIOUS TERMS, BUT YOU CAN ADD FUTURE ACADEMIC TERMS BY CLICKING ON THE BUTTON WITH THE + SIGN.

NOTE: FUTURE ACADEMIC TERMS USUALLY BECOME AVAILABLE 6-8 WEEKS PRIOR TO THE FIRST DAY OF PREREGISTRATION.

A GENERAL RULE OF THUMB

THE ACADEMIC TERM FOR THE SUBSEQUENT SPRING TERM USUALLY BECOMES AVAILABLE IN MID-SEPTEMBER AND THE ACADEMIC TERM FOR THE SUBSEQUENT SUMMER AND FALL TERMS BECOMES AVAILABLE IN MID-FEBRUARY.



# STUDENT PLANNING: HOW DO I **PLAN** A COURSE?

High Point University

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses

Schedule Timeline Advising Petitions & Waivers

< > 2023 Fall Undergraduate +

Remove Planned Courses

Planned: 14 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Filter Sections

BUA 1100.02: Introduction to Excel

Planned

Filter Results

Hide

The following results match requirement: THE FOLLOWING THEORETICAL QUANTITATIVE REASONING (JANTY) REQUIRED

Filters Applied: None

1130 Finite Mathematics (3 Credits)

Finite Mathematics. A study of sets, counting, problem solving in the areas of business and the life sciences.

Prerequisites: Two MTH-1010 with minimum grade D OR Placement

Locations: High Point Campus

Offered: Every Semester

View Available Sections for MTH-1130

MTH-1310 Appl Math Model Business (3 Credits)

An introduction to the concepts of matrices, systems of equations, and linear programming.

Prerequisites: MTH-1010 or Placement in to MTH-1310 - Must be con

Locations: High Point Campus

You can "HIDE" the filter results box while searching to expand the view of your search

REGARDLESS OF THE METHOD YOU CHOOSE, YOU WILL MOST LIKELY WANT TO FILTER THE RESULTS

IN THE UPPER RIGHT HAND CORNER OF THE SCREEN, YOU WILL SEE A SEARCH BOX.

CLICK IN THIS BOX AND ENTER A COURSE YOU WOULD LIKE TO PLAN.

YOU CAN ENTER A SPECIFIC COURSE OR A PORTION OF THE COURSE.

FOR EXAMPLE

TO SEARCH FOR BUSINESS CALCULUS, YOU COULD ENTER ONE OF THE FOLLOWING

MTH-1310

(which is the specific course)

1310

(just the course #)

MATH

(course subject)

MTH

(course prefix)

REGARDLESS OF THE METHOD YOU CHOOSE, YOU WILL MOST LIKELY WANT TO FILTER



THE RESULTS, WHICH YOU CAN SEE DISPLAY ON THE LEFT HAND SIDE OF THE PAGE.

THE FILTER PAGE CAN BE HIDDEN AT ANY TIME; HOWEVER, IT IS DEFAULTED TO DISPLAY.

# STUDENT PLANNING: HOW DO I PLAN A COURSE?

The screenshot shows the High Point University course catalog. On the left is a sidebar with filter options: Availability (Open and Waitlisted Sections, Open Sections Only), Subjects (Mathematics (10), Statistics (2)), Locations (High Point Campus (12)), Terms (2023 Fall Undergraduate (12)), Days of Week (Monday (9), Tuesday (9), Wednesday (9), Thursday (9), Friday (9)), and Time of Day (Select time range...). The main content area displays search results for 'MTH-1110 The Math of Life (4 Credits)'. It includes a description, prerequisites, and a table of available sections for the 2023 Fall Undergraduate term. Two orange arrows point to the 'Add Course to Plan' button at the top right of the course details. Another two orange arrows point to the 'Add Section to Schedule' button next to the first section entry in the table.

