

# Student Planning Guide

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## Log in

1. Open **My Redlands**. Locate **Student Planning** on the black bar. Click on it.
2. Optionally, enter the following in the navigation field of your browser:  
<https://selfservice.redlands.edu/student>. Bookmark the page for future use.
3. Log in using your Redlands ID (all lower case) and password.

## Planning and Registering for Courses

1. Student Planning allows you to add courses to future terms.
2. You may register for classes added to the next term right from the plan when your registration period is open.

## How to Add Courses to the Plan

### From the Catalog

1. Click on the **Course Catalog** tab.
2. Type in a subject in the search box, or click on a subject from the list.
3. A box on the left appears with many search filters available.
4. Locate a course that you are interested in taking.
5. Click **View Available Sections**.
6. Locate a section that you want to add to your plan.
7. Click **Add Section to Plan**.

### From the Program Evaluation

1. Click on the **Progress** tab.
2. Scroll through your program evaluation.
3. Locate a course or requirement with a **Needed** message.
4. Click on it.
5. This should load the course catalog with available sections.
6. Click **View Available Sections**.
7. Locate a section you wish to take
8. Click **Add Section to Plan**.

## Registration

1. Wait until your designated time to register for classes.
2. Log in to Student Planning.
3. Click on **Course Plan**.
4. Click on **Calendar View**.
5. Review courses on the plan. Remove any that you do not wish to register for.
6. You may click on each individual course on the plan and select **Register**, or you can select **Register** at the top right of the screen, which will register you for all courses on the term.
7. You'll see messages for courses you may have been wait listed for.
8. Contact the Registrar's Office if you are unable to Register. You may have a hold on your registration.