

## STUDENT PLANNING/ REGISTRATION FOR STUDENTS

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## DEGREE EVALUATION/ MY PROGRESS:

Go to My Progress under Academic Planning and Registration from the Home page:


— 1853 —

[Academics](#) · [Academic Planning and Registration](#) · [Planning Overview](#)

Academic Program Planning and Registration

Need help? Contact registrar@central.edu

1




View Your Degree Progress

View your progress toward graduation including credits earned, GPA, progress toward core and current or prospective major requirements and much more.

[Go to My Progress](#)

2



Register and Plan

Register and drop classes, create/modify your four-year plan, view transfer credit, placement information, and grades.

[Go to Plan and Register](#)

Students will see the basic information at the top of the evaluation. There is a Print button and can also click on the View a New Program (What If) to see how classes would work in a different major on this page.

My Progress

Search for courses...

<

>

Bachelor of Arts  
(1 of 1 programs)

View a New Program

At a Glance

Print

Cumulative GPA:  
Institution GPA:  
Degree:  
Departments:  
Catalog:  
Anticipated Completion Date:

(2.000 required)  
(2.000 required)  
Bachelor of Arts  
Academic Affairs  
2020  
5/1/2024

Note: A maximum of 60 hours in your declared major discipline may be applied toward the 120 hours required for graduation. Refer to the college catalog for core/major double counting rules and other graduation related policies.

Progress

Total Credits

39 of 120

10

29

Total Credits from this School

29 of 60

29

Program Notes  
[Show Program Notes](#)

\*Each set of degree requirements can be set to “Expand All” or “Collapse All”

Expanded:

Requirements [Collapse All](#)

Disciplinary Studies

Complete the following item. ⚠️ 0 of 1 Completed. [Hide Details](#)

A. Core

Take 21 credits for disciplinary core.

Complete all of the following items. ⚠️ 2 of 7 Completed. [Hide Details](#)

1.

Arts(ART-3 crs required) 🕒 Fully Planned ⚠️ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credi
<span>🟢 In-Progress</span>	<a href="#">THEA-140</a> Introduction to Theatre			20/FA	

Collapsed:

## Requirements [Expand All](#)

### Disciplinary Studies

Complete the following item.  **0 of 1 Completed.** [Show Details](#)


### Global Sustainability

Complete the following item.  **0 of 1 Completed.** **Fully Planned** [Show Details](#)


### Global Perspective: I (2nd Language)

Complete the following item.  **1 of 1 Completed.** [Show Details](#)

### Global Perspective Part II

Complete 1 of the following 2 items.  **0 of 1 Completed.** [Show Details](#)

### LAS and Writing Intensive (WRT)

Complete all of the following items.  **0 of 3 Completed.** [Show Details](#)

### 300-400 LEVEL REQUIREMENT

Complete the following item.  **0 of 1 Completed.** [Show Details](#)

Each specific requirement can be set to “Show Details” or “Hide Details”. Hide details will only show that a requirement is completed, planned, or not started. In the example below, ART core details are hidden and the HP and LP are shown.

#### Disciplinary Studies

Complete the following item. ⚠️ 0 of 1 Completed. [Hide Details](#)

##### A. Core

Take 21 credits for disciplinary core.

Complete all of the following items. ⚠️ 2 of 7 Completed. [Hide Details](#)

1.

Arts(ART-3 crs required) ⌚ Fully Planned ⚠️ 0 of 3 Credits Completed. [Show Details](#)

2.

History (HP-3 crs required) ✓ 3 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade
✓ Transfer Equivalency	<a href="#">HIST-100T</a> (HP) History Elective		

3.

Lit/Phil (LP-3 crs required) ✓ 3 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade
✓ Transfer Equivalency	<a href="#">ENGL-236</a> American Lit Pre-Columbi-1890		

Watch the colored comments of **Green**= Completed; **Yellow**= Fully Planned or 0 credits completed. The course could be in progress or planned for another semester; **Red** = Not Started, not Planned.

**\*\*Depending on the way the major is written, ALL classes that can be taken for the major will show as Not Started EVEN IF the section will be completed with courses In Progress. This will not show you a “Pending Complete” statement if all courses are planned.**

#### B. Electives

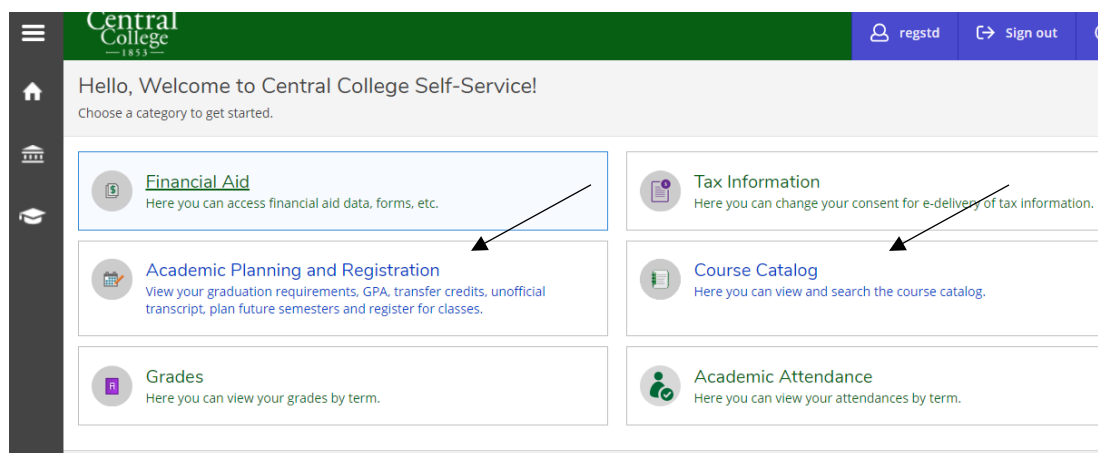
Complete all of the following items. **⚠ 1 of 2 Completed. Fully Planned** [Hide Details](#)

1.  
Complete 21 credits. Courses must be from rule(s): DA.EXSC. Maximum of 3 credits from rule: DA.97. **✓ 21 of 21 Credits Completed.** [Show Details](#)
2.  
300 or Above Credit Check Take at least 9 credits at the 300-level or Above in EXSC, AT or from CHEM-331, CHEM-351, BIOL-342, BIOL-360, EDUC-311 EDUC-314 **ⓘ**  
**Fully Planned ⚠ 8 of 9 Credits Completed.** [Hide Details](#)

