

STUDENT PLANNING REGISTRATION

STEP ONE:

Log onto Adler Connect at <https://connect.adler.edu/>

STEP TWO:

From “My Tools” select **Self-Service**.

My Tools



The screenshot shows a 'My Tools' section with a list of links. An arrow points from the top right towards the 'Self-Service' link.

[Self-Service](#)

Register for classes and more.

[Canvas](#)

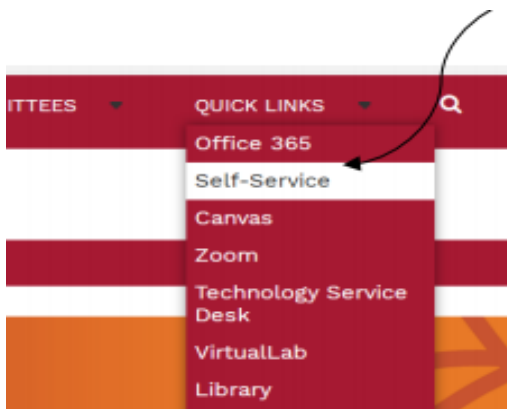
Access LMS courses

[Office 365](#)

Email, OneDrive and more.

[VirtualLab](#)

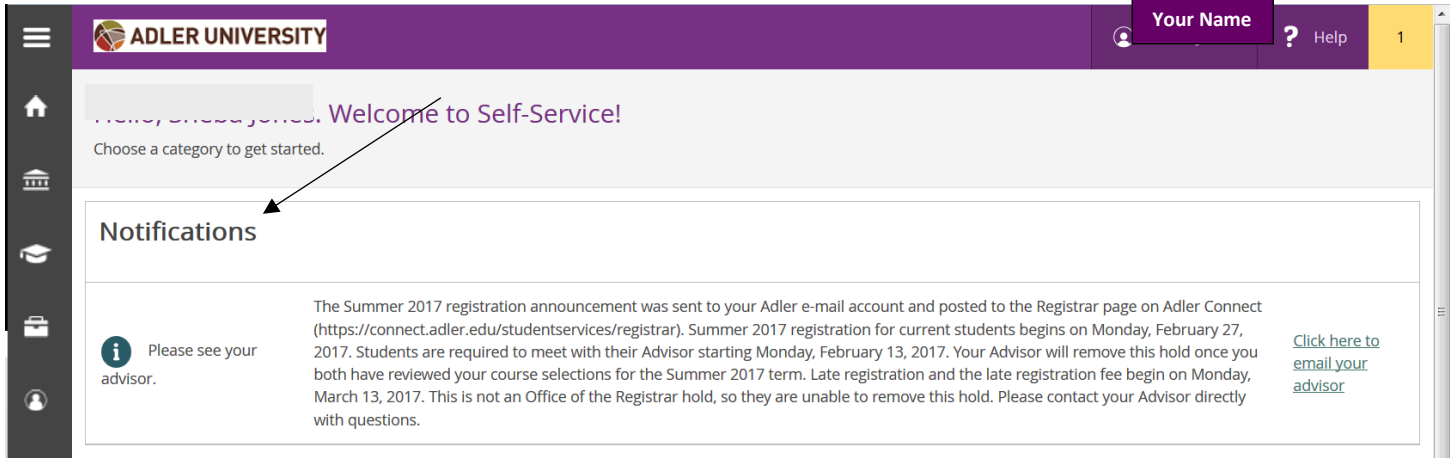
Or select **Self-Service** from the “Quick Links” menu.



STEP THREE:

IMPORTANT: Check your “Notifications” section for any holds that may prevent registration.

