STUDENT PLANNING
REGISTRATION

STEP ONE:

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

STEP TWO:

From "My Tools" select **Self-Service**.

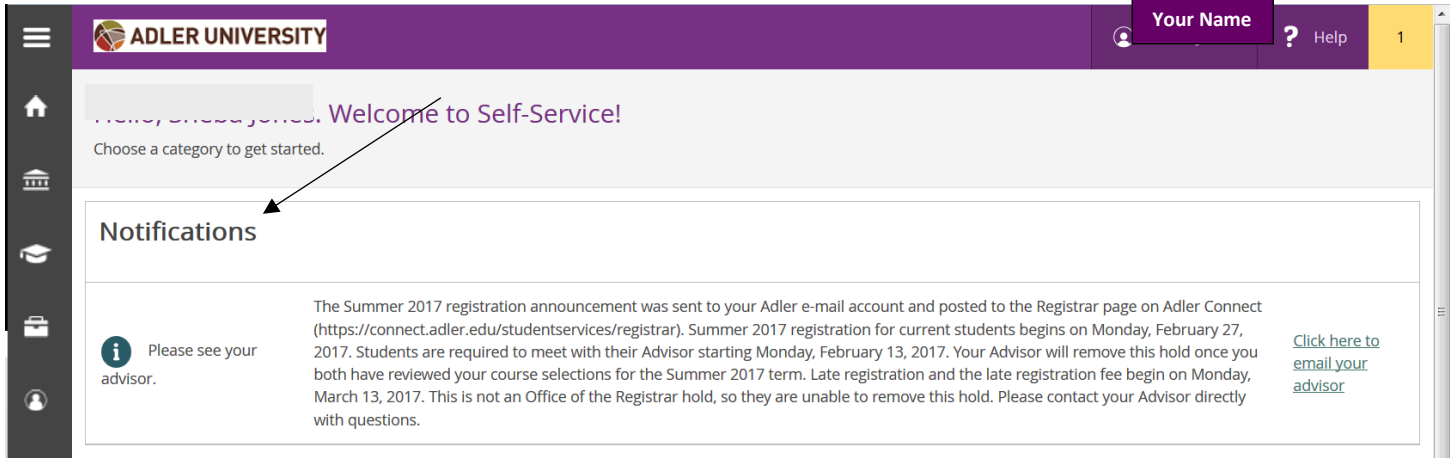Or select **Self-Service** from the "Quick Links" menu.
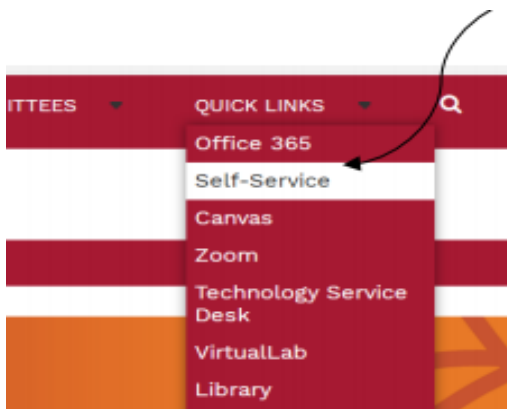
STEP THREE:

IMPORTANT: Check your "_Notifications_" section for any holds that may prevent registration.
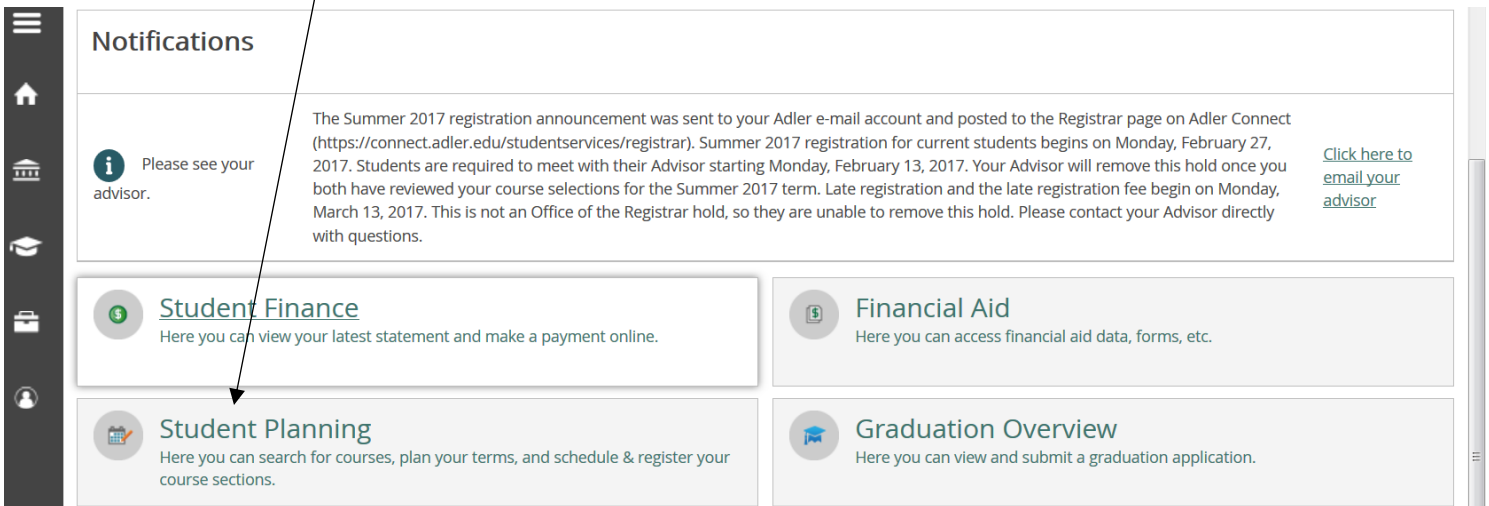
If you are on hold, please make note of the department that has placed a hold on your registration and take the appropriate action to resolve the hold.

