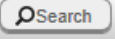
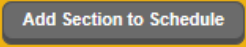
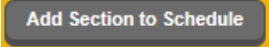





Registration Using Student Planning in Self-Service

Begin by logging into the portal at myue.evansville.edu
Scroll down to **Campus Applications** and click on **UE Self-Service**


First, plan your courses for the upcoming semester

- From the **Student Planning** link, go to **My Progress** to review your degree audit and identify requirements needed (red or yellow areas)
 - Click  to find courses to fulfill the specified requirement
 - Click on **> View Available Sections** to view sections being offered
 - Chose the section you want and click 
 - The pop-up window will give you further information on the section, once you're sure you want this section, click 
 - Repeat process until you have all the courses planned for the upcoming semester

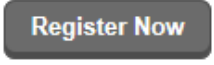

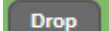
Then, review the schedule you planned for the semester

- At the top of the page, click on **Student Planning** and then **Go to Plan & Schedule**
 - Your current schedule will appear with a calendar view
 - Click on the   at the top of the page by the semester heading to move the view to the next semester
 - Your planned courses and sections will appear
 - If you are satisfied with your selection, you are done with this step
 - If you see , you will not be able to register for that course without permission
 - If you want to make changes, you have the following options
 - View other sections
 - Drop the course from your plan
 - Drop all planned courses for the semester
 - Return to the instructions above and add other courses/sections

Next, request Advisor Review and approval of your planned courses

- Click on the **Advising** tab
- **Compose a Note** to your advisor (these notes cannot be altered or deleted once saved and are viewable by all advisors)
- Click on  and your advisor will receive an email to review your plan

Finally, you are ready to register (once your advisor approves your planned coursework)

- From the **Student Planning** link, click on **Go to Plan & Schedule**
- Click on 
- Successfully registered courses will appear in **GREEN**
- Notifications for any registration failures will appear in the upper right with a 
- To drop a course, select the  button right below the course listing on the left side of the page