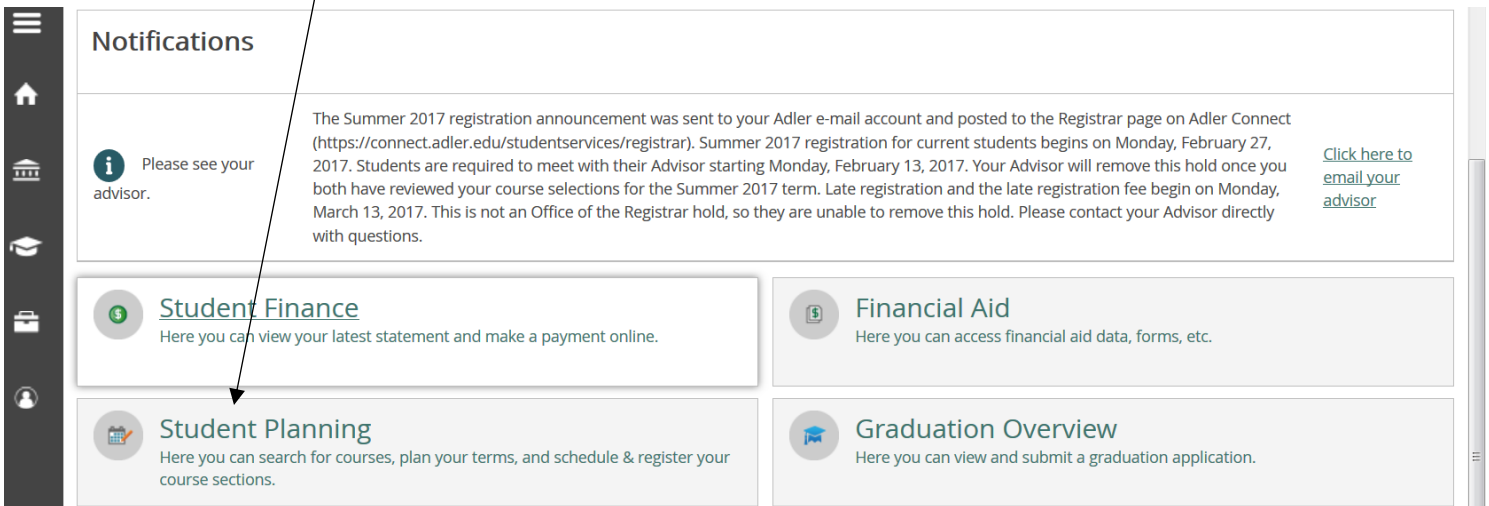
If you are on hold, please make note of the department that has placed a hold on your registration and take the appropriate action to resolve the hold.



STEP FOUR:

Click on the Student Planning option.

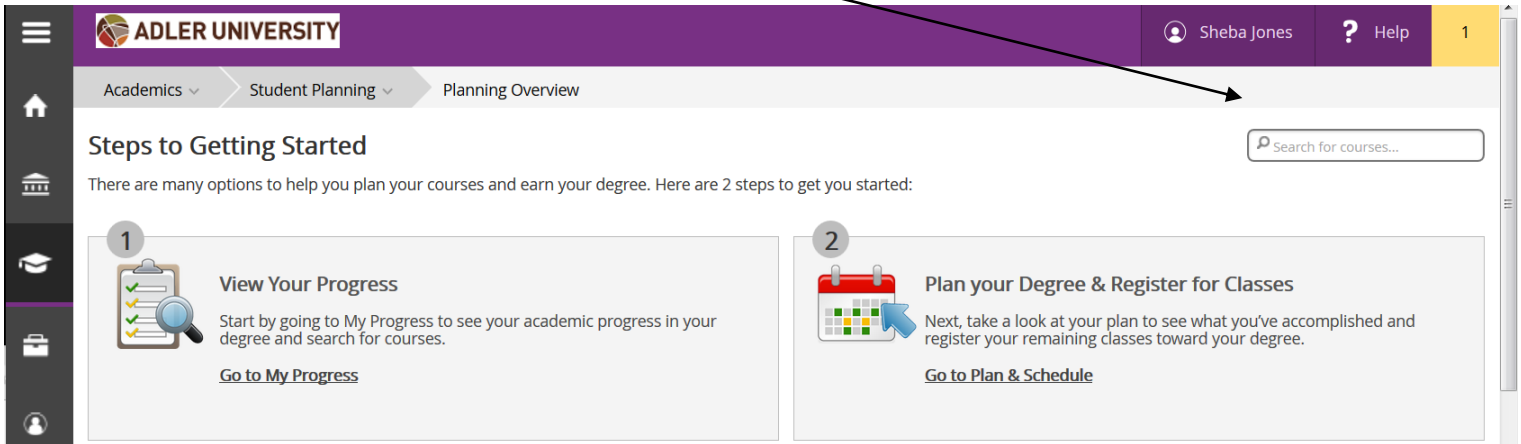
This is where you can search for courses, plan your schedules for future terms, and register for course sections.



