

# STUDENT PLANNING: HOW DO I **ADD OR REGISTER** FOR A COURSE?



## How do I **ADD A COURSE** in **STUDENT PLANNING**?

<https://myaccount.highpoint.edu>

**Enter your User Name**

**Enter your Password**

\*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](https://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 ADD a course.

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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 ADD OR REGISTER FOR A COURSE?



 **Click on Go to Plan & Schedule.**

Search for courses...

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](#)

Cumulative GPA	Progress
3.500 (2.000 required)	<div></div>
3.500 (2.000 required)	<div></div>

Wed

Thu

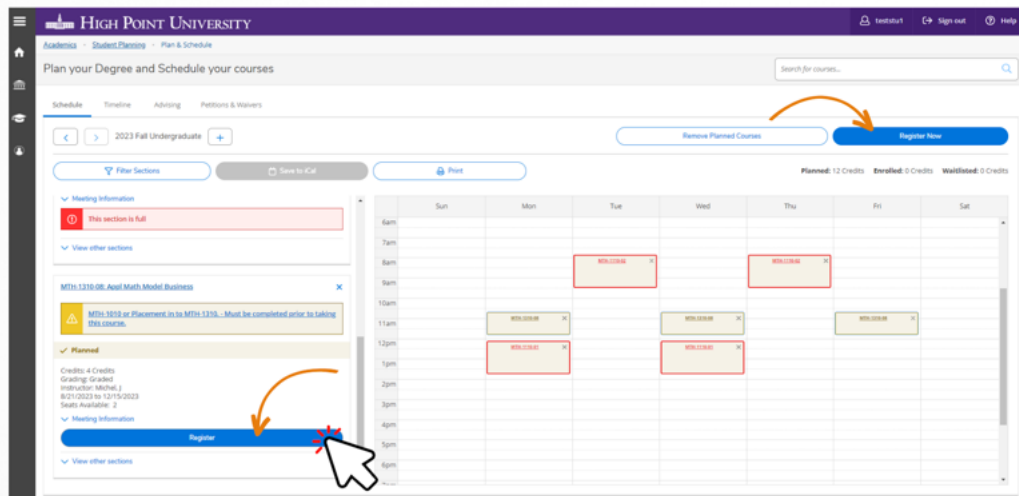
Fri

Sat

CLICK ON GO TO PLAN & SCHEDULE

# STUDENT PLANNING: HOW DO I ADD OR REGISTER FOR A COURSE?

From the **left hand column view side**, select the **PLANNED** course you want to **ADD** and **CLICK** on the blue **Register** button. You can also click on the blue **Register Now** button.



FROM THE SCHEDULE TAB, YOU WILL NOTICE THAT YOUR SCHEDULE WILL APPEAR IN BOTH A VERTICAL COLUMN VIEW AND A CALENDAR GRID VIEW.

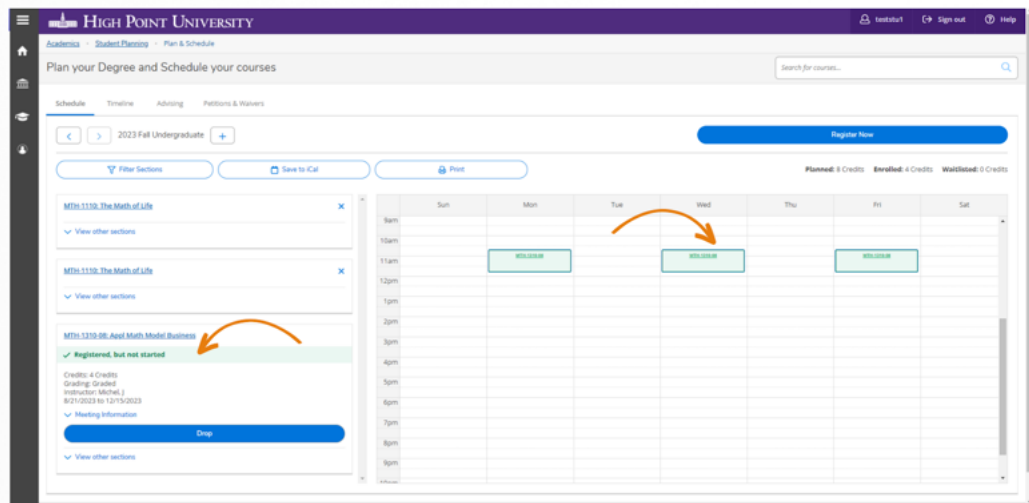
WE WILL LOOK AT ADDING A COURSE/CLASS USING THE LEFT HAND VERTICAL COLUMN VIEW.