Status	Course	<a href="#">Search</a>	Grade	Term	Credits
✓ Completed	<a href="#">EXSC-393</a> Practicum Strength & Cond II		P	19/SP	3
✓ Completed	<a href="#">EXSC-462</a> Motor Learning		A	20/SP	3
✓ Completed	<a href="#">EDUC-311</a> Mthd Hlth, Phys Ed in Elem		A	20/SP	2
🔄 In-Progress	<a href="#">EXSC-372</a> Prin & Th Strength & Condition			20/FA	4
ⓘ Not Started	<a href="#">CHEM-331</a> Organic Chemistry II W/ Lab				
ⓘ Not Started	<a href="#">CHEM-351</a> Biochemistry W/ Lab				
ⓘ Not Started	<a href="#">BIOL-341</a> Human Physiology W/ Lab				
ⓘ Not Started	<a href="#">BIOL-360</a> Human Anatomy W/ Lab				
ⓘ Not Started	<a href="#">EDUC-314</a> Mthd Hlth, Phys Ed in Sec Sch				
ⓘ Not Started	<a href="#">AT-323</a> Level 2: Clinical Rotation 1				

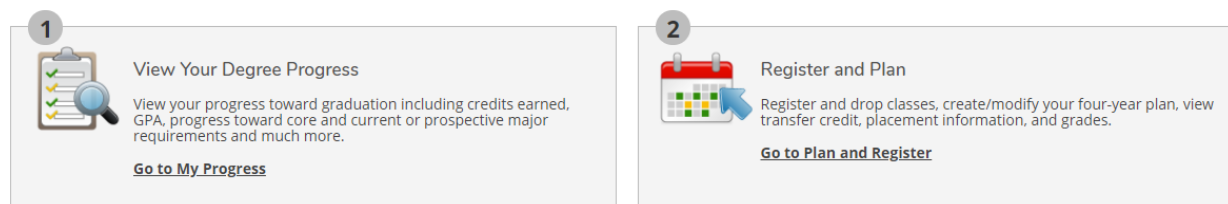
## CREATING A COURSE PLAN FOR REGISTRATION:

1. Login to Student Planning/ Self Service from myCentral and your home page will appear.



2. Choose either the *Course Catalog* to search for classes to add to your course plan (easier to choose classes from the [Searchable Schedule](#) on the Central webpage to know which courses you want) OR go to the *Academic Planning and Registration* if you would like to do more planning as to what classes you would like to take next semester. (you can also get to the course catalog from here to search)

3. Once on *Academic Planning and Registration* you have 2 choices: 1- *View your Progress* or 2- *Register and Plan*.



4. To see your degree evaluation/ audit go to *View Your Degree Progress*.

5. If you know what classes/ requirements you need click on *Go to Plan and Register* under the Register and Plan #2 section -- first step in getting a courses added to your calendar for registration.

Academics • Academic Planning and Registration • Planning Overview

## Academic Program Planning and Registration

Need help? Contact registrar@central.edu

Search for courses...

1

**View Your Degree Progress**

View your progress toward graduation including credits earned, GPA, progress toward core and current or prospective major requirements and much more.

[Go to My Progress](#)

2

**Register and Plan**

Register and drop classes, create/modify your four-year plan, view transfer credit, placement information, and grades.

[Go to Plan and Register](#)

Programs	Cumulative GPA	Progress
Bachelor of Arts	(2,000 required)	<div style="width: 50%;"></div>

### Spring Semester 21 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am					ENVS-120L-A		
9am		ENGL-213-A		ENGL-213-A		ENGL-213-A	

6. Add courses to the planning calendar by Searching for courses in the catalog.... Enter a course you want to take with either the subject or the full number (ENGL or ENGL-237) This opens the course catalog menu.

Search for courses...

7. Search filters show on the left side--- make sure the correct term is marked and you will only see classes offered in the next term. If you don't select the term, you will see ALL Central courses in our catalog and not just the courses offered next semester.

**Filter Results** [Hide](#)

**Availability** ^

☐ Open and Waitlisted Sections

☐ Open Sections Only

**Subjects** ^

☐ English (42)

☐ Writing (1)

**Locations** ^

☐ Pella Campus (43)

**Terms** ^

☐ Spring Semester 21 (14)

Select the term to only get the courses offered for the next semester.

8. If you haven't narrowed your search for the next term, courses that are offered will have a drop-down to "View Available Sections". If it isn't offered next semester, you can still add the course to your plan, but for a future term.

ENGL-241 Short Story Writing (4 Credits)

A workshop course exploring the art and craft of short story writing. Readings include stories by contemporary fiction writers.

**Requisites:**  
None

**Locations:**  
Pella Campus

[View Available Sections for ENGL-241](#)

Add the section, to be able to register for the class for the next term.

Add Course to Plan

Add the course to plan for future semesters.

ENGL-242 Poetry Writing (3 Credits)

A workshop course focusing on both formal and free styles of poetry writing. Readings include poetry and essays by contemporary poets.

**Requisites:**  
None


**Locations:**  
Pella Campus

**Offered:**  
Fall, All Years (Even and Odd)


Add Course to Plan

9. Watch the colored warnings for the classes:

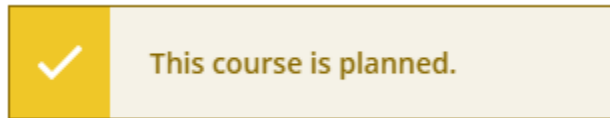
\*If you are currently in a course it will be checked **green**.

 This course is in progress.

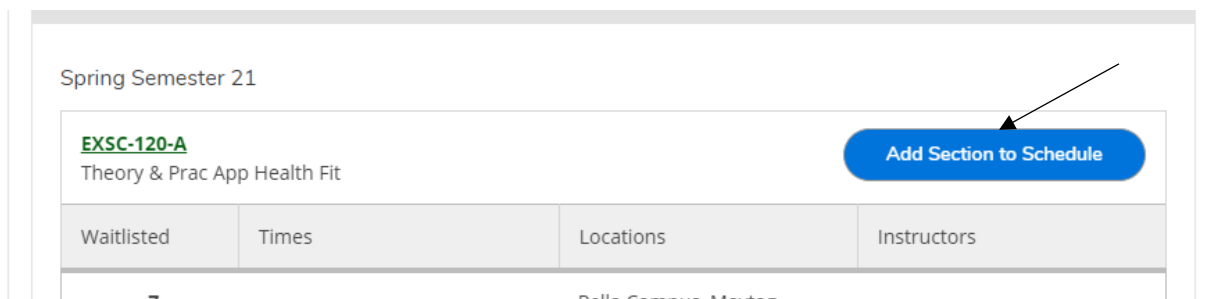
\*If you have already taken a course it will show in **blue**--- this will also be true if you withdrew from a course, failed a course, or if it's a course that can be repeated multiple times.

