UNIVERSITY OF SOUTH ALABAMA
OFFICE OF THE REGISTRAR

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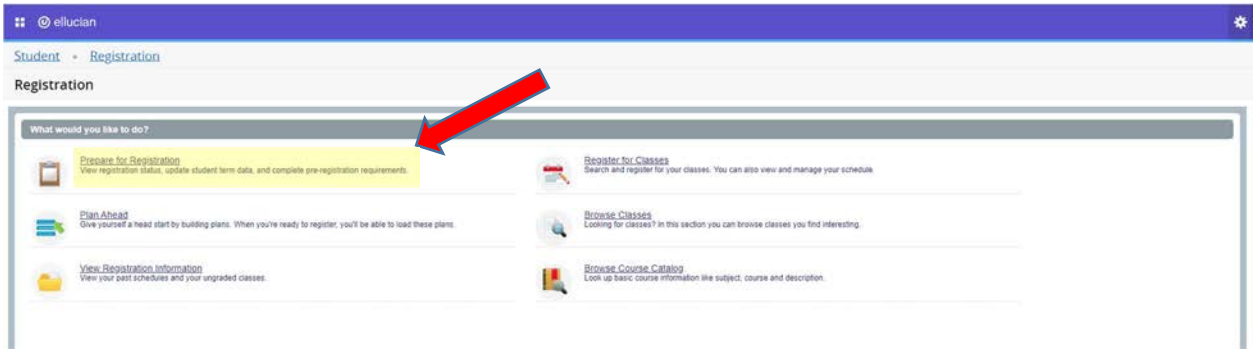
How to Create a Registration Plan

Users will experience an upgrade to South Scheduler that will keep all of registration inside the PAWS environment. The look and feel will change but many of the existing functions such as a visual weekly presentation of a user's class registration and an option to save a preplanned schedule (Favorites) will remain.

To begin a user will select "Registration". Once the Registration area launches, the user will be taken to a screen with options to: Prepare for Registration, Plan Ahead, View Registration Information, Register for Classes, Browse Classes, and Browse Course Catalog.

Prepare for Registration

To begin, the user should select "Prepare for Registration".



The user will be prompted to select a term from the drop down list.

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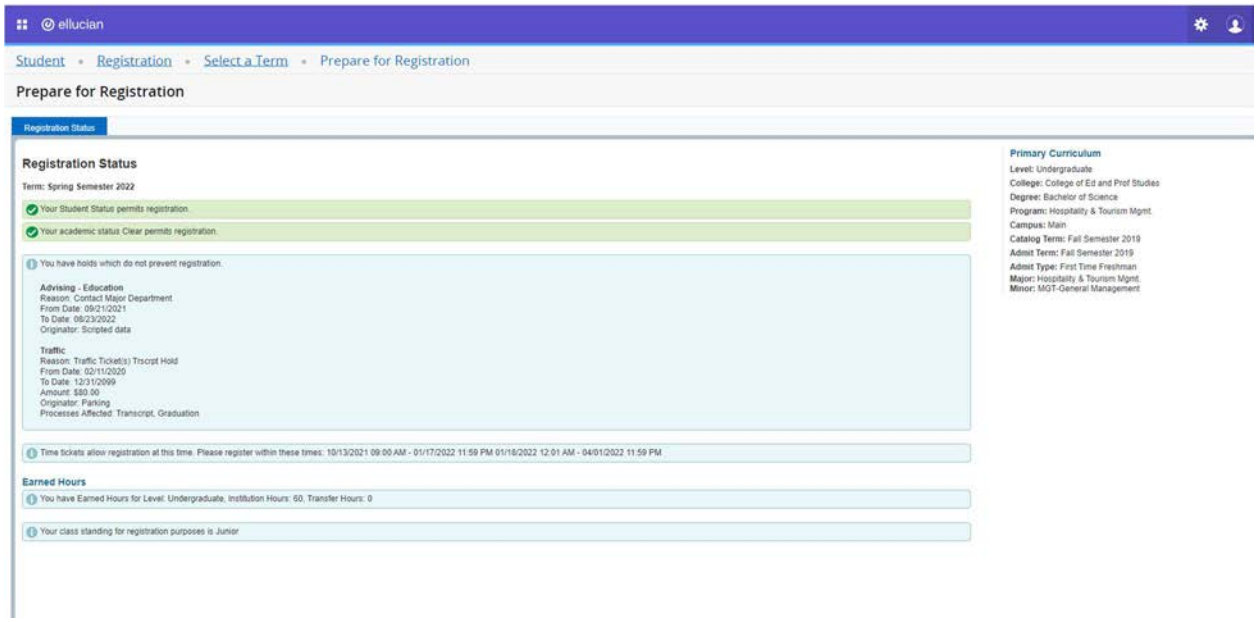
This page will display the user's information and several areas that determine the user's ability or status for registration.