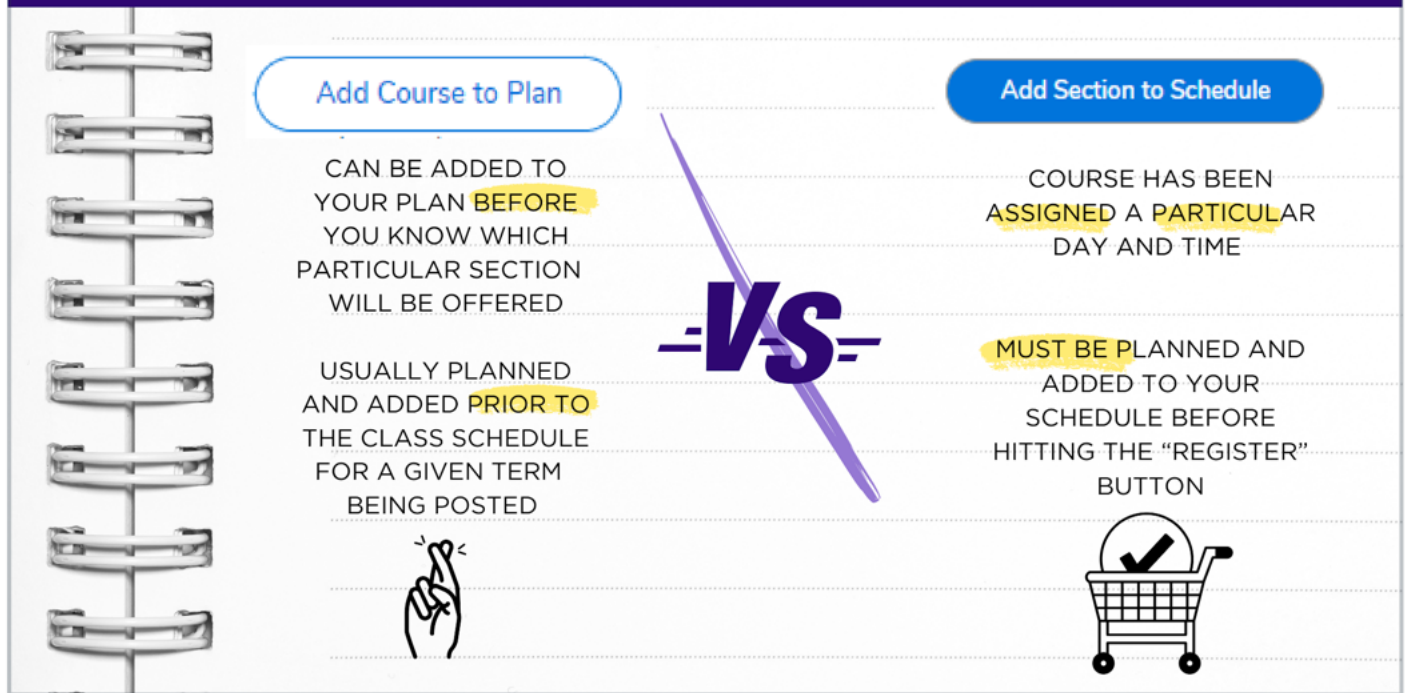
Section	Times	Locations	Instructors
MTH-1110-01 (759801)	8 / 30 / 30 / 0	High Point Campus, Couch Hall 325	Skewen, T (Lecture)
MTH-1110-02 (759802)	8 / 30 / 30 / 0	High Point Campus, Couch Hall 325	Skewen, T (Lecture)

ONCE YOU CLICK ON THE VIEW AVAILABLE SECTIONS, YOU MIGHT NOTICE THAT THERE ARE TWO WAYS TO ADD A COURSE TO YOUR PLAN...

1. ADD COURSE TO PLAN
2. ADD SECTION TO SCHEDULE

SO WHAT'S THE DIFFERENCE?

## STUDENT PLANNING: HOW DO I PLAN A COURSE?



A COURSE IS THE CURRICULUM A DEPARTMENT HAS CHOSEN TO BUNDLE AND TEACH. A COURSE IS NOT NECESSARILY OFFERED EVERY SEMESTER.

