

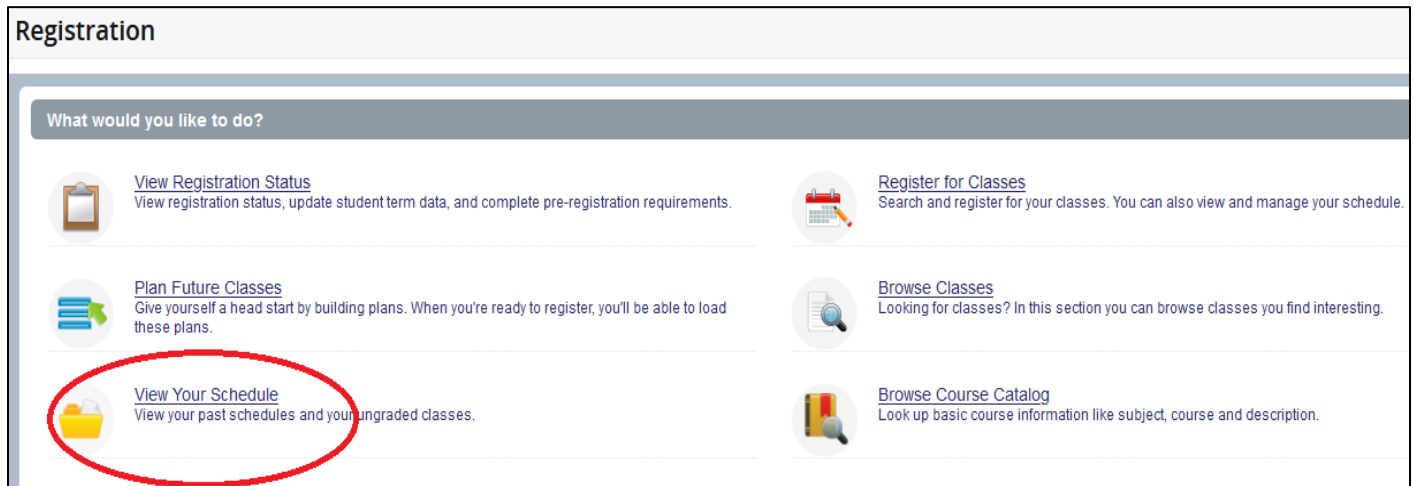


VIEWING YOUR SCHEDULE AND PLANNING INSTRUCTIONS

If you experience any issues when viewing your schedule, please contact studentservices@stcl.edu or call 713-646-1701.

VIEW YOUR CLASS SCHEDULE

1. Log in to [STANLEY](#).
2. Click the **Campus Life** tab (left side of screen).
3. Scroll down to the **Student Self-Service** section.
4. Click **Registration**.
5. Click **View Your Schedule**.

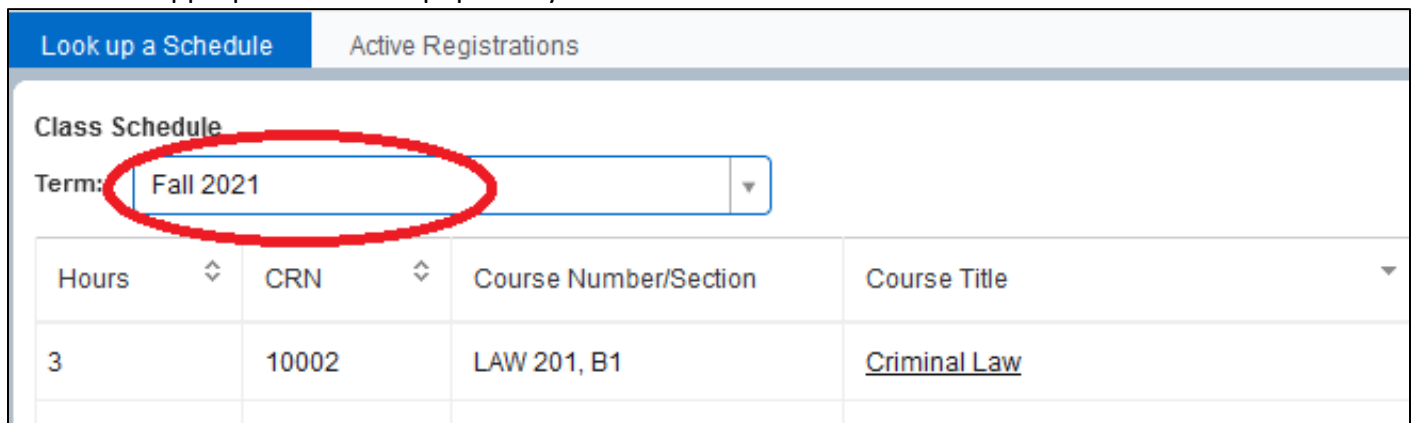


Registration

What would you like to do?

