



# Introduction to Student Planning: Viewing and Planning Course Selections

The Student Planning platform will allow you to search and register for classes throughout your time at Emmanuel College. Please use this reference sheet to review current course offerings and plan your schedule for the upcoming semester.

1. Please visit the Emmanuel College portal at: <http://portal.emmanuel.edu>. Select EC Online Services. You will then go to Student Records + Registration and select Student Planning from the drop down menu.
2. You will need to reenter your username and password. After logging in, click on the Student Planning module.
3. Once here you will be able to review your general education requirements by clicking on 'My Progress'. You can also look at course descriptions for any of the courses that fulfill these requirements by clicking on the course number or the search button specific to the requirement.

Status	Course	
Not Started	ACCT-1201	Financial Accounting (QA)
Not Started	ACCT-2201	Managerial Accounting

4. You can also review all courses by using the course catalog function. You can go to the catalog directly by choosing it from the Student Planning drop down menu or you can enter a keyword into the search bar on the top right of your screen at any time. You can filter your results by selecting the radial buttons, such as date, time, and requirement type, on the left hand side of your screen.

5. You may plan any course of interest by selecting 'Add Section to Schedule' from the course description. You can initially select 'Add Course to Plan' and then select a specific section from the Plan + Schedule screen once specific courses are available if you are planning future semesters.



6. Once you have added courses of interest, you can view your planned schedule by selecting 'Plan and Schedule' from the 'Student Planning' drop down menu.
7. Make sure that you are familiar with a couple of courses of interest, in fact you can plan for these as well and then remove them after registration! That way, you will have already planned additional options during registration if a course of interest is unavailable during your registration window.

8. Keep in mind that all planned courses will be in yellow. Once your Registration window opens you will be able to select the 'Register' button, at which point your courses will turn green. Your registration is not complete until all of the courses you intend on taking for the given semester are green on your schedule.