COURSE SECTION IS WHEN A SPECIFIC COURSE OFFERING HAS BEEN ASSIGNED TO A SPECIFIED TERM, FOR EXAMPLE, THE MATH DEPARTMENT HAS SCHEDULED TO OFFER 2 SECTIONS OF MTH-1110 FOR THE FALL 2023 TERM. HERE YOU CAN CHOOSE WHICH DAY AND TIME OF THE COURSE SECTION WORK FOR YOUR SCHEDULE.

BECAUSE YOU MUST SCHEDULE/PLAN/ADD A SPECIFIC COURSE SECTION OFFERING BEFORE REGISTERING, THIS TUTORIAL WILL FOCUS ON THE STEPS TO ADD A SECTION TO SCHEDULE.

# STUDENT PLANNING: HOW DO I **PLAN** A COURSE?

The screenshot displays the '2023 Fall Undergraduate' course selection interface. A table lists available sections for 'MTH-1310-01 (70809) Appl Math Model Business'. The table has columns for Seats, Times, Locations, and Instructors. A blue button labeled 'Add Section to Schedule' is visible in the top right corner, marked with a red circle and the number 1. A mouse cursor points to this button. A pop-up box titled 'Section Details' is open, showing information for 'MTH-1310-04 Appl Math Model Business (70812)'. This box includes details about the instructor (Ghorbani, N), meeting times, dates, seats available, credits, grading, and prerequisites. A red circle and the number 2 are placed over the 'Add Section' button at the bottom of the pop-up. A third red circle and the number 3 are placed over the 'Add Section' button in the main table. To the right of the screenshot, three numbered steps are listed: 1. CLICK ADD SECTION TO SCHEDULE, 2. REVIEW THE POP UP BOX, and 3. CLICK ADD SECTION.

Seats	Times	Locations	Instructors
0 / 30 / 30 / 0	M/W/F 9:15 AM - 10:25 AM 8/21/2023 - 12/15/2023	High Point Campus, Couch Hall 331 Lecture	Spencer-Tyree, B (Lecture)
20 / 10 / 30 / 0	M/W/F 7:50 AM - 9:00 AM 8/21/2023 - 12/15/2023	High Point Campus, Phillips School of E	

**Section Details**  
MTH-1310-04 Appl Math Model Business (70812)  
2023 Fall Undergraduate

**Instructors**  
Ghorbani, N (ghorban@highpoint.edu)

**Meeting Information**  
M, W 12:05 PM - 1:45 PM  
8/21/2023 - 12/15/2023  
High Point Campus, Couch Hall 331 (Lecture)

**Dates**  
8/21/2023 - 12/15/2023

**Seats Available**  
1 / 29 / 30 / 0

**Credits**  
4

**Grading**  
Graded

**Requisites**  
MTH-1010 or Placement in to MTH-1310 - Must be completed prior to taking this course.

**Course Description**  
An introduction to the concepts of matrices, systems of linear equations, differentiation and integration with emphasis on their applications to solving problems that arise in business and economics. HPU's General Education Markers: Quantitative Reasoning (QUANT). Four credits. Prerequisite: MTH 1010 or placement.