STEP FOUR:
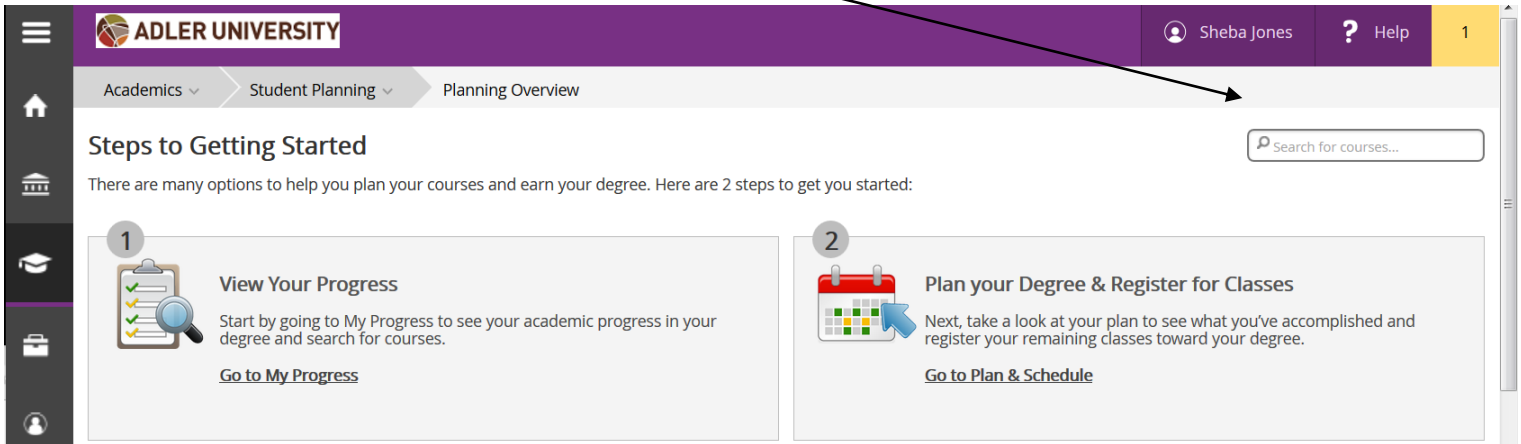
Click on the Student Planning option.

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.

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** .*

IMPORTANT: <mark>DO NOT SELECT</mark> "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

Add Section to Schedule

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.
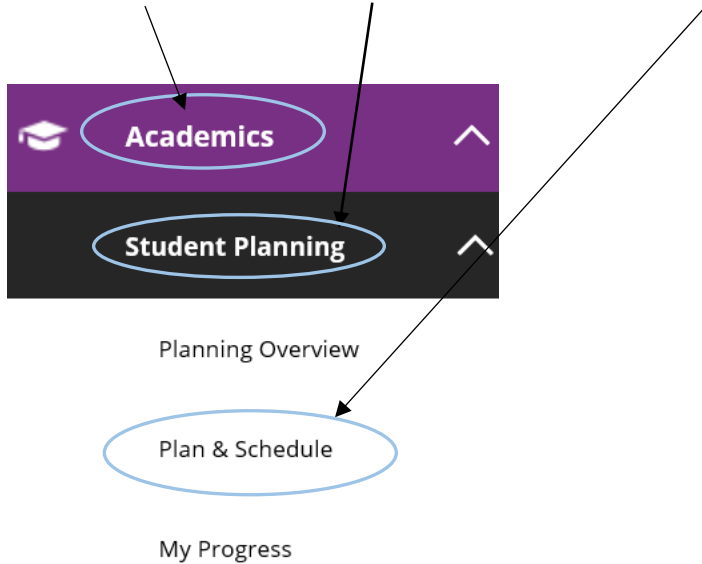

STEP TEN:

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.

