

## 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

🖨️ Print

### At a Glance

|                                     |                  |
|-------------------------------------|------------------|
| <b>Cumulative GPA:</b>              | (2,000 required) |
| <b>Institution GPA:</b>             | (2,000 required) |
| <b>Degree:</b>                      | Bachelor of Arts |
| <b>Departments:</b>                 | Academic Affairs |
| <b>Catalog:</b>                     | 2020             |
| <b>Anticipated Completion Date:</b> | 5/1/2024         |

**Description**

**Program Notes**  
[Show Program Notes](#)

**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**

|                                       |           |
|---------------------------------------|-----------|
| <b>Total Credits</b>                  | 39 of 120 |
| 10                                    | 29        |
| <b>Total Credits from this School</b> | 29 of 60  |
| 29                                    |           |

\*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 |
|---------------|--|--------|-------|-------|-------|
| 🕒 In-Progress | <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**

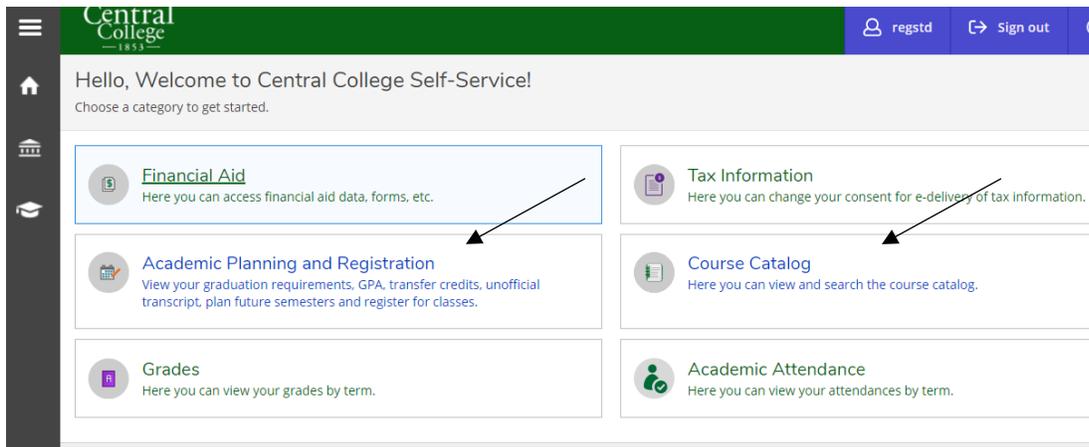
Complete all of the following items. **▲ 1 of 2 Completed. Fully Planned** [Hide Details](#)

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  | 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     |       |       |         |

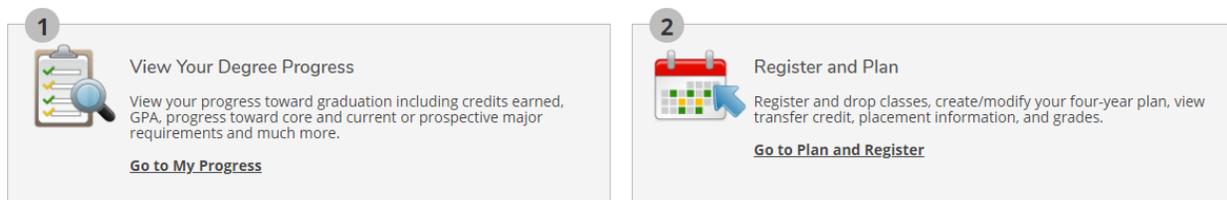
## CREATING A COURSE PLAN FOR REGISTRATION:

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%; background-color: green;"></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) [Add Course to Plan](#)

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](#)

ENGL-242 Poetry Writing (3 Credits) [Add Course to Plan](#)

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

Add the course to plan for future semesters.

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.

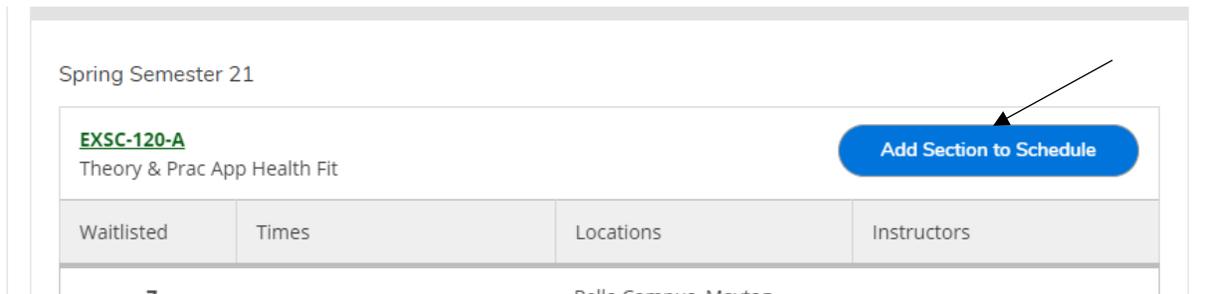


This course was attempted or already completed.

