



HIGH POINT UNIVERSITY

Student Planning Instruction Guide Quick Steps for Students

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

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

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

- a) Click on Student Planning
- b) Wait for your program data to load (could take 10-20 seconds)
- c) Click on My Progress to select courses from the requirements tables
- d) Locate and click on the course name needed to fulfill requirement
- e) Locate and click on View Available Sections (orange bar) of the section of interest
- f) Select the section of interest and click Add Section to Schedule
- g) Repeat for all requirements you intend to fulfill in that term
- h) Click Plan & Schedule
- i) Click the arrow to the right to select 2017 Spring Undergraduate
- j) 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

- k) Click on Student Planning after logging in
- l) Click on Course Catalog
- m) Locate and click on the subject of interest
- n) Locate and click on View Available Sections (orange bar) of the section of interest
- o) Select the section of interest and click Add Section to Schedule
- p) Repeat for remaining Spring 2017 sections
- q) Click Plan & Schedule
- r) Click the arrow to the right to select 2017 Spring Undergraduate
- s) 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

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

STEP 5 – Below are the instructions to register on your Registrar assigned date and time

- a) Sign in to Student Planning at <https://myaccount.highpoint.edu>
- b) Click on Student Planning
- c) Wait for your program data to load
- d) Click on Plan & Schedule
- e) Click on Schedule
- f) Click the arrow to the right to select 2017 Spring Undergraduate
- g) Click on Register Now

If you have any trouble, please contact the Helpdesk at 336-841-4357.