



- a) Sign into Self Service at:  
<https://webservice.wabash.edu/Student/Account/Login>
  - b) Enter your Wabash username and password
  - c) Click Sign In
  
  - d) Click on Student Planning
  - e) Wait for your program data to load (could take 10-20 seconds)
  - f) Click on Go To My Progress to select courses from the requirements blocks
  - g) Click Search on any of the blocks to see the courses that will meet the requirement
  - h) To limit your search to courses offered in the upcoming semester, check the box for that semester on the left
  - i) Locate and click on a desired course name
  - j) Locate and click on View Available Sections of the course of interest
  - k) Select the preferred section and click Add Section to Schedule
  - l) Repeat steps f through k until you have added 4-5 courses to your schedule
  - m) Click the Student Planning link at the top left, then select Plan & Schedule
  - n) Default view is the current semester. If you are adding sections for the next semester, click the right arrow
  - o) Verify that your chosen sections do not overlap and if they do, choose one of the conflicting sections and either select a different section of the same course (gray box on the left hand side of the screen that reads, View Other Sections), or click the X on that course on your calendar to remove it.
  
  - p) Click on Student Planning at top left of screen, then select Course Catalog
  - q) Locate and click on the subject of interest
  - r) To limit your search to courses offered in the upcoming semester, check the box for that semester on the left
  - s) Once you identify a course of interest that you would take if a preferred course were unavailable, click Add Course To Plan. (Do not click Add Course to Schedule unless it is a preferred, first choice course for the upcoming semester.)
  - t) Click Return To Course Catalog at top left and repeat steps q through s until you have an adequate number of backup courses added (at least 2-3 backups are recommended).
  
  - u) Click on the tab called Plan & Schedule
  - v) Click on the tab called Advising
  - w) Compose a note to your advisor, if needed
  - x) Click Request Review (upper right hand corner)
  
  - y) Sign in to Self Service at  
<https://webservice.wabash.edu/Student/Account/Login>
  - z) Click on Student Planning
  - aa) Wait for your program data to load (approx. 20-30 seconds)
  - bb) Click on Go To Plan & Schedule
  - cc) Click the arrow to the right to select the upcoming semester (the one for which you are registering)
  - dd) Verify that the course sections you want are displayed correctly on the calendar
  - ee) Click on Register Now and wait for Student Planning to process your request (could take 20-30 seconds)
  - ff) Sections in which you are now registered will appear in green on your calendar. Those that remain unregistered will appear in yellow. You will receive an e-mail confirmation for your successful registrations, which includes links to buy the course texts.
  - gg) If your registration is unsuccessful, check these possible reasons:
    - Look at the top right of the screen for any warning messages. Most often something here will tell you why your registration did not process. For example, you may have a block on your account and the message will tell you where to go to resolve it.
    - Is it your correct day and/or time to register?
    - Did you get approval from your advisor for all courses in which you tried to register? Advisor approval is required. It is indicated by a thumbs-up symbol next to the course on your course plan.
    - Do you have all of the required prerequisites for the course(s) in which you tried to register?
    - If the course is a science or foreign language course with a required lab component, have you placed a lab section on your schedule calendar too? You must register for the course and the lab simultaneously using the Register Now button.
    - Are any of your selected course sections in conflict? You cannot register for two sections that meet on the same days and at the same times.
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