 This course was attempted or already completed.

\*If you already have a course planned on your calendar you will see the notice in yellow:



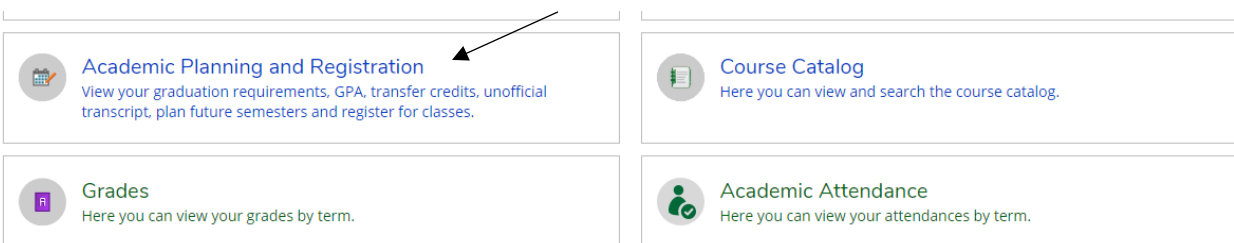
10. Continue to plan your classes on the calendar by clicking the blue “Add Section to Schedule” button. It is O.K. to plan in multiple sections and more classes than you plan to take. This will show any time conflicts as well as give you back-up courses in case a class is waitlisted when you register.



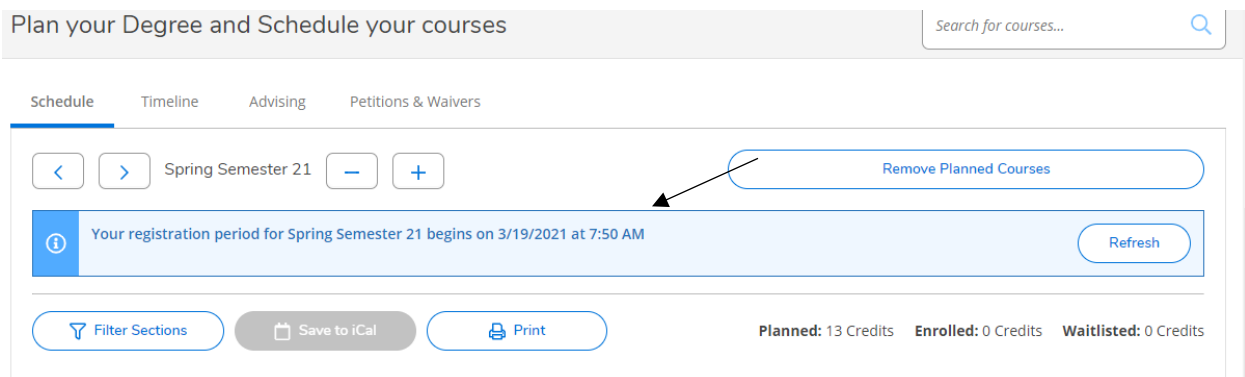
## REGISTRATION:

### Registration Ready Check List:

1. A notice/ email will come from the Registrar's Office with information on advising, registration and how to check your registration time and holds.
2. Student Planning will also notify you of holds and your registration information.
3. From myCentral, the Self- Service link is under the Quicklinks.
4. On the Home page: choose the Academic Planning and Registration Button.



5. Your assigned registration day/ time will show on your course schedule/ planning page.



## Holds/ Notifications

1. If you have any holds, a notification will show on your home page.

Notifications		
Title	Details	Link
Registration Adv Approval	Advisor must clear your hold before you can register.	
Send Final College Transcript	Final COLLEGE transcript (not high school) is missing. Registration will be held until the transcript is received. Please contact the college or university where you took courses and submit a request to have an official transcript sent directly to the Registrar's Office, Box 6400, Pella, IA 50219. Check for additional holds via the Registration Ready screen by going to WebAdvisor or copying and pasting this link: <a href="https://www.central.edu/admin/Registrar/index.cfm">https://www.central.edu/admin/Registrar/index.cfm</a>	
Title IX Training Incomplete	Must complete Title IX Training before registering- contact Hillary Svenby.	

2. The holds will also be numbered on the top right corner of the screen in yellow and will drop down so you can read them.

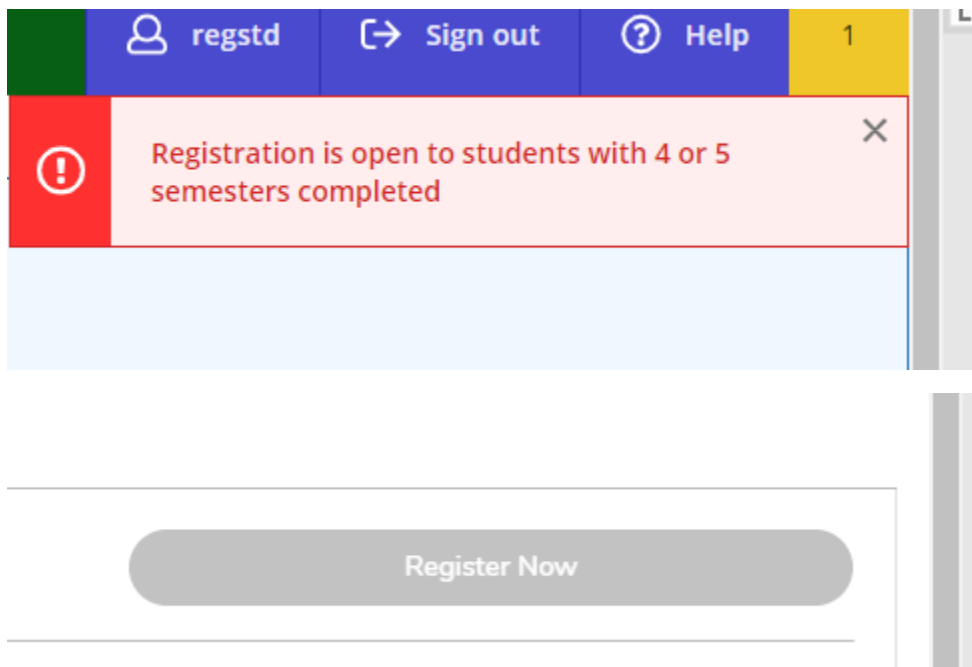
The screenshot displays a user interface with a top navigation bar and a notification dropdown menu. The navigation bar includes a profile icon, 'regstd', 'Sign out', 'Help', and a yellow notification badge with the number '6'. The dropdown menu lists three informational holds (blue background) and three error notifications (red background).