\*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.

The screenshot shows a grid of four quicklink buttons on the myCentral home page. Each button has an icon, a title, and a brief description. An arrow points to the 'Academic Planning and Registration' button.

|   |   |
|---|---|
|  <b>Academic Planning and Registration</b><br>View your graduation requirements, GPA, transfer credits, unofficial transcript, plan future semesters and register for classes. |  <b>Course Catalog</b><br>Here you can view and search the course catalog. |
|  <b>Grades</b><br>Here you can view your grades by term.   |  <b>Academic Attendance</b><br>Here you can view your attendances by term. |

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

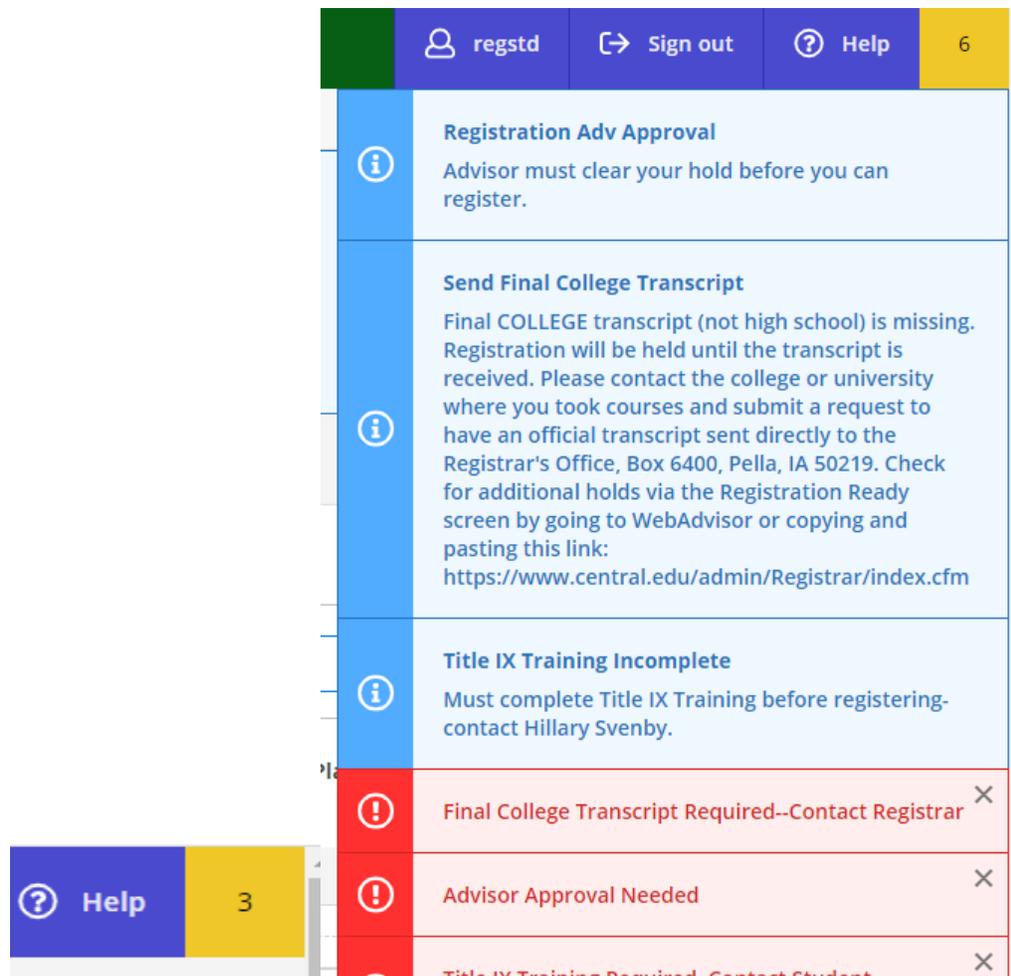
The screenshot shows the 'Plan your Degree and Schedule your courses' page. At the top, there is a search bar for courses. Below it are navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing 'Spring Semester 21' with navigation arrows and minus/plus buttons. A 'Remove Planned Courses' button is visible. A blue information banner states: 'Your registration period for Spring Semester 21 begins on 3/19/2021 at 7:50 AM' with a 'Refresh' button. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it displays 'Planned: 13 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. An arrow points to the 'Remove Planned Courses' button.

