

Registering with Student Planning

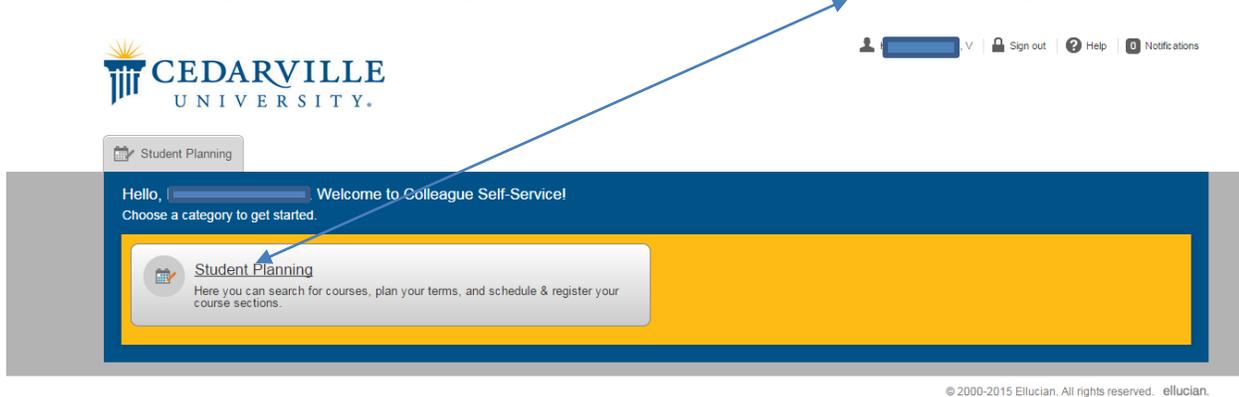
When the semester course schedule for the upcoming term is activated to the Cedarville University website a couple of weeks before registration opens, you can use Student Planning to select course sections for courses that are listed on your timeline for the upcoming term(s).

To access the Student Planning system, go to the Cedarville University homepage and login to CedarInfo (cedarville.edu/cedarinfo) using your CedarNet username and password.

At the Student Transactions menu, click on "Student Planning" to get to the following screen; Sign in again using your CedarInfo username (lowercase) and password (case sensitive).



When you have logged in, the following screen will appear. Click on "Student Planning."



When the system has finished loading your current plan, you should see the following screen:

The screenshot shows the 'Student Planning' interface. At the top, there are navigation tabs: Home, My Progress, Plan & Schedule, Course Catalog, Test Summary, and Unofficial Transcript. Below the navigation is a 'Steps to Getting Started' section with two numbered steps:

- 1 View Your Progress**: Start by going to My Progress to see your academic progress in your degree and search for courses. [Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**: Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. [Go to Plan & Schedule](#)

Below the steps, there is a summary section for 'BSME Mechanical Engineering' with a 'Cumulative GPA' of 3.831 (2,000 required) and a progress bar. The main section is the 'Spring Semester 2015 Schedule' grid:

	Mon	Tue	Wed	Thu	Fri
7am					
8am	EGEE-2050-02		EGEE-2050-02		EGEE-2050-02
9am	EGME-2630-02		EGME-2630-02		EGME-2630-02
10am					
11am	MATH-2710-01	BEGE-2730-03	MATH-2710-01	BEGE-2730-03	MATH-2710-01
12pm					
1pm	EGME-2050-01	EGME-2050-01	EGME-2050-01	EGME-2050-01	