STEP FIVE:

The next screen will present you with the option to view your degree audit in the “My Progress” option or plan your degree in the “Plan your Degree & Register for Classes” option.

In the “search for courses...” box, type in the course that you would like to register for (example: MACP 200) and press enter.



The screenshot shows the Adler University Student Planning Overview page. The header includes the Adler University logo and the user's name, Sheba Jones. The navigation menu shows "Academics" and "Student Planning". The main content area is titled "Steps to Getting Started" and contains two numbered steps:

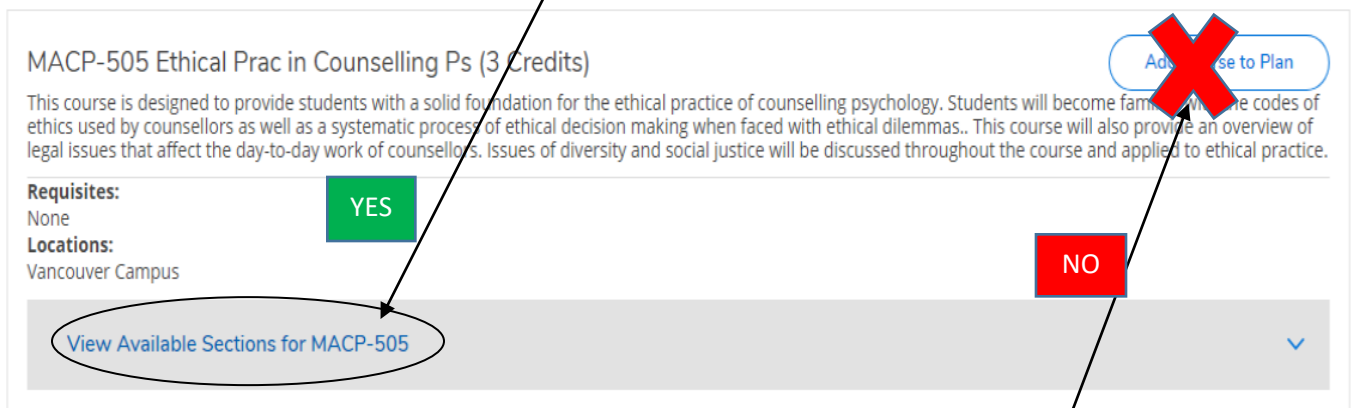
- 1 View Your Progress**: Start by going to My Progress to see your academic progress in your degree and search for courses. [Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**: Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. [Go to Plan & Schedule](#)

A search bar labeled "Search for courses..." is located at the top right of the page.

STEP SIX:

Once you have entered the course, Click on “View Available Sections for...” for your desired course (example: MACP-505).

***TIP:** If you are ready to add the course to your schedule, please ensure you are **SELECTING** a **section** for the **CORRECT TERM** .



The screenshot shows the course details page for MACP-505 Ethical Prac in Counselling Ps (3 Credits). The page includes the course description, prerequisites, and locations. A green "YES" button is next to the prerequisites, and a red "NO" button is next to the locations. A blue button labeled "View Available Sections for MACP-505" is circled, and a red "X" is over the "Add Course to Plan" button.

IMPORTANT: **DO NOT SELECT** “ADD COURSE TO PLAN”. THIS OPTION ONLY ADDS THE COURSE (EXAMPLE: MACP 505) instead of an actual course section (example: MACP 505 VANB) to your plan.

STEP SEVEN:

Once you have found your desired section, select **“Add Section to Schedule”**.

