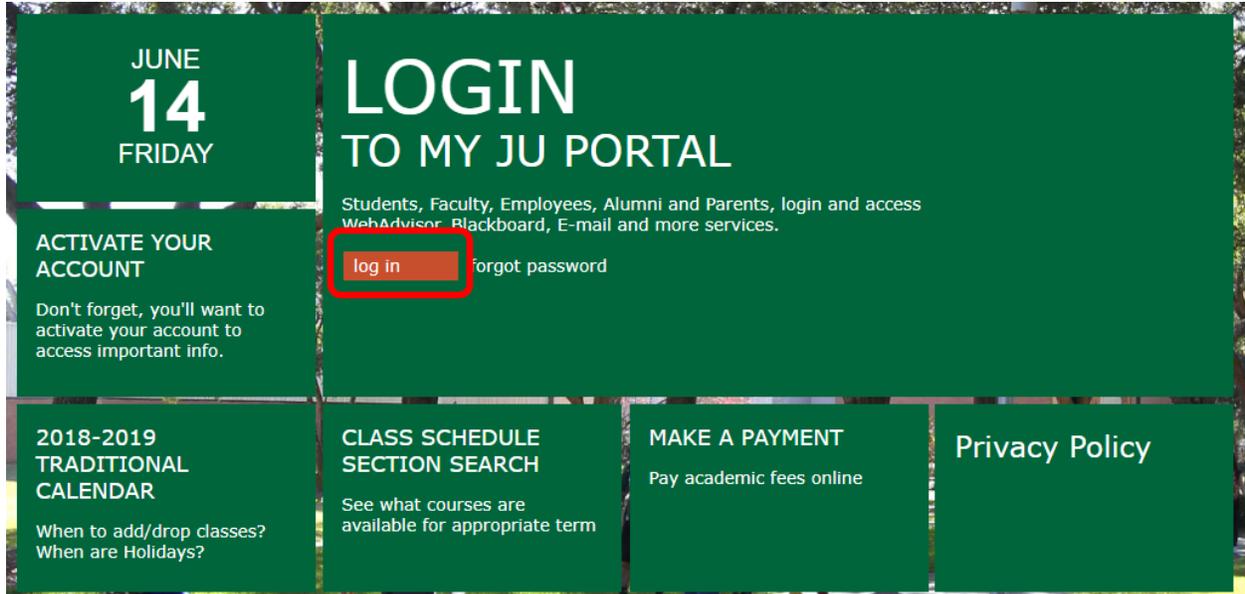# Student Planning Self-Service
Selecting, Planning, and Registering for Classes