Notification Type	Message	Action
Informational	<b>Registration Adv Approval</b> Advisor must clear your hold before you can register.	
Informational	<b>Send Final College Transcript</b> Final COLLEGE transcript (not high school) is missing. Registration will be held until the transcript is received. Please contact the college or university where you took courses and submit a request to have an official transcript sent directly to the Registrar's Office, Box 6400, Pella, IA 50219. Check for additional holds via the Registration Ready screen by going to WebAdvisor or copying and pasting this link: <a href="https://www.central.edu/admin/Registrar/index.cfm">https://www.central.edu/admin/Registrar/index.cfm</a>	
Informational	<b>Title IX Training Incomplete</b> Must complete Title IX Training before registering- contact Hillary Svenby.	
Error	<b>Final College Transcript Required--Contact Registrar</b>	X
Error	<b>Advisor Approval Needed</b>	X
Error	<b>Title IX Training Required- Contact Student</b>	X

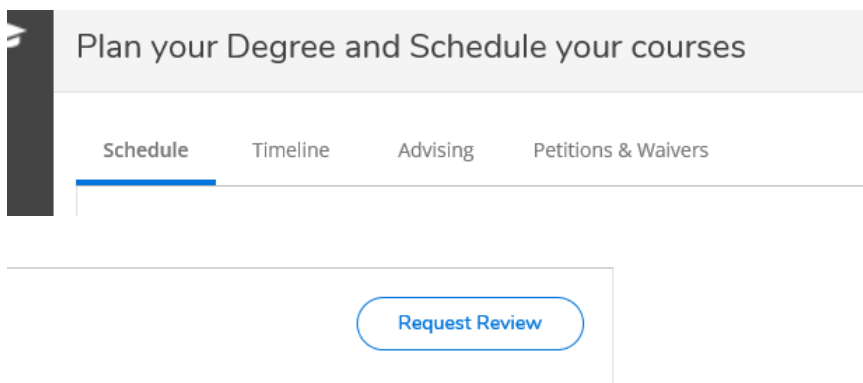
A separate 'Help' button with a yellow notification badge showing '3' is also visible in the bottom left corner.

\*\* Some holds may not show in the drop down because they are auto holds: For example: having a balance on your account over \$100 or needing to complete the graduation application for students with 84 or more credits.

3. When registration is closed to you, a message will appear in the upper right hand side and the Register Now button will be greyed out. There will also be no quick registration link on your home page.

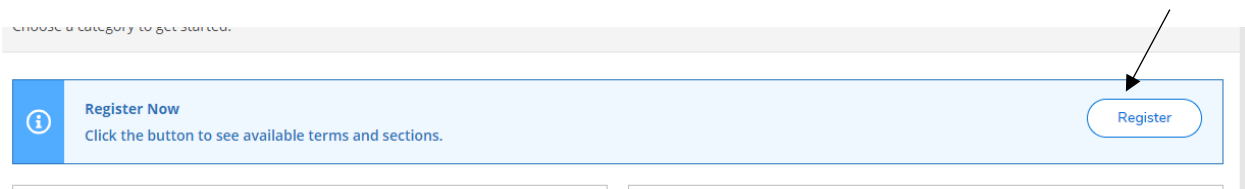


5. You can notify your advisor that you've planned classes by going to the Advising Tab on your Register and Plan page and clicking on the Request Review in the right-hand corner.



## Register Open/ Register Now

1. Quick Button: When registration is OPEN to you and you don't have a hold, you will see a Quick Registration link on your home page.



2. A *Register for Classes* box will pop-up with the classes on your course plan. This will also include any warnings: time conflict with another class on your list, pre-requisites not met, course has a waitlist....

A screenshot of a 'Register for Classes' pop-up box. The title 'Register for Classes' is at the top. Below it, the text 'Select sections you wish to register for.' is followed by 'Spring Semester 21'. There is a list of classes, each with an unchecked checkbox: 'COMM-160-A: Communication in Everyday Life (3 Credits)', 'ENGL-180-A: The Reader's Toolbox (3 Credits)', 'ENGL-213-A: Nature & Environ Lit (3 Credits)', 'ENVS-120-A: Intro Environmental Sci W/ Lab (4 Credits)', and 'ENVS-120L-A: Intro Environmental Sci Lab (0 Credits)'. Between the first and second class, and between the second and third class, there is a yellow warning box with a triangle icon and the text 'This section has a waitlist.'. At the bottom of the box are two buttons: 'Cancel' and 'Register'.

3. Click the box in front of the course(s) you want to register for and the Register button will activate.

Register for Classes

Select sections you wish to register for.


Spring Semester 21

☐ CHEM-107-A: Intro to Envir Chemistry (3 Credits)

☐ ENGL-208-A: Literature for Children (3 Credits)

☒ REL-252-A: The Reformation (3 Credits)


☐ REL-265-A: Religion & Sustainability (3 Credits)

 This section has a waitlist.


Cancel Register

4. Courses that are successfully registered will be listed on a pop-up with a green check and will show on your course calendar in **green** and will show on the left sidebar of your calendar as Registered.

Register for Classes

 You are now registered for your courses.

Spring Semester 21

 REL-252-A: The Reformation (3 Credits)

Close Go to Schedule

Plan your Degree and Schedule your courses

Financial Information

Schedule Timeline Advising Petitions & Waivers

< > Spring Semester 21 + Register Now

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 13 Credits Waitlisted: 0 Credits

**COMM-160-A: Communication in Everyday Life**

✓ Registered

Credits: 3 Credits  
Grading: Graded  
Instructor: Doyle, D  
1/18/2021 to 5/13/2021

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4am							
5am							
6am							
7am							
8am					ENVS-120L-A		
9am		ENGL-213-A		ENGL-213-A		ENGL-213-A	
10am		COMM-160-A		COMM-160-A		COMM-160-A	
11am							

5. You can also use the Register Now button at the top of the Course Plan page to register for additional courses on your plan.

Register Now

Or.... Use the Register button on the left sidebar to register for courses individually.

**CHEM-107-A: Intro to Envir Chemistry** ✕

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Shriver, J  
1/18/2021 to 5/13/2021  
Seats Available: 18

Meeting Information

⚠ Conflicting section with ENVS-120L-A

Register

View other sections

## Registration Conflicts/ Add or Drop Classes

### Time Conflicts:

1. If a class has multiple sections, those can be viewed on your calendar to see if there is a time conflict with another class.
2. You can still add the section to your course plan, but the conflicted courses will show up in red.