## Hold/ 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:<br><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 user profile icon labeled 'regstd', a 'Sign out' button, a 'Help' button, and a yellow notification badge with the number '6'. The dropdown menu contains the following items:

- 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: <https://www.central.edu/admin/Registrar/index.cfm>
- Title IX Training Incomplete**: Must complete Title IX Training before registering- contact Hillary Svenby.

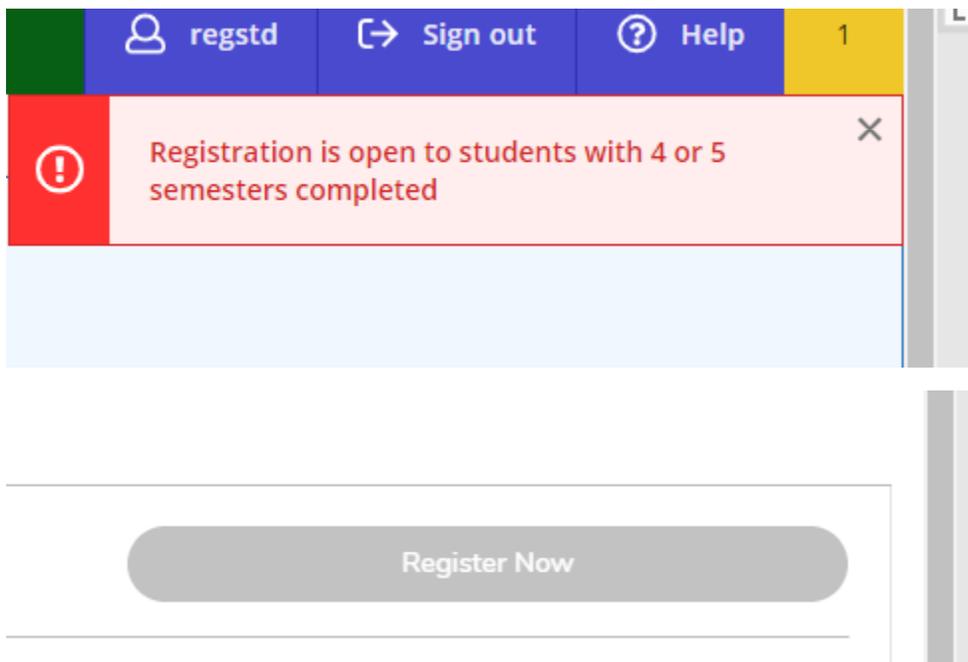
Below the informational notifications are three red error notifications, each with a close button (X):

- Final College Transcript Required--Contact Registrar**
- Advisor Approval Needed**
- Title IX Training Required, Contact Student**

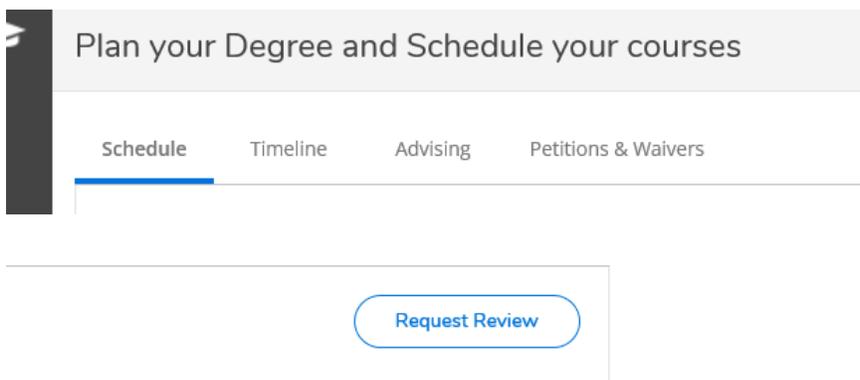
A second notification badge with the number '3' is visible at the bottom left of the screen.

\*\* 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.

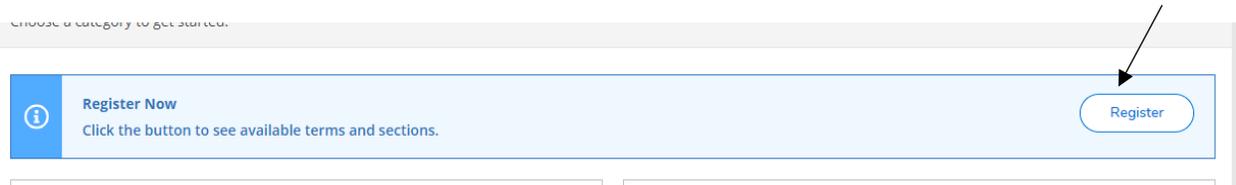


5. You can notify your advisor that you've planned classes by going to the Advising Tab on your Register and Plan page and clicking on the Request Review in the right-hand corner.

