Guide to Student Self-Service & Student Planning

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Accessing Student Self-Service

Using Chrome to access WebAdvisor, select Student Self-Service & Registration under the Registration section:

This will take you to the new Student Self-Service homepage. From here, you can...
- view registration requirements & holds/restrictions
- access Student Planning
- view grades & unofficial transcript,
- request enrollment verifications & official transcripts
- view your financial statements & make online payments
Registration To-Do List

- Prior to each new registration period for a term, students must complete a series of state or institutional mandated acknowledgements.

- You will first see a notice to do these items on the Student Self-Service homepage:

  ![Registration To-Do List - Items Due!](image1)

- In addition, a notice to complete these requirements will also appear when you access the Plan & Schedule section for a new registration period.

  ![Registration To-Do List Items!](image2)

- Simply follow the link on the Registration To-Do List to complete these acknowledgements.
**Holds & Restrictions**

If you have a hold preventing you from registering, a notification will appear when you first access the Self-Service homepage.

The list of holds and restrictions is viewable in the Registration To-Do List.

### Holds and Restrictions

The below items include active holds and restrictions which will prevent you from registering for classes. Click on the link below to view your active view these items.

<table>
<thead>
<tr>
<th>Restriction</th>
<th>Description</th>
<th>Severity</th>
<th>Start Date</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRAD</td>
<td>Academic Advising hold</td>
<td>900</td>
<td>02/11/2016</td>
<td>You must see an academic advisor before you will be able to register. Please contact your academic advisor by visiting <a href="http://www.twu.edu/aad">www.twu.edu/aad</a>.</td>
</tr>
<tr>
<td>SO</td>
<td>STUDENT ORIENTATION</td>
<td>70</td>
<td>07/16/2015</td>
<td>Please contact the Student Office regarding this hold, 940-898-3626.</td>
</tr>
<tr>
<td>SR3</td>
<td>Application Fee Needed</td>
<td>80</td>
<td>07/12/2015</td>
<td>Application Fee Needed. Please contact the Office of Admissions Processing at 940-898-3070 or <a href="mailto:oap@twu.edu">oap@twu.edu</a>.</td>
</tr>
<tr>
<td>SR7</td>
<td>Transcript(s) Needed</td>
<td>80</td>
<td>07/12/2015</td>
<td>Transcript(s) Needed. Please contact the Office of Admissions Processing at 940-898-3070 or <a href="mailto:oap@twu.edu">oap@twu.edu</a>.</td>
</tr>
</tbody>
</table>
Student Planning & Registration Overview

Select the Student Planning tab from the Self-Service homepage to view your degree progress, plan and map your schedule, select courses and sections, and register for courses.

From the Student Planning homepage, there are multiple options to get started.

- To look at your degree progress by viewing your degree plan evaluation, go to the View Your Progress section.
- To search for courses, plan your semesters and register for courses, go to the Plan your Degree & Register for Classes section.
**View Your Progress**

*My Progress* will display the degree plan evaluation for your current, official major on file. If you have multiple majors, it will display the requirements for one major at a time. You can use the arrows to toggle between your active majors.

The *Progress* bar provides a quick glance at the completed (dark green), registered (light green), and planned (yellow) hours that are applicable to your specific degree plan.

The *Requirements* section shows the specific degree plan requirements by the various sections of Core, Global Perspectives, Major, Department (if required), Minor (if exists), and minimum advanced level hours.

Completed requirements display in green and show a check mark with the fulfilled number of completed hours.

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**2012 Core Requirements**

Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. ✓ 12 of 12 Completed. Show Details
Requirements that have not been completed but that are planned out will be coded in red, have a yellow checkmark, and will state “Fully Planned,” which means that you have registered for the remaining courses or placed all of the remaining courses for that section in your planned term calendars in the Plan & Schedule section of Student Planning.

Click on the Show Details link to expand the section and view the specific courses needed to fulfill that requirement.
You can click on any hyperlinked course listed in your degree plan to go to the Catalog in Plan & Register for the course description and offerings.