Go to www.JU.EDU and click on MY JU -

Click on "LOGIN to MY JU PORTAL" -

Sign in to your account -

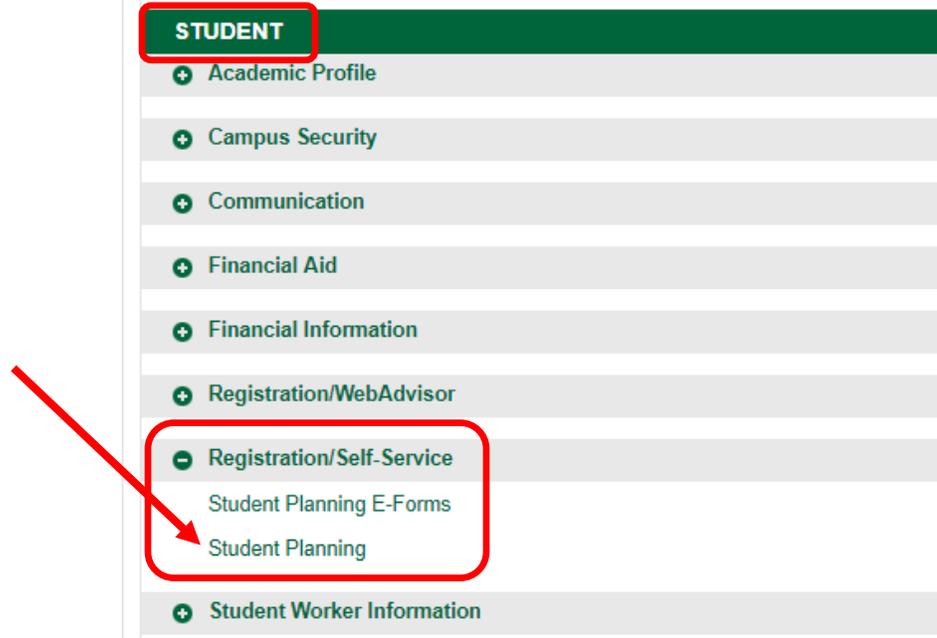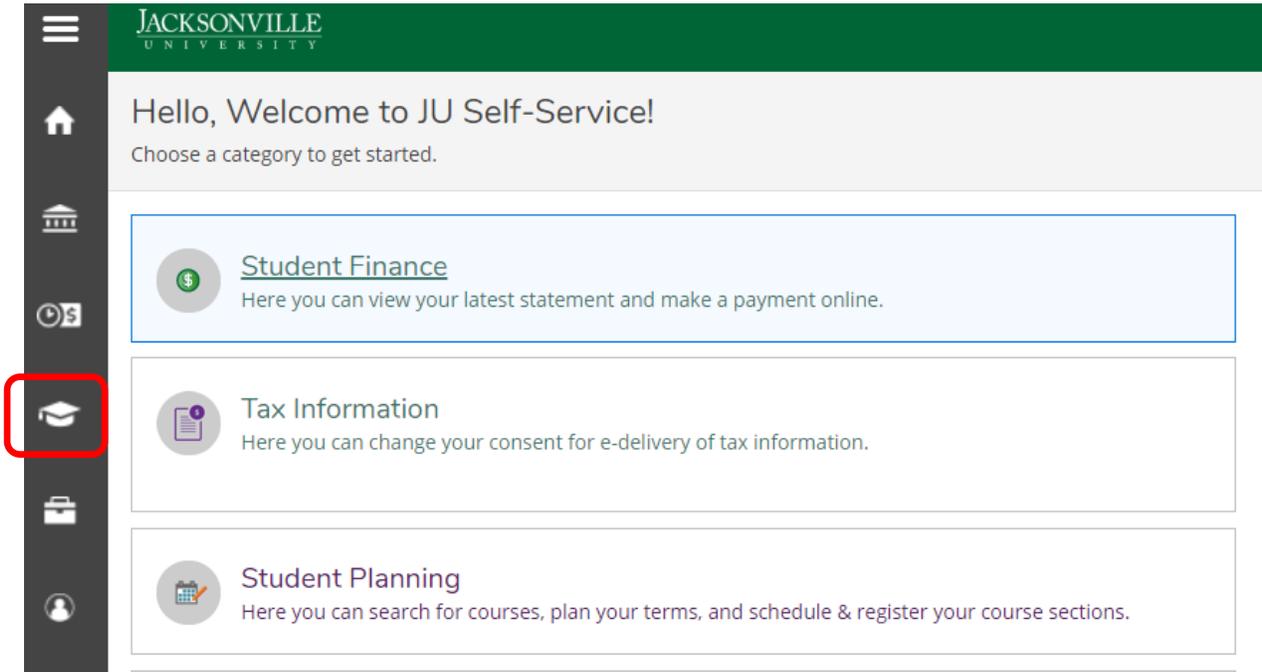**SELECTING & PLANNING COURSES:**

At the My JU Portal, locate STUDENT and click on Registration/Self-Service;
Click on Student Planning where you will be automatically signed-in to Student Self-Service -

Locate icons on left side bar;
Click on the icon that looks like a Graduation Hat -

"Academics" menu shifts to the right;
Click on Course Catalog -

Select Advanced Search –

*You can also find courses offered through Subject Search.