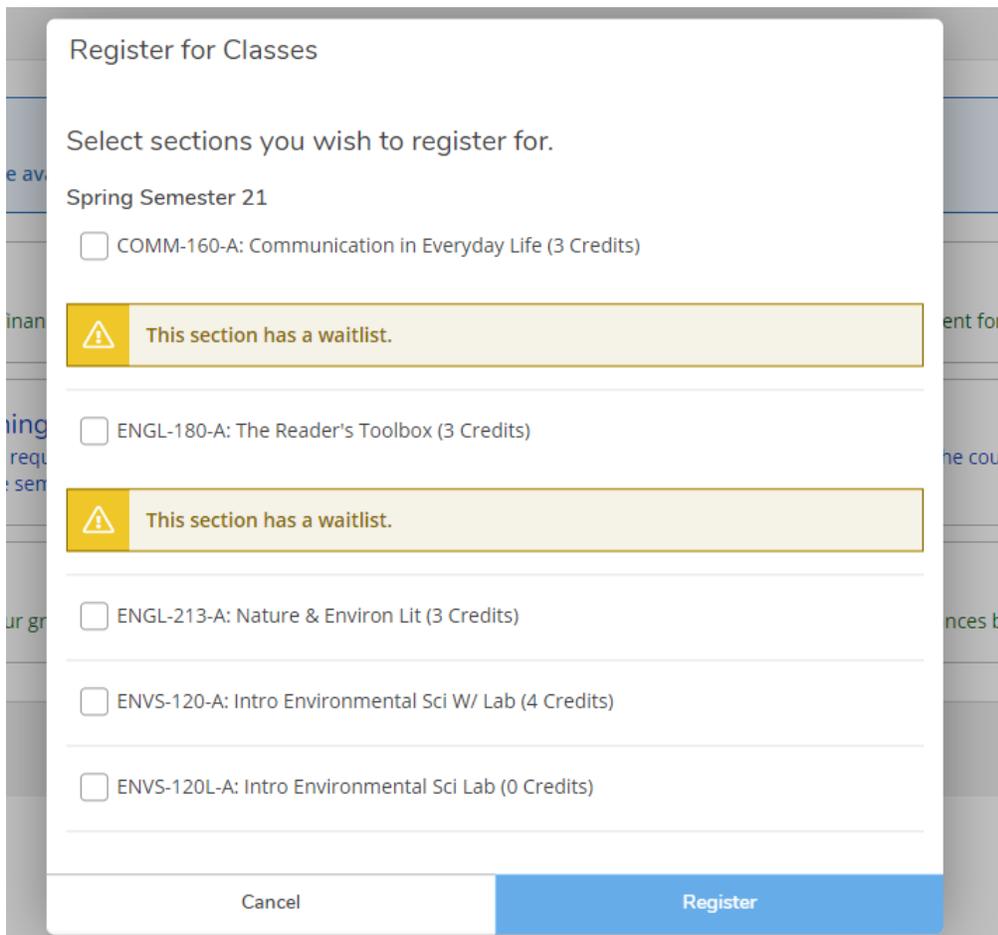


## Register Open/ Register Now

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 is "Register for Classes". Below the title, it says "Select sections you wish to register for." and "Spring Semester 21". There are five class entries, each with a checkbox and a warning message:

- 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)
- ENVS-120L-A: Intro Environmental Sci Lab (0 Credits)

At the bottom, there 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 Search for 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

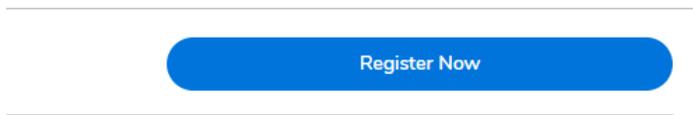
Meeting Information

**Drop**

View other sections

|      | Sun | Mon               | Tue | Wed               | Thu                | Fri               | Sat |
|------|-----|-------------------|-----|-------------------|--------------------|-------------------|-----|
| 4am  |     |                   |     |                   |                    |                   |     |
| 5am  |     |                   |     |                   |                    |                   |     |
| 6am  |     |                   |     |                   |                    |                   |     |
| 7am  |     |                   |     |                   |                    |                   |     |
| 8am  |     |                   |     |                   | <b>ENVS-120L-A</b> |                   |     |
| 9am  |     | <b>ENGL-213-A</b> |     | <b>ENGL-213-A</b> |                    | <b>ENGL-213-A</b> |     |
| 10am |     | <b>COMM-160-A</b> |     | <b>COMM-160-A</b> |                    | <b>COMM-160-A</b> |     |
| 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.



