**How do I register?**

Registration for traditional undergraduates will take place online in Self Service in the Student Planning module, www.northpark.edu/selfservice. It will no longer be in WebAdvisor.

Watch this quick video to learn how registration works in Student Planning, https://vimeo.com/362593272

You will receive an email if/when your advisor reviews your academic plan and/or completes advisement (releases you for registration). You will not be able to register until you have communicated with your faculty advisor!

Who is my academic advisor?

On Student Planning on the top of your screen, click on the Plan & Schedule menu option, and then the Advising tab to find your advisor information, and contact them via email. Make sure that you check your North Park email for the replies.
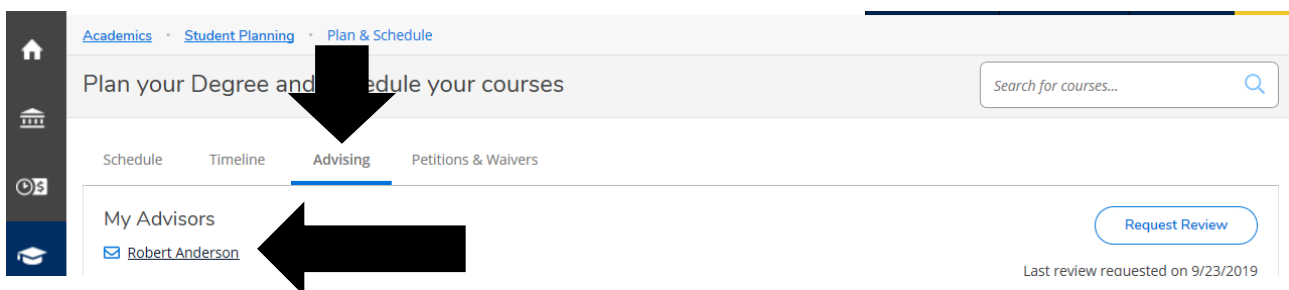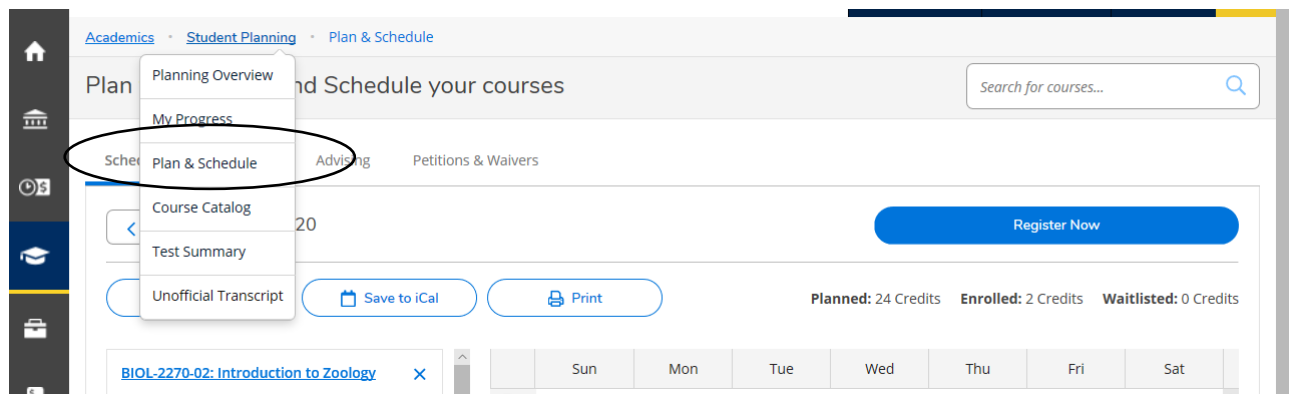
How do I get released for registration by my advisor?

Once you have added sections to your academic plan, request a review of your plan by your advisor. Click on the Advising tab in the Plan & Schedule section to send your request to your advisor. If you have any questions to ask of your advisor, feel free to add them in the Notes section. Please note: These notes are permanent and viewable on your record in Student Planning indefinitely.
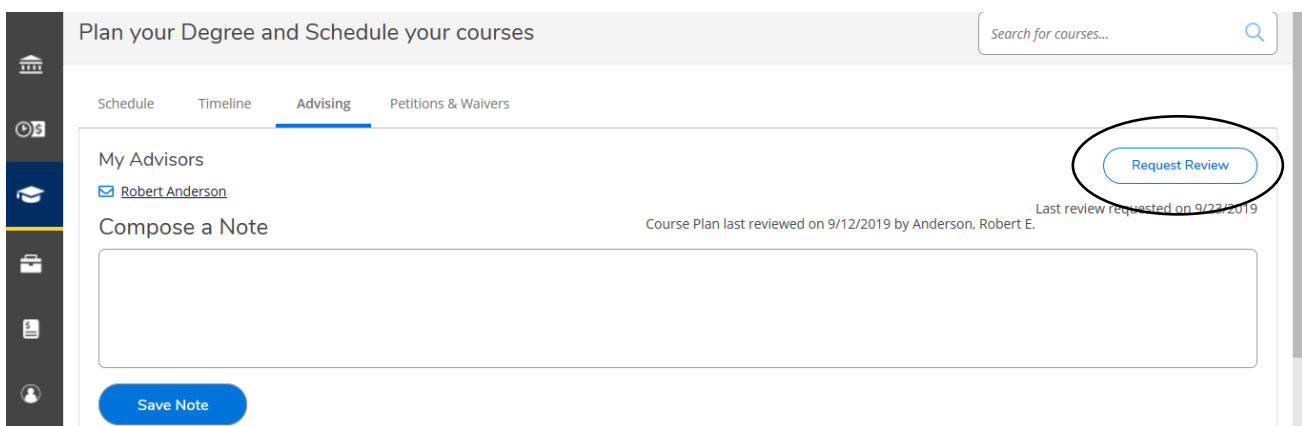
What is an academic plan? Why do I need one?