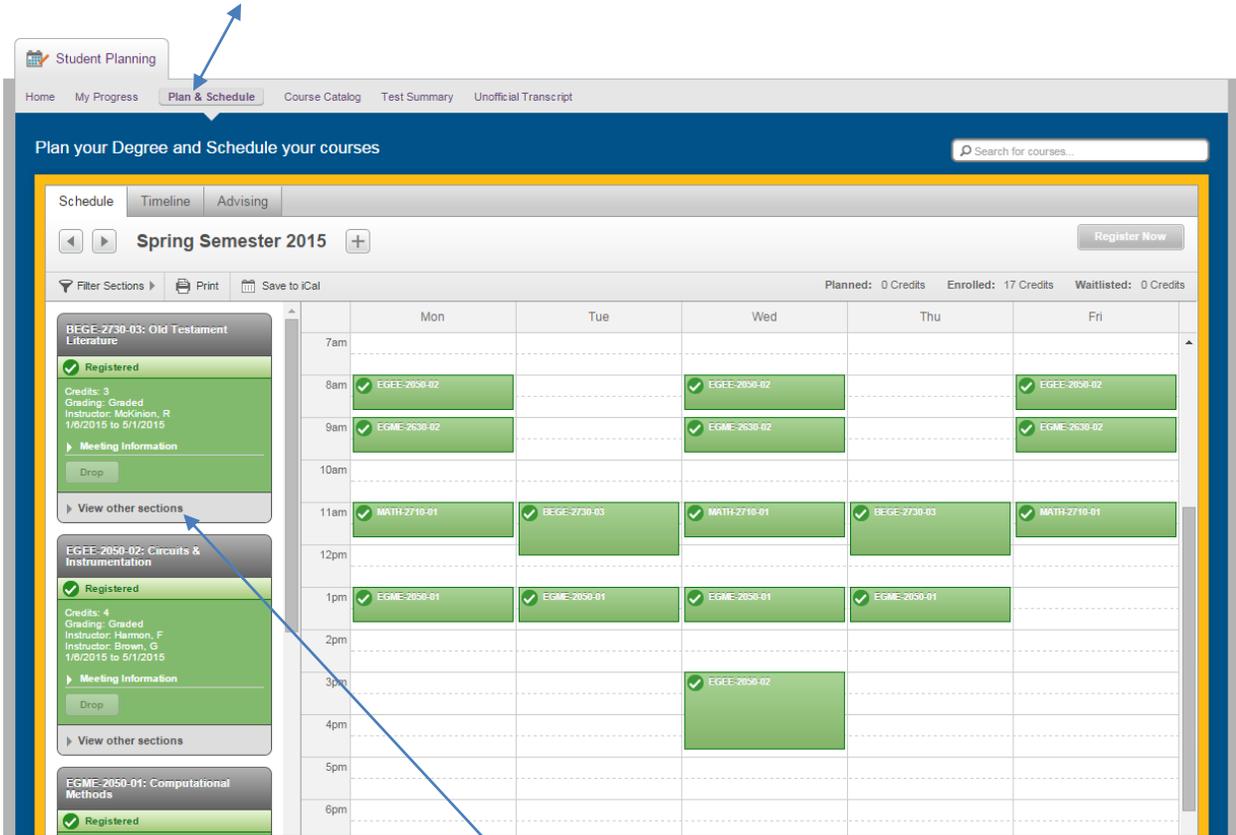
As referenced in the introductory video, click on **“Go to My Progress”** to view your progress toward completing your degree program, or use the **“Go to Plan & Schedule”** link to access your timeline and course plan.

Click on the **Go to Plan & Schedule** link to access the courses that you have planned in your **timeline**; scroll to the upcoming term using the navigation arrows, as needed.

The screenshot shows the 'Plan your Degree and Schedule your courses' section. At the top, there are navigation tabs: Home, My Progress, Plan & Schedule, Course Catalog, Test Summary, and Unofficial Transcript. Below the navigation is a 'Plan your Degree and Schedule your courses' section with a search bar. The main section is the 'Timeline' view, which shows a list of courses for each term:

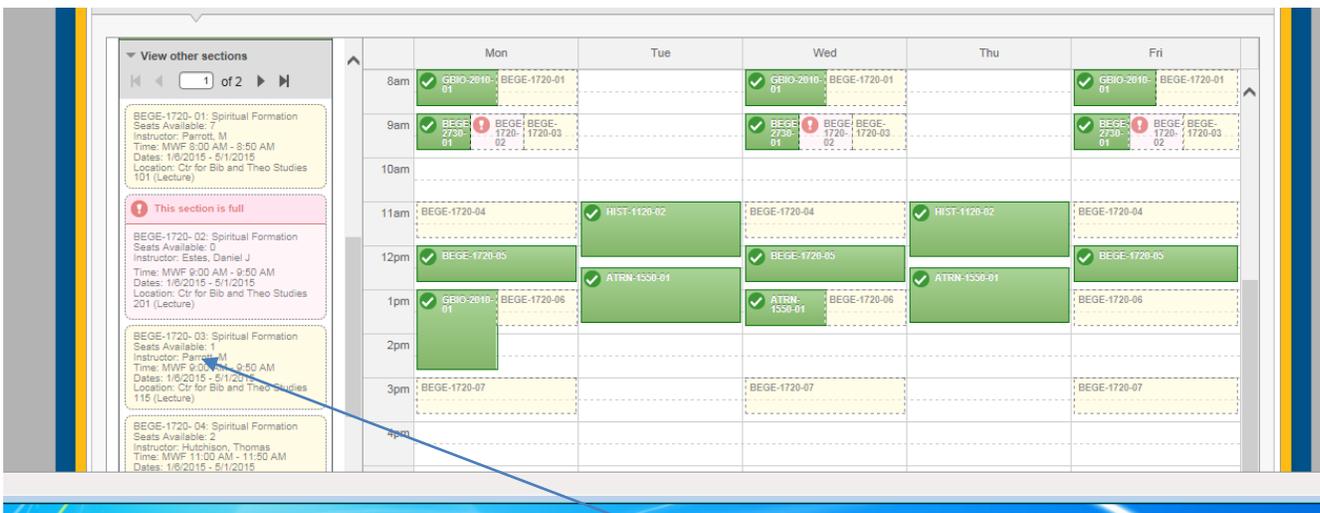
- Spring Semester 2015**: GPA: 0.00, 17 Enrolled Credits. Courses: BEGE-2730-03: Old Testament Literature (Credits: 3), EGEE-2050-02: Circuits & Instrumentation (Credits: 4), EGME-2050-01: Computational Methods (Credits: 4), EGME-2630-02: Dynamics (Credits: 3), MATH-2710-01: Calculus III (Credits: 3).
- Summer Session 2015**: 6 Planned Credits. Courses: BEGE-2740-02: New Testament Literature (Credits: 3), GSS-1100-03: Politics & American Culture (Credits: 3).
- Fall Semester 2015**: 14 Planned Credits. Courses: EGME-2410-02: Prop Engineering Material (Credits: 4), EGME-3010-02: Mechanical Engr Lab I (Credits: 2), EGME-3110-01: Thermodynamics (Credits: 5), EGME-3210-01: Fluid Mechanics (Credits: 3).
- Spring Semester 2016**: + Add a Term button.

Go to the "Plan & Schedule" tab



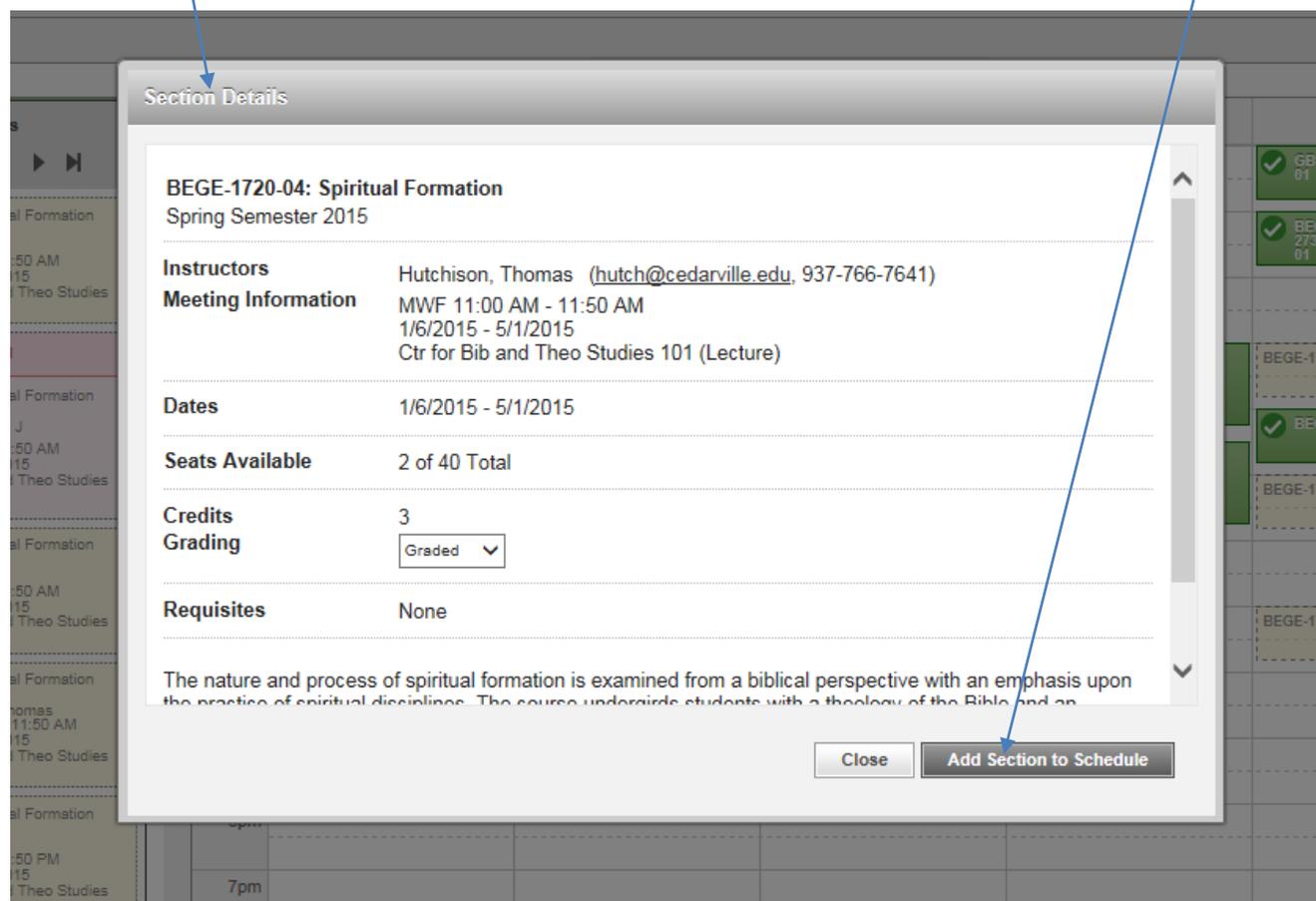
Select a course from the list and click on "View...sections." This will enable you to see a list of all sections of that class being offered for that term, along with their respective times and instructor names. It will also indicate when a section is filled or has a waitlist.

