

STUDENT PLANNING: REGISTRATION GUIDE

To access the new Student Planning area, you will first need to login to **myWidener**, type Registration in the search box, then click **Student Planning**. A new window will open and you will be automatically logged in to **Student Planning**.

In Student Planning you are able to **View Your Progress** towards your degree, showing you the number of credits completed, the number of credits in progress, and how many credits you have left. You will also see the list of required courses needed to complete your degree.

This is also where you will complete your registration for the Summer and/or Fall 2022 semester.

Step 1: Adding a course and section to your plan

- In the upper left hand corner, click the drop down menu
- Click **Academics** and then **Course Catalog**
- In Course Catalog, you will choose **LAW STUDIES – DELAWARE**
- In the **Filter Results** box, please choose:
 - Location – **Law School, DE**
 - Term – **Summer 2022 Full and/or Fall 2022**
- The available courses for Summer and/or Fall 2022 will populate. Find the classes you are planning to register for; if there is more than 1 section, click **View Available Sections**
- Once you have located your section, click **Add Section to Schedule**
- A **Section Details** box will appear, click **Add Section**.
 - In the Section Details box, you will see the professor, days and times the class meets, the room and the number of seats available and any pre-requisites

After you have added all of the courses to your plan, click **Academics, Student Planning**, then **Plan & Schedule**. On the Plan & Schedule page you will see your schedule for the Spring 2022 semester. Click the **blue arrow >** to advance to Summer and/or Fall 2022. Here you will see the classes you have added to your plan. You will also see them on the calendar in a greyed box (see below).

The screenshot displays the Student Planning interface. On the left, a panel for the course 'LAWD-747-0: CON LAW: THE JUDICIAL BRANCH' is shown. It includes a 'Planned' status, course details (Credits: 3 Credits, Grading: Graded, Instructor: McManamon, M, 1/7/2019 to 5/15/2019, Seats Available: 1), and a 'Register' button. On the right, a calendar view shows the course section 'LAWD-747-0' added to the schedule for Tuesday and Thursday at 3pm.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm			LAWD-747-0		LAWD-747-0		
4pm							
5pm							

You now need to **Register** for the classes. You can click Register under each class or use **Register Now** in the upper right hand corner to add all of your classes. You also have the option to **Remove Planned Courses** on this screen.

After you successfully register for the classes, the box on the calendar for each class will turn green. If you decide to drop the course you click **Drop** located under the course, then **Update**. You should also click the X on the box for the dropped class and then click **Remove** and the class will disappear.

Waitlisting for a Class

When you are in the Course Catalog and adding classes to your plan, you see that some classes will have a waitlist. If the course you want to take has a waitlist, you will see the box below:

The screenshot shows a 'Section Details' modal window for the course 'LAWD-747-O CON LAW: THE JUDICIAL BRANCH' in Spring 2019. The instructor is listed as 'McManamon, M' with the email address '(mbmcmamanon@widener.edu)'. Meeting information includes 'Tu, Th 2:15 PM 3:40 PM' and dates '1/7/2019 - 5/15/2019'. The location is 'Law School, DE, Polishook Hall 201 (LECTURE)'. A prominent red box with a white exclamation mark icon and the text 'This section has a waitlist.' is displayed. Below this, the following details are listed: 'Seats Available: 0 of 1 Total', 'Waitlisted: 0', 'Credits: 3', 'Grading: Graded', 'Requisites: None', 'Course Description: No Description Available', and 'Books Total'. At the bottom, there are two buttons: 'Close' and 'Add Section'.

Section Details	
LAWD-747-O CON LAW: THE JUDICIAL BRANCH Spring 2019	
Instructors	McManamon, M (mbmcmamanon@widener.edu)
Meeting Information	Tu, Th 2:15 PM 3:40 PM 1/7/2019 - 5/15/2019 Law School, DE, Polishook Hall 201 (LECTURE)
Dates	1/7/2019 - 5/15/2019
This section has a waitlist.	
Seats Available	0 of 1 Total
Waitlisted	0
Credits	3
Grading	Graded
Requisites	None
Course Description	No Description Available
Books Total	
Close	Add Section

If you want to add yourself to the waitlist, click **Add Section**. When you have added all of your courses to your Plan, navigate to **Plan & Schedule** under **Academics**, Summer and/or Fall 2022. You will see that any course with a waitlist is in **red** on the calendar (see below).

LAWD-747-O: CON LAW: THE JUDICIAL BRANCH ✕

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: McManamon, M
1/7/2019 to 5/15/2019
Waitlisted: 0

Meeting Information

⚠ This section has a waitlist

Waitlist

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri
11am						
12pm						
1pm						
2pm						
3pm			LAWD-747-O ✕		LAWD-747-O ✕	
4pm						
5pm						
6pm						

Click Waitlist in order to be added to the waitlist. When space opens up in the class you will receive an email letting you know you can be registered. You will return to Student Planning, Plan & Schedule to add yourself into the class. You will see the following:

LAWD-747-O: CON LAW: THE JUDICIAL BRANCH

✓ **Waitlisted**

Credits: 3 Credits
Grading: Graded
Instructor: McManamon, M
1/7/2019 to 5/15/2019
Waitlisted: 1

Meeting Information

⚠ This section has a waitlist

Register

Drop Waitlist

Click **Register** and you will be added to the course.