***TIP:** If zero seats are available, you will not be able to register for that particular section.

Fall 2021 Term			
MACP-337-VANA Group Psychotherapy			
Seats	Times	Locations	Instructors
15	W 9:00 AM - 4:00 PM 9/15/2021 - 12/8/2021	Vancouver Campus Lecture	Mann, M

THE NEXT SCREEN IS THE “SECTION DETAILS”. THIS SCREEN DISPLAYS INFORMATION REGARDING THE COURSE SECTION (INSTRUCTOR, TIME, DATE, SEATS AVAILABLE, REQUISITES, AND THE COURSE DESCRIPTION). PLEASE CONTINUE WITH THE REGISTRATION PROCESS.

STEP EIGHT:

Select the “Add Section” button. **Repeat steps FIVE through EIGHT until you have added all of your desired course sections.**

Section Details

MACP-337-VANA Group Psychotherapy
Fall 2021 Term

Instructors Mann, M (mmann@adler.edu)

Meeting Information W 9:00 AM 4:00 PM
9/15/2021 - 12/8/2021
Vancouver Campus, TBD (Lecture)


Dates 8/30/2021 - 12/19/2021

Seats Available 15 of 15 Total

Credits 3

Grading Graded

Requisites

 Student must complete PCO-472 or MACP-472 and MACP-520 prior to registering for this course. - Must be completed prior to taking this course.

Course Description This course examines the history, theory, methods and application of group psychotherapy in professional psychology. The development of competence in group methods is enhanced through a combination of lectures, student presentations, class exercises, break-out practise groups, and participation in and experience leading an experiential in-class group. The class meets as a group and students process their experiences in the here-and-now. The goal is to help students become more comfortable

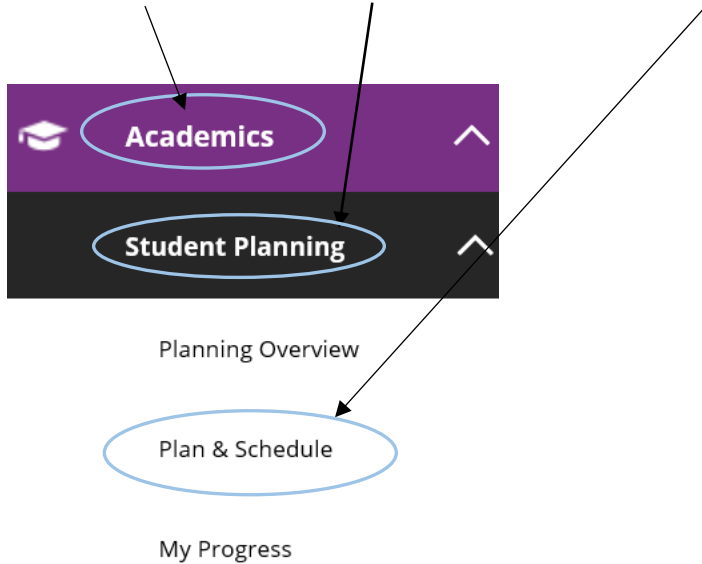
Close **Add Section**



IMPORTANT: YOU ARE NOT OFFICIALLY REGISTERED. YOU ONLY ADDED SECTION(S) TO YOUR COURSE PLAN. PLEASE PROCEED THROUGH THE NEXT STEPS TO OFFICIALLY REGISTER

STEP NINE:

Click **“ACADEMICS”** > **“STUDENT PLANNING”** > **“PLAN & SCHEDULE”** from the menu to the left of the screen.