ENGL-213-A ✕		ENGL-213-A ✕		ENGL-213-A ✕	
COMM-160-A ✕		COMM-160-A ✕		COMM-160-A ✕	
ENVS-120-A ✕		ENVS-120-A ✕		ENVS-120-A ✕	
	ENGL-180-A ✕				
			✕	✕	✕
			ENVS	ENVS	ENGL
			120L-	120L-	180-
			B	B	

3. Both planned sections will show on your quick registration course list even if there is a time conflict. You should choose only 1 section to enroll in, but if you try enrolling in both a warning will appear and NEITHER class will be registered.

Central College Self-Service!

### Register for Classes

One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues.

Spring Semester 21

- ✓ COMM-160-A: Communication in Everyday Life (3 Credits)
- ⚠ COMM-160-A - WaitEnrl override used.
- ⓘ ENGL-180-A: The Reader's Toolbox (3 Credits)
- ❗ ENGL-180-A - ENGL-180-A conflicts with ENVS-120L-B.
- ✓ ENGL-213-A: Nature & Environ Lit (3 Credits)
- ✓ ENVS-120-A: Intro Environmental Sci W/ Lab (4 Credits)
- ✓ ENVS-120L-A: Intro Environmental Sci Lab (0 Credits)
- ⓘ ENVS-120L-B: Intro Environmental Sci Lab (0 Credits)

Close Go to Schedule

4. Or click the blue: Go to Schedule button to resolve the issues and register in one course.

5. If you need to be enrolled in both courses, pick one to enroll in and use the [Registration Change Form](#) to get the instructor signature for the 2<sup>nd</sup> course. The Registrar's Office will enroll you in the 2<sup>nd</sup> course.

6. Courses not registered will show in **red**. Credits planned, enrolled, and waitlisted are shown on the top of your calendar.

Filter Sections

Save to iCal

Print

Planned: 3 Credits Enrolled: 10 Credits Waitlisted: 0 C

COMM-160-A: Communication in Everyday Life

✓ Registered

Credits: 3 Credits  
Grading: Graded  
Instructor: Doyle, D  
1/18/2021 to 5/13/2021

Meeting Information

Drop

View other sections

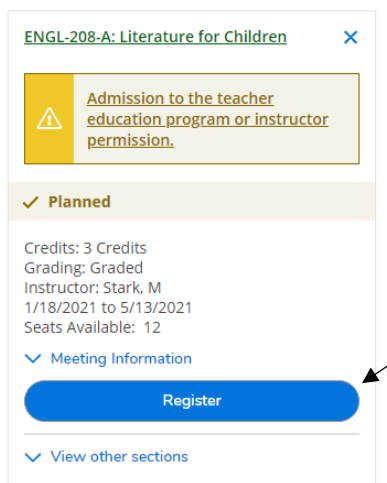
ENGL-180-A: The Reader's Toolbox X

Planned

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am					ENVS-120L-A		
9am		ENGL-213-A		ENGL-213-A		ENGL-213-A	
10am		COMM-160-A		COMM-160-A		COMM-160-A	
11am							
12pm		ENVS-120-A		ENVS-120-A		ENVS-120-A	
1pm			ENGL-180-A X		X ENVS-120L-A X ENGL-180-A	X ENGL-180-A	
2pm					X ENVS-120L-A X ENGL-180-A		
3pm							

## Adding a Course:

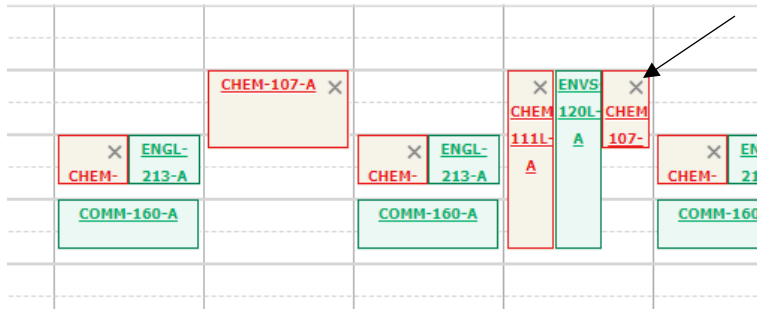
1. If registration is open, you are allowed to change your schedule.
2. The blue “Register Now” button will be active on your home, at the top of your calendar on the Plan your Degree and Schedule page and also a blue Register button on the left side bar under each course you haven’t registered for yet.
3. If you have successfully registered for all classes on your calendar, the Quick Registration button disappears from your home page, however, the Register Now button on your calendar page will still show if registration is still open to you to make schedule changes.
3. Choose any “Register” button to add your class if it’s open and you’ve met requirements/ pre-requisites.



4. Helpful hint: Have all the classes listed on your calendar so you don’t have to go back to the catalog to add a class to your schedule if a section is full or you don’t get into your first choice

## Dropping a Course

1, You can drop a course you don't want by clicking on the X at the corner from the calendar or the left sidebar to remove it from your calendar plan.



[ENGL-208-A: Literature for Children](#)



2. A confirmation box will appear to confirm the removal of the course.

### Confirm Remove Course

Are you sure you want to remove the following item from Spring Semester 21?

**REL-265: Religion & Sustainability**

Cancel

Remove

3. To Drop a class that you have registered for, use the left sidebar and click the blue Drop button under the course.

[CHEM-102-A: Chemistry Workshop](#)

