Step 1: Login
- In your web browser, enter the URL https://myaccount.highpoint.edu
- Enter your HPU username and password
- Click Sign in

Step 2: Access Student Planning
- Select Student Planning

Step 3: Review Progress
- Review your academic program(s) and associated cumulative grade point average on the Home page
- Click My Progress to review additional information
- Review At-A-Glance to see your major, GPA, credits (completed, planned, and in progress), and Program Notes

• Review General Education Requirements, Maturity Requirements, Major Requirements, and Other Courses

NOTE: The status is listed to the left in the table; for example you see that this course is not started
• If the course is planned, you see a yellow box that says Planned
• If you withdrew from the course, you see a red box that says Withdrawn
• If you completed the course, you see a green box that says Completed

M. PHYSICAL EDUCATION
TAKE 1 PE ACTIVITY COURSE OR PARTICIPATE IN AN INTER-COLLEGIATE OR CLUB SPORT FOR ONE TERM

Complete 1 of the following 5 items. 0 of 1 Completed.  🟢 Fully Planned

1. Complete 1 course. Choose from the subject of Physical Education. Choose from the levels of 1000, 100. Excluding the courses PEC-106, PEC-105. 0 of 1 Courses Completed

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Progress</td>
<td>PEC-1131</td>
<td></td>
<td>2015SP0</td>
<td>1</td>
</tr>
</tbody>
</table>

2. Complete 1 course. Choose from the courses PEC-105, CLUB-0000. 0 of 1 Courses Completed

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>PEC-105</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>CLUB-0000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 4: Plan Courses

• Plan completion of courses through entire college career
  o Method 1 – Add via Requirements tables on My Progress
    ▪ Click the Course in the requirements table
    ▪ Click Add Course to Plan

  Select term where you will take this course
  Select Add Course to Plan
  o Method 2 – Plan courses using the Course Catalog
    ▪ Click Course Catalog

Search for Courses and Course Sections

Search for a course subject: 

Abroad Programs

Academic Development

Accounting
- Select the subject area or enter the subject in the **Search for Courses** text box
- Click **Add Course to Plan**

![Select the subject area or enter the subject in the Search for Courses text box](image)

- Select term where you will take this course
- Select **Add Course to Plan**

![Select term where you will take this course](image)

**NOTE:** If you have added a course to the plan, but that plan changes, be sure to remove those courses you no longer plan to take. It is important to keep the plan clean, so the progress reflects accurately.

Degree audit in Student Planning is unofficial. For an official degree audit, refer to the Office of the University Registrar.

**Step 5: Create a Schedule for a Particular Term**

- Click **Plan & Schedule**

![Plan your Degree & Register for Classes](image)

- Add courses for a term to your schedule
  - Click **Course Catalog**
  - Select the appropriate course subject
  - In the orange bar, click **View Available Sections**
Select the desired section by clicking **Add Section to Schedule**

Click **Add Section to Schedule**

- Removing a planned course
  - Click **Plan & Schedule**
  - In the **Schedule** view, click the arrow to get to the correct term
  - Click the X in the upper right-hand corner of the section box
  - Confirm removal of section from schedule
Step 6: Submit Plan to Advisor for Review

**NOTE**: If you deviate from what is agree upon between you and your advisor on your PLAN, it could delay the amount of time it takes for you to fulfill the graduate requirements for your select program(s)

- Click on **Plan & Schedule**
- Click on **Advising**

![Composing a note for the advisor](image1)

- Add notes for your advisor in the **Compose a Note** text box
- Click **Save Note**
- Click **Request Review** in the right hand corner of the box

**Note**: Courses approved by your advisor will show on the **Timeline** (inside Plan & Schedule) with a green approved box above the course name.

Step 7: Register for a Term

**Note**: Make sure you have met with your advisor to ensure he/she approves of your overall plan.
• Refer to your “Permission to Register” email to view your registration date and time
• During the assigned date and time, login to Student Planning
  o In your web browser, enter the URL https://myaccount.highpoint.edu
  o Enter your HPU username and password
  o Click Sign in
• Click Plan & Schedule
• Click the arrow to get to the appropriate term open for registration
• In the upper right corner of the schedule, click Register Now

NOTE: Successful registration will turn all boxes green and the left-hand section list will say “Registered.”

NOTE: If you are not allowed to register, you will get a warning notification with the specific reason you are unable to register

• Some reasons you may not be allowed to register are:
  o Your registration window is not yet open or has already closed
  o You have a hold against your account

Step 8: Drop a Registered Section

• If in the Drop/Add period, click on Plan & Schedule
• Click on the arrows to toggled to the appropriate term
• Click Drop in the green box at the course section list to the left of the Schedule