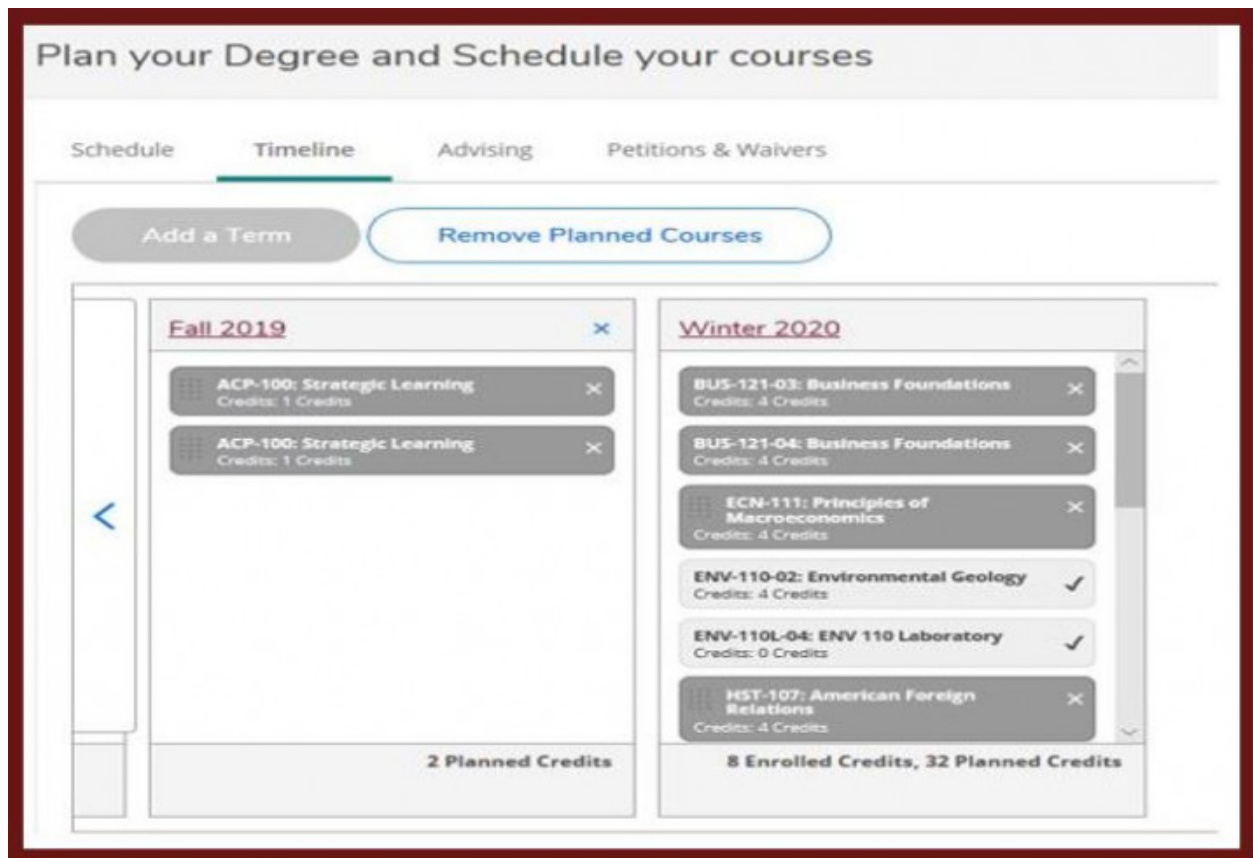


Select *Plan & Schedule* under **Student Planning** (directly below the Alma College logo). *Timeline View* - Click on the Timeline for a visual look at your course plan. Completed courses will appear to the right.

You may remove a planned course or planned section from a current or future term on your plan by using one of the following methods:

- To remove an individual course, select the Schedule or the Timeline view from the Plan & Schedule tab. When prompted to Confirm Remove Course select Remove.
- To remove all planned courses, select the Schedule or the Timeline view from the Plan & Schedule tab. Next select Remove Planned Courses. The Remove Planned Courses prompt will display along with the term hosting planned courses. Select Remove.
- NOTE: You may NOT remove a course or section from the plan once you have registered for a section of it in that term or if the course has been marked as “protected” by your academic
- advisor



Compare Course Plans

If you have multiple declared programs, you can see the layouts in the Timeline at the same time. However, they will display together, but not indicate which course is for which program. This can be confusing and may require you to work with your advisor to clear overlapping courses and further clarify your future academic plan.

Change an Academic Program

You cannot change your program in Student Planning. However, you can use View a New Program as a “what if” scenario. Once you select a program from the list, a temporary “My Progress” view of where you currently stand in the program you selected will display. This “what if” program considers completed coursework and future planned courses. If you want to make a permanent program change, please complete the respective electronic Major or Minor

Declaration form *found within the My Forms area of your Inside Alma portal* to make this change.

