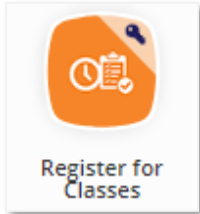# Register for Classes Using Schedule Planner

## Log In and Set Your Registration Preference Filters

1. Log into your My Vol State portal, then click on the **Register for Classes icon**.

2. Select your registration term and click the **Save** button.

3. Select your preferred campus(es) and click the **Save** button.

*Navigation Tip:* You can navigate between **Build Schedule**, your **Shopping Cart**, and viewing your **Current Schedule** at any time. Use the **Change** buttons to modify your filter preferences.

## Create a List of Courses and Generate Schedules

4. You may see a blue box with a link prompting you to load courses from your Degree Works Plan.
   **To add individual courses to your list**, click the **+Add Course** button and move to step 5.
   **If all desired courses are listed**, move to step 6.

5. Select your desired **Subject** and **Course**. (Refer to Degree Works for your suggested course options.)
   Next, click the **+Add Course** button to populate the Courses list with your selections.
   Repeat to add additional courses.
   Click the **<Back to Generate Schedules** button to move to step 6.

6. Click the **Generate Schedules** button to view your schedule options.

   *Tip:* **Hover your cursor** over the magnifying glass icons to preview the times and days for each schedule.

7. Click **Open** to view the detailed schedule of your choice.

   *Tip:* **To reduce the number of schedule options,** add **Breaks** and/or use the **Change** buttons to modify your **filters.**

   *Tip:* Purple "**Has Notes**" flags indicate section-specific information and/or restrictions. Click the **Sections** button in the Courses list to select/unselect specific sections.



## Register Your Chosen Schedule

8. When you have built the perfect schedule, click the **Send to Shopping Cart** button and move to step 9.

   **PAY CLOSE ATTENTION to the campus(es) you are registering and to the number of Seats Open!**

   Online: Asynchronous courses will not list days or times or have a colored block in the calendar view.

   *Tip:* To keep searching, click the **<Back** button or use the toggle arrows at the top right to view other schedule options.

   *Tip:* Click the Email button to email this schedule information to yourself or your advisor.

9. Click the **Register** button in your Shopping cart to enroll in your selected courses.



10. Review your Registration Results to verify the courses successfully registered, waitlisted, or not registered due to errors.



## Current Schedule – View Your Schedule or Drop, Add, Edit, Swap Registered Courses



**To drop a course from Current Schedule**: Click **Edit or Drop Classes**, change Registration Status to **Drop Course**, **Save**, then review your **Registration Results** to confirm the course was successfully dropped.



**To add a course directly by CRN** (Course Reference Number): Type the CRN(s) in the field provided (separate multiple CRNS with a "," comma.



**To swap a course** (drop and add at the same time): Click **Swap**, select the **class you want to drop**, **search for the new class** from your Shopping Cart, by CRN, or by Subject to see all available sections for a course, select **Drop Course**, and **Swap**. Review your **Registration Results** to confirm the course was successfully dropped.

> **Swapping Tip:** The swap feature **does not check for time conflicts** with your other registered courses until you click Swap. If you accidentally select a course that conflicts with another course on your schedule you will see a Time Conflict error.
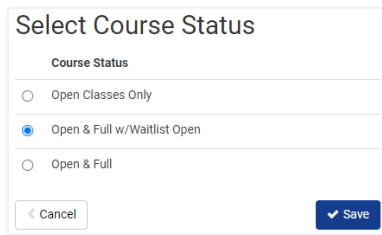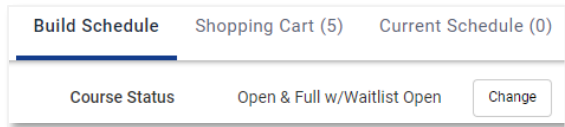
# How to Use the Waitlist Feature for Closed Sections

