STUDENT GUIDE

SCHEDULE AHEAD REGISTRATION FEATURE

2019–2020

SCHEDULE AHEAD REGISTRATION FEATURE

You can use this feature to begin building your schedule before your registration time ticket opens.

1. Log in to <u>DrexelOne</u>.
2. Click on the Academics tab.
3. In the Registration channel, under Prepare to Register, select "Schedule Ahead".

Registration

Prepare to Register
If you need help prior to registering, schedule an appointment with your academic advisor.

<u>Review Registration Information</u>
View your current information such as academic status, program, and when you can register for courses.

<u>DegreeWorks Graduation Requirements</u>
Use DegreeWorks to review your graduation requirements and completed courses as you build your registration schedule.

<u>Review the Term Master Schedule</u>
Use the Term Master Schedule as a guide before you actually register.

<u>Schedule Ahead</u>
Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.

4. On the registration landing page, select "Schedule Ahead."
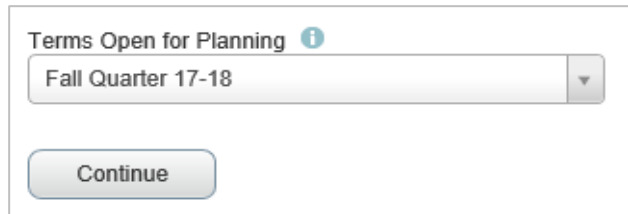
Brown, Sean
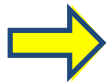
Student • Registration

Registration

What would you like to do?

<u>Review Registration Information</u>
View your current information such as academic status, program, and when you can register for courses.

<u>Register for Courses</u>
Search for and add or drop courses, view and manage your schedule.

<u>Schedule Ahead</u>
Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.

<u>Check Course Availability</u>
Looking for course sections? Browse the listing of current course sections.

<u>View Schedules</u>
View your current and past schedules.

<u>Browse Course Catalog</u>
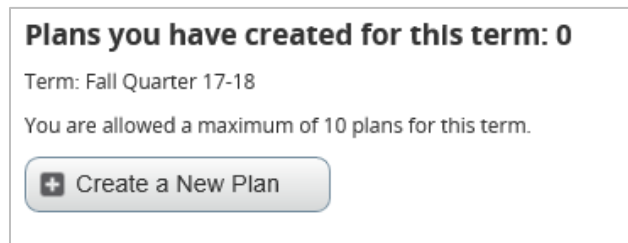Look up basic course information like subject, course and description.

5. Choose the term and select "continue".

Terms Open for Planning ⓘ

Fall Quarter 17-18

Continue

6. To create a new schedule, select "Create a New Plan".
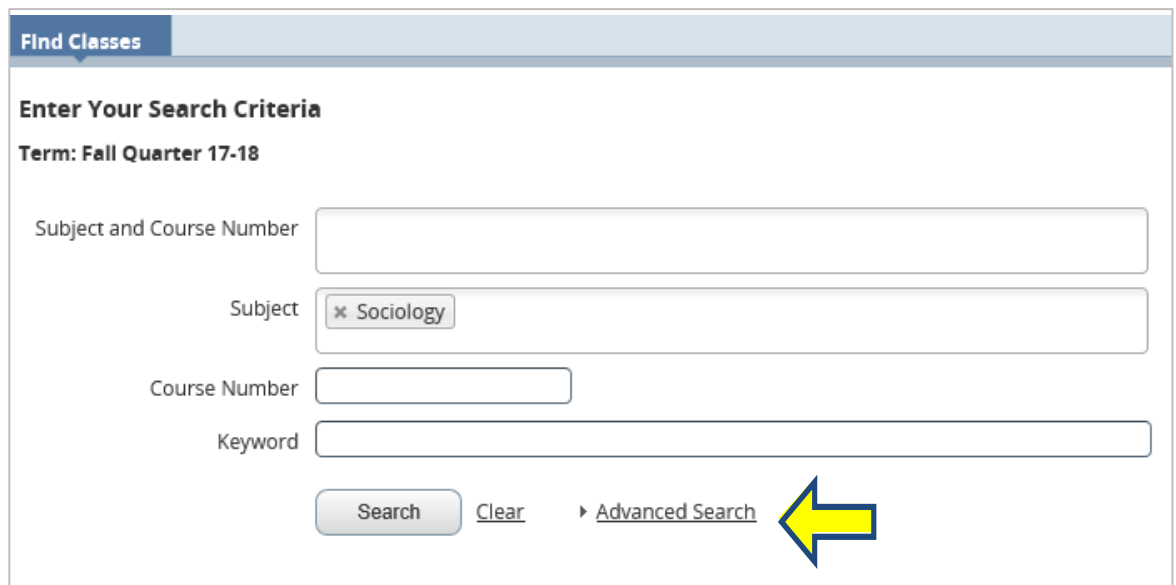
Plans you have created for this term: 0