**Books Total**

Close Add Section

1. CLICK ADD SECTION TO SCHEDULE
2. REVIEW THE POP UP BOX
3. CLICK ADD SECTION

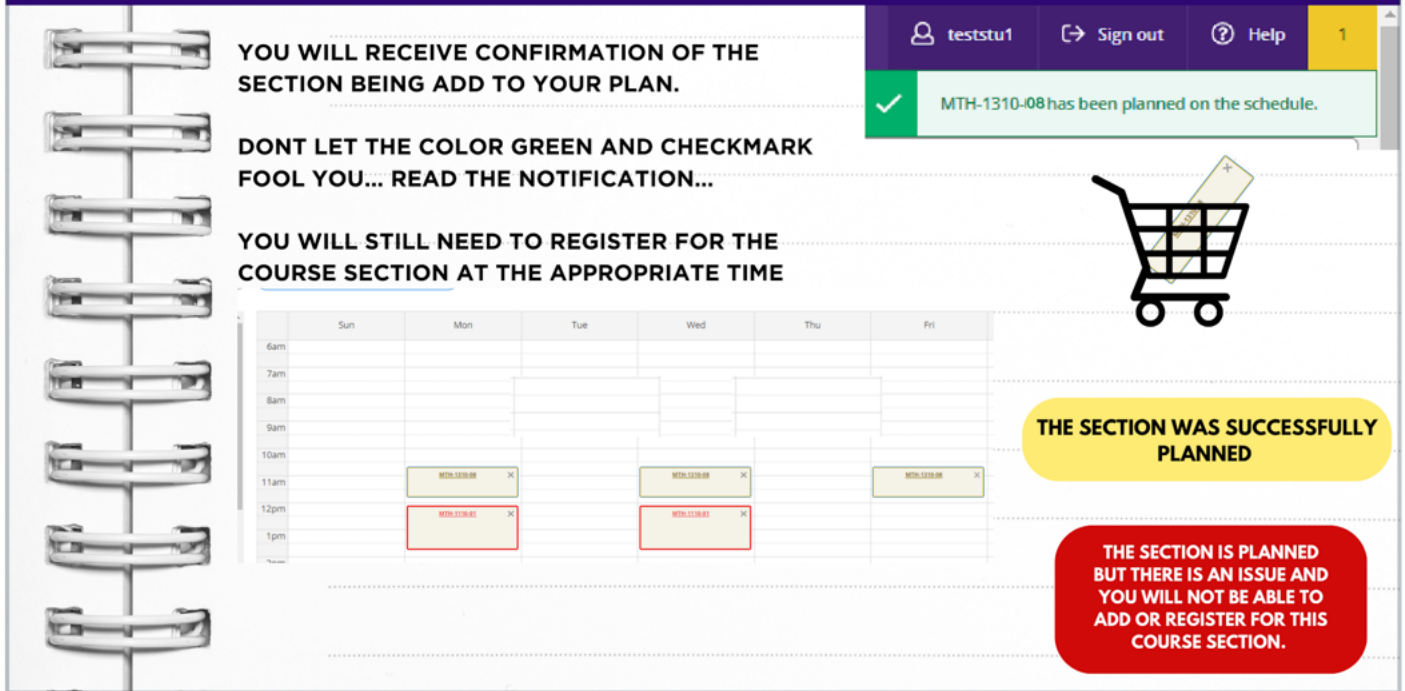
ONCE YOU FIND THE SPECIFIC COURSE SECTION OFFERING THAT WORKS FOR YOU,

CLICK THE ADD SECTION TO SCHEDULE BUTTON

A POPUP BOX WITH MORE DETAILS ABOUT THE SECTION OFFERING. YOU WILL HAVE TO ACKNOWLEDGE THIS POP UP BOX BY CLICKING ADD SECTION.

PROVIDED YOU HAVE SUCCESSFULLY ADDED THE SECTION TO YOUR PLAN, YOU WILL THEN SEE THE CONFIRMATION OF A SMALL GREEN BOX IN THE TOP RIGHT CORNER OF THE PAGE.

# STUDENT PLANNING: HOW DO I **PLAN** A COURSE?



The screenshot shows a student planning interface. On the left is a spiral-bound notebook. The main area displays a weekly schedule grid with days of the week (Sun-Fri) and times (6am-1pm). A course section 'MTH-1310-08' is added to the plan, indicated by a yellow box with a checkmark. A notification message in the top right corner states: 'MTH-1310-08 has been planned on the schedule.' Below the schedule, a yellow callout box says 'THE SECTION WAS SUCCESSFULLY PLANNED'. A red callout box at the bottom right states: 'THE SECTION IS PLANNED BUT THERE IS AN ISSUE AND YOU WILL NOT BE ABLE TO ADD OR REGISTER FOR THIS COURSE SECTION.' A shopping cart icon is also visible.

**YOU WILL RECEIVE CONFIRMATION OF THE SECTION BEING ADD TO YOUR PLAN.**

**DONT LET THE COLOR GREEN AND CHECKMARK FOOL YOU... READ THE NOTIFICATION...**

**YOU WILL STILL NEED TO REGISTER FOR THE COURSE SECTION AT THE APPROPRIATE TIME**

teststu1 Sign out Help 1

✓ MTH-1310-08 has been planned on the schedule.