✓ Registered

Credits: 1 Credits, Pass/Fail only

Grading: Pass/Fail

Instructor: Garr, A

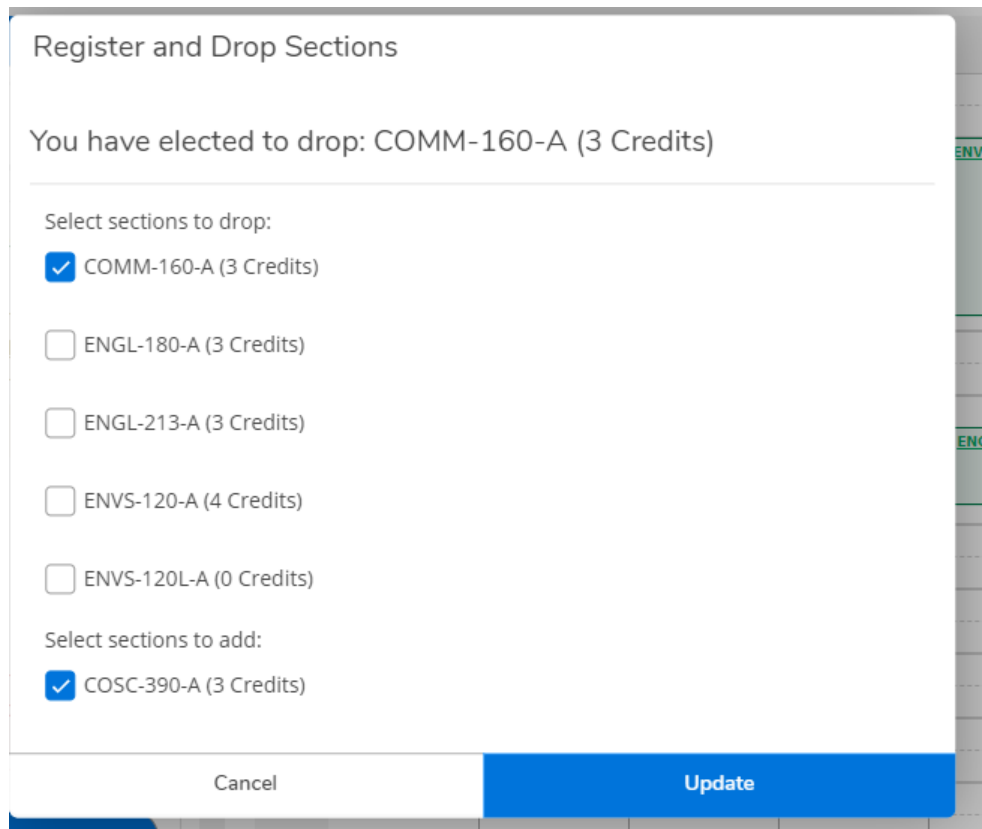
1/18/2021 to 5/13/2021

✓ Meeting Information

Drop

✓ View other sections

4. You will be asked to confirm and update your information but can also add other sections at the same time by clicking in front of the course. (Remember, you may only add/drop during your open registration and during the add/drop period at the beginning of the semester.)



The image shows a 'Register and Drop Sections' dialog box. At the top, it says 'You have elected to drop: COMM-160-A (3 Credits)'. Below this, there are two sections: 'Select sections to drop:' and 'Select sections to add:'. Under 'Select sections to drop:', there are five checkboxes: 'COMM-160-A (3 Credits)' (checked), 'ENGL-180-A (3 Credits)', 'ENGL-213-A (3 Credits)', 'ENVS-120-A (4 Credits)', and 'ENVS-120L-A (0 Credits)'. Under 'Select sections to add:', there is one checkbox: 'COSC-390-A (3 Credits)' (checked). At the bottom, there are two buttons: 'Cancel' and 'Update'.

Register and Drop Sections

You have elected to drop: COMM-160-A (3 Credits)

Select sections to drop:

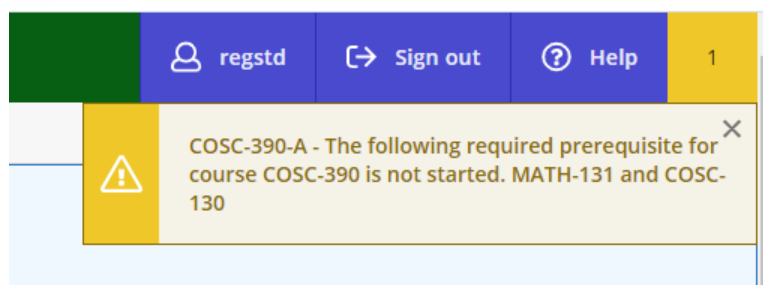
- ☒ COMM-160-A (3 Credits)
- ☐ ENGL-180-A (3 Credits)
- ☐ ENGL-213-A (3 Credits)
- ☐ ENVS-120-A (4 Credits)
- ☐ ENVS-120L-A (0 Credits)

Select sections to add:


- ☒ COSC-390-A (3 Credits)

Cancel Update

5. If there is an issue why the course cannot be added, the message will show in yellow in the upper right of the screen and should match the alert in the left sidebar.




[COSC-390-A: Topics: Applied Machine Lrning](#) ✕

 **MATH-131 and COSC-130**

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Pronin, A  
1/18/2021 to 5/13/2021  
Seats Available: 10

✓ Meeting Information


 **Conflicting section with COMM-160-A**

[Register](#)

✓ [View other sections](#)


6. If the course that is dropped is NOT removed/ deleted off your planning calendar it will still show as a planned/ unregistered course. You can still go back to register for the class again if the course is still open or waitlist for the course.

[COMM-160-A: Communication in Everyday Life](#) ✕

 **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Doyle, D  
1/18/2021 to 5/13/2021  
Waitlisted: 2

✓ Meeting Information

 **Conflicting section with COSC-390-A**

[Register](#)

[Waitlist](#)

✓ [View other sections](#)

## Waitlisted Courses:

1. Some courses have limited seating or are held for incoming freshman students.
2. Two things can happen if you see the alert that a course section has a waitlist:
  - a. you will be given the option to add yourself to the waitlist.
  - b. you will be able to register for the course because you meet the requirement to register and will see the Waitlist override used message (for example: a class that is held for freshmen might have a waitlist because seniors have added to the waitlist, you may register if you are a freshman and seats are still open.)

Spring Semester 21

✓ COMM-160-A: Communication in Everyday Life (3 Credits)