5
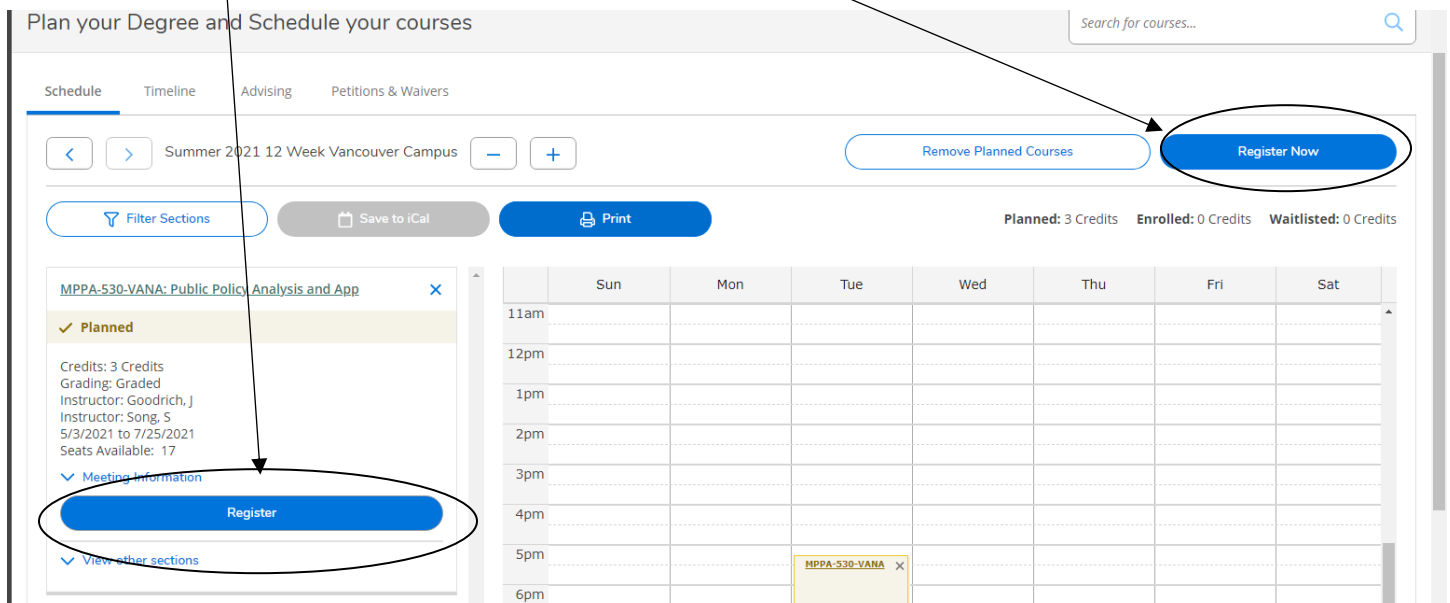
If you have successfully registered for a course section, you will see an indicator of ✔ Registered, not started or ✔ Registered

Plan your Degree and Schedule your courses

Schedule   Timeline   Advising   Petitions & Waivers

<   >   Summer 2021 12 Week Vancouver Campus   +

▽ Filter Sections   📅 Save to iCal   🖨 Print

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

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

Plan your Degree and Schedule you

| Schedule | Timeline | Advising | Petitior |

< >   Summer 2021 12 Week Vancou

Filter Sections   Save to iCal

MPPA-530: Public Policy Analysis and App   X

∨ View other sections

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   ✕

✓ **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 <u>DROP</u> button.

In this example, MCFT-505 will be dropped.

STEP TWO:

The "<u>Register and Drop Sections</u>" 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 "<u>Update</u>" button.

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.*

➢ *If you wish to completely remove a course from your <u>entire</u> course plan, click the **X** on the outer parimeter of the section's box.*

SWITCHING SECTIONS

STEP ONE:

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

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.*

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.

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.

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.

*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.

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.

Must be completed prior to taking this course.

2pm

3pm

4pm

5pm

✓ Waitlisted

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

6pm

7pm

8pm

Meeting Information

Drop Waitlist

9pm