

How do I register?

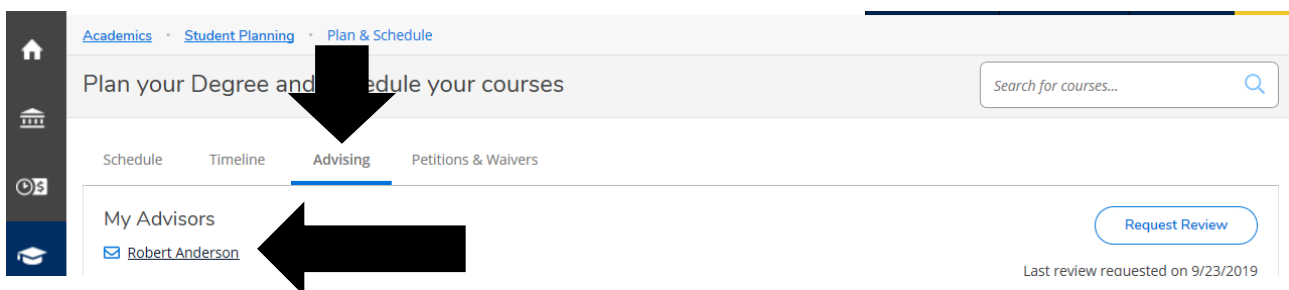
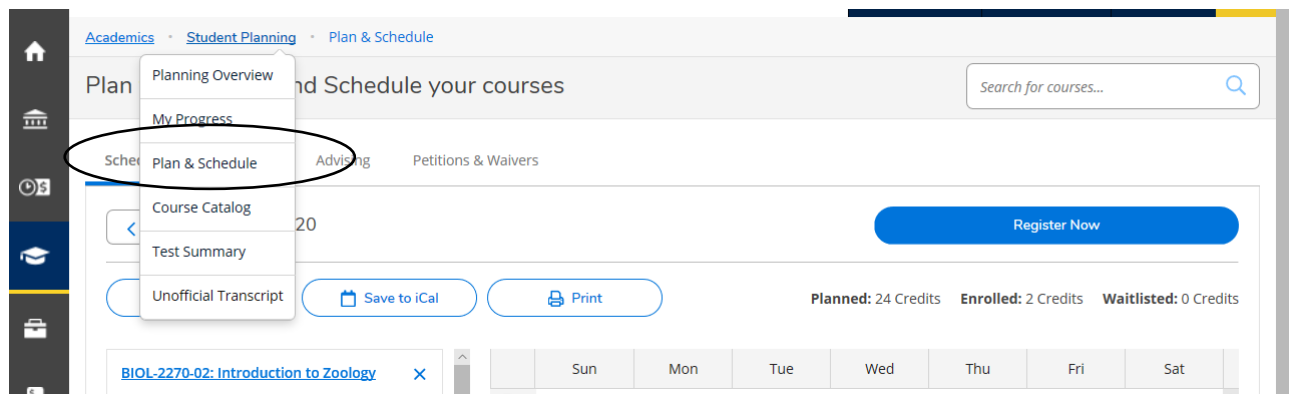
Registration for traditional undergraduates will take place online in Self Service in the Student Planning module, www.northpark.edu/selfservice. It will no longer be in WebAdvisor.

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!

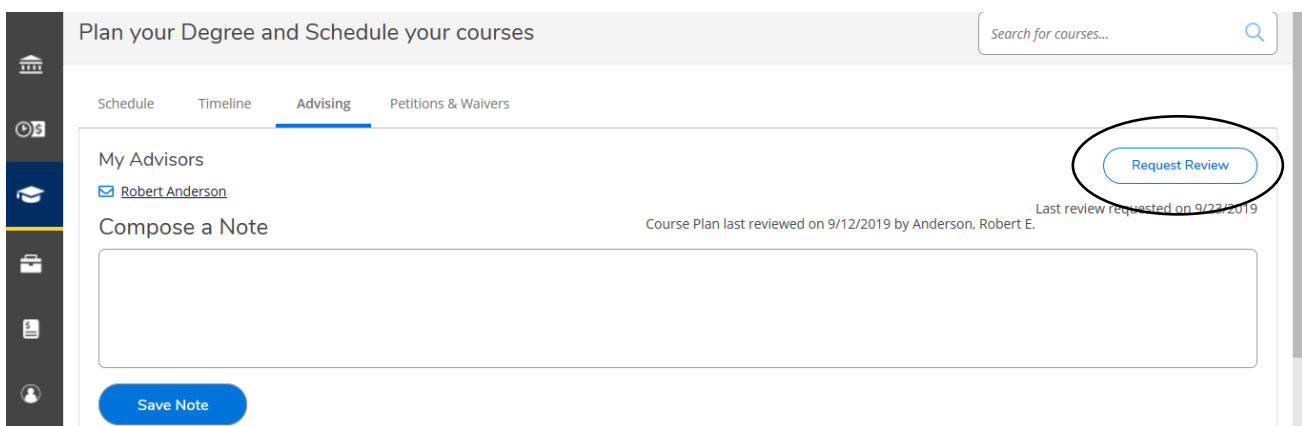
Who is my academic advisor?