From dropdown under Term, select the term;
Select subjects from the Courses dropdown, and type in course number, if known -

Subject Search   **Advanced Search**

Catalog Advanced Search

Term

| 2019 Fall Traditional Term ▼ |

Meeting Start Date

| M/d/yyyy |

Meeting End Date

| M/d/yyyy |

Courses

| English ▼ | 103 | Section |

| Mathematics ▼ | 110 | Section |

| Subject ▼ | Course number | Section |

When finished, click Search -

Clear   **Search**

Subject(s) will appear towards the right of screen;
Click on "View Available Sections for XXX-###" to view all sections -

Search for Courses and Course Sections

‹ Back to Course Catalog

Filter Results

Advanced Search Selection: ENGL-103, MATH-110

Filters Applied: (2019 Fall Traditional Term ✕)

Availability ⌃

☐ Open and Waitlisted Sections
☐ Open Sections Only

Subjects ⌃

☐ English (1)
☐ Mathematics (1)

Locations ⌃

☐ Jacksonville University (2)
☐ On-Line (1)
☐ Service Learning (1)

Show All Terms ⌃

☑ 2019 Fall Traditional Term (2)

MATH-110 Mathematics of Motion & Change (3 Credits)

A study of the mathematics of growth, motion and change. A review of algebraic, exponenti
prepare students for the sequence of calculus courses. A graphing calculator is required.

Requisites:
MATH-104 - Must be completed prior to taking this course.

View Available Sections for MATH-110

ENGL-103 Introductory Writing (3 Credits)

ENGL 103 focuses on the development of skills necessary for reading analytically and writin
research skills, library resources, and documentation systems.

Requisites:
Take ENGL-EXIT - Must be taken either prior to or at the same time as this course.

View Available Sections for ENGL-103

Scroll through section availability until the desirable day/time of section is located;
Select "Add Section to Schedule" to plan course on your schedule -

Introductory Writing 137Z   [Add Section to Schedule]

Seats	Times	Locations	Instructors
1	M/W/F 8:00 AM - 8:50 AM 8/26/2019 - 12/13/2019	Jacksonville University, Council Bldg. 136 Lecture	TBD

Introductory Writing 139Z   [Add Section to Schedule]

Seats	Times	Locations	Instructors
0	T/Th 8:00 AM - 9:15 AM 8/26/2019 - 12/13/2019	Jacksonville University, Council Bldg. 134 Lecture	Brunson, K

After clicking "Add Section to Schedule" another larger box appears;
At the bottom right of box, select "Add Section" -