- If the user has holds on their account, holds will be displayed and the system will indicate if the hold prevents registration and/or other areas such as ordering a transcript or graduation.
- A user's time ticket status will also be displayed providing the user with an open registration window.
- Finally, the user's earned hours and class standing is displayed.
- On the right hand side of the screen, information about the user's level, college, degree, program, campus, catalog term, admit term, major, and minor is displayed.



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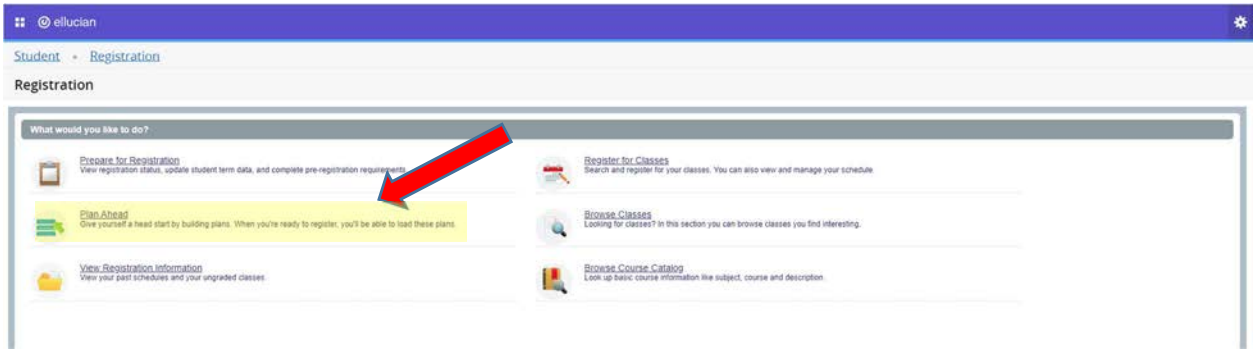
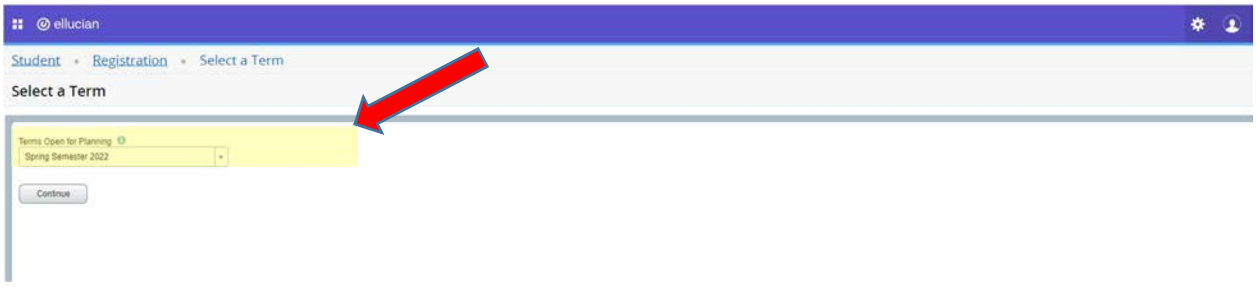
Plan Ahead

In the previous version of South Scheduler, a user could create a plan for registration by searching classes and saving a desired schedule in the "My Favorites" option. "My Favorites" would allow a user to explore several different options and combinations of classes before their time ticket opened. The user would then to save time by quickly registering for the classes in their "My Favorites". In the upgraded version of South Scheduler, a user can still search classes and save a desired schedule in the "Plan Ahead" area. This area will allow a user to create up to 5 plans to explore options and different combinations of classes.