SCROLL AND LOCATE THE COURSE/CLASS YOU WANT TO ADD AND CLICK ON THE BLUE BUTTON LABELED: REGISTER.

IF YOU HAVE MULTIPLE COURSES/CLASSES THAT YOU WOULD LIKE TO ADD, ONCE ALL ARE SELECTED, YOU CAN CLICK ON THE BLUE BUTTON LABELED: REGISTER NOW.

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Once the course is **ADDED** to your schedule, you will notice the color of two areas turn from **YELLOW** to **GREEN**



ONCE THE COURSE IS ADDED TO YOUR SCHEDULE, YOU WILL NOTICE THE COLOR OF THE TWO AREAS TURN FROM YELLOW (PLANNED) TO GREEN (REGISTERED/ENROLLED).

# STUDENT PLANNING: HOW DO I ADD OR REGISTER FOR A COURSE?

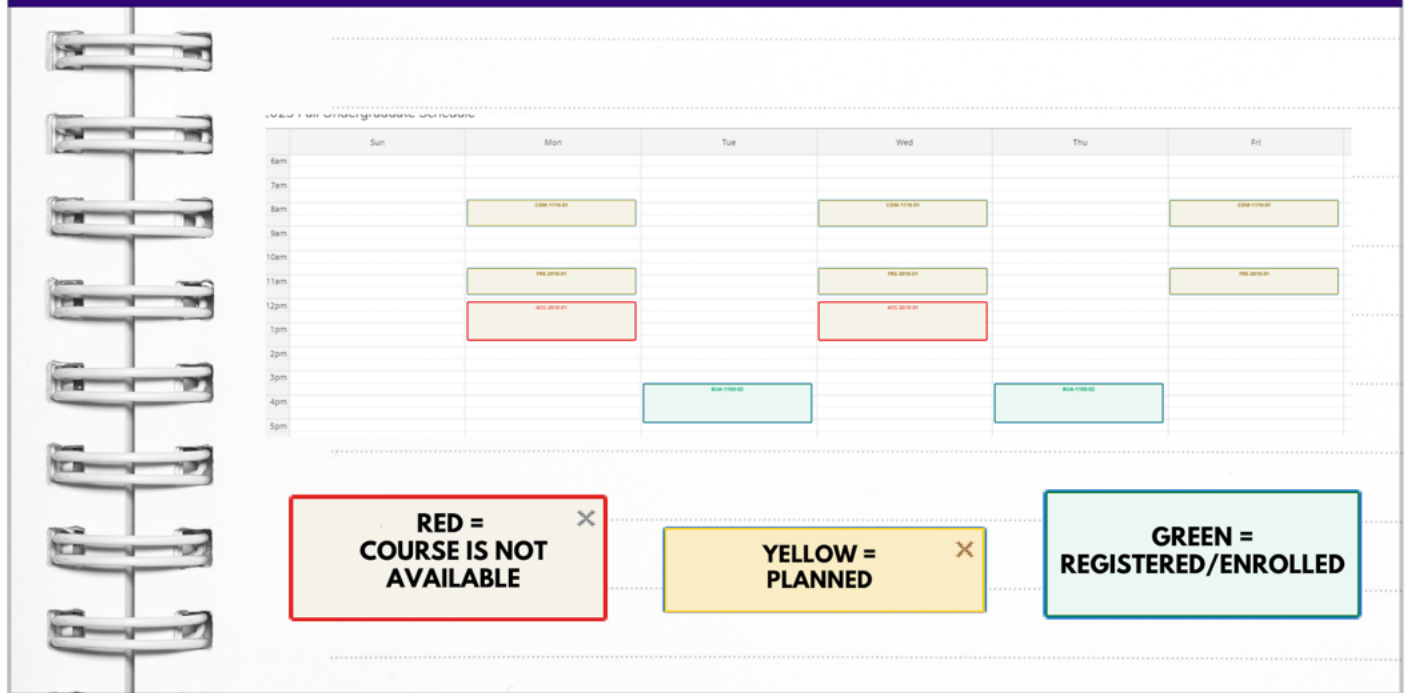
**GREEN = REGISTERED/ENROLLED**

The screenshot displays the High Point University student planning interface. At the top, a purple header bar contains the university name and navigation links. Below this, a search bar is visible. The main content area shows a list of courses. One course, 'MTH-1310-08 Appl Math Model Business', is highlighted with a green border. An orange arrow points from the text 'GREEN = REGISTERED/ENROLLED' to this green border. The course details for 'MTH-1310-08' are shown in a green box, indicating it is 'Registered, but not started'. The details include: Credits: 4 Credits, Grading: Graded, Instructor: Michel, J, and the term 8/21/2023 to 12/15/2023. A 'Meeting Information' link is also visible. To the right of the course details, the course ID 'MTH-1310-08' is displayed in a green box. Below the course details, a table lists other courses, with the first row showing 'MTH-1310-08' and 'Appl Math Model Business'.

Course ID	Course Name	Credits	Grading	Instructor	Term
MTH-1310-08	Appl Math Model Business	4 Credits	Graded	Michel, J	8/21/2023 to 12/15/2023