Section Details

ENGL-103-137Z Introductory Writing
2019 Fall Traditional Term

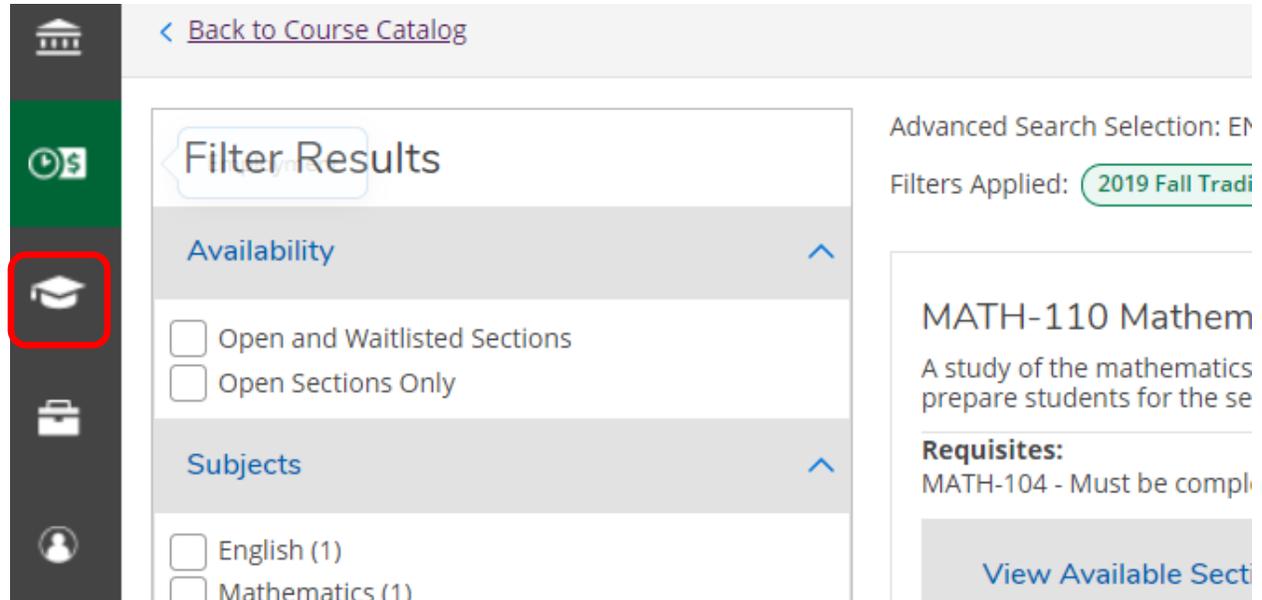|	
Instructors	TBD
Meeting Information	M, W, F 8:00 AM 8:50 AM 8/26/2019 - 12/13/2019 Jacksonville University, Council Bldg. 136 (Lecture)
Dates	8/26/2019 - 12/13/2019
Seats Available	1 of 18 Total
Credits	3
Grading	Graded
Requisites	⚠ Take ENGL-EXIT - Must be taken either prior to or at the same time as this course. ⚠ ENGL-103EXIT-137Z - Must be taken at the same time as this course.
Course Description	ENGL 103 focuses on the development of skills necessary for reading analytically and writing clear, accurate, coherent expository prose. It also introduces students to basic research skills, library resources, and documentation systems.

Council Bldg. 135

Council Bldg. 136

Council Bldg. 134

Close   [Add Section]

*Continue adding courses and sections as needed to plan classes on your schedule.

REVIEWING YOUR SCHEDULE & REGISTERING FOR COURSES:
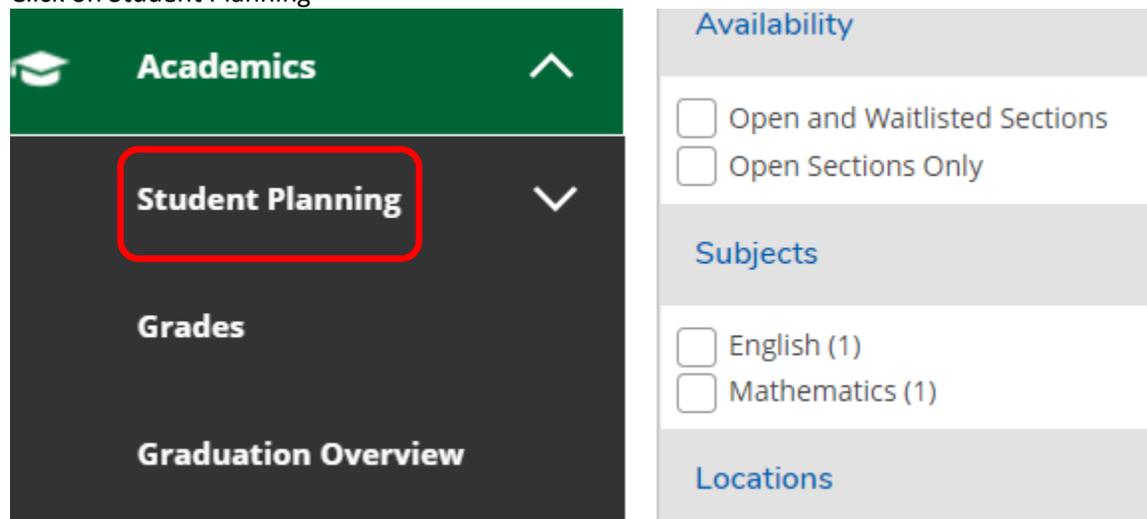
Locate icons on left side bar;
Click on the icon that looks like a Graduation Hat -

