**Purpose:** The purpose of this guide is to assist Students with the Self-Service Student planning and registering for a class.

# Contents

- <u>Accessing Self-Service</u>
- Planning a Class
- <u>Registering for a Class</u>
- Loading a Sample Course Plan

# **Accessing Self-Service**

Step 1 Log into MyGSU at https://mygsu.govst.edu/

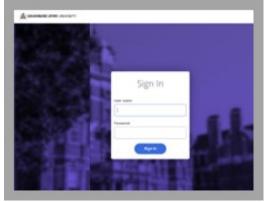
#### Step 2

Once logged into MyGSU, Go to **Online Services**  $\rightarrow$  **Students**  $\rightarrow$  **Registration** Click **New Self Service Registration**.

Online Services	•
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Registration	
New Self-Service Registration	

## Step 3

Sign in with your **GSU username** and **password**.

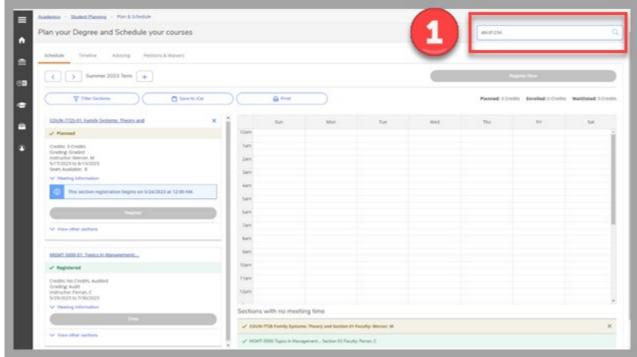


## **Planning a Class**

Once logged in, you will be on the **Plan your Degree and Schedule your courses** page. This page acts as both a planner and class schedule. Planned courses will appear in yellow. Registered courses will appear in green.

#### Step 1

In Search Field found in the upper right corner, search the course you're interested in registering for.



# Step 2

Once you search a course, the general course listing will appear.

## Step 3

Click **View Available Sections** to see section offerings by semester.

#### Step 4

Once you find a section you want to add to your plan or register for, select Add Section to Schedule.

# Self-Service Student Planning Office of the Registrar Tutorial

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# Step 5

Section Details will appear. Review all section thouroughly, then click **Add Section**.

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# **Registering for a Class**

Now that the course is <u>planned</u>.

Step 1

To complete registration, go back to your **Plan and Schedule** page.

#### Step 2

(1)Select the grad cap on the menu to the left

- (2) Select Student Planning
- (3) Select Plan and Schedule

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	Instructors	~	Summer 2023 Term			

# Step 3

Once you return to the **Plan and Schedule** page, you can register for any planned classes. To register for a planned class, select the blue **Register** button.

#### Step 4

Once the class shows up in green, you are officially registered for the course and should receive an e-mail notification.

**Note:** Gray **Register** buttons usually indicate a hold. Hold information may be provided in the upper right corner of the window, otherwise you can contact the Registrar's Office for more information.

# Self-Service Student Planning

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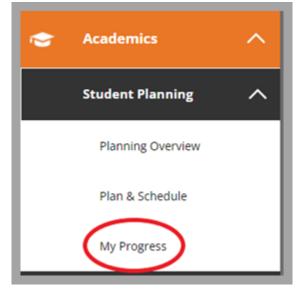
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# Loading a Sample Course Plan

Loading a sample course plan is another way to plan classes. With input from your advisor, you can plan what classes you will take for your program for the duration of your time at GSU.

#### Step 1

To access and load a sample course plan for your program, use the navigation tab on the left side to access Academics. Click Academics, Student Planning drop down arrow. Click **My Progress.** 



# Step 2

## Once in My Progress, click Load Sample Course Plan

My Progress		Search for courses	٩
	View a New Program		Load Sample Course Part

# Step 3

You will be prompted to select a term and choose a program.

- 1) Use the drop down menu to select a term
- 2) Select either your current program or a desired program
- 3) Select "Preview Plan"

oad Sample Course Plan
he course plan will assist you in sequencing your courses, providing the ideal path in meeting your mic goals. Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose the first term to use for your course plan: Anoose term term to use for your course plan: Anoose term term term term term term term ter
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UG Chemistry Education Certificate
DC Counselor Education and Supervision
DC Interdisciplinary Leadership - Higher Education
DC Interdisciplinary Leadership - Nonprofit Social Entrepre
DC Interdisciplinary Leadership - Public Safety
DC Nursing - Nursing Practice
DC Physical Therapy
DCInterdisciplinary Leadership - Superintendent
GR Accounting
Cancel Preview Plan

# Self-Service Student Planning

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#### Step 4

After selecting **Preview Plan**, you will see the example sequence of the plan and the option to select Cancel, Back, or Load. Select **Load** to load the plan to your personal program plan.

Load Sample Course Plan		
This is an example of the sequence of course work to button to apply these courses to the course plan. Pre plan.		
DC Interdisciplinary Leadership - Higher Education		
Fall 2022 Semester	Completed/Enrolled	Credits
LEAD-9102: Theory Ethics of Leadership	1	3 Credits
LEAD-9105: Communic Strategies. Eff Orgs	1	3 Credits
Spring 2023 Semester	Completed/Enrolled	Credits
Example	~	3 Credits
LEAD-9106. Change Oliversity diobal is use	~	3 Credits
Summer 2023 Term	Completed/Enrolled	Credits
LEAD-9103: Finance and External Funding	~	3 Credits
LEAD-9104: Str Planning, Collab, Sustain	~	3 Credits
Cancel Bac	ik La	ad

## Step 5

Once your course plan has been loaded, you can select the **Timeline** tab to review your plan by semester and edit as needed to suit your needs and goals (recommended to discuss with Advisor before making changes).

Plan your Degree	e and Schedule your course
Vou have succes	ssfully added courses to the plan.
Schedule Timeline	Advising Petitions & Walvers
Add a Term	Remove Planned Courses

The timeline feature allows you to add and remove terms, drag and drop classes into different terms, review necessary information for classes such as prerequisites or descriptions of course placeholders, etc.

Course placeholders define requirements that offer options or different choices. Once you decide what class(es) to plan to meet the requirements of the placeholder, you can manually add classes to current and future terms by searching for classes and selecting the desired term when adding the class to your plan. Once the class(es) for the placeholder have been planned, you can remove the placeholder from your plan.