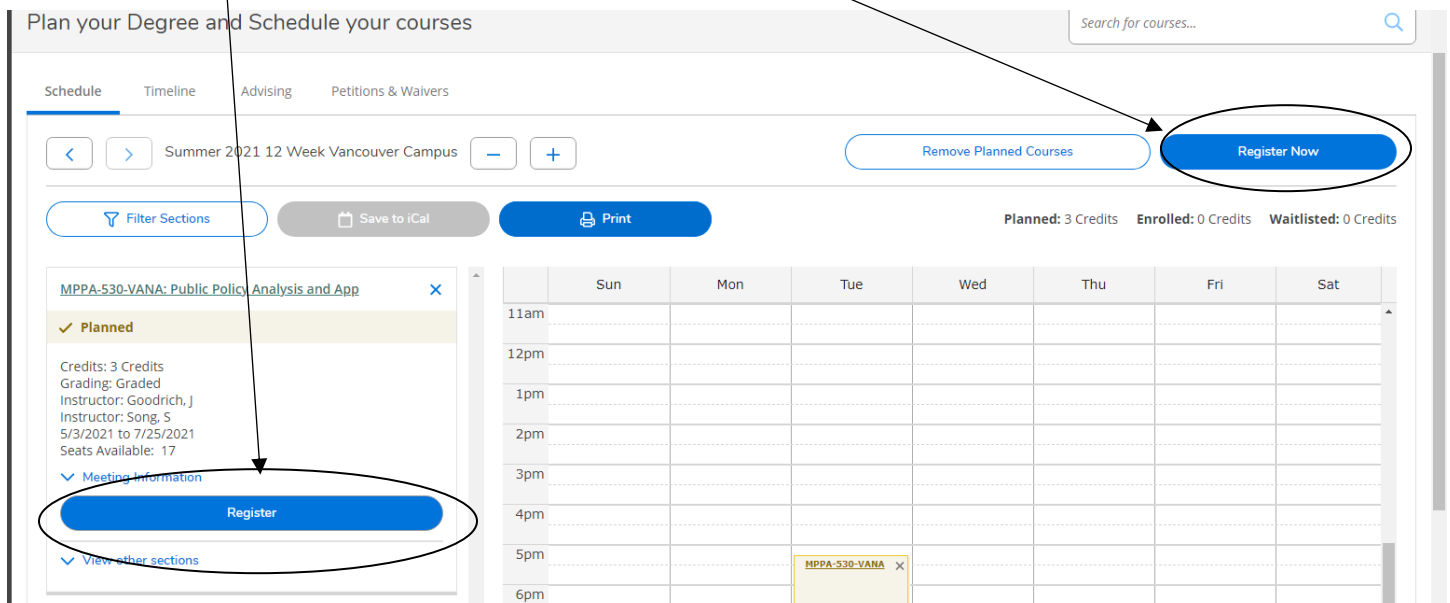


STEP TEN:

You are now ready to complete the registration process. Each course section you have added will indicate **“Planned”**. Select the **“Register”** or **“Register Now”** button.

Please remember each course section has a section letter or letters attached (example: MPPA-530-VANA).

If you do not see a section letter or letters attached, you have only added the course to your plan. You will need to go back and add an actual section.



If you have successfully registered for a course section, you will see an indicator of ✓ Registered, not started or ✓ Registered

The screenshot displays a web interface for planning a degree and scheduling courses. At the top, there is a header "Plan your Degree and Schedule your courses" and a navigation menu with "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active. Below the navigation, there are navigation arrows, a semester selector "Summer 2021 12 Week Vancouver Campus", and a "+" button. A toolbar contains "Filter Sections", "Save to iCal", and "Print" buttons. The main content area shows a course section for "MPPA-530-VANA: Public Policy Analysis and App". The status "✓ Registered, but not started" is highlighted with a green background and circled in black. Below the status, course details are listed: "Credits: 3 Credits", "Grading: Graded", "Instructor: Goodrich, J", "Instructor: Song, S", and "5/3/2021 to 7/25/2021". There is a "Meeting Information" link, a "Drop" button, and a "View other sections" link. To the right, a calendar grid shows the days of the week and time slots from 2am to 8am.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Summer 2021 12 Week Vancouver Campus +

Filter Sections Save to iCal Print

✓ Registered, but not started

MPPA-530-VANA: Public Policy Analysis and App

Credits: 3 Credits
Grading: Graded
Instructor: Goodrich, J
Instructor: Song, S
5/3/2021 to 7/25/2021

