

SEATTLEU

Getting Started: mySeattleU Student Planning for Students

Welcome to mySeattleU Student Planning, Seattle University's new planning and registration tool! Student Planning allows you to plan courses over multiple quarters and share those plans with your advisor to get permission to register. This document will cover the following:

- **Accessing mySeattleU Student Planning**
- **Course Planning**
 - *Building a Course Plan*
 - *Submitting a Course Plan to Your Advisor to Enable Registration*
 - *Student Planning Registration*
- **Your Program Evaluation & Progress to Graduation**

Access to mySeattleU Student Planning & General Overview

To access mySeattleU Student Planning, first login to mySeattleU with your Seattle University username and password. You can select Student Planning from this homepage or from the side menu under "Academics", followed by "Planning Overview". Student Planning is broken into two main sections – *Plan and Schedule*, where you can put together a course plan, and *Program Evaluation*, where you can track your progress to completing your degree.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps t...

Search: (Ex. UCOR, UCOR 1100)



1



View Your Program Evaluation

Start by going to Program Evaluation to see your academic progress in your degree and search for courses.

[Go to my Program Evaluation](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

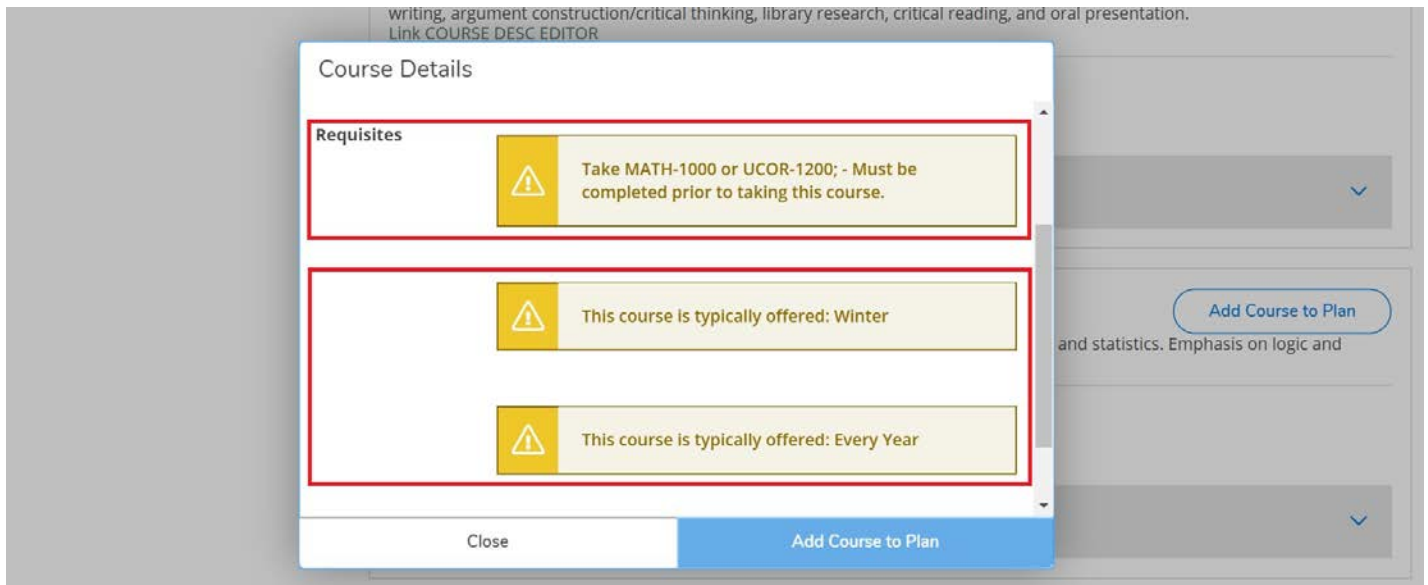
[Go to Plan & Schedule](#)

Course Planning & Registration

From the "Plan & Schedule" page in Student Planning, you can set up your course plan and register for classes. To register for classes, you will first need to put together a course plan.

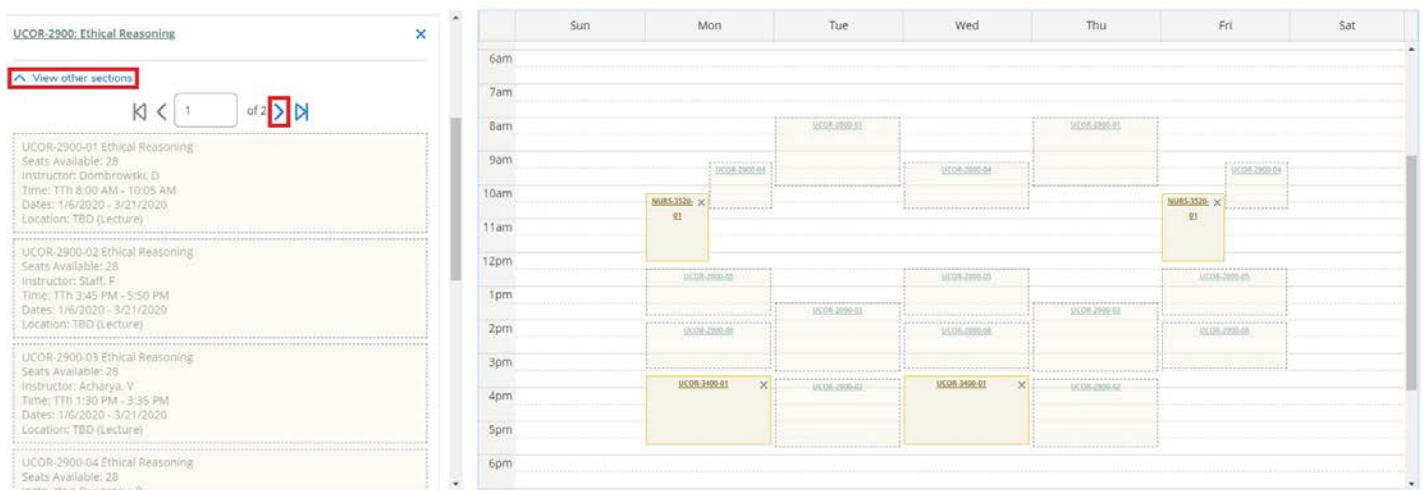
Building a Course Plan

First, add a term to your schedule in either the **Schedule** or **Timeline** tabs on the Plan & Schedule page, then search for a class through the search bar, and find the course you need. Note that the course information includes the term the course is usually offered as well as any prerequisites needed.



While there is a warning indicating when the class is offered, Student Planning will not stop you from adding a course to a term it is not normally taught. It is recommended that you only place courses in terms in which they typically occur. Once you have found a class you want to plan, select “Add to course plan” and select the term.

Once you have some courses in your plan, on the **Schedule** tab you can view all potential sections (shown) and select a section you prefer to see your potential weekly calendar. Notice how when viewing potential sections, those courses with multiple will show the options on the calendar with semi-transparent dotted-line borders. If it is a course with many sections like a UCOR class, be aware that Student Planning will spread these over two pages for a less crowded view of options.



The **Timeline** tab will also be populated with any planned classes, clearly showing where any prerequisite conflict exists, allowing you to drag and drop a course to another quarter. Be sure to check the Course Details pop-up to make sure that the course in question is typically offered during the term you are moving it to.

Schedule Timeline Enable Registration

Add a Term Remove Planned Courses

Term	Enrolled Credits	Planned Credits
Fall Quarter 2019	12 Enrolled Credits	
Winter Quarter 2020		15 Planned Credits
Spring Quarter 2020		14 Planned Credits
Fall Quarter 2020		10 Planned Credits
Winter Quarter 2021		15 Planned Credits
Spring Quarter 2021		13 Planned Credits

Note: A red box highlights a course in the Winter Quarter 2020 column with a warning icon and text: "Take NURS-3390 - Must be completed prior to future 202 courses." and "Take NURS-3391 - Must be completed prior to future 202 courses." A green arrow points from this box to the right.