- [View Registration Status](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Plan Future Classes](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Your Schedule](#) (circled in red)
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

6. Select the appropriate term to populate your schedule.



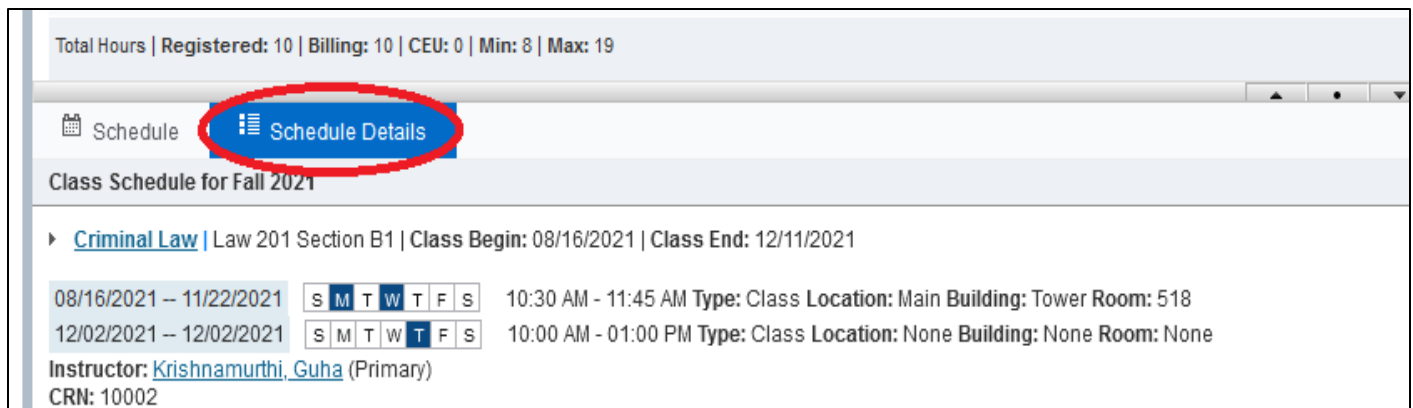
Look up a Schedule | Active Registrations

Class Schedule

Term: **Fall 2021** (circled in red)

| Hours | CRN | Course Number/Section | Course Title |
|-------|-------|-----------------------|------------------------------|
| 3 | 10002 | LAW 201, B1 | Criminal Law |

7. Click the **Schedule and Detail** tab to view exam dates & times and room numbers.



Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 8 | Max: 19

Schedule | **Schedule Details** (circled in red)

Class Schedule for Fall 2021

► [Criminal Law](#) | Law 201 Section B1 | Class Begin: 08/16/2021 | Class End: 12/11/2021

08/16/2021 -- 11/22/2021 **S M T W T F S** 10:30 AM - 11:45 AM Type: Class Location: Main Building: Tower Room: 518
12/02/2021 -- 12/02/2021 **S M T W T F S** 10:00 AM - 01:00 PM Type: Class Location: None Building: None Room: None

Instructor: [Krishnamurthi, Guha](#) (Primary)
CRN: 10002



VIEWING YOUR SCHEDULE AND PLANNING INSTRUCTIONS

Plan Future Schedules

Use these instructions to see what your schedule will look like next semester! This is also a great opportunity for you to see how you can plan your classes for future terms after completing your 1st year of studies.

1. Log in to [STANLEY](#).
2. Click on the **Campus Life** tab (left-hand side).
3. Scroll down to the **Student Self-Service** section.
4. Click **Registration**.
5. Click **Plan Future Classes**.

The screenshot shows the 'Registration' page with a header 'What would you like to do?'. Below the header are six options, each with an icon and a description. The 'Plan Future Classes' option is circled in red. The options are:

- View Registration Status**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Future Classes**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Your Schedule**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

6. Select the applicable term under **Term Open for Planning**.
7. Click **Continue**.

The screenshot shows the 'Select a Term' page. It features a dropdown menu labeled 'Terms Open for Planning' with an information icon. The dropdown is currently set to 'Spring 2022'. Below the dropdown is a 'Continue' button, which is circled in red.

(STEPS CONTINUE ON NEXT PAGE)



VIEWING YOUR SCHEDULE AND PLANNING INSTRUCTIONS

- Click **Create a New Plan**.

Select A Plan

Plans you have created for this term: 0

Term: Spring 2022

You are allowed a maximum of 3 plans for this term.

+ Create a New Plan

- Click **Search** after entering the applicable search criteria for the class(es) you want to take.
 - In this case, search by 'First Year Required' in order to see your schedule for next semester.

Enter Your Search Criteria

Term: Spring 2022

Schedule Type

Course Number

Keyword

Attribute

Credit Hour Range

- Bar Related Course
- First Year Required**
- Second Year Required
- Skills Requirement
- Substantial Writing Requiremen

- Click **View Sections** once you have identified a course to add to your plan to see class and exam days and times.

Prerequisite: To **View Sections** **View Sections**

(STEPS CONTINUE ON NEXT PAGE)



VIEWING YOUR SCHEDULE AND PLANNING INSTRUCTIONS

- Click the **Add** button when you identify a section you wish to add to your plan.
 - In this case, select the section you are currently assigned to (A, B, C, or D).

| Course | Professor | Class and Exam Day/Time/Room | Campus | Status | Attribute | Linked Sections | |
|---------|------------------------------------|--|--------|--|---------------------|-----------------|------------|
| Tort... | A1 Browne-Barbour, Vanessa (Pri... | S M T W T F S 09:00 AM - 10:30 AM Type: Class Building: N S M T W T F S 10:00 AM - 01:00 PM Type: Final Exam Buildi | Main | 45 of 45 seats remain. Restriction! | First Year Required | | Add |

- Click **Save Plan** when you are done adding classes to your plan.

| Hour | CRN | Title | Section | Registration Status | Schedule Type | Action | Note |
|------|-------|-----------------|-------------|---------------------|---------------|------------|------|
| 3 | 20025 | <u>Torts II</u> | LAW 206, A1 | Pending | Lecture | Add | + |

Total Planned Hours: 0

Save Plan

- Name your plan in the pop-up window and click **Save**.

Name Your Plan

Plan Name

Close **Save**

- Click **Select A Plan** (at the top of the page) to view, delete, or edit your created plan(s).

| |
|--|
| Student • Registration • Select a Term • Select A Plan • Plan Ahead |
| Plan Ahead |