Instead of searching for sections and putting them in your cart as you did in WebAdvisor, you will put them on your academic plan. Your academic plan is the list of courses for which you intend to register. Your advisor will review your plan in order to release you for registration.

How do I search for sections?

We recommend going to My Progress, and finding a program requirement that you have not yet met, and clicking into the course information that will meet said requirement.

You can also go right into the Course Catalog to search for sections. Click on the Student Planning link on the top of your screen to go to the catalog directly.

Why don't the program requirements for my major show up in My Progress?

Only if you have officially declared your major with the University will your progress include those details. If your program is still listed as BA.UNDECLARED, then you need to complete a Major Declaration Form online at www.northpark.edu/majordeclaration. This can **only** be done after you have **completed at least one semester** at North Park.

If it's your first semester, and you already know what major you'd like to declare, or you want to get a better idea of what you'd need to take in a certain program, click on the View a New Program to see how your completed and/or planned coursework will fit in with those program requirements.

Student Planning shows my program as BS.BIOL, but I'm actually in Health Sciences. How can I update this information?

You'll need complete a new Major Declaration Form in order for your program to be officially changed with the University and reflected in Student Planning. Complete the form online at www.northpark.edu/majordeclaration.

My advisor reviewed my plan. What do the approved and denied notations on my plan mean?

When you see a thumbs up that means your advisor approves your course selection. When you see a thumbs down that means your advisor is recommending you not take the course at this time. Check the Notes screen for further explanation of any approved/denied courses. Courses may also be listed as protected or unprotected. When a course is protected, you are expected to take that course in the upcoming semester.

I put things on my academic plan, but I don't see the "Register Now" button?

Make sure that you put SECTIONS on your academic plan, not just COURSES. A course is a placeholder for what you want to take when, but you have to register for a SECTION of that course.

I put together an academic plan, so why can't I register?

This can be due to--

- Your advisor hasn't completed advisement. You need to Request Review of your academic plan from your advisor.
- You have a Business Office Hold. Go to Student Administrative Services to bring your account current.
- Your registration window hasn't opened yet. Review the information at www.northpark.edu/registration to find out when you can register.

Can I save my course schedule information?

You can download your course schedule into iCal from the Plan & Schedule section of Student Planning.

How can I get on a waitlist for a class that is already closed?

Despite Student Planning referencing waitlisted courses, North Park University does not utilize this functionality.

How do I know if I am registered?

Courses for which you are registered will be listed in GREEN on your schedule. Courses in YELLOW/BROWN have been planned, but you have not actually enrolled in those courses. The left side of your screen will also show the status of each course on your academic plan (Registered, planned, etc.) You will also receive an email confirmation from Student Administrative Services when you have been successfully registered.

Why is there a dollar sign next to the title of my biology course?

There is a lab fee associated with the course. Click into the section details to find out the amount of the fee.

What do the colors mean on the progress bars on the My Progress screen?

Green means that you have completed those credits. Yellow refers to the credits that you plan to take, either because of courses that you have put on your academic plan or courses that are in progress (courses in which you are currently enrolled).
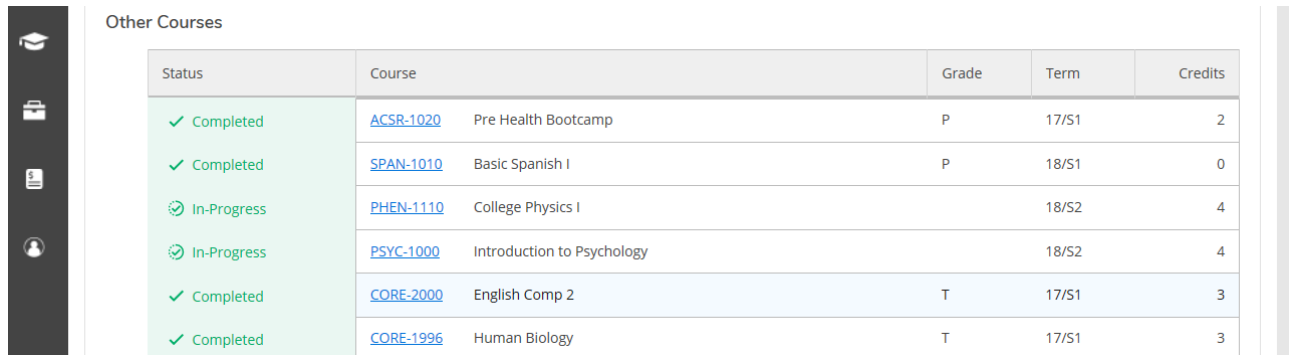
Where can I see the courses that I transferred into North Park? What if some are missing?