Submitting a Course Plan to Your Advisor to Enable Registration

Undergraduate Students:

Once you have completed a plan for at least the next term, go to the Enable Registration tab and select “Submit Plan to Advisor to enable registration”. Your advisor will then receive a notification from Student Planning that you have submitted a plan for review. Your advisor will view your plan and likely want to meet with you before approving you to register. Please keep this in mind and submit a plan well in advance of your registration date. Please note that any brainstorm ideas saved in the Enable registration tab will be sent to your advisor along with your submitted plan. If you need to communicate with your advisor immediately, please contact them via the embedded email link located directly above under “My Advisors”. Once you are approved for registration by your advisor, Student Planning will notify you by email.

Graduate Students:

Many graduate programs do not require students to submit a course plan prior to registration. Students who are not required to submit a course plan are able to register for courses as soon as their registration time starts.

Graduate students should contact their departments to inquire whether they are required to submit a course plan for approval.

Plan your Degree and Schedule your courses Search: (Ex. UCOR, UCOR 1100) 🔍

Schedule Timeline **Enable Registration**

My Advisors

[Andrew Anderson \(Professional Advisor\)](#)

SUBMIT PLAN TO ADVISOR TO ENABLE REGISTRATION

Brainstorm

Any brainstorming ideas saved here will be sent with your plan. For immediate needs, contact your advisor with the email link above.

Save

Student Planning Registration

Leading up to registration, the date and time given to you by the registrar's office will be visible on the Plan & Schedule page within Student Planning.

The screenshot shows the top navigation bar with 'Schedule', 'Timeline', and 'Enable Registration' tabs. Below the navigation bar, there are navigation arrows, a dropdown menu for 'Winter Quarter 2020', and buttons for '-', '+', and 'Remove Planned Courses'. A prominent blue notification box with a red border contains the text: 'Your registration period for Winter Quarter 2020 begins on 10/15/2019 at 2:00 PM' and a 'Refresh' button.

Once the time has arrived for you to register, this date notification will disappear letting you know you may proceed with registration for the upcoming quarter. If your classes have all been selected and you have read the Terms and Conditions of registration for dropping and withdrawing from courses, you may click on the large Accept Terms & Register Now near the top of your calendar to register for all classes simultaneously.

The screenshot shows the 'Plan your Degree and Schedule your courses' page. At the top, there is a search bar with the text 'Search: (Ex. UCOR, UCOR 1100)'. Below the search bar, there is a navigation bar with 'Schedule', 'Timeline', and 'Enable Registration' tabs. A red arrow points to the 'Accept Terms & Register Now' button. The main content area is divided into two sections: a left scrolling banner for 'UCOR-1300-04: Creative Expression & Intern' and a right calendar view. The banner includes course details and a red box around the 'Accept Terms & Register Now' button. The calendar view shows a grid of classes for the week of 10/15/2019 to 10/21/2019. A red arrow points to the 'Accept Terms & Register Now' button in the banner. The banner also includes a red box around the 'Accept Terms & Register Now' button. The banner also includes a red box around the 'Accept Terms & Register Now' button. The banner also includes a red box around the 'Accept Terms & Register Now' button.

If all classes are still available at that time, Student Planning will register you for all classes in the upcoming quarter with one click. If one or more classes are full, or you prefer to add classes individually you can accept terms & register for each class individually on the left scrolling banner. If you need to find another section to fulfill your course selection, you can do so using a drop-down menu of other sections under the course, or via another search for classes right from Student Planning.

Your Program Evaluation and Progress to Graduation

On the “Program Evaluation” page, you can track your progress towards your degree, view your cumulative and major GPA, and even view potential progress towards another major. The progress bar on the top is your overall completion of requirements towards graduation. The middle bar indicates your Total Credits achieved (111 in **dark green**), in progress (12 in **light green**), and currently planned (15 in **yellow**). The bottom bar highlights the number of credits you have earned towards Seattle University’s residency requirement (117 of 45 required).



Additionally, by scrolling down the page you can view your progress on program requirements broken down by course. To view your potential progress towards another program, select “View a Different Program” at the top of the page and select your desired program.

With that, you have all the information needed to begin populating a course plan and to register for the upcoming quarter in mySeattleU Student Planning! We hope you enjoy Student Planning, Seattle University’s new course tracking and registration tool. If you have questions about Student Planning, please contact your academic advisor or your school or college’s advising office.