Plan & Schedule: Schedule View

The Schedule tab is where you can schedule and register for courses. The Schedule view shows a semester plan. You can only view semesters that are open for registration in this view.

Search for Course Sections

Two methods may be used to find courses: (1) Search for courses in the search box at the top of the page OR (2) Use Search for Courses field within the Course Catalog (found on the home page of Self-Service).

- **Search for Courses** use this field by entering a specific course, such as ART-111, or by entering a keyword that appears somewhere in the course information, such as the course title. As shown to the left of the page under Filter Results you may search for open sections, days of the week, instructors and even course types and levels. Select “View Available Sections” under a course to view specific course information.
- **Course Catalog** use this functionality to view all available courses by clicking into the search box and pressing enter or for a subject by first browsing a list of subjects, then filtering within the subject.
 - You can enter a specific Subject (ART) and once taken to the catalog area additional filter and search options are available. *Filter Results* will include the option to search only open sections, certain days of the week, instructors and even course types and levels. Select “View Available Sections” under a course to view specific course information.

With both options, you may add a section to your schedule from search results by clicking Add Course To Plan (in the top right blue box).

Selecting Available Sections to “Register Now”

While under the Schedule view you may see a course that is planned, but a specific section is not selected. The course will show to the left of the schedule, and your schedule will not display the course. Simply open the

course (to the left of the page) to see the optional sections. They will display in purple on your plan (See with ECN-111-03 and 05 as shown below):

The screenshot shows a course planning interface for Winter 2020. The main area is a weekly schedule grid with columns for Sun, Mon, Tue, Wed, Thu, and Fri, and rows for time slots from 8am to 4pm. The grid contains several course sections, some of which are highlighted in purple. A sidebar on the left shows details for 'ECN-111: Principles of Macroeconomics', including a 'Register' button and a 'View other sections' link. The sidebar also displays a list of sections, with 'ECN-111-03 Principles of Macroeconomics' selected. The sidebar details for ECN-111-03 are: Seats Available: 25, Instructor: Le, N, Time: MW@ 9:40 AM - 10:40 AM, Dates: 1/6/2020 - 4/17/2020, Location: TRD (Lecture).

Common Schedule Adjustments (Add a section, Remove a planned course, Drop a course)

1. View and filter available sections for courses on a course plan:

-

- If the course is already on your plan, use the View Other Sections link to add other sections to schedule.
- Courses with no meeting time will appear at the bottom of the view.

2. View and filter planned course sections:

A status will be documented such as Registered, but not started for currently enrolled courses in the upcoming term that has not started yet.

SPN-100-06: Foundations of Spanish

✓ **Registered, but not started**

Credits: 2 Credits
Grading: Graded
Instructor: Brines, M
1/6/2020 to 3/1/2020

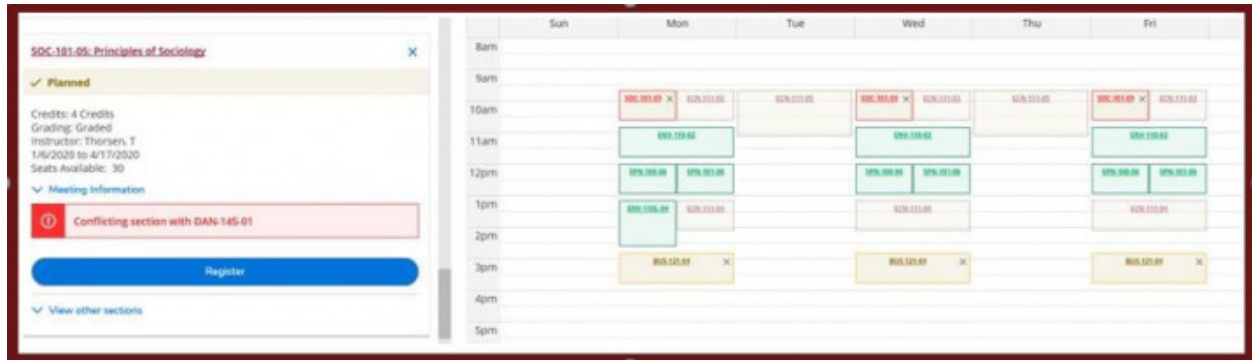
∨ Meeting Information

Drop

∨ View other sections

The image shows a screenshot of a course section card. At the top, the course title "SPN-100-06: Foundations of Spanish" is underlined. Below it, a green checkmark and the text "Registered, but not started" are displayed. The card lists course details: "Credits: 2 Credits", "Grading: Graded", "Instructor: Brines, M", and "1/6/2020 to 3/1/2020". There is a blue button labeled "Drop" and a link "∨ View other sections" at the bottom.

a. To remove a course from your plan which you are not yet registered for by selecting the “X” on the course on the schedule. If a conflict exists - the details of the conflict are viewed to the right on schedule, and to the left with a warning. The software will not allow you to schedule for conflicting classes:



b. To drop a course on the plan you ARE registered for, when the portal is open you may select the *Drop* button for the course as shown below:

