

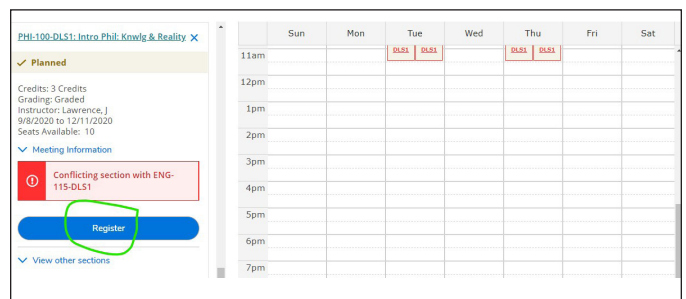
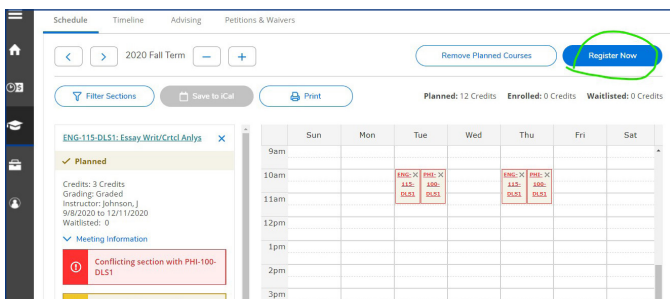
TIPS: Register, Waitlist, and Drop Courses

If you need help logging into planner, or help planning your courses, please refer to our other tips sheets for detailed instructions.

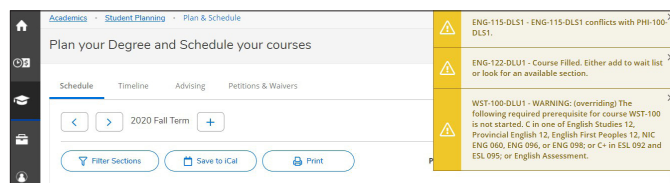
To register in courses

- From your MyNIC portal: self-service menu -> students -> student planning -> go to plan and schedule
- Your course sections are listed on the left and your calendar is listed on the right (with unscheduled courses below)
- Choose either the top right “register now” which will register you for all courses, or register for each class separately on the left.
- Successfully registered for courses turn green. Pay attention to the errors that may appear in the top right, or any courses that turn red.

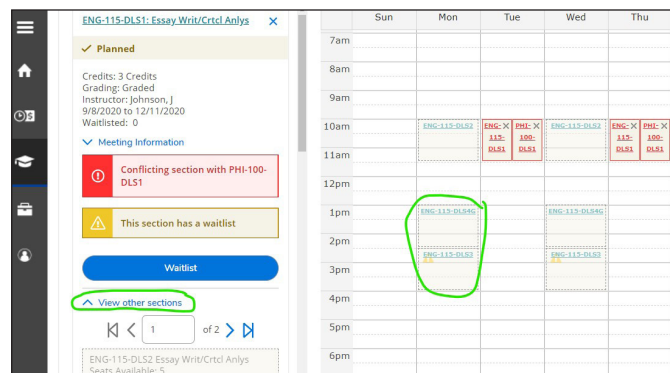
1. With your selected courses on Student Planning, you can either “register now” or you can “register” in each course



2. You may have error messages. You must waitlist for a course separately.



3. To see if an alternate section might be available with space, you can choose “view other sections” from the left, just below the register/ waitlist button. When you view other potential sections you will see these ghosted on your timetable on the right.

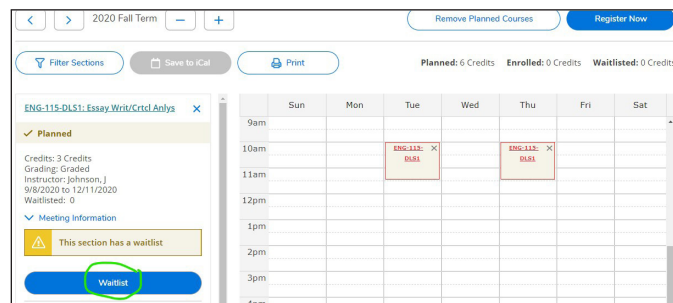


To waitlist in courses

You may wish to begin with the document “planning courses”. If you already have courses in your plan this document may be helpful. These instructions begin with courses already planned.

The steps to adding to a waitlist are:

- Plan the course on your student planner
 - From the left, in your list of courses choose “waitlist”. If you are using the “register all” button then you will NOT automatically be waitlisted for courses which are waitlisted.
 - Waitlisted courses will not show up in your tuition billings until you have a seat and are registered
1. From the left of the page, under your list of courses, you can click “waitlist”. There is an automated process for registering students from the waitlist and you will be notified through your NIC email if a seat becomes available.



To drop a class

Just like you can add/register your courses on planner you can also drop your class. Generally speaking you will receive a refund if you drop a class up to and including the first 10 days of class. Please refer to key dates on your MyNIC portal to review exact refund dates per term.

1. From the “plan and register for courses” page on planner, look on the left to see your courses. Choose “drop waitlist” or for a course you have a seat/are registered for, simply “drop”.

2. You can also drop multiple courses at once