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.

The screenshot shows the WebAdvisor interface. On the left is a sidebar with navigation icons. The main content area is divided into two columns. The left column contains filters for Subjects, Locations, Show All Terms, and Days of Week. The right column displays course information for EXS-1000 Personal Health (2 Credits), including a description, prerequisites, and offered sessions. Below this is a table of available sections for EXS-1000 in Fall 19-20. A large black arrow points from the 'Add Section to Schedule' button to the 'Personal Health A1' section in the table.

Seats	Times	Locations	Instructors
14	T/Th 12:40 PM - 2:20 PM 8/26/2019 - 10/18/2019	Main Campus-A Quad, Helwig Recreation Center 207B Lecture	Willert, P.
	W 11:40 AM - 4:10 PM 9/25/2019 - 9/25/2019	Main Campus-A Quad Activity	

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.

The screenshot shows the 'My Progress' page in WebAdvisor. A dropdown menu is open, showing options like 'Planning Overview', 'My Progress', 'Plan & Schedule', 'Course Catalog', and 'Test Summary'. The 'Course Catalog' option is circled. Below the menu, there is a search bar and a 'View a New Program' button. A blue banner indicates that program completion must be verified by the Registrar. A green progress bar is shown at the bottom.

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.

Filter Sections Save to iCal Print

Planned: 24 Credits Enrolled: 2 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		POGO-2300-01	PSYC-1200-B1	POGO-2300-01	PSYC-1200-B1	POGO-2300-01	
9am		HIST-1000-02		HIST-1000-02		HIST-1000-02	
10am			COMM-2350-01		COMM-2350-01		
11am							
12pm		BIOL-2270-02	BIOL-2270-02	COR 1000 02	WGS 2010 01	BIOL-2270-02	BIOL-2270-02
1pm		CORE-1000-02	BIOL-2270-02	1000 02	2010 01		CORE-1000-02
2pm							
3pm						WGS-2010-01	
4pm							
5pm							
6pm							
7pm							
8pm							

POGO-2300-01: Comparative Politics ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Alulis, J.
8/26/2019 to 12/13/2019
Seats Available: 18

Meeting Information

Register

View other sections

PSYC-1200-B1: Stress and Health

✓ **Approved**

✓ **Registered, but not started**

Credits: 2 Credits
Grading: Graded
Instructor: Shirkey, K.
10/21/2019 to 12/13/2019

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).

At a Glance

Cumulative GPA: 3.505 (2,000 required)
Institution GPA: 3.505 (0,000 required)
Degree: Bachelor of Arts
Majors: Undecided
Departments: Humanities
Catalog: 2016

Description

Program Notes
[Show Program Notes](#)

Print

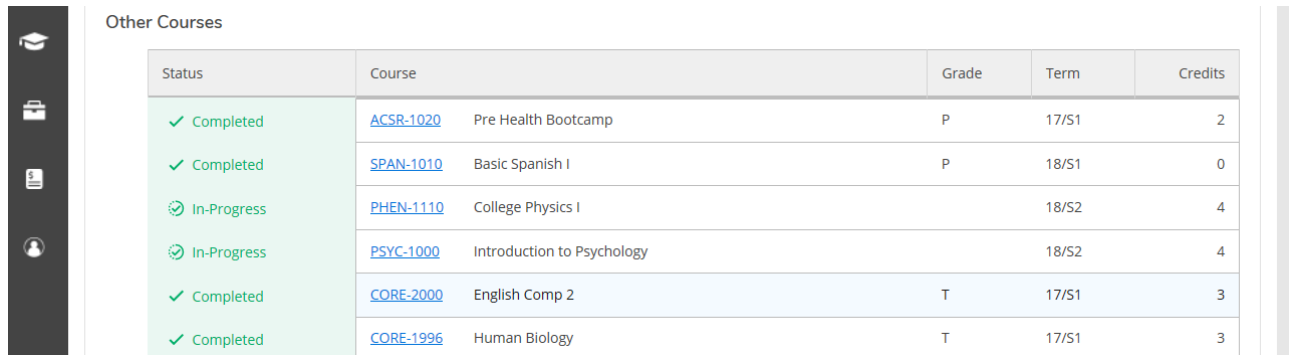
Progress

Category	Completed (Green)	Planned (Yellow)	Total
Total Credits	120	24	146 of 120
Total Credits from this School	120	24	146 of 0

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.