THE SECTION WAS SUCCESSFULLY PLANNED

THE SECTION IS PLANNED BUT THERE IS AN ISSUE AND YOU WILL NOT BE ABLE TO ADD OR REGISTER FOR THIS COURSE SECTION.


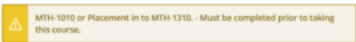



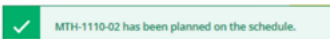

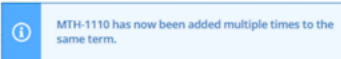
I JUST ADDED MTH-1310-08... & RECEIVED CONFIRMATION IN THE UPPER RIGHT-HAND CORNER OF THE SCREEN...

SO WHY IS IT SHOWING AS YELLOW AND NOT GREEN?

THE CONFIRMATION MESSAGE THAT APPEARED GREEN IN THE UPPER RIGHT HAND CORNER SIMPLY NOTED THE ACTION OF ADDING THE SECTION TO YOUR PLAN WAS SUCCESSFUL.

THINK OF IT LIKE SHOPPING ONLINE... YOU SUCCESSFULLY ADDED MTH-1310-08 TO YOUR SHOPPING CART... BUT YOU WILL STILL NEED TO "GO TO YOUR CART" AND REGISTER FOR THE COURSE SECTION

## STUDENT PLANNING: HOW DO I **PLAN** A COURSE?

SYMBOLS	WHAT IT LOOKS LIKE	WHAT IT MEANS
		REGISTRATION INTO THE COURSE WILL REQUIRE YOU TO MEET CERTAIN RESTRICTIONS.
		REGISTRATION INTO THE COURSE WILL BE STOPPED
		ACTION HAS BEEN SUCCESSFUL
		ADDITIONAL INFORMATION - MAY REQUIRE ACTION

AS YOU PROGRESS THROUGH THE PLANNING AND REGISTRATION PROCESS, YOU WILL SEE ADDITIONAL SYMBOLS BRINGING IMPORTANT INFORMATION THAT MAY OR MAY NOT IMPACT YOUR ABILITY TO ADD A SECTION TO YOUR PLAN AND/OR ULTIMATELY MAY IMPACT YOUR ABILITY TO ADD OR REGISTER THE COURSE SECTION WHEN THE TIME COMES.

THERE ARE A HANDFUL OF GENERIC SYMBOLS; HOWEVER, THERE ARE SPECIFIC MESSAGES THAT WILL APPEAR WITH THOSE SYMBOLS. BE SURE TO TAKE NOTE OF THE MESSAGE AS IT WILL HELP YOU UNDERSTAND WHAT, IF ANY, PERMISSIONS, OVERRIDES, OR ADJUSTMENTS MIGHT BE NEEDED PRIOR TO REGISTRATION.

THE YELLOW CAUTION SYMBOL MEANS THERE ARE CERTAIN RESTRICTIONS THAT ARE ASSOCIATED WITH THIS SECTION, WHICH YOU MAY OR MAY NOT MEET.

PRE-REQUISITES ARE PROBABLY THE MOST COMMON... FOR EXAMPLE, SUCCESSFUL COMPLETION OF SPN-1010 IS REQUIRED BEFORE TAKING SPN-1020.

A RED SYMBOL MEANS YOUR REGISTRATION ATTEMPT WAS STOPPED. THIS MIGHT BE BECAUSE THE CLASS IS CLOSED DUE TO THE CAPACITY OF THE SECTION ALREADY BEING MET.

