

MILLSAPS

COLLEGE

OFFICE OF RECORDS

This document shows how to plan and register for classes on Student Planning located in MajorPortal. The instructions are mainly written for students, however there are some notes in purple below for advisors. Print this document for your records and read the step-by-step instructions as you watch the accompanied video on YouTube. The YouTube Video for students can be found here: <https://www.youtube.com/watch?v=5YMccQEGAHk>. The YouTube Video for advisors can be found here: <https://www.youtube.com/watch?v=mTu6DleHCvA>.

STEP 1: PLAN/PRE-REGISTER FOR CLASSES

1. Login to MajorPortal.
2. Click Student Planning.
3. From the View Your Progress box, click "Go to My Progress."
4. Your program evaluation will now display. Your program evaluation (sometimes called degree audit) is very important in Student Planning and it drives your planning and registration process in the system. Classes in red mean you have not completed them. Classes in green mean you have. Classes in yellow means you have registered or plan to register for the class.
5. As you scroll down your program evaluation, the evaluation collapses as you have finished different requirements. For example, because you already completed Ventures and Connections, it no longer shows unless you click "show details."
6. Red means the requirement needs to be completed. Scroll to where you find red. Click "search" next to the classes in red.
7. A new screen will now display. Classes that have a gray bar mean that there is a class being offered during the coming term. To just see these classes, click "Fall 2016" in the term filter. FYI--- the term course offering is loaded a couple weeks prior to the registration period.
8. Here is where you can review sections and click "add section to schedule" however the recommendation is that you instead click "add course to plan." The reason "add course to plan" is more beneficial is because you will get a blanket approval from your advisor for this class, regardless of the section. If you only add the section to your schedule and then the section fills up and you instead need to take the other section, you will need to get approval again from your advisor. That is inefficient. Thus, clicking "add course to plan" is better.

- (FYI: The only time you should not click “add course to plan” and that you should instead click “add section to schedule” is in the case of registering for special topics classes and registering for the correct section of FYHH Our Human Heritage.)
9. Once you click “add course to plan” select the term you want to add it to. A notification will display in the top right hand corner saying that it has been added.
 10. To add more courses, go to the Student Planning tab and click “My Progress.” As you scroll down again, you’ll see that the class you just added to your plan has been marked yellow.
 11. Find another red requirement and do the same process over again.
 12. If you want to add an elective that does not show on your program evaluation, go to the Student Planning tab and click “Course Catalog.” In the top right there is a search bar that says “search for courses.” Leave it blank and just press enter. A new screen will display that shows all courses in our college catalog regardless of term. Click “Fall 2016” so only courses offered during the term period will display. Now you can filter by what subject you are interested in taking an elective in. Let’s say one of these electives is a special topics class and you want to know what it is about: click view available sections>click the section>and then see what the class is about under “additional information.” That’s where you can read the section-specific course description.
 13. Once you’ve completed adding all the classes you think you want to register for, go to the Student Planning tab and click “Plan and Schedule.”
 14. A calendar for the current term will now display. Click over to the next term so the classes you’ve indicated that you would like to take during the registration term period will show on the left hand side.
 15. Ensure you have course options with no schedule conflicts by opening up the classes. As you hover over the sections, you’ll see how enrolling in particular sections will impact your schedule. Do not add particular sections to your schedule at this time because, again, you’ll want your advisor to give you a blanket approval for registration of the course regardless of the section. However, hovering over the sections to ensure you have options to enroll in classes that will not overlap is a good idea to do at this point.
 16. Now, click the Advising tab.
 17. Compose a note by saying “This is my planned schedule. Can you please check it, and please let me know when you would like to meet?” Save note when done.
 18. Then click “Request Review.” A green alert will show in the top right corner indicating the review has been sent.
 19. Now send an email to your advisor as well so they know that you have requested a review. This is not automated when you click “request review.” You need to send an email outside of Major Portal.

STEP TWO: GET APPROVAL FROM YOUR ADVISOR

20. Now meet with your advisor to talk about your schedule, as well as how you are doing at Millsaps and any career goals.

21. Once you've met with them, they will approve courses. The notes 21 A-K in purple italics below are for advisors only, not students. Students can skip down to Step 3 in bold below.