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

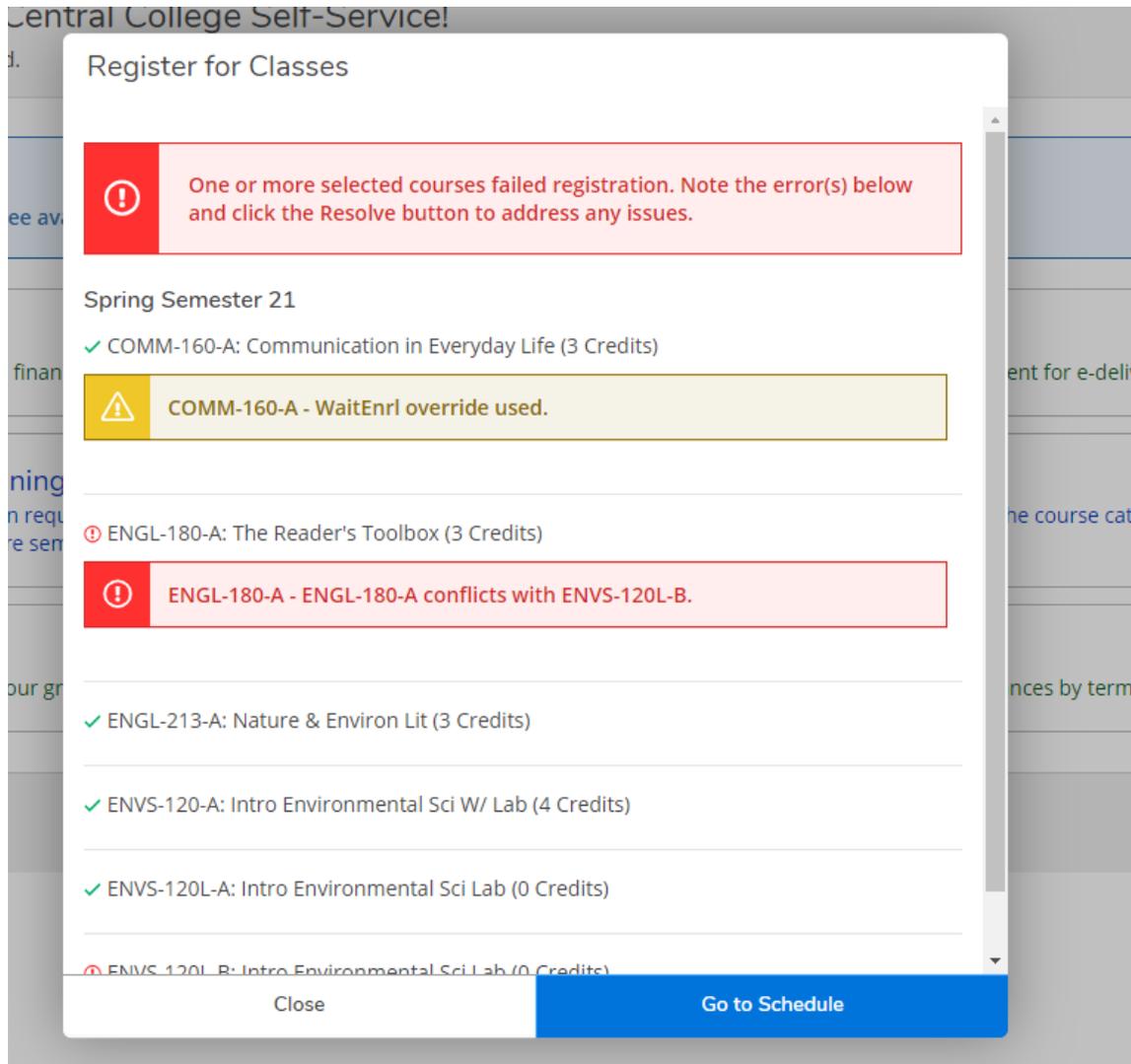
 **Conflicting section with ENVS-120L-A**

**Register**

View other sections



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.



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

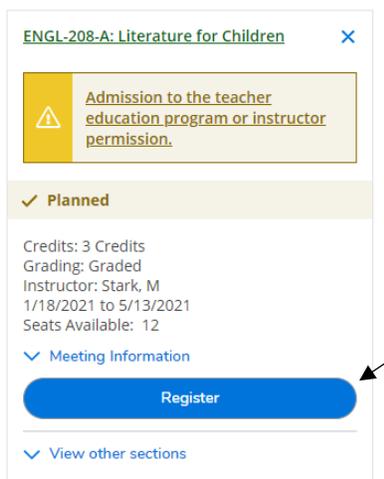
View other sections

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

|      | 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 |            |             |            |     |
| 2pm  |     |            |              |            | ENVS-120L-B | ENGL-180-B |     |
| 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.



