Student Planning Guide

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.

Progress

1. Locate the **Progress** tab. Click it.
2. The program evaluation will load.
3. The top of the program evaluation shows **At a Glance** progress, including
   - Degree program
   - GPA
   - Total credits complete compared to credits needed
4. Scroll down.
5. Detailed program requirements are shown with status
   - RED messages show items needed
   - YELLOW messages show items enrolled in or planned
   - GREEN messages show items in progress or complete
6. Carefully review each line on the program evaluation.

Change Programs

Are you considering changing programs?

1. Look at the top **At a Glance** portion of the Program Evaluation.
2. At the very top, choose **View a New Program.**
3. A list of programs will appear.
4. Click on the box next to the program you are interested in.
5. Click **View Program**.
6. Student Planning will load a program evaluation that applies your planned and completed coursework to the new program.
7. When you exit the new program evaluation, this proposed program will NOT be saved. You will need to declare the new program to complete a change.

Change Contact Information

1. Look at the maroon task bar at the top of the page.
2. Click on the **down arrow** next to your name.
3. Click **User Profile.**
4. Options include **Request Address Change, Add New Phone Number, Add New Email.**

Print an Unofficial Transcript

1. Click the tab **Unofficial Transcript.**
2. Choose **Undergraduate** or **Graduate.**
3. Follow the prompts.