Status	Course	Grade	Term	Credits
✓ Completed	ACSR-1020 Pre Health Bootcamp	P	17/S1	2
✓ Completed	SPAN-1010 Basic Spanish I	P	18/S1	0
🔄 In-Progress	PHEN-1110 College Physics I		18/S2	4
🔄 In-Progress	PSYC-1000 Introduction to Psychology		18/S2	4
✓ Completed	CORE-2000 English Comp 2	T	17/S1	3
✓ Completed	CORE-1996 Human Biology	T	17/S1	3

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?

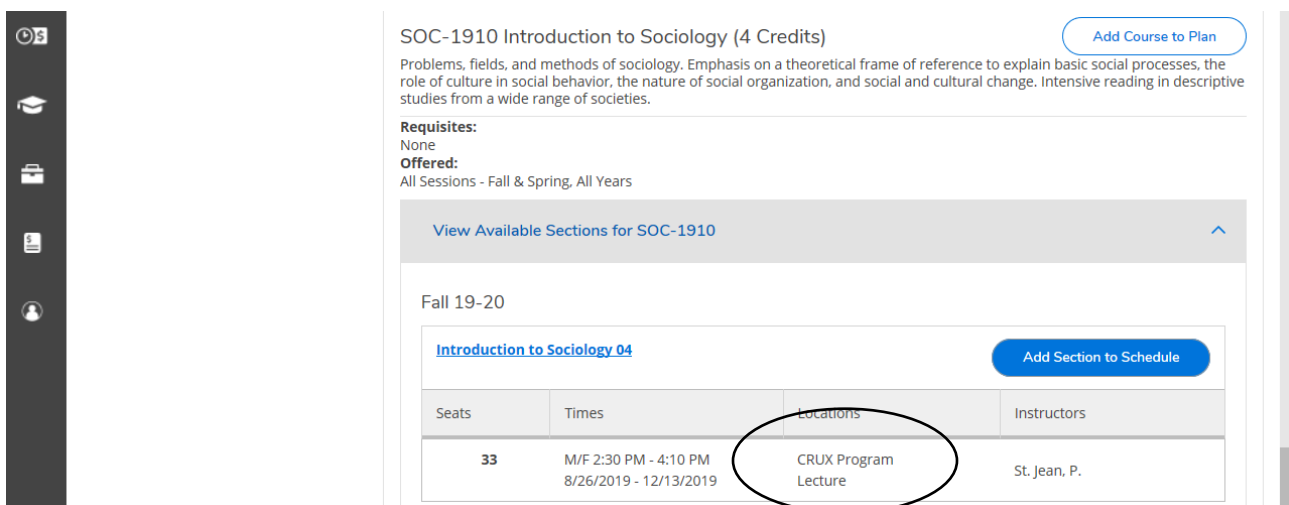
The Course Location will be noted accordingly.

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.



SOC-1910 Introduction to Sociology (4 Credits) [Add Course to Plan](#)

Problems, fields, and methods of sociology. Emphasis on a theoretical frame of reference to explain basic social processes, the role of culture in social behavior, the nature of social organization, and social and cultural change. Intensive reading in descriptive studies from a wide range of societies.

Requisites:
None

Offered:
All Sessions - Fall & Spring, All Years

[View Available Sections for SOC-1910](#)

Fall 19-20

[Introduction to Sociology 04](#) [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
33	M/F 2:30 PM - 4:10 PM 8/26/2019 - 12/13/2019	CRUX Program Lecture	St. Jean, P.

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.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Fall 19-20 Register Now

Filter Sections Save to iCal Print

Planned: 26 Credits Enrolled: 2 Credits Waitlisted: 0 Credits

Remove entire courseART-2011-A1: History of Art of the Americas

ART-2011-A1: History of Art of the Americas

Planned

Credits: 2 Credits
Grading: Graded
Instructor: Martins, J.
8/26/2019 to 10/18/2019
Seats Available: 10

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.