Term: Fall Quarter 17-18

You are allowed a maximum of 10 plans for this term.

➕ Create a New Plan

Note: You can create up to 10 schedules per term.

7. Search for courses to add to your schedule.

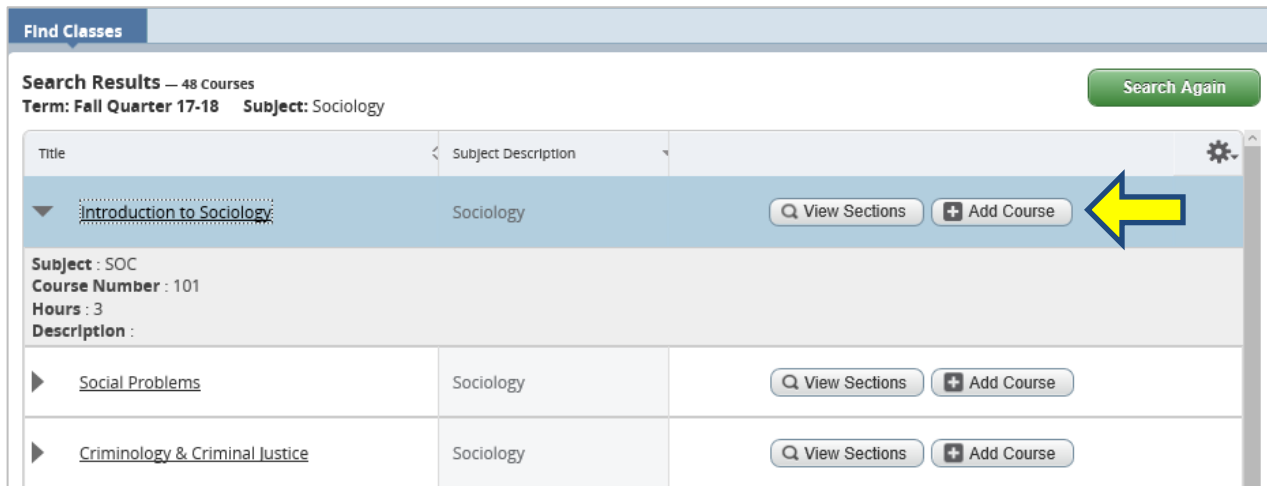   *Note: Please use DegreeWorks to ensure you have the correct courses for progression to degree.*

Find Classes

Enter Your Search Criteria

Term: Fall Quarter 17-18

Subject and Course Number

Subject   ✕ Sociology

Course Number

Keyword

Search   Clear   ▸ Advanced Search

Note: For additional search fields, click on the "Advanced Search" link.

8. Once you've identified a course to add to your schedule, select "Add Course."

Note: You can also add course sections by selecting "View Sections." However, the days and times that these sections are offered are subject to change.
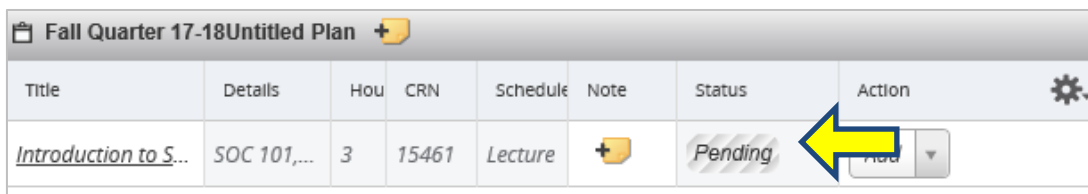
9. Once you've selected a course to add, it will appear in the schedule view as "Pending".