You can also use the Search button to the right of the course to access the course description and offerings in Plan & Register.
Understanding the Core Requirements Section (*Undergraduate Only*)

In Texas, an undergraduate student can complete the Core Requirements in multiple ways:
- Complete the institutional core courses or transfer in direct equivalents from another school
- Transfer in a course with the Core section code (10, 20, 30, etc.) from another Texas school
- Transfer in with a status of ‘Core Complete’ from another Texas school

The degree plan/audit in *My Progress* has been designed to accommodate the completion of a Core requirement by any of the above three methods. To do this, each Core section will display three different requirements, each one representing a rule for one of the three methods. Only one requirement is needed to complete that Core section.

*Do not concern yourself with each sub-requirement!* Rather, only focus on the course requirements listed in the description at the top of each section.

To search for courses in the catalog that complete a Core requirement, use the *Search* button available on the right side of the row for sub-requirement 3.
Plan your Degree & Register for Classes

You can add courses in multiple ways. If you click on a course from My Progress, it will take you to the Student Planning Course Catalog. Here you can view the course descriptions, choose to view available section offerings, and add courses and sections to your plan for the upcoming terms.

You can also go directly to your plan and schedule by selecting Plan your Degree & Register for Classes from the Student Planning homepage.

Plan & Schedule will default to the current term. Registered courses will appear in green with a checkbox.
Planning Courses by Term

To plan a future term, use the arrows in the upper right next to the term name to select a different term.

- The system only shows Fall and Spring terms by default.
- Use the [+] button to add summer terms.

You can search for courses from Plan & Schedule without going back to your degree plan in My Progress if you prefer. Simply use the Search for courses box in the upper right corner of any page in Student Planning.

You can select the Add Course to Plan option from the upper right side of the course box to add the plan to a future term for planning purposes even without a specific section.
Courses added to the plan for a specific term, but without a section, will appear on the left side in the term.

- You can view the offered sections, if the schedule is available at that time, by selecting View other sections.
- If the course is not offered that term, it will show No sections available.
- You can remove the planned course from the term by clicking the X under the course name.

If a planned course has a prerequisite or a co-requisite, a message will appear in yellow notifying you of the specific requirements.
Adding Course Sections to Planned Term Schedules

To view the section offerings in the current or upcoming terms, if available, click on View Available Sections for the selected course in the Student Planning Course Catalog.

**Note the term name in the upper left corner to ensure you are viewing the right term**

Select Add Section to Schedule from the upper right corner when you want to put a particular section in your term schedule.

Before the course section is added to the planned term schedule, the Section Details will appear showing day, time, location, course description, requisites, and a link to the bookstore.
After reviewing the details, to add it to your planned schedule click Add Section in bottom right corner.

<table>
<thead>
<tr>
<th>Instructors</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Information</td>
<td><strong>TU 9:30 AM 10:50 AM</strong>&lt;br&gt;8/28/2017 - 12/15/2017&lt;br&gt;DENTON, PIONEER HALL 203 (Lecture)</td>
</tr>
<tr>
<td>Dates</td>
<td>8/28/2017 - 12/15/2017</td>
</tr>
<tr>
<td>Seats Available</td>
<td>55 of 55 Total</td>
</tr>
<tr>
<td>Credits</td>
<td>3</td>
</tr>
<tr>
<td>Grading</td>
<td>Graded</td>
</tr>
<tr>
<td>Requisites</td>
<td><strong>⚠️</strong> PSY 1013 and PSY 2513 with a grade of C or higher, must have completed 85 semester credit hours, and psychology majors only or permission of departmental advisor. - Must be completed prior to taking this course.</td>
</tr>
<tr>
<td>Course Description</td>
<td>Examination of psychosocial factors in health and illness with emphasis on relevant research and health care delivery from a psychological perspective. Prerequisites: PSY 1013 and PSY 2513 with a grade of C or higher, must have completed 85 semester credit hours, and psychology majors only or permission of departmental advisor. Three lecture hours a week. Credit: Three hours.</td>
</tr>
<tr>
<td>Books</td>
<td>Bookstore Information</td>
</tr>
</tbody>
</table>
Adding Restricted Course Sections

If an academic department has restricted a course section, you will need the approval code from the department in order to add the restricted section to your planned term schedule.

