Student Planning Instruction Guide
for Students

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**

> ### Student Planning
> Here you can search for courses, plan your terms, and schedule & register your course sections.

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- If you withdrew from the course, you see a red box that says Withdrawn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.** ✓ **Fully Planned**

Status	Course	🔍 Search	Grade	Term	Credits	Hide ⌄
◑ In-Progress	PEC-1131	Volleyball Court/Beach		2015SP0	1	

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

Status	Course	🔍 Search	Grade	Term	Credits	Hide ⌄
❗ Not Started	PEC-105	Foundations of Wellness				
❗ Not Started	CLUB-0000	Waiver for Club Sport Part.				

Step 4: Plan Courses

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

Filters Applied:	Art ⊗	
ART-000 Art Elective Credit (1 to 20 Credits)		**Add Course to Plan**
No description available.		
Requisites:	None	

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

Home   My Progress   Plan & Schedule   **Course Catalog**   Test Summary   Unofficial Transcript

Search for Courses and Course Sections   🔍 Search for courses...

Search for a course subject: 🔍 Type a 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 term where you will take this course
- ▪ Select **Add Course to Plan**

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**

- • Add courses for a term to your schedule
    - o Click **Course Catalog**
    - o Select the appropriate course subject
    - o In the orange bar, click **View Available Sections**

EMG-1200 Intro to Event Management (4 Credits)   Add Course to Plan

This course will offer an introduction to the principles of event management. A conceptual framework will be developed through definitions, models, and the utilization of case studies. The student will learn how to formulate event management strategies across diverse contexts. The planning, development, management, and implementation of events will be the focus of study. Special topics will include event studies, bid preparation, logistics, public and corporate sponsorship, marketing, negotiations, and staff/volunteer management. Opportunities for participation in on- and off-campus events will be an element of the course. Four credit hours.

✓ This course has been planned.

Requisites:	None
Locations:	High Point Campus
Years Offered:	Every Semester

> View Available Sections for EMG-1200

- o Select the desired section by clicking **Add Section to Schedule**

∨ View Available Sections for EMG-1200

2015 SUMMER Undergraduate

Intro to Event Management C1   Add Section to Schedule

Runs from 6/8/2015 - 7/31/2015

Seats	Times	Locations	Instructors
25	TBD 6/8/2015 - 7/31/2015	High Point Campus, ON LINE ONL Lecture	Biaett, V

- o Click **Add Section to Schedule**

Section Details

EMG-1200-C1: Intro to Event Management
2015 SUMMER Undergraduate

Instructors	Biaett, V (vbiaett@highpoint.edu)
Meeting Information	Times TBD 6/8/2015 - 7/31/2015 High Point Campus, ON LINE ONL (Lecture)
Dates	6/8/2015 - 7/31/2015
Seats Available	25 of 25 Total
Credits	4
Grading	Graded ▼
Requisites	None

This course will offer an introduction to the principles of event management. A conceptual framework will be

Close   Add Section to Schedule

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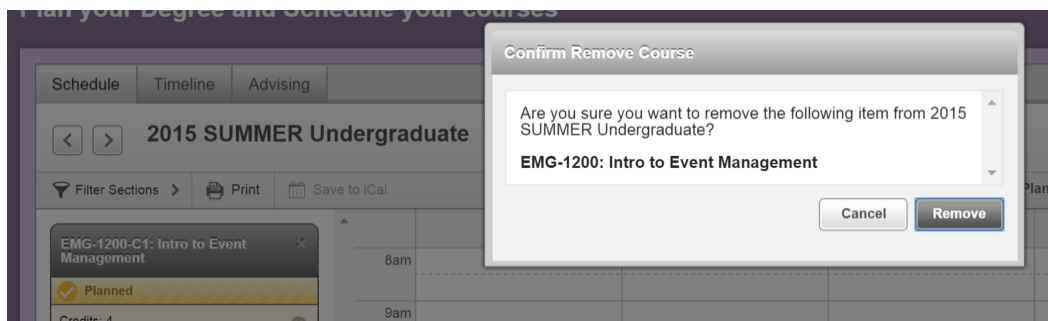
Step 6: Submit Plan to Advisor for Review

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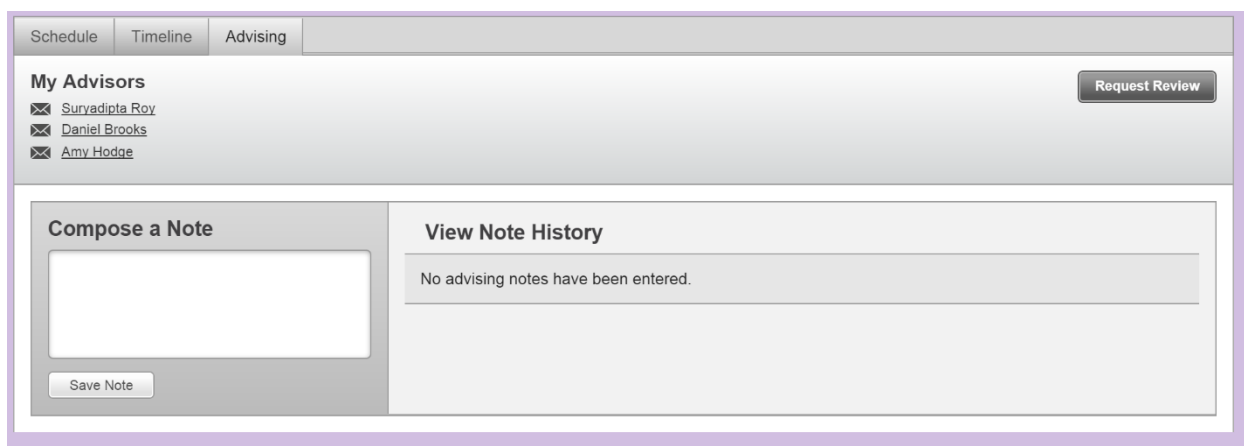
- Add notes for your advisor in the **Compose a Note** text box
- Click **Save Note**
- Click **Request Review** in the right hand corner of the box

Note: Courses approved by your advisor will show on the **Timeline** (inside Plan & Schedule) with a green approved box above the course name.
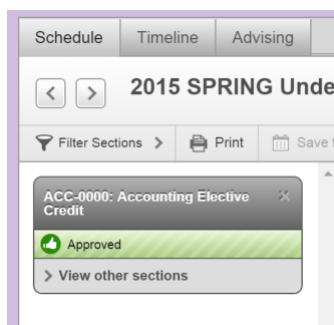
Step 7: Register for a Term

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
  - In your web browser, enter the URL https://myaccount.highpoint.edu
  - Enter your HPU username and password
  - 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:
  - Your registration window is not yet open or has already closed
  - 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**