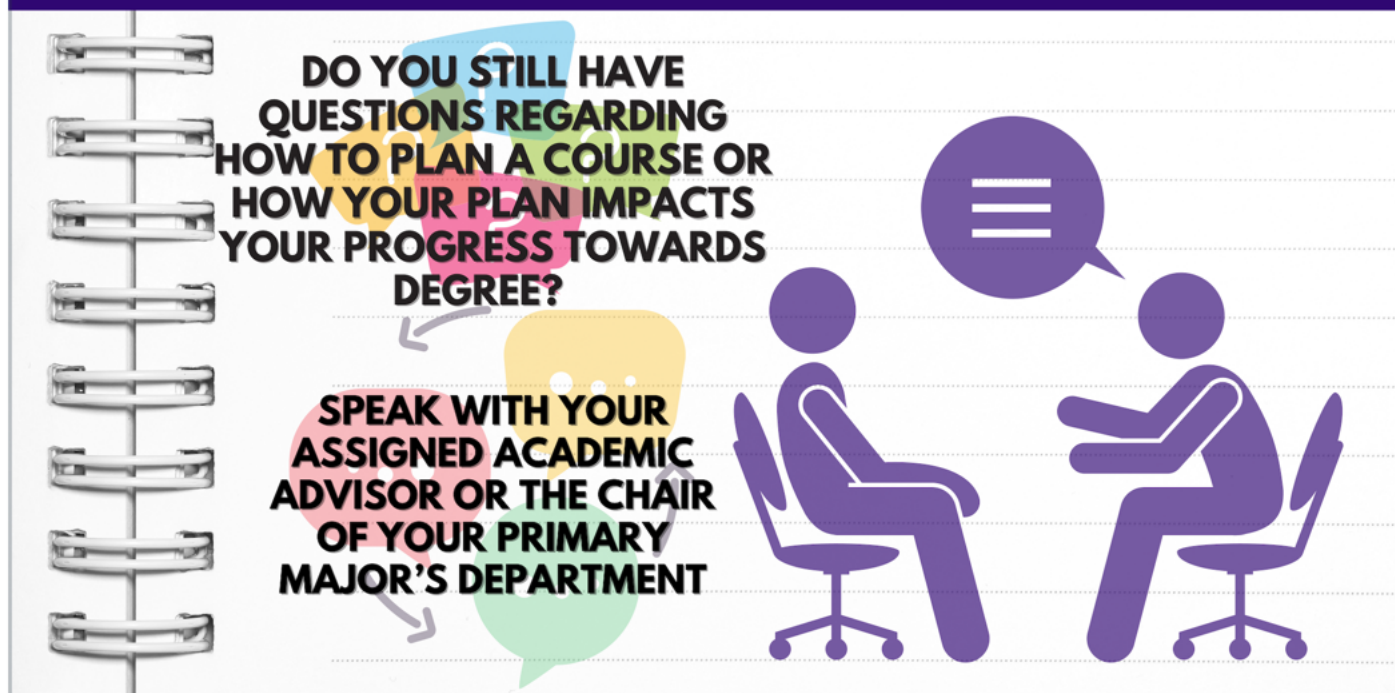
A GREEN CHECK MARK IS GENERALLY A GOOD SIGN, MEANING THE ACTION PERFORMED, WHETHER IT BE ADDING A SECTION TO YOUR PLAN OR AN ACTUAL

REGISTRATION IN A SECTION HAS BEEN SUCCESSFUL.

A BLUE INFORMATION SYMBOL MEANS THERE IS ADDITIONAL INFORMATION ABOUT THIS CLASS THAT YOU MAY NEED TO KNOW.



## STUDENT PLANNING: HOW DO I **PLAN** A COURSE?



IF AT ANY MOMENT YOU ARE IN DOUBT ABOUT YOUR ACADEMIC PROGRESS TOWARDS DEGREE, INCLUDING WHAT COURSES YOU SHOULD PLAN, YOU SHOULD SIT DOWN WITH YOUR ASSIGNED ACADEMIC ADVISOR OR CHAIR OF YOUR MAJOR'S DEPARTMENT.

IN FACT, A GREAT TIME TO SIT DOWN WITH YOUR ASSIGNED ACADEMIC ADVISOR IS DURING THE ADVISING PERIOD. NOT ONLY WILL YOU BE ABLE TO REVIEW YOUR PROGRESS TOWARDS DEGREE BUT YOUR ADVISOR CAN PROVIDE YOU WITH ANY NECESSARY APPROVALS THAT ARE REQUIRED DURING PRE-REGISTRATION.