To begin, a user will enter the "Plan Ahead" section.



Next, the user will select the term from the drop down menu.



The user will be prompted to create a new plan or continue developing an existing plan if one exists.

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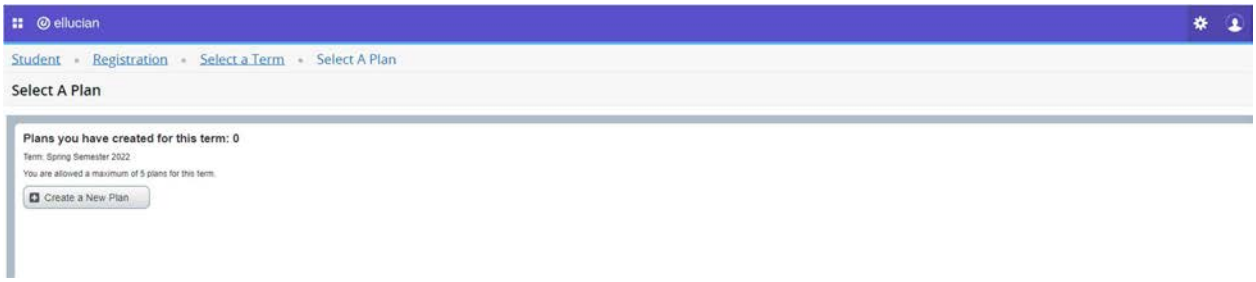
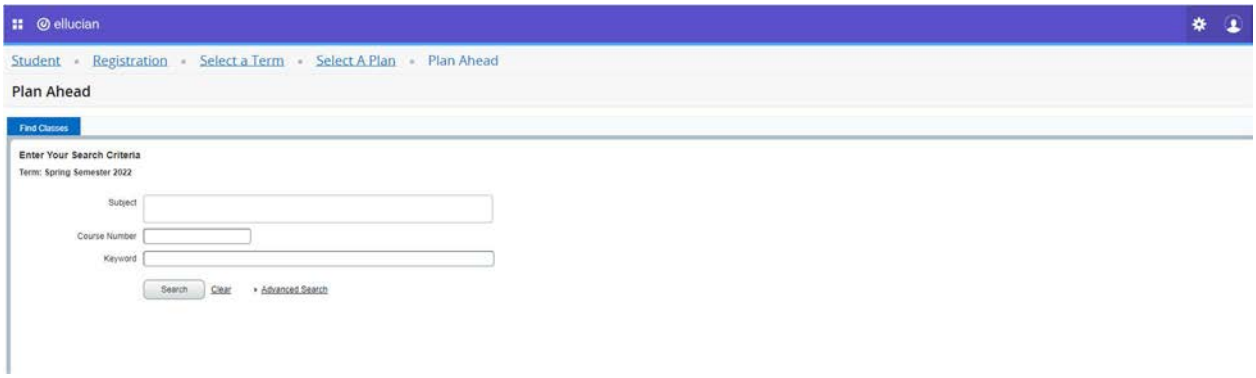
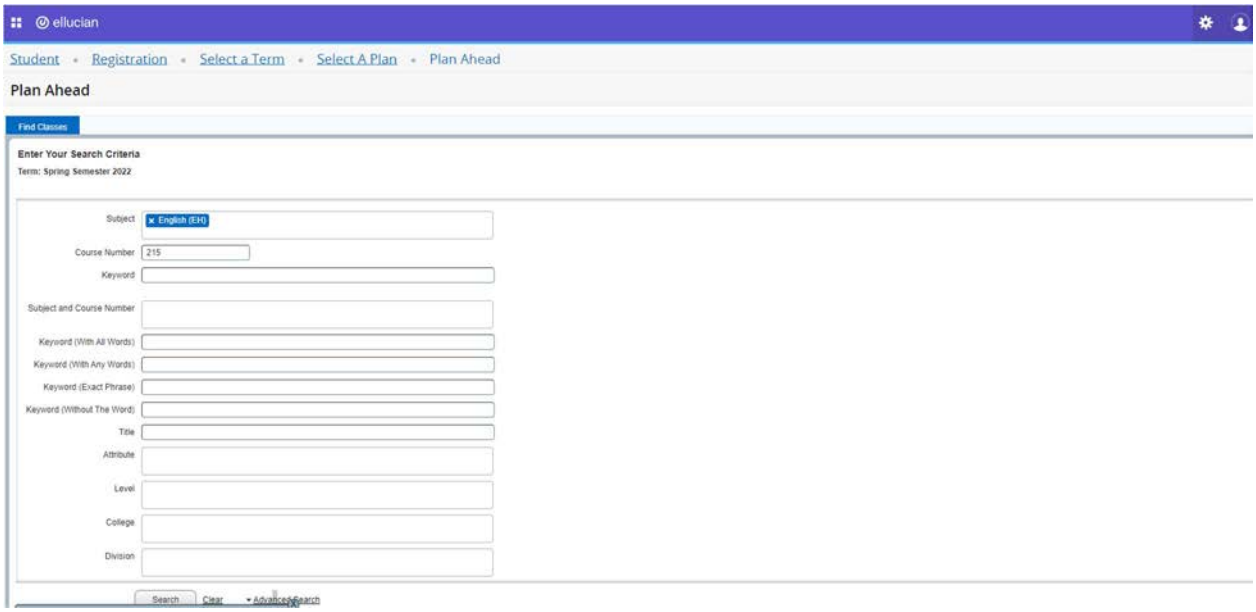


