STEP 1: After logging into your **Okta dashboard** at aurorauniversity.okta.com, click on the **Self-Service** application.

okta	Q Search your apps					Sammy Aurora University ~
My Apps	My Apps					Sort 🗸
= Work	(A) Work					
Add section \oplus						
Notifications	Self-Service	timelycare	Handshake	PHILLIPS LIBRARY	Academic SupportNet	SpartanNet
Add apps	Self-Service Login	TimelyCare Login	Handshake	Library	Academic SupportNet	SpartanNet Student Intranet
	moodle	moodle	zendesk	iĝi	Office 365	zoom
	Moodle On-campus Courses	Moodle Online Courses	ITS Help	eRezLife Login	Microsoft Office 365 Office Portal	Zoom Meetings

STEP 2: You will see a Self-Service dashboard with commonly used sites. Click on Student Planning.



STEP 3: The **Student Planning homepage** allows you to (1) View Your Progress (formerly Academic Evaluation in WebAdvisor), (2) Plan Your Degree & Register for Classes, view overall progress toward your degree, and visualize your current schedule. Begin by clicking on **Go to Plan & Schedule** under **Plan your Degree & Register for Classes**.

Aurora Universit	y			A sspartan01	〔→ Sign out	⑦ Help
Academics ·	Student Planning · Planning Overview					
Steps to (There are many	Getting Started roptions to help you plan your courses and earn your de	gree. Here are 2 steps t		Search fo	r courses	Q
1	View Your Progress Start by going to My Progress to see your academic pr your degree and search for courses. Go to My Progress	ogress in	lan your D ext, take a lo bar your i o to Plan &	egree & Register fo ook at your plan to see remoti the classes towa schedule	or Classes what you've accomp ird your degree.	lished and
Programs		Cumulative GPA P	rogress			
Business Ad	ministration (BA)	3.688 (2.000 required)				

STEP 4: This will display your personalized **Plan your Degree and Schedule your courses** page. There are four headings at the top of the page – **Schedule**, **Timeline**, **Advising**, and **Petitions & Waivers**.

Aurora	A sspartan01	C→ Sign out	⑦ Help
Academics · Student Planning · Plan & Schedule			
(i) If you have questions regarding Student Planning, please email <u>advise@aurora.edu</u> .			
Plan your Degree and Schedule your courses	Search for courses		Q
Schedule Timeline Advising Petitions & Waivers			

STEP 5: The **Schedule** tab shows your current registrations and planned course sections. Use the arrows next to the term to navigate to the current term.

University								A sspartan01	〔→ Sign out	⑦ Help
cademics · Student Planning · Plan & Schedule										
If you have questions regarding Student Planning, please email <u>advis</u>	@aurora.	i.edu.								
Plan your Degree and Schedule your courses						Search for courses				
Schedule Timeline Advising Petitions & Waivers										
< > 2022 Fall Semester +							Remove Plann	ed Courses		
Filter Sections			🔒 Print				Planned: 16	Credits Enrolled: 0	Credits Waitlistee	d: 0 Credits
	×	9	Print Sun	Mon	Tue	Wed	Planned: 16 Thu	Credits Enrolled: 0	Credits Waitlister	d: 0 Credits
Filter Sections Save to iCal ART-1020: Around the World in 80 Master View other sections	×	8am 9am	Sun	Mon	Tue	Wed	Planned: 16	Fri	Credits Waitlistee Sat	d: 0 Credits
Filter Sections Save to iCal ART-1020: Around the World in 80 Master View other sections ART-2200: Color	×	8am 9am 10am	Sun	Mon	Tue	Wed	Planned: 16	Fri	Credits Waitlister	d: 0 Credits
Filter Sections Save to iCal	×	8am 9am 10am 11am	Sun	Mon	Tue	Wed	Planned: 16	Fri Fri	Credits Waitlister	d: 0 Credits
Filter Sections Save to iCal ART-1020: Around the World in 80 Master View other sections ART-2200: Color View other sections	×	8am 9am 10am 11am 12pm 1pm	Sun	Mon		Wed	Planned: 16	Fri Fri	Credits Waitlistee	4: 0 Credits
▼ Filter Sections Save to iCal ART-1020: Around the World in 80 Master ✓ View other sections ART-2200: Color ✓ View other sections COM-2240: Public Relations	×	8am 9am 10am 11am 12pm 1pm 2pm	Sun	Mon		Wed	Planned: 16	Fri Fri	Vaitilistee Sat	#: 0 Credits

<u>*TIP*</u>: Module (3-, 5-, 8-, or 10-week) classes will show up as separate terms. Be sure to watch for any alerts on the left menu regarding prerequisite courses or time conflicts.

STEP 6: To drop any courses, click the Drop button next to the course in the left menu on the Schedule tab.

<u>ART-1020-02: Around the World in 80 Master</u>		Sun
 Registered, but not started 	/am	
Credits: 4 Credits	8am	
Instructor: <u>Jennifer Scavone</u> 8/29/2022 to 12/17/2022	9am	
 Meeting Information 	10am	
Drop	11am	
✓ View other sections	12pm	
	1pm	

STEP 7: This will display a list of courses available to drop. **Select** the courses you want to drop and click **Update**.

Register and Drop Sections	- 1
You have elected to drop: ART-1020-02 (4 Credits)	
Select sections to drop:	
ART-1020-02 (4 Credits)	
ART-2200-01 (4 Credits)	
COM-2240-01 (4 Credits)	
CRJ-2300-02 (4 Credits)	
Cancel Update	
4pm	ART-2200-01

STEP 8: Any classes you drop will revert to **Planned** on the **Schedule** tab.

/ Planned	/am
radite: A Cradite	 8am
iradius: 4 chedius iradiug: Graded nstructor: <u>Jennifer Scavone</u> /29/2022 to 12/17/2022	 9am
eats Available: 1	 10am
 Meeting Information 	 11am
Register	
	12pm
 View other sections 	1nm