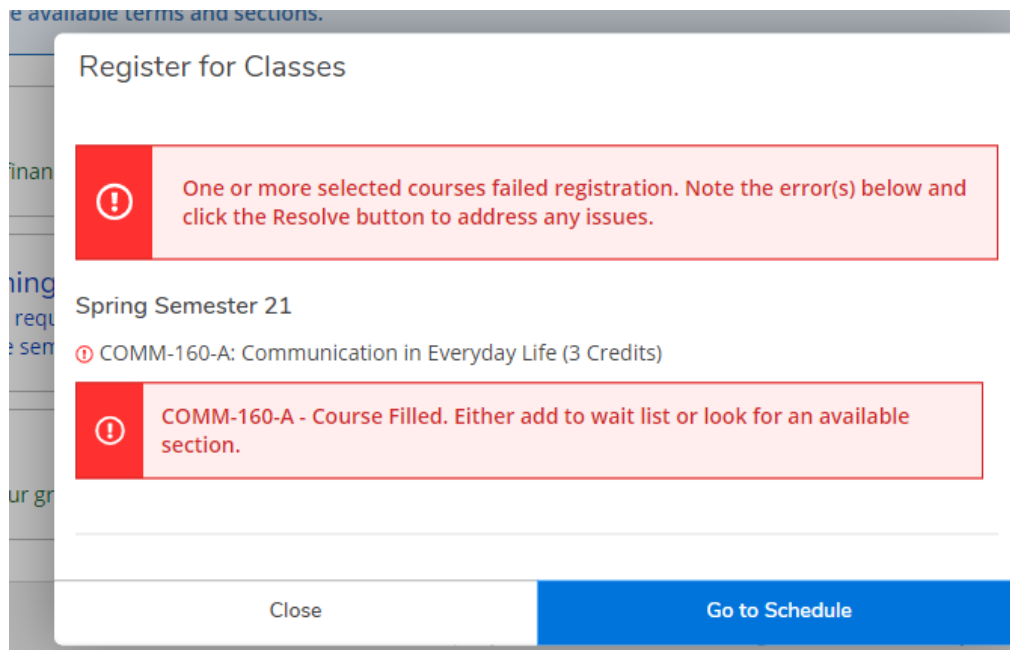


## Adding to the Waitlist:

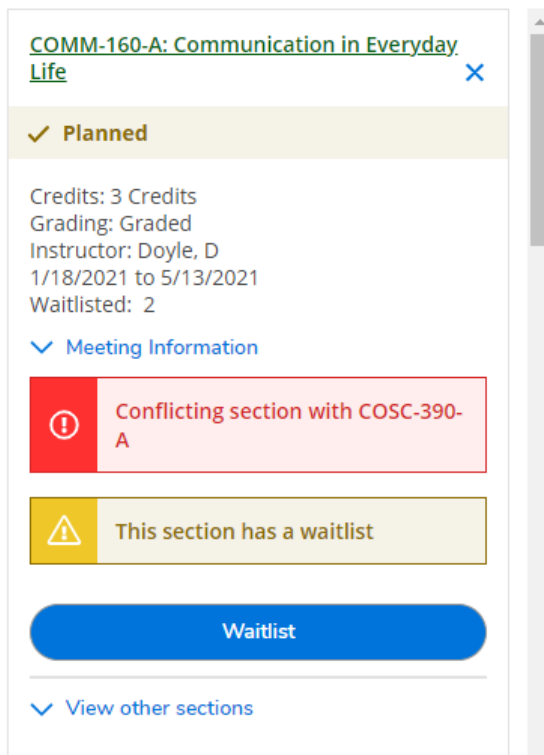
1. Sections with a waitlist will have a yellow waitlist alert, but you can still try to register for the course.

A screenshot of a web application's "Register for Classes" dialog box. The dialog has a white background and a blue border. At the top, the title "Register for Classes" is in a blue font. Below the title, the text "Select sections you wish to register for." is in a gray font. Underneath, "Spring Semester 21" is displayed. A list of course sections follows: the first is "COMM-160-A: Communication in Everyday Life (3 Credits)" with a blue checkmark in a box to its left; the second is "COSC-390-A: Topics: Applied Machine Lrning (3 Credits)" with an empty checkbox to its left. A yellow alert box with a warning icon and the text "This section has a waitlist." is positioned over the first course section. At the bottom of the dialog, there are two buttons: "Cancel" in a white box and "Register" in a blue box.

2. This warning lets you know that there are currently no open seats for the waitlisted course, but you can go to your schedule/ calendar and add yourself to the waitlist or search for another section or another course.



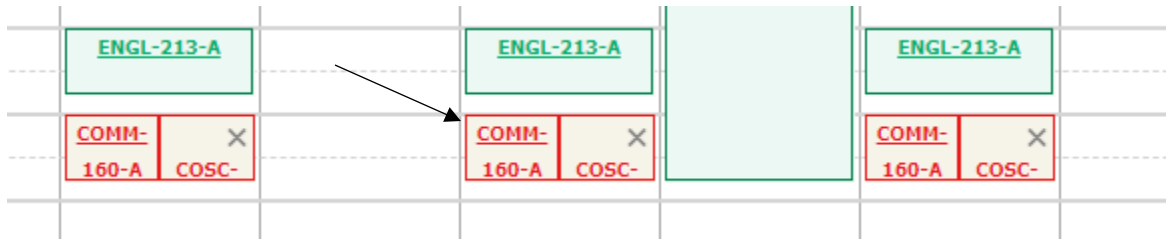
3. Click the blue Waitlist button to add yourself to the waitlist.



4. A waitlisted course will show in your credit count at the top of your calendar and will show with a **yellow** waitlisted message.

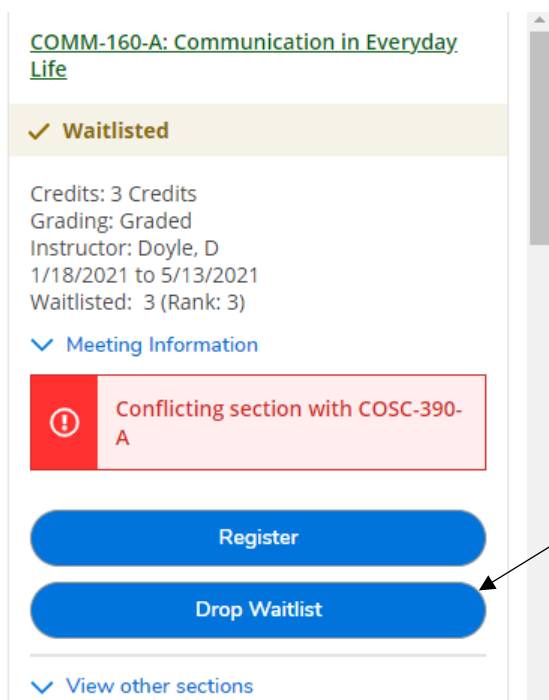


And is still on the schedule in **red**, but with no X to drop the course.



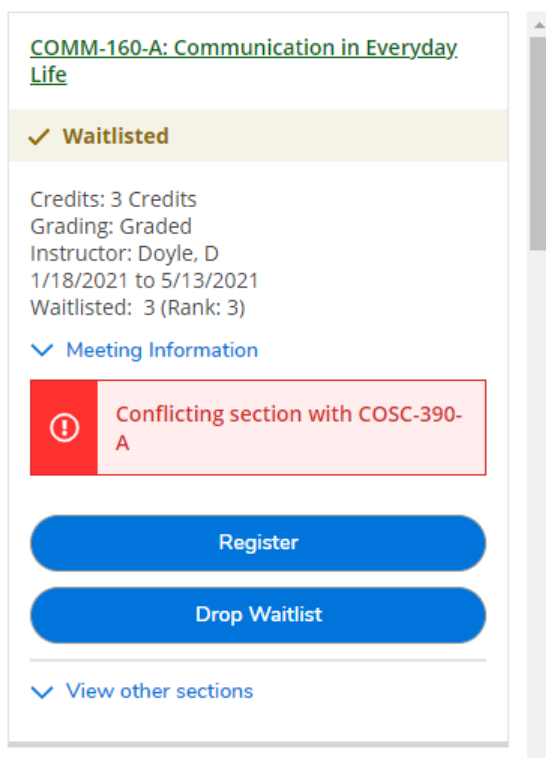
Dropping from the Waitlist:

1. If you change your mind on a waitlisted course, please drop yourself from the waitlist by clicking the “Drop Waitlist” button found under the course on the left sidebar of your calendar page. The course will still be on your calendar plan until you remove it.