"Academics" menu shifts to the right;
Click on Student Planning -

Click on Plan & Schedule -

Once at the Plan & Schedule screen, make sure the term is correct -

The courses that are planned will appear in **yellow** -

When your window to register is open, the "Register Now" button will be available.
Make sure all HOLDS are cleared that will prevent you from registering for classes.
To register, click the "Register Now" button, and wait a few moments -
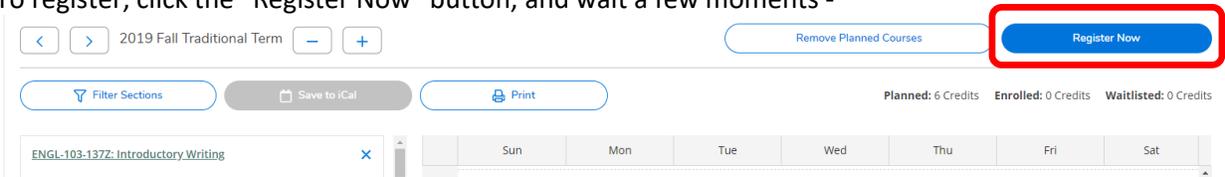
You are registered for the courses that appear in **green**;
Please note if there are any courses at the bottom of the calendar (Online, TBD) -
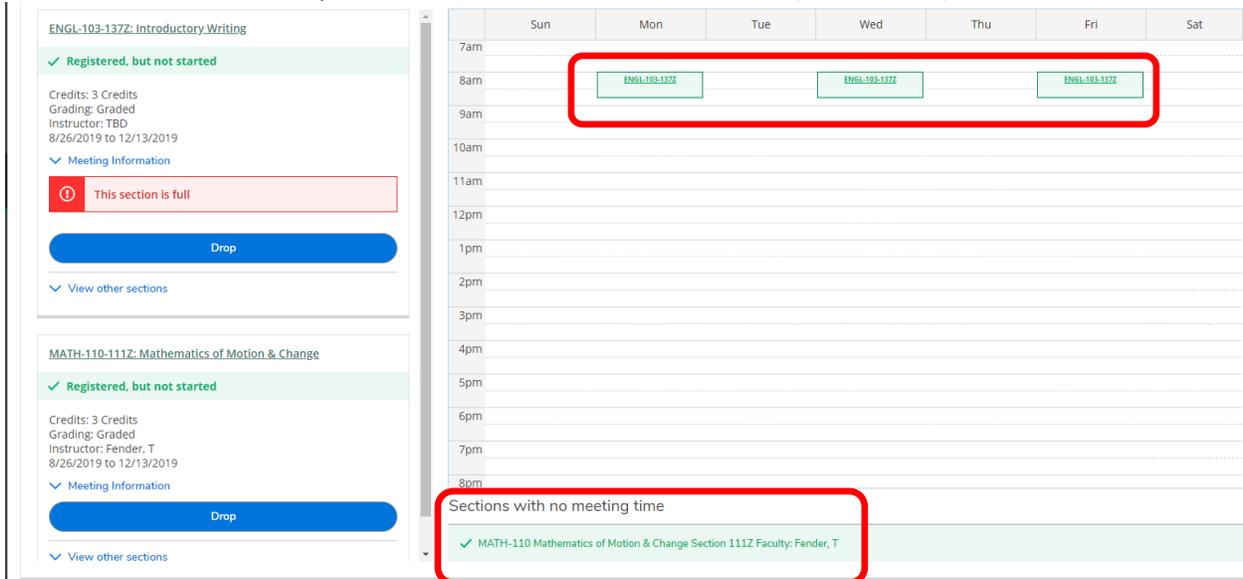
To make any changes to your schedule, repeat the selection process and use the Drop button on the left to remove classes from your schedule –