10. To search for another course to add, select "Catalog Search Results"; then select "Search Again."
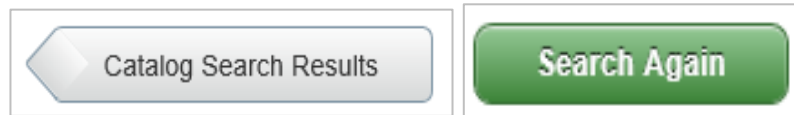
Note: You can remove courses from your schedule at any time by selecting "Remove" from the dropdown menu under the Action column.

11. Once all of the courses have been added to your schedule, select "Save Plan" at the bottom of the screen to save your schedule.
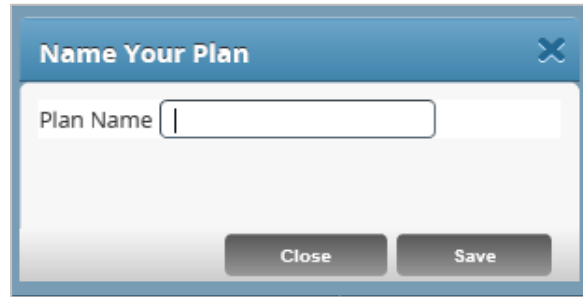
12. A dialogue box will pop open allowing you to Name Your Plan.
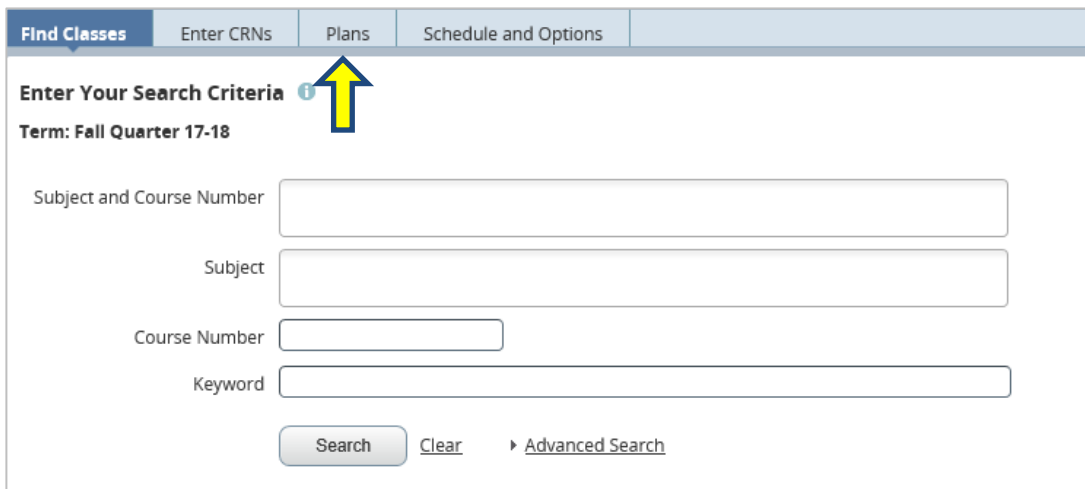
Name Your Plan ✕

Plan Name [|]

Close   Save

13. After your schedule has been successfully saved, select "Select A Plan" at the top of the page.

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Student • Registration • Select a Term • Select A Plan • Plan Ahead

Note: At this point, you can create another schedule (up to 10 per term) or edit an existing schedule.

