

STUDENT PLANNING - Instruction Guide

Quick Steps for Students (Plan – Meet – Register)



STEP 1 - Below are instructions to sign in to Student Planning

- Click on this link to get to Student Planning <https://myaccount.highpoint.edu>
- Bookmark the link
- Enter your HPU username and password
- Click Sign In

STEP 2 - Below are instructions to select sections for the spring 2017 term

- Click on Student Planning
- Wait for your program data to load (could take 10-20 seconds)
- Click on My Progress to select courses from the requirements tables
- Locate and click on the course name needed to fulfill requirement
- Locate and click on View Available Sections (orange bar) of the section of interest
- Select the section of interest and click Add Section to Schedule
- Repeat for all requirements you intend to fulfill in that term
- Click **Plan & Schedule**
- Click the arrow to the right to select 2017 Spring Undergraduate
- Verify sections do not overlap and if they do, select a different section (gray box on the left hand side of the screen that reads, View Other Sections)

STEP 3 – Below are instructions to select sections for the spring 2017 term using the course catalog

- Click on Student Planning after logging in
- Click on Course Catalog
- Locate and click on the subject of interest
- Locate and click on View Available Sections (orange bar) of the section of interest
- Select the section of interest and click Add Section to Schedule
- Repeat for remaining spring 2017 sections
- Click Plan & Schedule
- Click the arrow to the right to select 2017 Spring Undergraduate
- Verify sections do not overlap and if they do, select a different section (gray box on the left hand side of the screen that reads, View Other Sections)

STEP 4 - Below are the instructions to submit your spring 2017 schedule to your advisor for review

- Click on the tab called Plan & Schedule
- Click on the tab called Advising
- Compose a note to your advisor(s), if needed
- Click Request Review (upper right hand corner)

STEP 5 – **Meet** with your advisor

STEP 6 – Below are the instructions to register on your Registrar assigned date and time (important)

- Sign in to Student Planning at <https://myaccount.highpoint.edu>
- Click on Student Planning
- Wait for your program data to load
- Click on Plan & Schedule
- Click on Schedule
- Click the arrow to the right to select 2017 Spring Undergraduate
- Click on **Register Now - Once** you have successfully registered for your courses, they will turn **GREEN** and have a check mark in the left corner of the course box.

Important: If you do not see the green box, YOU ARE NOT REGISTERED!

If you have any trouble, please contact the Helpdesk at x4357.