- *Login to MajorPortal and click "Advising"*
- *Your advisees will display when you login. Those that have requested a review will show up at the top and have a yellow hourglass. Click the student that needs the review.*
- *Click the "notes" tab and compose a note that details what you talked about during your advising meeting. Be sure to write professionally and do not give private/FERPA-protected information because the student, the student's future advisors, and the Assistant Dean for Academic Advising and Student Support can all see these notes. In addition, the notes are permanent and cannot be deleted. Once you're done click "save."*
- *Click the "course plan" tab and arrow over to the term the registration period is for. Look at the courses the student wants to take.*
- *Now click the "progress" tab to ensure the courses the student wants to take fit nicely into the student's program evaluation. This is important because you're essentially making sure they are taking the classes they need to take. The classes will appear in yellow.*
- *Now go back to the "course plan" tab. Select the courses you wish to approve and click the green "approve" button. Select the courses you wish to deny and click the red "deny" button. As a rule, ensure the student has asked you to add courses to their plan, not specific sections. The only exceptions to this are special topics classes and FYHH Our Human Heritage discussion sections because advisors should only approve particular sections, not the entire course as a whole.*
- *Once done, click "review complete."*
- *A green alert will display at the top saying the review has been completed.*
- *A blue alert will also display at the top asking if you'd like to archive the course plan. Click "archive."*
- *Now click the "plan archive tab" and you can see a PDF of what you've just approved for this student to take. These are helpful advising notes for your records.*
- *As the advisor, you're done!*

STEP THREE: OFFICIALLY REGISTER

22. Check your official registration time. Click on Student Planning>Go to Plan and Schedule>and arrow over to the right term period. Registration times are assigned by classification: graduate students and seniors register first, then juniors, then sophomores, and then freshman; students will not be asked to register during a time when they are in class. FYI: Your individual registration time will show until the official

registration time opens up on Monday. Once the registration period opens up, it won't display anymore. Thus, please write it down/set your alarm in advance.

23. Take note of any restrictions (also called "holds") you may have. They will show in the top right under "Notifications" in Student Planning. Holds come from many offices including the Library if you have an overdue book, the Business Office if you have a financial obligation to the college, or the Writing Program if you are not on time with your completion of the Writing Proficiency/Portfolio. If you have a hold, go talk to the applicable office.
24. When your official registration time opens up, login to Student Planning and officially register. During this step, you are essentially following through with the courses you've planned and adding specific sections to your schedule for the term period. You are not officially registered for a course until you complete this step.
25. To officially register, do this...
 - Login to MajorPortal and click "Student Planning"
 - Click "Go to Plan and Schedule"
 - On the Schedule, scroll to the term you're registering for.
 - Courses that have been approved by your advisor will show in green. Open them up to view sections. As you hover over the sections, you'll see how being in particular sections will impact your schedule.
 - Click the section you want to register for and click "Add section to schedule." FYI you might want to start with adding classes with just 1 section first and then add classes with multiple sections.
 - Once you've added all you want, they will be in dark yellow.
 - Click the large "register now" on the right hand side to register for all the classes in dark yellow at one time.
 - If there are any errors, there will be an alert in the top right corner.
 - You know you have successfully registered when the classes are in green on the schedule grid.

OPTIONAL STEP FOUR: MAKE SCHEDULE CHANGES

26. If you want to add any more courses, you can do so by following the instructions below:
 - IF IT IS ON OR BEFORE FRIDAY OF THE FIRST WEEK OF CLASS, you can add courses online in Student Planning by doing all the steps as listed above.
 - IF IT IS THE SECOND WEEK OF CLASS BUT ON OR BEFORE THE 8TH DAY OF THE TERM, you can add a class by coming into the Office of Records, picking up a "change of schedule/add/drop form", and getting handwritten signatures of your advisor and the instructor of the course. Once you have those, turn the form back into the Office of Records. This is in compliance with the "schedule changes policy" in the college catalog.
27. If you want to drop a course, you can do so by following the instructions below:

- IF IT IS ON OR BEFORE THE 8TH DAY OF THE TERM, you can drop courses online in Student Planning by going to your schedule and clicking drop next to the applicable course. A popup will ask if you're sure you would like to drop.
- IF IT IS AFTER THE 8TH DAY OF THE TERM, you will need to withdraw from your class and you will get a grade of W on your transcript. Withdrawing from classes is a paper process via the "change of schedule/add/drop form" in the Office of Records. You will need to get both the instructor and advisor signature on the form. This is in compliance with the "schedule changes policy" in the college catalog as well as the deadlines on the academic calendar.

When you are thinking about dropping a course, please keep in mind that if you drop to below 12 credit hours, you will no longer be considered a full time student which may affect your federal and Millsaps financial aid awards. For Mississippi residents only, if you drop below 15 credit hours, you will lose eligibility for state financial aid.

OPTIONAL STEP FIVE: PLAN YOUR FUTURE TERMS

28. To understand what your 4-year plan will look like, the Office of Records and Academic Advisors recommend you plan your schedules for all 8 terms in which you will be at Millsaps. To do this, follow steps 1-12 above and when you are adding courses to your plan, be sure to choose the term you want to add them to.
29. Once you've done this, click "Plan and Schedule" and then click "Timeline." You will easily be able to look at your 4-year plan term by term.