A restricted section will be noted as such in the list of available sections:

Select Add Section to Schedule from the upper right corner to bring up the Section Details.

In the Section Details, it will once again show that the section is restricted and a Registration Code is required to add it to your schedule.

To add the section to your Plan & Schedule, scroll to the bottom of the Section Details and enter the code provided by the academic department in the Section Registration box:
When the correct registration code is entered, the Add Section button will become available and you will receive a message that you can now add the section to your schedule.
Registering for Courses

Once courses sections have been added to your planned schedule, they will appear in yellow and labeled Planned but not registered.

Important:
- Courses can be planned to a term at any time.
- Sections can be planned once the term’s schedule is open.
- Planned sections can be registered during the Early Registration period for a term. See the Academic Calendar at [http://twu.edu/registrar/academic-calendars/](http://twu.edu/registrar/academic-calendars/) for registration dates.
To register for a single planned course, click on the Register button in that specific course box.

To register for all planned courses for a single term at once, click on the Register Now button in the upper right corner.

If registering for multiple semesters, you will need to use the arrows to toggle between terms and click Register Now for EACH TERM.
Once a course is registered, it will change from yellow to green and will have a new status of registered.

You can drop a course using the Drop button on the class box under the following two conditions:

1. It is during an open registration period for that term.
2. It is not your last remaining course for that term; otherwise, you will have to withdraw from the term.
Online courses, independent studies, and other courses without physical meeting days and times appear at the bottom of the calendar under Sections with No Meeting Time.
**Waitlist Courses**

Courses that have reached their maximum allowed enrollment may be eligible to be waitlisted. Not all courses are waitlist eligible and it is the academic department’s decision on whether or not a course will have the waitlist option.

If a course is full and is currently in a waitlist status, it will indicate “Waitlisted” on the course section in Student Planning Course Catalog.

To add your name to the waitlist, first click Add Section to Schedule in the upper right corner of the section box.

A new box will open with detailed information for that particular section.

Click Add Section in the bottom right corner to add the course to your plan.
The waitlisted course will be added to your plan as a planned course. To officially be added to the waitlist, click on the Waitlist button in the course box.

Once added, the status will be officially waitlisted and a Drop Waitlist button will now appear on the waitlisted course. Use the Drop Waitlist button to remove yourself from that section’s waitlist.

Planned courses that are waitlisted will appear yellow with a red border in your planned term’s calendar.
If a seat opens on a waitlisted course and you are the next eligible person on the waitlist, you will receive an email sent to your TWU email address. You will have 24 hours to go into Student Planning and register for the now-available waitlisted course.

When a waitlisted course becomes open and you are eligible to register for it, the Drop Waitlist button will change to says Register.

Click on the Register button to enroll into the previously waitlisted course.

The previously waitlisted course will now show as registered.
Viewing Terms & Courses in Timeline

You can view your planned, registered, and completed courses in the Timeline tab in the Plan Degree and Schedule your courses section of Student Planning.

- Completed courses in a term will include the grade
- Registered and in-progress courses will have a checkmark
- Courses that are planned but not registered will appear in a dark box without the checkmark

You can also add a term in the Timeline if it is not appearing (i.e. a future summer term) by clicking the Add a Term button in the upper right corner of the Timeline.
Advising

The Advising tab provides you the opportunity to email your advisor, leave a shared note for your advisor and you to view in Student Planning, and to request a review of your planned courses by your advisor.

To email your advisor, click on their name and link under My Advisors.

You can also right click on the link to copy the email address and paste it in your email.

Use the Compose a Note feature to leave a note to your advisor(s) that will be visible for you and the advisors in the View Note History. Notes from your advisor to you will also be here.
Use the Request Review button in the upper right corner to submit a request to your advisor to review your degree plan and planned courses for a term.