14. After your time ticket has opened and you are ready to register for courses, you can register from a schedule by clicking on the Plans tab on the Register For Classes screen.
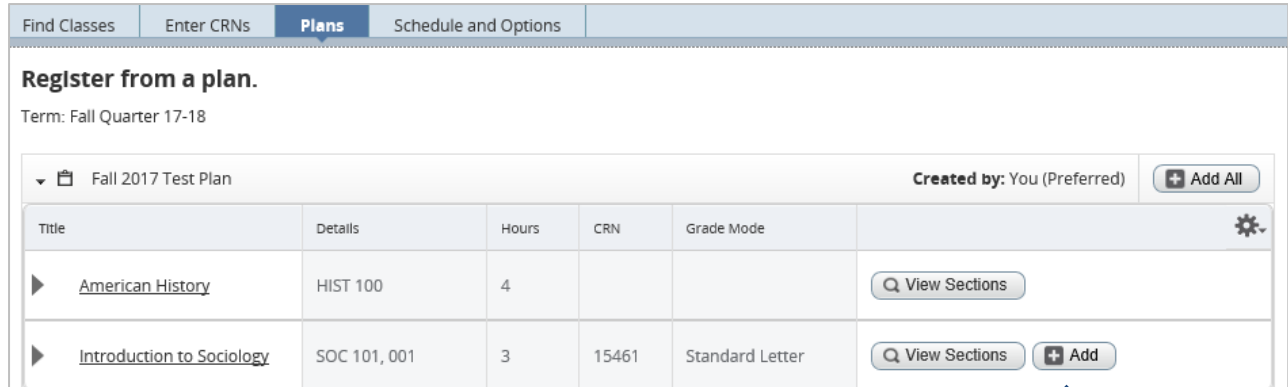
| **Find Classes** | Enter CRNs | Plans | Schedule and Options |
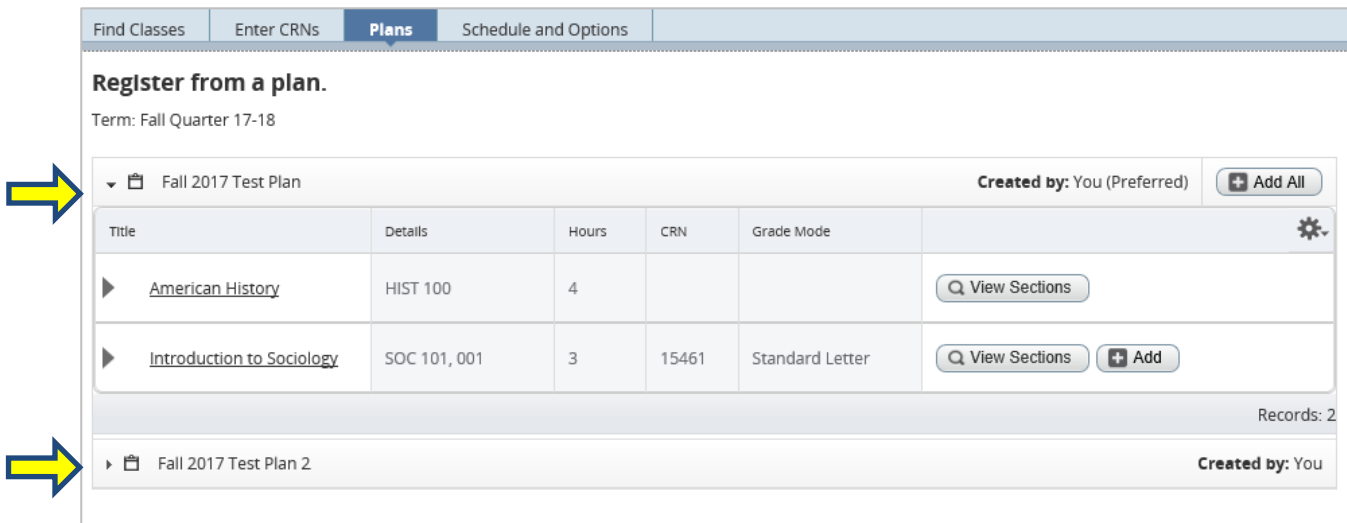
Enter Your Search Criteria ⓘ

⬆

Term: Fall Quarter 17-18

Subject and Course Number [   ]

Subject [   ]

Course Number [   ]

Keyword [   ]

Search   Clear   ▸ Advanced Search

15. Here you can choose course sections (if you haven't previously done so) from your schedule and register for courses by selecting "Add."

Note: If you've created more than one schedule, your first schedule will show by default. However, you can expand and collapse plans by clicking the arrow icon to the left of the plan names.

For detailed information on registering for courses, please see the registration guide and video provided on Drexel Central's website at **drexel.edu/drexelcentral.**

Please note that you should verify your ability to register for the course(s) saved in your schedule before you use it for registration. The registration interface does not check your eligibility for courses during the creation of your schedule.