Once a new plan has been created or an existing plan has been selected, the user will begin to search for classes. The default search form can be searched by Subject Code, Course Number, or Keyword. The user can use a combination of Subject Code and Course Number to find most classes.



There is also an Advanced search window that allows for a variety of variables when searching for courses. The advanced search allows the user to search with multiple keyword fields as well as course title, attribute, level, division, college, department, schedule type, course number range, and credit hour range.



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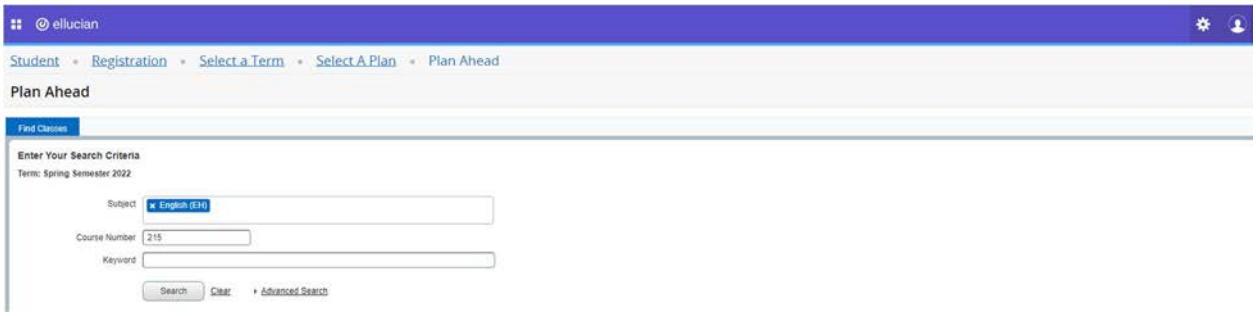
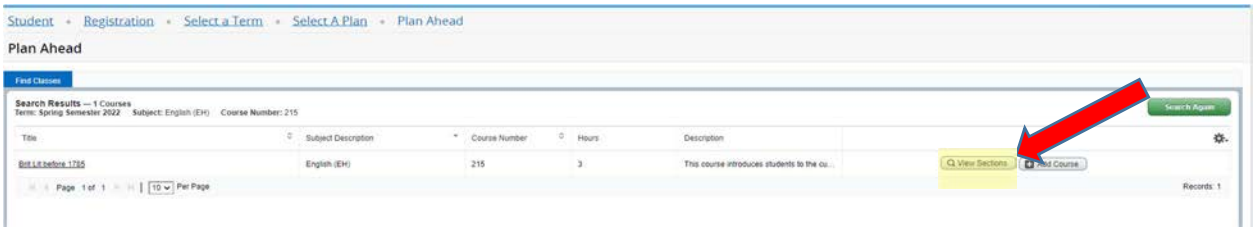
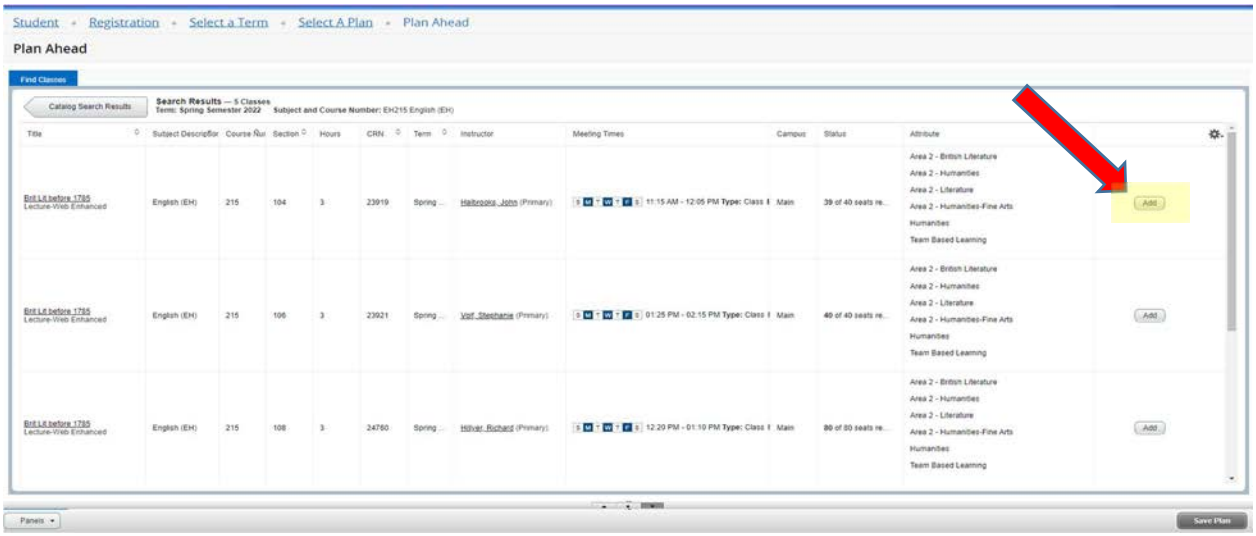
In the standard search, a user searching for English 215 as demonstrated in the example screenshot below; enters "EH" in the Subject field, "215" in the course field, and selects the "Search" button.



The results show one matching course for the search criteria. It identifies the title, subject description, course number, credit hours, and a brief description. The user can then select the option to view the sections to see when the course is offered.



The "view sections" option will expand the selection to show the section number, CRN, instructor, meeting times, and status of registration for the section. Once the user selects a section, the user will use the "Add" button to add it to the plan. ******Note: the system only shows 10 results per screen, if more than 10 sections exist, the user will need to go to the subsequent page to see all the sections. ******