REMEMBER GREEN IS GOOD... IT MEANS YOU ARE REGISTERED/ENROLLED IN THE COURSE/CLASS.

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	Sun	Mon	Tue	Wed	Thu	Fri
6am						
7am						
8am		COMM 1110-01		COMM 1110-01		COMM 1110-01
9am						
10am						
11am		PHIL 2010-01		PHIL 2010-01		PHIL 2010-01
12pm						
1pm		ALCS 2010-01		ALCS 2010-01		
2pm						
3pm						
4pm			BUSI 1100-01		BUSI 1100-01	
5pm						

**RED =  
COURSE IS NOT  
AVAILABLE**

**YELLOW =  
PLANNED**

**GREEN =  
REGISTERED/  
ENROLLED**

A COURSE OR CLASS IN YELLOW IS PLANNED.

YOU ARE NOT REGISTERED; THEREFORE YOU WILL NOT SHOW UP ON THE INSTRUCTOR'S ROSTER.

A COURSE OR CLASS ENCASED IN RED MEANS THAT YOU HAVE ADDED THE COURSE/CLASS TO YOUR PLAN;

HOWEVER,

THERE IS AN ISSUE WITH THE REGISTRATION.

COMMON ISSUES:

- COURSE/CLASS IS FULL
- THERE IS A PREREQUISITE THAT YOU DO NOT MEET.
- MANUAL REGISTRATION IS REQUIRED

FOR A LISTING AND EXPLANATION OF POSSIBLE RULES THAT MAY LIMIT YOUR ABILITY TO ADD OR REGISTER FOR A COURSE, SEE THE TUTORIAL TITLED:

## REGISTRATION TIPS AND HINTS FOR STUDENT PLANNING.



## STUDENT PLANNING: HOW DO I ADD OR REGISTER FOR A COURSE?

**IS THERE A DEADLINE TO ADD OR REGISTER FOR A COURSE ?**

**8/25/2023: LAST DAY TO ADD OR REGISTER FOR A COURSE**

**2023 AUGUST**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**8/21/2023: FDOC**

NOTE: DATES WILL CHANGE FROM TERM TO TERM. BE SURE TO REFERENCE THE ACADEMIC CALENDAR

IS THERE A DEADLINE TO ADD OR REGISTER FOR A COURSE?

GOOD QUESTION...

COURSES CAN BE ADDED/REGISTERED DURING PRE-REGISTRATION & DURING THE FIRST WEEK THAT CLASSES START...

THE EXAMPLE HERE USES THE FALL 2023 TERM.

THE FIRST DAY OF CLASSES (FDOC) WAS 8/21/2023 AND THE LAST DAY TO ADD A COURSE WAS 8/25/2023.

IT IS IMPORTANT TO UNDERSTAND THESE DATES FOR EACH SEMESTER AS THE DATES DO CHANGE