As you view the list, the program also indicates where each section would appear on your calendar. This enables you to easily see where course conflicts occur.



When you have decided on the section that you want, click on that section in your list.

The “**Course Details**” screen will now appear. To add this course section to your timeline, click on “**Add Section to Schedule**” button at the bottom of the screen.



Repeat this process for the remaining courses listed on your timeline to build the schedule that you desire for the term.

As you continue to select the sections for which you desire to register, pay particular notice to any courses that overlap on your calendar.

The Student Planning program will allow you to place conflicting courses on your timeline. However, when you attempt to process your registration, it will not allow you to activate a schedule which includes a course conflict.

Even though you have now selected the list of course sections that you wish to take in the upcoming term, you are not yet registered for those sections. The additional steps for activating your registration are provided in the following section.

Activating Your Registration from Student Planning

Approximately 1-2 weeks prior to the beginning of the early registration period for the upcoming term, the office of the registrar will send an e-mail to notify faculty and students when registration preparations have been completed.

Upon receipt of this e-mail, you may login to CedarInfo and click on “Class registration date and time,” located on the Student (Academic) Transactions menu. This provides the time that you will be able to activate your registration for the designated terms.

The screenshot shows the Cedarville University website interface. At the top left, there is a "Home" link. Below it is a dark blue header with "Cedarville University" in white. The main heading is "Registration Date and Time". Below this, there are two lines of text: "You may start online registration for 2015SU on 03/16/2015 at 12:48PM." and "You may start online registration for 2015FA on 03/16/2015 at 12:48PM." Below these are several paragraphs of text, including "An online registration code for each term can be obtained from your advisor(s) listed below. This code is needed before you can register for any class." and "Please contact [The Office of the Registrar](#) if you have any questions regarding the above registration information." Blue arrows point from the text above to the "Home" link, the "Registration Date and Time" heading, and the two registration start dates.

This screen also indicates any restrictions (or holds), such as a past due financial obligation, which will prevent you from activating your registration.

Note: You must reconcile all restrictions and you must complete the *Financial Agreement process before you will be permitted to register.*

You do not need a registration code to register in Student Planning. However, your advisor does have to complete a process to approve you to register.

After your advisor has approved you to register, and your assigned registration day and time has arrived, you will follow the steps to login to the Student Planning program, as provided previously. Note that you may complete this process at a desktop computer or from a mobile device.

When you have arrived to the **Plan & Schedule** tab, find and click the **“Register Now”** button in the upper, right section of the screen.

Your registration for all requested sections that are open and have no waitlist will be activated as of that time.

View the status of each requested section to ensure that it is now marked **“Registered.”**

If any sections that you requested were filled or conflicted with another section when you attempted to register, you will need to repeat the steps provided previously to view and select alternative sections or courses.

When your registration is active, all of the courses for which you have registered will now appear as **“planned”** (yellow font) on your progress tab.

Status	Course	Grade	Term	Credits	Hide
Completed	BEGE-1720	Spiritual Formation	A	2014SP	3
In-Progress	BEGE-2730	Old Testament Literature		2015SP	3
Planned	BEGE-2740	New Testament Literature		2015SU	3
Not Started	BEGE-3755	Theology I			
Not Started	BEGE-3765	Theology II			

Congratulations! You have successfully registered for next semester using Student Planning!