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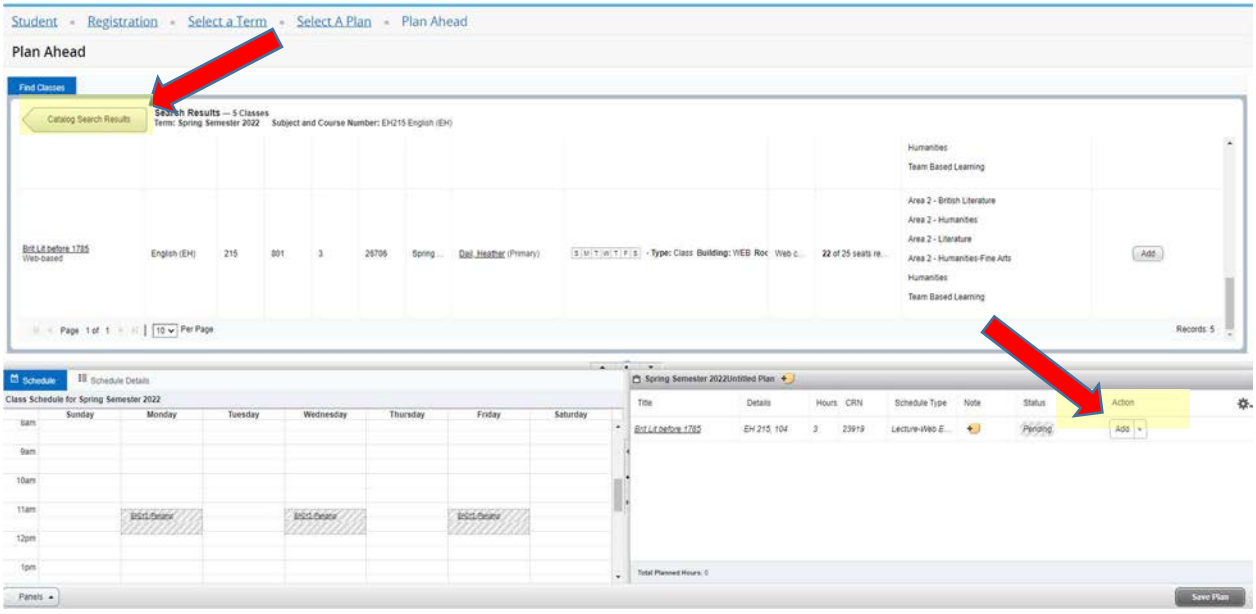
Once a section has been added, the screen splits into three areas:

- The top section includes the current search criteria. This area allows the user to add additional sections to their plan or to return to the search field to find additional courses.

- The bottom left section show the visual representation of the weekly schedule of classes the user has selected. These classes appear as gray boxes on the weekly grid to allow the user to see free and available times or when classes are potentially scheduled.

- The bottom right section lists all the classes currently included in the active plan. By selecting the course title, the user can view additional information about the course including the Details, Restrictions, Corequisites, Prerequisites, and Fees if available. This section also allows the user to add notes about the course for reference on their plan. Finally, the section allows a user to remove the course form the plan with the drop down menu highlighted below.



