

USING PLAN MY SCHEDULE/REGISTER

STEP 1	Go to www.spokanefalls.edu . On the left band, rest your cursor on the view “ Current Students ” . Click on “ Plan My Schedule/Register ” in the right band under the topic Register. Viewing these instructions on the web? Click here for direct link: https://ww2.spokanefalls.edu/schdl_plan/default.asp .
STEP 2	Welcome to Plan My Schedule. Select the correct quarter and location , then click on “ Select Courses ”.
STEP 3	To use the time grid, click on each day and/or time that you cannot take a class. If you do not have any restrictions, go to Step 4. Helpful hint: Clicking on the day (e.g., “Monday”) will block out all classes held on Monday. Clicking on the time (e.g., 07:30am) will block out all 7:30 a.m. classes.
STEP 4	After setting the time grid, click on “ View Course List ” at the bottom of the page. Either scroll down or use the alphabetic pointer to find the class. Click on the class, and you will see the course abbreviation appear in a box at the left pink frame. Continue selecting classes, up to a maximum of five. Click “ Submit Selections ” when you have completed your list. Click “ Clear Selections ” to start over. Helpful hints: Do not attempt to enter four-digit item numbers in the left pink frame. In Plan My Schedule, only course abbreviations are valid entries. Do not attempt to enter course abbreviations unless you are sure of their exact spelling (a link to abbreviations can be found by scrolling down in the left pink frame). It is always better to use the course listing in the right teal frame.
STEP 5	Selected courses with available seats at the location/day/time will be shown. Be sure to click on and read all footnotes. Click the check box for your choice(s), then click on “ Display My Schedule ” at the bottom of the page. Verify the courses and that you do not have overlapping times. Helpful hints: You may select classes with back-to-back times (e.g., one at 9:30 and one at 10:30). There is a 10-minute passing time between each hourly start time. Full courses with electronic waitlists will not appear. Try direct web registration (Add/Drop/Register) using the <i>four-digit item number</i> . Waitlists are at the discretion of each instructor. If a waitlist is offered, you will be prompted to add your name and given your position. If a waitlist is not offered, try this step once or twice a day as a seat may have been opened. Or, if you <u>must</u> have this specific class, contact the instructor to see if s/he will offer an overload.
STEP 6	If you are not happy with this schedule, or wish to add other classes, close the display screen and click on “ Reselect Courses ” at the bottom of the page. Repeat Steps 4 and 5.
STEP 7	If you are sure this is the schedule you want, close the display screen and click on “ Register ” at the bottom of the page. You will be taken to the direct registration site. Enter your SID and PIN, respond to questions and information provided. The courses you selected in Plan My Schedule will automatically be processed. Helpful hints: Variable credit courses – a screen will pop up so you may alter the number of credits you wish to earn. Blocked for prerequisites – call the hotline at 533-4177 and leave pertinent information. You will be contacted by the Registration Office within 24 business hours. If you have already obtained a prerequisite override, you will be prompted to enter that five-digit code.
STEP 8	Use web registration instructions after this point to add/drop. Web registration is available through the third day of the quarter. Starting fourth day of the quarter, all registration activity must be done in person at your local registration office. Direct link: https://ww2.spokanefalls.edu/webreg/default.asp .