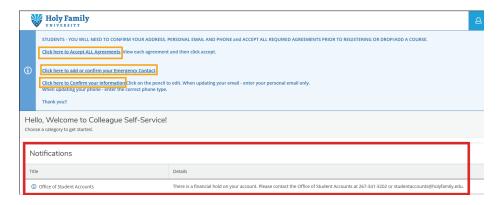
The course planning and registration process at Holy Family University can be broken down into three main steps: (1) adding a course to your **timeline**, (2) **planning** your schedule, and finally, (3) **registering** for classes.

STEP 1: ADD A COURSE TO YOUR TIMELINE (SKIP THIS STEP IF IT HAS ALREADY BEEN DONE BY YOUR ADVISOR)

1a > To start, log in to Self Service. The landing page will prompt you to accept all agreements, confirm your emergency contact information, and verify your personal information. Be sure to check for any notifications, such as a financial hold.



1b > Once you're done, go to the **Student Planning** tile.



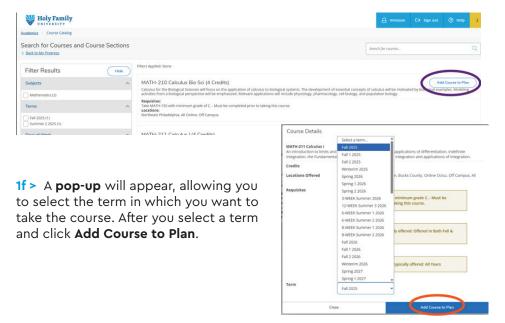
1c > To view the courses required for your degree, select Go to My Progress.



1d > From there, you can either click the **Search** button to find eligible courses or click on a specific course to view its catalog details.



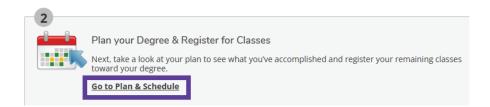
1e > When you find a course you want to take, click Add Course to Plan.



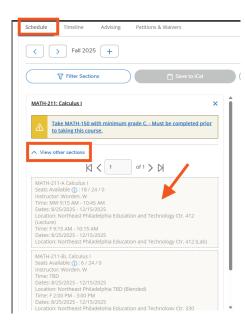
STEP 2: PLAN YOUR SCHEDULE

2a > Return to the Student Planning page and click on Plan & Schedule.

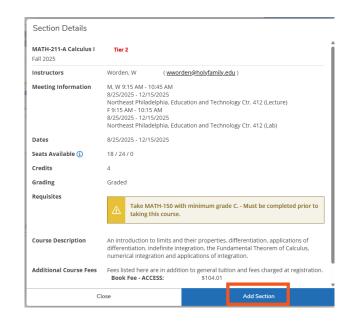




2b > Then, click on the Schedule tab and use the View other Sections dropdown menu to scroll through the options and find an open section that fits your schedule.



2c > Once you find the right section, click on it, and then click **Add Section.** This course section is now planned for you for the selected term.



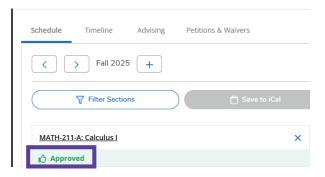
2d > After you have finished planning all of your course sections, go to the **Advising** tab. You can add a note for your advisor or simply click the **Request Review** button. Your advisor will then approve or deny your planned sections.



STEP 3: REGISTER FOR YOUR CLASSES

3a > Go to the **Registration Information webpage** to see when registration will open for your class level.

3b > When registration opens, go back to the **Plan & Schedule page**. You will see a green "Approved" thumbs-up icon next to the courses that have been approved by your advisor.



3c > To register for all your approved courses, click the **Register Now** button on the right side of the page.



KEEP IN MIND THAT TO REGISTER, YOU MUST MEET CERTAIN REQUIREMENTS:

- All your courses must be approved by your advisor.
- You must be free of all financial obligations.
- You must have completed or be currently enrolled in any prerequisite courses.
- Any co-requisite courses for the classes you plan to take must also be added and approved.