At the bottom of your My Progress screen, in the Other Courses section, the courses that transferred into North Park will be listed with a grade of T. If any have already been applied to your major, they may also be listed under the specific program requirement met by that course.

If something seems to be missing, please make sure that you have submitted a copy of your official transcript to Student Administrative Services. You may also need to complete a Transfer of Major Courses Form with your faculty advisor, which can be found online at www.northpark.edu/records.

I see one of my transfer courses listed as an Other Course, but I think it should have been applied to my major. What should I do?

You must complete a Transfer of Major Courses Form with your faculty advisor, which can be found online at www.northpark.edu/records.

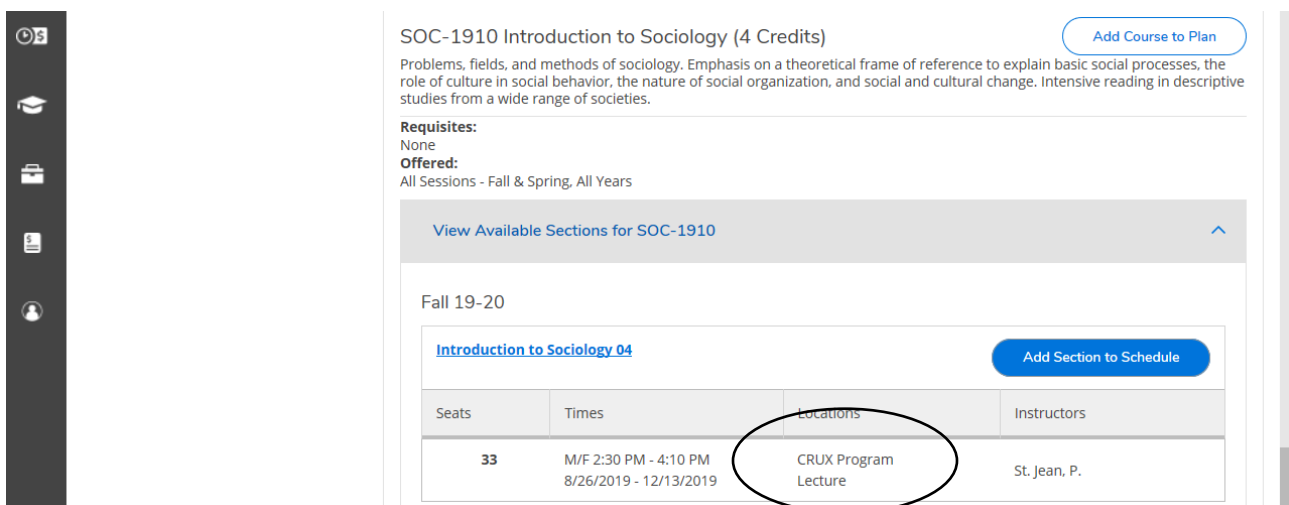**How do I know if the class is online?**

The Course Location will be noted accordingly.

How do I know if the class will last the entire semester or just one quad?

If it's a quad-only course, that will be noted in the Location column. The dates of the course will also be listed in the section information.

If a course says "CRUX" or "Catalyst" as the Location, can I take it, even if I'm not in those programs?

No. These are cohort programs, so you must be a member of that cohort (group) to enroll in courses associated with Crux or Catalyst.

How do I remove a class from my academic plan?

In the Plan & Schedule section of Student Planning, find the course on your academic plan in which you are no longer interested, and click on the X just below the title of the class.

I've already registered for the upcoming term, so why can't I add or drop a class to my schedule now?

- If you haven't taken a pre-requisite for a class, you won't be able to add the class to your schedule.
- Do you have a Business Office Hold? If so, you'll need to follow up with Student Administrative Services.
- The add/drop period has ended, https://www.northpark.edu/campus-life-and-services/student-administrative-services/registering-for-classes-and-academic-policies/adding-and-dropping-courses/.

I was able to add a class to my academic plan, but now I can't register for it. Why?

There are rules associated with registration. While you can add anything to your plan, those registration rules take effect when you actually try to register. For example, if you try to register for a graduate course as an undergraduate student, even after adding that class to your plan, the registration rules will prevent you from actually registering from that class.