ENGL-208-A: Literature for Children

Admission to the teacher education program or instructor permission.

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Stark, M  
1/18/2021 to 5/13/2021  
Seats Available: 12

Meeting Information

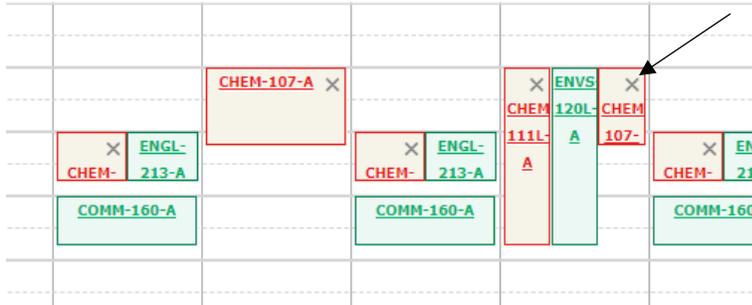
Register

View other sections

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.)

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.

regstd Sign out Help 1

**Warning** COSC-390-A - The following required prerequisite for course COSC-390 is not started. MATH-131 and COSC-130

[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](#) ✕

 Conflicting section with COSC-390-A

✓ **Planned**

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

∨ Meeting Information

[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.)

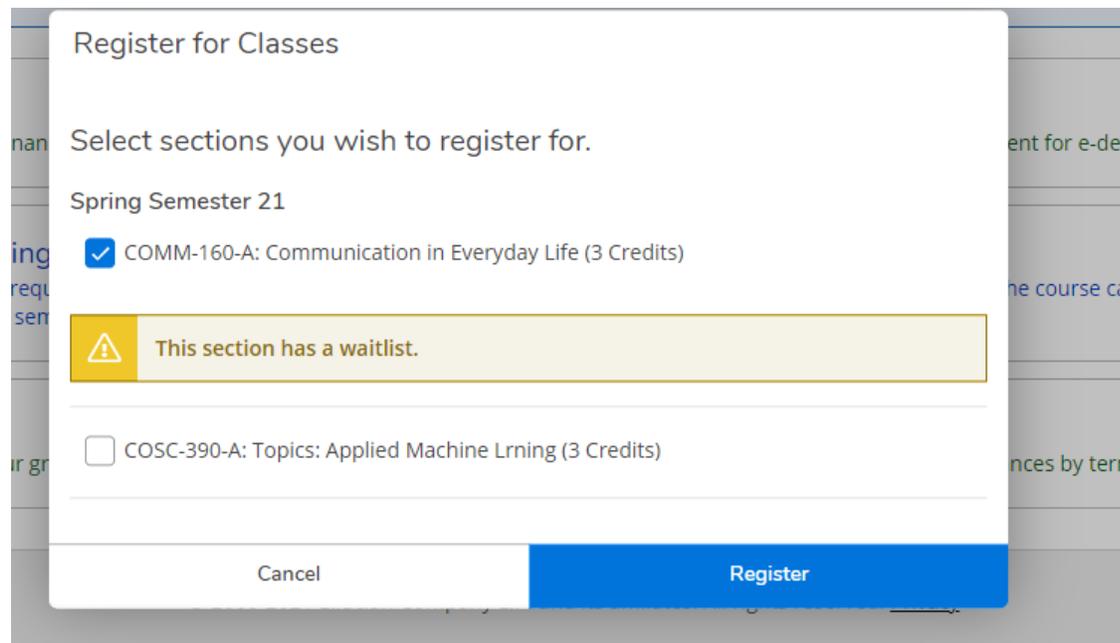
Spring Semester 21

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

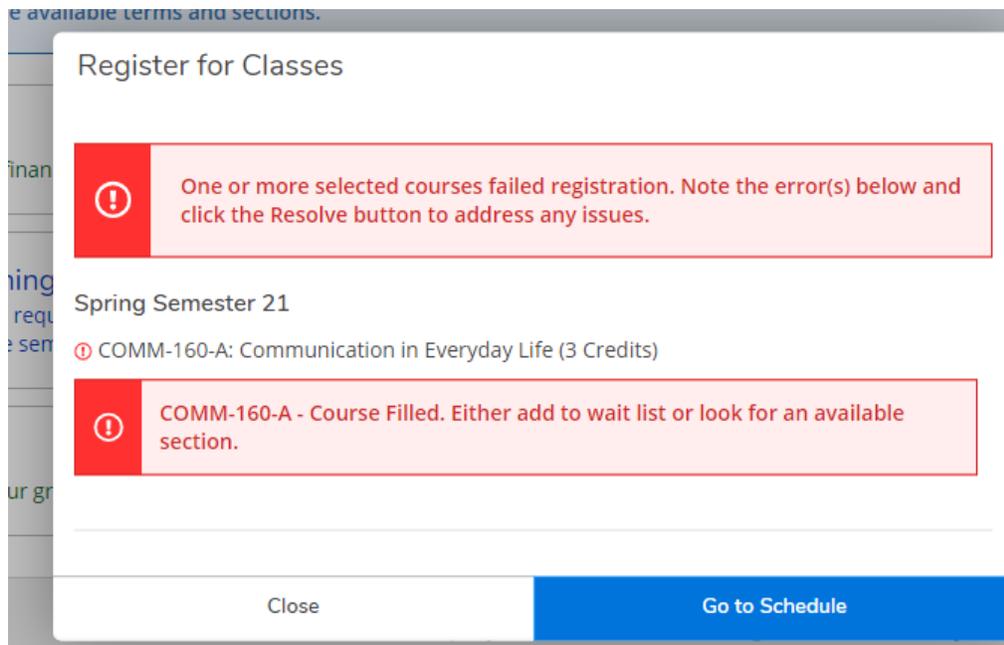


## Adding to the Waitlist:

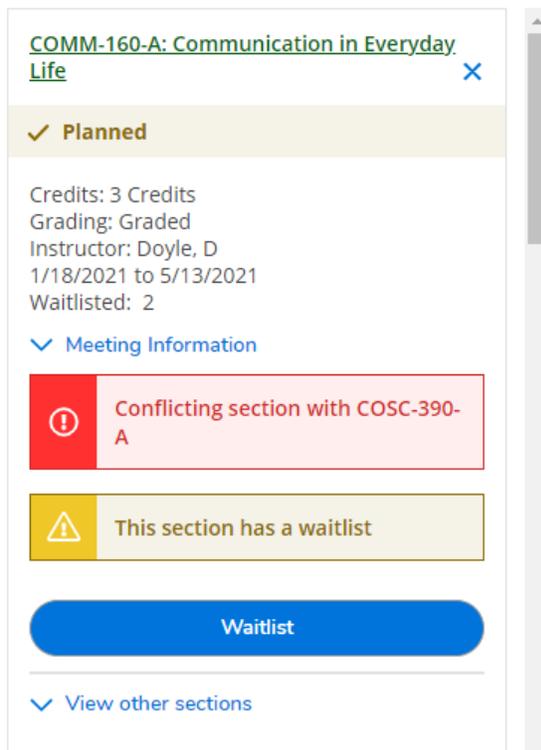
1. Sections with a waitlist will have a yellow waitlist alert, but you can still try to register for the course.



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.



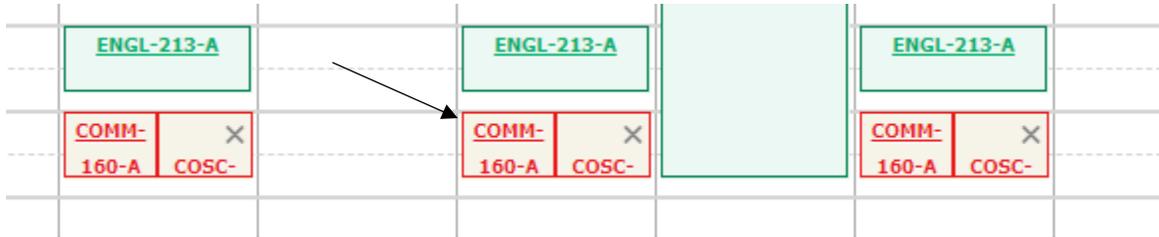
3. Click the blue Waitlist button to add yourself to the waitlist.



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

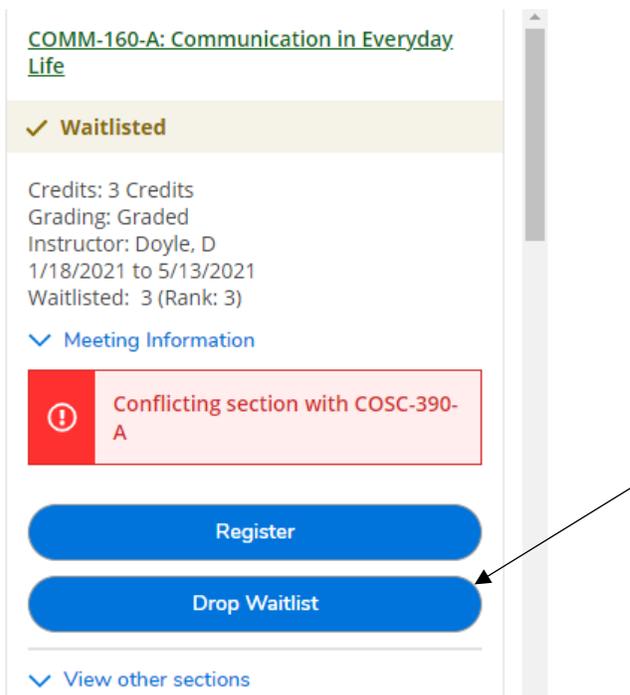


And is still on the schedule in red, but with no X to drop the course.



