How to use Courses and Sections in Student Planning

Whether you want to look through courses available next term or look through ALL courses potentially offered at Whitworth, the Courses & Sections lets you to plan the perfect schedule.

Click on a topic below to learn how to use the Courses & Sections features:

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Searching for courses

Student Planning gives you two easy ways to look for courses in Courses & Sections:

1. Click on a search button in the Program Evaluation Tab. This will direct you to Courses & Sections and all courses that fit that search criteria
2. Search directly by using the Search for courses or Search for Subjects search boxes

Searching for courses from Program Evaluation

The Program Evaluation feature is a GREAT tool to track your degree requirements and progress during your time at Whitworth (learn more in the Program Evaluation document). Even more, you can interactively search for courses with this tool!

If you need a particular requirement, but aren’t sure which classes will fulfill it, click on the Search button next to the requirement
This search button will direct you to the Courses & Sections if the requirement has not been fulfilled. You can then see all courses that fulfill this requirement. If you have already met that requirement, you cannot use the search button.

**Searching for courses directly from the Courses & Sections**

You can search by subject or by course in the Courses & Sections

Begin typing a subject in the “Search for a course subject” box to bring up all subjects that match

This will bring up all courses in that subject

Are you looking for a course on a particular day of the week or instructor? You can filter courses like this by checking boxes on the left hand side!
You can also type a specific course in the **Search for courses** box

This will bring up all courses that match that course name

Adding a **section** to your schedule

*Note: Sections are available to view on a term by term basis. You will know what sections you can plan for the following term when the schedule comes out approximately 6 weeks into the term.*

If the course has sections available for the upcoming term (e.g. sections for Fall 2016 when you are registering in April 2016), you can **View Available Sections**. If there are no sections for the upcoming term, this area will be blank.
After you find a section you prefer, click the **Add Section to Schedule** button.

You can look at the section details, noting the dates and times of meeting, grading, and any prerequisites. Click the **Add Section to Schedule** to plan this on your schedule.
To look at where this fits in your schedule, go back to the Plan & Schedule Tab
Adding a course to your plan – a digital 4 year plan!

Note: You can view and plan any course that Whitworth offers in the Courses & Sections. These courses are not guaranteed to be offered in the term that you plan them. The schedule for the following term will be released shortly before fall and spring breaks.

If you have courses in mind that you would like to take in future semester (i.e. a 4 year plan), you can add these courses to your plan. Find the course and select the Add Course to Plan button.

View the details of the course

- Details of the course will often give typical terms that this course is offered
- You can still plan this course for any term – remember the course is not guaranteed to be offered in the term you select

Select a term you would like to plan this course and select the Add to Course Plan button.
Watch for a notification that the course has been added to your plan. If you do not see this notification, it will not show up on your timeline and plan.

To review the chosen courses and where they fall on your plan, select the Go to Plan & Courses link and go to the Timeline tab.
The course is now visible on your timeline!

Planning General Education courses
When thinking about your 4 year plan, you may want to plan to take a general education course in a future term, but are not sure of the exact courses that will be offered. In this situation you can plan a “Gened Placeholder” and choose a specific course later! In Student Planning:

1. Search for the placeholder course
   a. Go to the “Courses & Sections” under the subject “Gened Placeholders”

2. Add the placeholder course to a future term
   a. Navigate to the Gened of choice and press “Add Course to Plan”
b. Select a Term that you would like to take this Gened. Press “Add Course to Plan”

3. You will get a notification that this “course” has been added to your plan. *Remember that this is just a placeholder, you will have to choose a specific course for this gened closer to the planned term.*

4. Go to your “Plan & Schedule” tab and your “Timeline” view to see this planned course
5. Go to your “Program Evaluation” tab to see how this fits in your program evaluation.