Meeting Information

Drop

View other sections

	Sun
2am	
3am	
4am	
5am	
6am	
7am	
8am	

EXAMPLE: COURSE PLANNED

*****This means you have planned a course, not an actual course section, and are NOT REGISTERED.*****

*****THERE IS A DIFFERENCE BETWEEN THE COURSE MPPA-530 AND A COURSE SECTION, FOR EXAMPLE: MPPA-530-VANA*****

The screenshot shows a web interface for planning a degree. At the top, there is a header "Plan your Degree and Schedule you". Below this are four tabs: "Schedule", "Timeline", "Advising", and "Petition". The "Schedule" tab is selected and highlighted with a blue underline. Below the tabs, there are two navigation buttons: a left arrow and a right arrow. To the right of these buttons is the text "Summer 2021 12 Week Vancou". Below this, there are two buttons: "Filter Sections" (with a funnel icon) and "Save to iCal" (with a calendar icon). At the bottom, there is a list item for "MPPA-530: Public Policy Analysis and App" with a blue 'X' icon to its right. Below this list item is a link that says "View other sections" with a blue checkmark icon to its left.

EXAMPLE: COURSE SECTION PLANNED

*****This means you have planned a course section and are NOT REGISTERED.*****

< > Summer 2021 12 Week Vancouver Campus

Filter Sections Save to iCal

MPPA-530-VANA: Public Policy Analysis and App X

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Goodrich, J
Instructor: Song, S
5/3/2021 to 7/25/2021
Seats Available: 17

Meeting Information

Register

View other sections

EXAMPLE: REGISTERED

*****This means you have successfully registered for a course section*****

Plan your Degree and Schedule your cour

Schedule Timeline Advising Petitions & Waiver

< > Summer 2021 12 Week Vancouver Camp

Filter Sections Save to iCal

MPPA-530-VANA: Public Policy Analysis and App

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Goodrich, J
Instructor: Song, S
5/3/2021 to 7/25/2021

Meeting Information

Drop

View other sections

DROPPING SECTIONS

STEP ONE:

If you wish to drop a section during open registration or during the add/drop period, click the DROP button.

In this example, MCFT-505 will be dropped.

The screenshot shows a web interface for planning a degree. At the top, it says "Plan your Degree and Schedule your courses" with a search bar. Below that, there are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The current term is "Chicago 2017 Summer Term". A "Register Now" button is visible. The interface shows a grid of sections for the week of Sun to Sat. The section "MCFT-505-TEST: Prof Development: Issues & Eth" is listed as "Registered" and is scheduled for Tuesday at 9am. A "Drop" button is circled in the "Meeting Information" section for this course.

STEP TWO:

The "Register and Drop Sections" pop up will appear and you will be prompted to select which sections you wish to drop.

In this example, we are dropping MCFT-505 only.

Click the "Update" button.

The screenshot shows the same course schedule interface as in Step One, but with a "Register and Drop Sections" pop-up dialog box open. The dialog box contains the text: "You have elected to drop: MCFT-505-TEST (3 Credits)". Below this, it says "Select sections to drop:" and lists "MCFT-505-TEST (3 Credits)" with a checked checkbox. At the bottom of the dialog box, there are two buttons: "Cancel" and "Update". The "Update" button is circled, and an arrow points to it from the right.

STEP THREE:

Notice MCFT-505 returned to **Planned** status.

- If you wish to completely remove a section from your course plan for this particular term, click the **X** within the section's box.

Chicago 2017 Summer Term

Remove Planned Courses Register Now

Filter Sections Save to iCal Print Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

MCFT-505-TEST: Prof Development: Issues & Eth

Planned

Credits: 3
Grading: Graded
Instructor: TBD
5/1/2017 to 8/14/2017
Seats Available: 1

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am			MCFT-505-TEST				
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

- If you wish to completely remove a course from your entire course plan, click the **X** on the outer perimeter of the section's box.

Chicago 2017 Summer Term

Remove Planned Courses Register Now

Filter Sections Save to iCal Print Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

MCFT-505-TEST: Prof Development: Issues & Eth

Planned

Credits: 3
Grading: Graded
Instructor: TBD
5/1/2017 to 8/14/2017
Seats Available: 1

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am			MCFT-505-TEST				
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

SWITCHING SECTIONS

STEP ONE:

Click on “View Other Sections” to see if another section is available. If additional sections are available, they will appear.