Permission to register from the Waitlist:

1. The Registrar's Office will run the waitlist when registration is open for all students Monday- Friday mornings. If you receive the email receiving permission to register for a course off a waitlist you will have 2 days (until midnight the 2<sup>nd</sup> day) to add the class to your schedule.
2. Go to the course planning/ calendar page and click the register button under the course you may add to your schedule. Drop from the Waitlist if no longer interested in taking the course.



The screenshot shows a course card for **COMM-160-A: Communication in Everyday Life**. At the top, it says **✓ Waitlisted**. Below this, the course details are listed: Credits: 3 Credits, Grading: Graded, Instructor: Doyle, D, 1/18/2021 to 5/13/2021, and Waitlisted: 3 (Rank: 3). There is a section for **Meeting Information** which is currently collapsed. Below this, there is a red warning box with an exclamation mark icon that says **Conflicting section with COSC-390-A**. At the bottom of the card, there are two blue buttons: **Register** and **Drop Waitlist**. Below the buttons, there is a link that says **✓ View other sections**.

3. If you take no action, your permission will expire and you will not be able to register. The credits waitlisted will drop and the register button will disappear. You will have to re-add yourself to the waitlist if you still hope to register for the class.

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**Planned:** 17 Credits   **Enrolled:** 16 Credits   **Waitlisted:** 0 Credits

[EXSC-151-A: First Aid & Sports Injur](#)



✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Roslien, J  
1/18/2021 to 5/13/2021  
Waitlisted: 5

✓ Meeting Information



Conflicting section with CHEM-107-A



This section has a waitlist

Waitlist

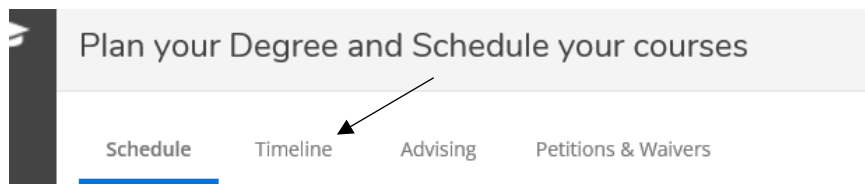
✓ [View other sections](#)

## Building Out a 4-Year Course Plan:

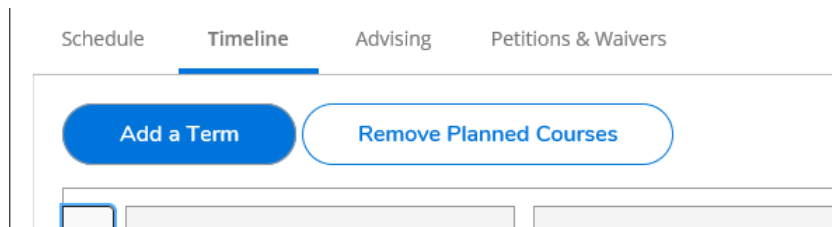
Students can plan out semesters in advance and can create a sample 4-year timeline of courses.

*\*Keep in mind that courses are added and dropped from the course catalog each year and that not all courses are offered every year or even every other year. You should continue to work in collaboration with your advisor to add/ delete or move classes as the schedule of classes is released each year.*

1. Go to the Timeline tab on your Register and Plan page.



2. Click on the Add a Term button and use the drop down to add a new term to your plan.



3. Go to the Course Catalog and Search by Course Subject without entering the term to get all classes.

4. You can add a Placeholder class for a CORE or a Study Abroad semester without choosing an actual course.

Courses And Sections

Subject

Core Req Placeholder Courses

Study Abroad

Accounting

Anthropology

Art

Athletic Training

Behavioral Science

CORE-ART ART Requirement TBD (3 Credits)

Add Course to Plan

Use this course in your student plan when you are not sure which arts (ART) course you will take, but you know you want to complete your ART requirement in a particular semester (i.e. study abroad). You cannot actually register for this course. This course is to be used for planning ONLY and does not count toward the Central College degree.

Description

4. Click on the Add Course to Plan button by the course you want to add to your plan.

Add Course to Plan

e in authority? What are the roots of prejudice  
tions and more as we apply social psychology to

5. On the Course Details page, click on the TERM drop-down and choose which term you'd like to take the class in. The course details will give some information about when the course is offered and if it's offered every year.

## Course Details

### PSYC-175 Applied Social Psych

Humans are deeply social. This class will explore the ways we people understand and interact with one another in everyday life. Why do we obey people in authority? What are the roots of prejudice and how can we overcome them? Why do other people sometimes bring out our worst and other times bring out our best? We will address these questions and more as we apply social psychology to our everyday lives and hopefully learn something about what it means to be a person in the presence of other people. This class is intended for advanced first-year students.

**Credits**

3

**Locations Offered**

Pella Campus

**Requisites**



PSYC-122



This course is typically offered: Fall & Spring



This course is typically offered: All Years (Even and Odd)

**Term**

Select a term...

Spring Semester 22

Summer Semester 22

Fall Semester 22

Spring Semester 23

Summer Semester 23

Fall Semester 23

Choose your term.

Add Course to Plan

6. Planned courses will show on your timeline and can be dragged into another semester or deleted from your timeline.

<a href="#">Fall Semester 22</a>	<a href="#">Spring Semester 23</a>	<a href="#">Fall Semester 23</a>	<a href="#">Spring Semest</a>
<div>PSYC-335: Fund of Statistics Credits: 4 Credits</div> <div>PSYC-348: Experimental Psychology Credits: 4 Credits</div> <div>PSYC-385: Principles of Counseling Credits: 3 Credits</div>	<div>LAS-410: Constr/Pursu Happi: Sci &amp; Art Credits: 3 Credits</div> <div>LAS-410: Disney-Fication of Id,Rep,Dev Credits: 4 Credits</div> <div>PSYC-278: Forensic Neuroscience Credits: 3 Credits</div>	<div>PSYC-427: Memory Credits: 4 Credits</div> <div>STDY-TBD: Off Campus Study TBD Credits: 6 Credits</div>	

7. When the term opens for advising/ registration, select the class section you want to take to add the class to your calendar.