Waitlist a closed section of a course to indicate you want to be notified if a seat becomes available for you to register. If a seat opens, the first person on the waitlist receives email notification they have 24 hours to register the waitlisted section. If they have not registered within 24 hours the second person on the waitlist is notified they have 24 hours to register, and so forth. **Check your Vol State email daily for updates.**
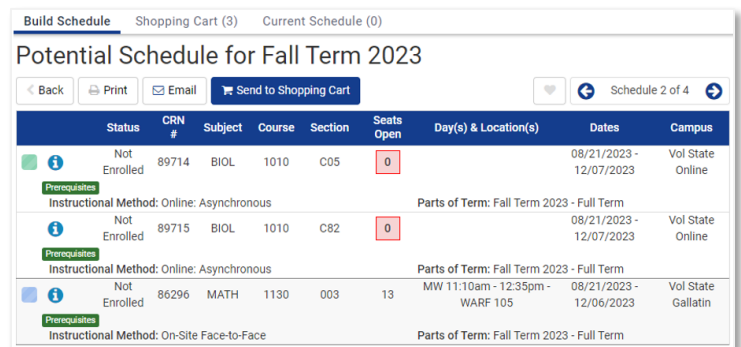
**Allowed:** Waitlisting more than one course and/or multiple courses with the same meeting days/times.
**Not Allowed:** Waitlisting any section of a course if you are enrolled in or waitlisted another section of the **same course**.

1. Navigate to **Build Schedule** and click the Course Status **Change** button to select the **Open & Full w/Waitlist Open** option.

2. A potential schedule with a closed section will show 0 Seats Open in a red box. Click the information icon to view the number of Waitlist Seats available for any course.
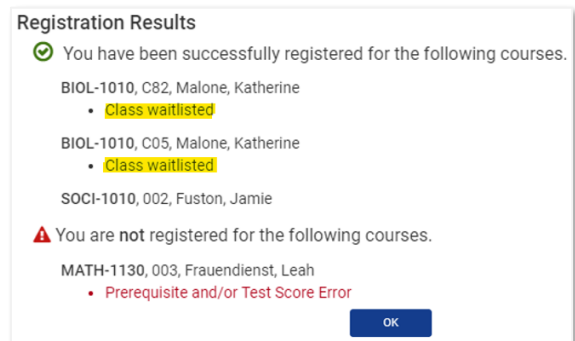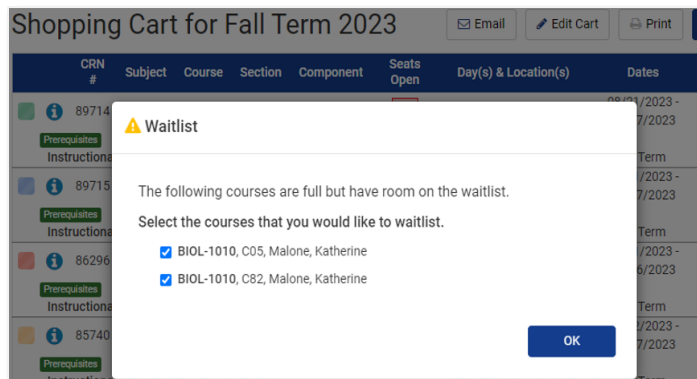   **To join the waitlist click the Send to Shopping Cart button.**

3. Click the **Register** button, select the courses you want to waitlist, and click the **OK** button.

4. Review your **Registration Results**. "Class waitlisted" indicates you are registered to be on the waitlist, but you are not yet enrolled in the course.
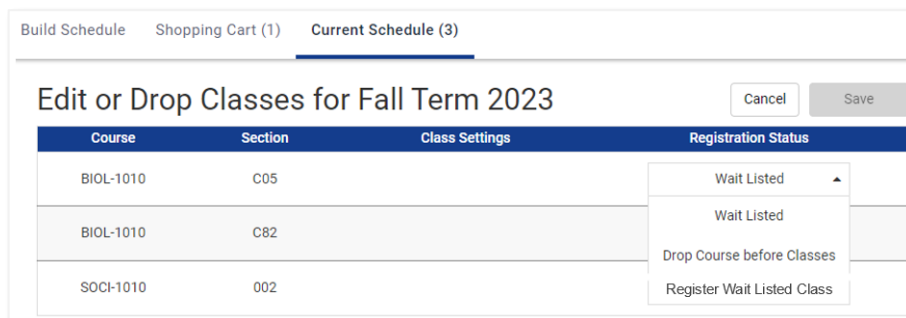
## How to register a waitlisted course *after* you are notified a seat is available:

In Schedule Planner, navigate to **Current Schedule** and select the **Edit or Drop Classes** button, select the **Register** option, and click the **Save** button.