The screenshot displays a course management interface. On the left, a sidebar contains navigation icons. The main content area shows details for the course 'MCFT-505-TEST: Prof Development: Issues & Eth'. The course is marked as 'Planned' and has 3 credits, graded grading, and 1 seat available. A 'Register' button is visible. Below the course details, a 'View other sections' link is highlighted with a red circle. To the right, a grid shows the course schedule by day and time. A section is currently added to the schedule at 9am on Tuesday. A tooltip for this section is visible, showing the course name and details.

STEP TWO:

Double click on the section you wish to add and it will be added to your schedule for you to register.

➤ **Remember you have only planned the section. You need to register for the section.**

- **TIP:** Students are prevented from registering for sections that meet at the same time and from registering for more than one section of the same course.
- If you need to add a section that meets at the same time as a section in which you are **REGISTERED**, you will need to drop, the previously added section before being allowed to register for your new section.

STEP THREE:

DROP the section you no longer want and then **REGISTER** for your preferred section.

- Remember to remove the section you no longer want from your course plan for the term.

WAITLISTED SECTIONS

STEP ONE:

If a section is waitlisted, you will see the status of "Waitlisted".

If you still wish to add the section to your plan, click the "Add Section to Schedule" button.

The screenshot shows a mobile application interface for a course catalog. On the left is a navigation sidebar with icons for home, search, and user profile. The main content area displays a search result for "Advanced Practicum Cont A" in Chicago for the 2017 Summer Term. A table lists the section with the following details:

Waitlisted	Times	Locations	Instructors
4	TBD 5/1/2017 - 8/14/2017	Chicago Field Experience	Kim, E

Below the table, there is a section for "PSY-952 Advanced Practicum Seminar III (1 Credits)" with an "Add Course to Plan" button. A red box highlights the "Waitlisted" status in the table, and a green box highlights the "Add Section to Schedule" button. Arrows point from the text above to these elements.

STEP TWO:

You will receive a notification box with section details.

Please note the alert highlighted in red "**This section has a waitlist**".

If you still wish to continue with adding this section to your plan, click the "Add Section to Schedule" button.

The screenshot shows a notification box for the "PSY-962-A: Advanced Practicum Cont" section. The box contains the following information:

- Instructors:** [Redacted]
- Meeting Information:** 5/1/2017 - 8/14/2017, Chicago, TBD (Field Experience)
- Dates:** 5/1/2017 - 8/14/2017
- Alert:** This section has a waitlist. (highlighted in a red box)
- Seats Available:** 0 of 0 Total
- Waitlisted:** 4
- Credits:** 0
- Grading:** Pass/Fail. Students should be allowed to register. Please monitor your Astar e-mail account for notification of eligibility to register.
- Books Total:** [Redacted]

At the bottom of the box are "Close" and "Add Section" buttons. An arrow points from the text above to the "Add Section" button.



IMPORTANT: YOU ARE NOT OFFICIALLY WAITLISTED. YOU ONLY ADDED SECTION(S) TO YOUR COURSE PLAN. PLEASE PROCEED THROUGH THE NEXT STEPS TO OFFICIALLY WAITLIST FOR THE SECTION.

STEP THREE:

Go to the "Plan and Schedule" option.

ADLER UNIVERSITY

Academics > Student Planning > Planning Overview

Steps to Getting Started

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

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 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](#)

Search for courses...

Notice the section (EXAMPLE: PSY-962) is **YELLOW and the status of the course is **PLANNED**.*

STEP FOUR:

In order to official waitlist yourself for the section, you must click the "Waitlist" button.

Practicum Cont

Students must register for PSY-960 and PSY-961 prior to registering for this course. - Must be completed prior to taking this course.

Planned

Credits: 0
Grading: Graded
Instructor: Kim, E
5/1/2017 to 8/14/2017
Waitlisted: 4

Meeting Information

Waitlist

3pm
4pm
5pm
6pm
7pm
8pm
9pm
10pm
11pm

Once you click the “Waitlist” button, the status of the course will change from “PLANNED” to “WAITLISTED”.

If space becomes available in the section, you will receive e-mail notification. Once you receive the e-mail notification, you will have 48 hours to register for the course. After 48 hours, you will be dropped from the waitlist.

