Registering from a Degree Works Plan

STUDENT REFERENCE GUIDE
Registering from a Degree Works Plan

- Log into MySAIL and navigate to the registration screen, seen below:

- Select “Register for Classes,” then select a term and click “Continue.”

- The following screen will have four tabs. Select the tab labelled “Plans.”

- This will bring up your existing Degree Works Plan for the selected semester.
  
  **NOTE:** Only plans that have been approved by your advisor will appear in this section. If you have not had your plan approved by your advisor it will not appear in your MySAIL.
This is how your plan will appear in MySAIL:

In a case where a specific course is listed, such as the case below, click “View Sections.” This will bring up all sections of that course in the given term.

Select “Add” to add the course to your schedule, shown in the left-hand corner of the screen.
You may also have the option to choose between several different courses, like the example below:

- **NOTE:** Even though three classes are listed here, you only need to take one of them. You can see which classes belong to a single grouping by looking at the fifth column outlined in red. All these courses are listed as a “1,” meaning they belong to course group 1. You can also refer to the column listing all the options, outlined in black here.

Choose the line item you want to check sections for, then click the “View Sections” button. In this example, if we wanted to see PSY 1000 sections, we would click the first of the three “View Sections” buttons.

You may also see an example like the following. This notation, @ with KA, indicates you should select any course that satisfies your Knowledge Application Gen Ed requirement. (This is clarified in the next column, outlined in red).

In this case, you will not be able to register directly from your Plan. You will need to click back into the “Find Classes” tab and search for an applicable course.
Clicking on “Advanced Search” will allow you to search by attribute, such as Knowledge Applications. Clicking “Search” will then bring up a list of all courses for the selected term that will satisfy the Knowledge Applications requirement.

- **NOTE:** you can return to your plan after by clicking back to the “Plans” tab at the top.

Notes placed in the Degree Works Plan will carry through into MySAIL. You can view these notes by clicking on the yellow icon with the green check mark, outlined in red below.

- **NOTE:** Please be sure to check any notes before submitting your registration. The information may be important to your registration!
Using Degree Works Plans with “Plan Ahead” in MySAIL

❖ Log into MySAIL and navigate to the registration screen. Then select “Plan Ahead” from the menu.

❖ Select a term and click “Continue.” This will bring you to the screen below. Looking at the portion outlined in red below, we can see there is an active Degree Works Plan.

```
Plains you have created for this term: 0
Term: Winter Semester 2019
You are allowed a maximum of 5 plans for this term.

+ Create a New Plan

Number of Degree Works Plans: 1
Plan: Test: First Year Registration Created by: Kuhn, Mallory J
```
Click the “Create a New Plan” button. This will bring you to the screen below. Select the “Degree Works Plans” tab.

You will then be able to select individual sections and add them to your Plan Ahead. When you are done adding classes, select the “Save Plan” button in the bottom right corner.