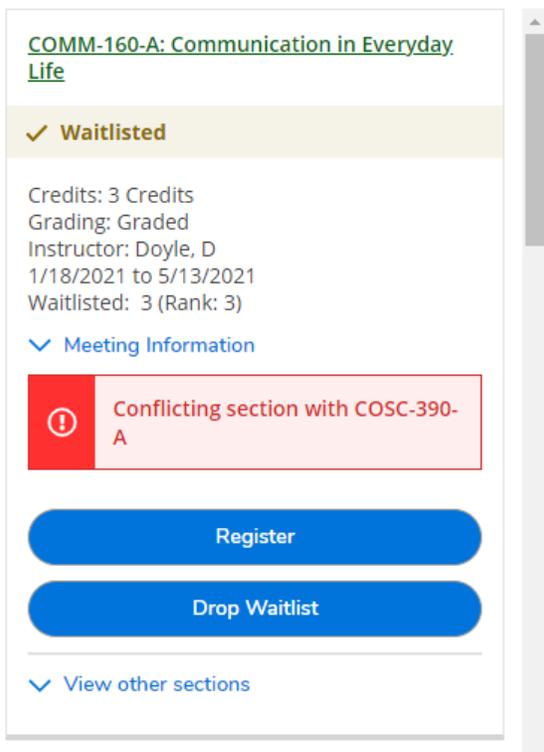
Dropping from the Waitlist:

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.



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

✓ **Waitlisted**

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

∨ Meeting Information

ⓘ Conflicting section with COSC-390-A

Register

Drop Waitlist

∨ 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

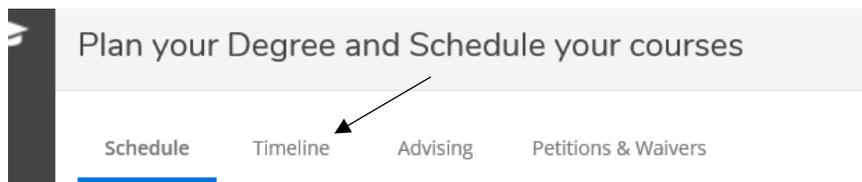
∨ [View other sections](#)

## Building Out a 4-Year Course Plan:

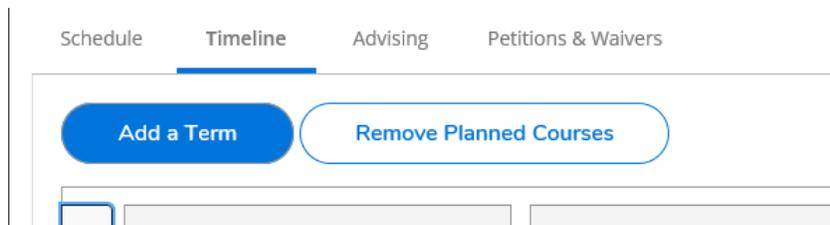
Students can plan out semesters in advance and can create a sample 4-year timeline of courses.

*\*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.

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.

| Fall Semester 22   | Spring Semester 23   | Fall Semester 23  | Spring Semest |
|--|--|---|---------------|
| <ul style="list-style-type: none"><li>PSYC-335: Fund of Statistics<br/>Credits: 4 Credits</li><li>PSYC-348: Experimental Psychology<br/>Credits: 4 Credits</li><li>PSYC-385: Principles of Counseling<br/>Credits: 3 Credits</li></ul> | <ul style="list-style-type: none"><li>LAS-410: Constr/Pursu Happi: Sci &amp; Art<br/>Credits: 3 Credits</li><li>LAS-410: Disney-Fication of Id,Rep,Dev<br/>Credits: 4 Credits</li><li>PSYC-278: Forensic Neuroscience<br/>Credits: 3 Credits</li></ul> | <ul style="list-style-type: none"><li>PSYC-427: Memory<br/>Credits: 4 Credits</li><li>STDY-TBD: Off Campus Study TBD<br/>Credits: 6 Credits</li></ul> |               |

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