TO BE OFFICIALLY ENROLLED FOR FALL 2024 TERM STUDENTS MUST DO ALL OF THE FOLLOWING:
> Register for classes.
> Pay all charges in full prior to the first day of classes.
> Complete all required forms for Student Financial Services, Student Affairs, and the Registrar's Office.
> Declare major prior to junior status.

REGISTRATION INSTRUCTIONS FOR CURRENT STUDENTS:

BEFORE YOU REGISTER

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1. **Be sure that your student account is current.**
   If you have a hold on your student account you cannot pre-register.
2. **Declare major by junior status.**
   If you are an undeclared junior student you cannot pre-register.
3. **Consult with your advisor**
   Check the following pages for advising dates. **To pre-register you must have been advised.** Your advisor will clear you for registration by entering a validation of your advising session into WebAdvisor.
4. **Plan your schedule**
   After consultation with your advisor, complete a course schedule worksheet with lots of alternatives to save time when you pre-register online. Always check Catalog in Student Planning System for the most current information on classes. In planning your schedule, remember these tips:
   - Classes that require permission **cannot** be processed online. You must bring an add slip, signed by the instructor, to the Registrar's Office to add these classes.
   - Classes with co-requisites require that you register for both the class and the co-requisite.
   - Time conflicts will be in red in Student Planning.
   - You may not pre-register for more than 19 credits unless you have an approved overload.
5. **Be sure you know your access to Student Planning System**
   You will need your REDLANDSid and password to access Student Planning System. For most students, your REDLANDSid is your firstname_lastname all lower case (e.g., john_doe). Your password is a 6-digit number. If you do not know your password, you should immediately submit a Lost Password request via the Lost Password link: www.redlands.edu >myRedlands >Password request.
6. **Log in to Student Planning at the time assigned for you (or after).** You may register from your personal computer or go to the Jones Computer Center. (See the Registration Schedule on following pages.) **You will be able to register after your designated time but not before**.

TO REGISTER ONLINE

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1. **Go** to **myRedlands on the main University website (www.redlands.edu).**
   Click on the Student Planning link on the black bar.
   Watch our video located on http://www.redlands.edu/registrar or click here to go directly.

2. **Select** *Plan & Schedule* tab and then follow the steps below:
   ➢ Click on the Plus sign + to add a future term to your plan.
   ➢ Select **Course Listing** tab
      - Search for a course subject (i.e. ENGL)
      - You will see a list of courses offered by the English Department.
      - You can filter with the menus on the left hand side (i.e. select courses in the Fall 2024 term).
      - The red bar across the course means that sections of this course will be taught in the future. Courses with no red bar do not currently have planned offerings.
      - Select a course you wish to take.
      - Select Add Course To Plan and the term you wish to take the course.
      - The course will appear on your plan under the desired term.
   ➢ You can also search from My Progress screen (your program evaluation).
      - Select a course that appears in red.

- – Course Catalog will appear with the course you have selected.
- – Select Add Course to Plan and the term you wish to take the course.
- – Planned courses will appear in yellow in My Progress.

Notice additional search tools to the left of the screen. In this area you can search classes by subject, day of the week, instructor, LAI and more.

- ➢ Return to Plan & Schedule
  - – Toggle between semesters with the < > buttons.
  - – The courses you loaded onto the plan will appear in yellow under the term you selected.
  - – Under each course you will see View Other Sections, click on it.
  - – Available sections will appear below the course, select a section that works for your schedule.

- • If you would like your schedule reviewed by your advisor, select Advising then Request Review. You can also leave your advisor a note in the notes section.
- • Prerequisites and co-requisites will be listed under each course, if you have not met the prerequisite a yellow warning sign will appear under each prerequisite or co-requisite not met. This will prevent a successful registration.
- • You may not register over 19 credits.
- • Time conflicts will be reflected with a red box.

3. **Add more classes**. Continue to add more classes to your schedule same way as above.

4. **Dropping classes from planned future schedule.** Select Plan & Schedule, then go to desired future term, and click on the X located on the right hand side of the section.

5. **Move classes to future term.** To do this a course must be planned at the Course level not at the section level. Select Plan & Schedule, then select Timeline and scroll to term where class is located. The course description box will appear with a menu of future terms. Select the desired future term. The class will be moved to the future term.

6. **Print your schedule.**

7. **Log Out.**

HELPFUL HINTS TO MAKE YOUR ONLINE REGISTRATION SUCCESSFUL

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1. To be added to a waitlist for a closed class, select the Waitlist button if available. Please note that not all classes have a waitlist option, if the Waitlist button does not appear then you will need to contact the Department.
2. The credit value for variable credit courses, such as Music courses, can be changed during registration.
3. Prerequisites will not be checked during Online Registration but they will be confirmed before classes start for the term. If you do not meet the prerequisite, you will be dropped from the class.
4. Johnston students who wish to contract for reduced credits in a class cannot change the credits for a fixed credit class via Online Registration. They must submit a contract to the Registrar's Office and the change in credits will be processed.
5. **ONLINE REGISTRATION FOR FALL TERM WILL CLOSE FOR ADDS AND DROPS ON AUGUST 23, 2024 AT 8:00 a.m.**
   a. **ONLINE REGISTRATION WILL REOPEN FOR *ADDS* (**WITH ADD AUTHORIZATION**) AND *DROPS* ON SEPTEMBER 3, 2024 at 8:00 a.m.**
   b. **ONLINE REGISTRATION WILL CLOSE FOR *ADDS* (**WITH ADD AUTHORIZATION**) ON SEPTEMBER 17, 2024 at 5:00 p.m.**
   c. **ONLINE REGISTRATION FOR *DROPS* WILL CLOSE ON OCTOBER 25, 2024 at 5:00 p.m.**