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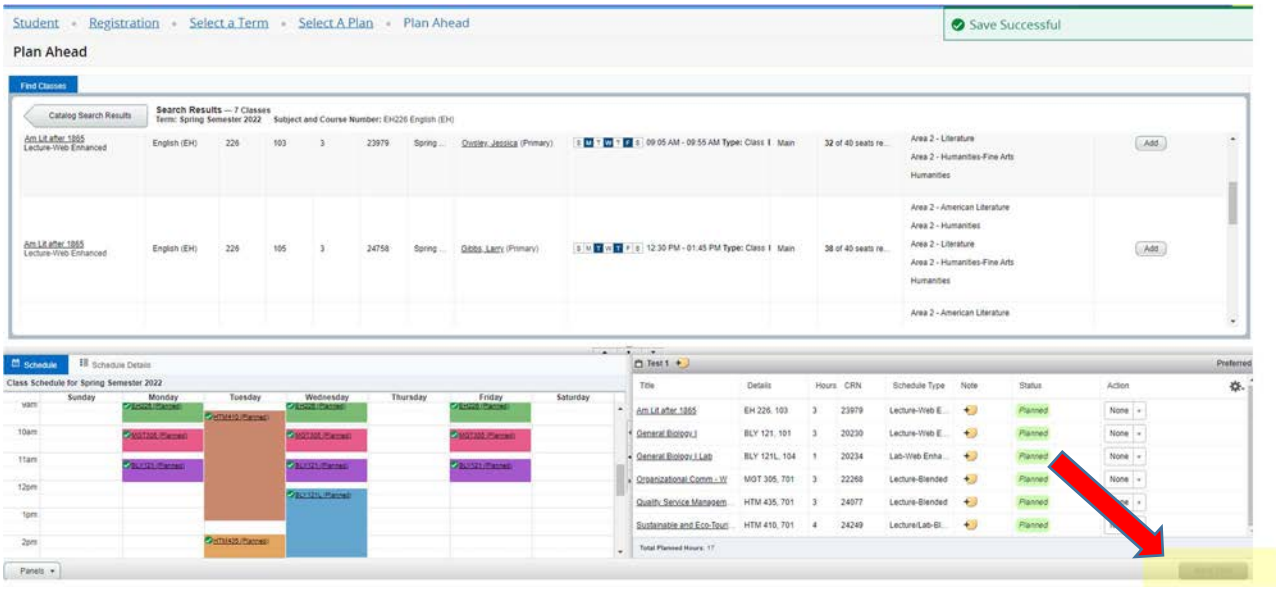
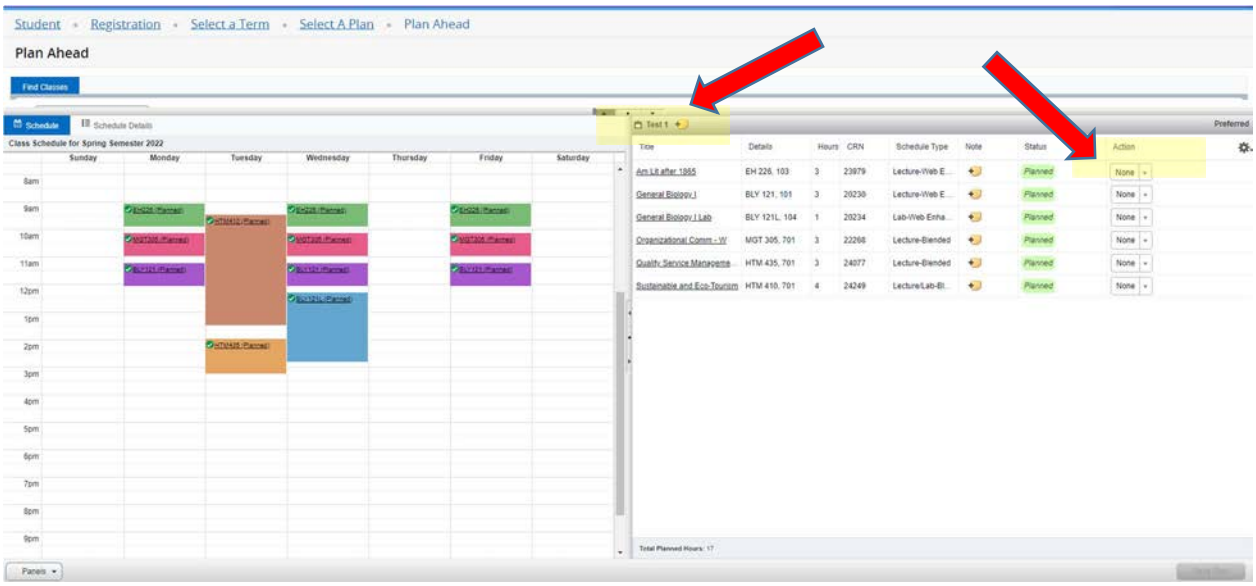
After selecting classes and building a schedule, the user has the option to save a plan by selecting the "Save Plan" button at the bottom right corner. The user will then be prompted to give the plan a name. Once a name is given the system will alert the user that the plan was successfully saved. The user can then modify the existing plan by adding additional courses or removing courses. Additional plans can also be created. Each user can create 5 different plans.



Once a plan has been saved, the bottom two sections change. The visual weekly schedule changes from gray boxes to multi-colored boxes to allow users to identify different course on the schedule. The bottom right section, shows the plan name along with a status for the course and the ability to delete the course from the plan with the action drop down.