

10 Easy Steps to Plan and Register for Classes

1. Log in to Student Planning (<https://cmvcpod.doane.edu/Student/Account/Login>) and click on the “Student Planning” section.

Hello, Welcome to Colleague Self-Servic...
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**
Here you can view your grades by term.

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2. Click “Go to Plan & Schedule” on the right side of the screen.

Academics > Student Planning > Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her...

Search for courses

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
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3. Make sure you have tabbed over to the term you are wishing to register for using the right arrow (shown below). If the correct term does not show up you can add a term using the “+” button.

Schedule | Timeline | Advising | Petitions & Waivers | Request Advisor Approval

< > 18SPRG CPS: GI/Linc/Om/Onl + Register Now

Filter Sections > Save to iCal Print Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

4. To search for courses, hover over the “Student Planning” button at the top left of the screen and click on “Course Catalog.” OR if you know exactly which courses you are looking for you can type them into the “Search for Courses” box.

The screenshot shows the top navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. A dropdown menu is open under 'Student Planning', listing 'Planning Overview', 'My Progress', 'Plan & Schedule', and 'Course Catalog'. A search box labeled 'Search for courses...' is visible on the right. Below the navigation bar, there are buttons for 'Request Advisor Approval' and 'Register Now'. At the bottom, there are filters for 'Filter Sections', 'Save to iCal', and 'Print', along with credit counts: 'Planned: 0 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'.

5. Select, or type in, the subject area you are looking for.


The screenshot shows a search box labeled 'Search for a course subject:' with a placeholder 'Type a subject...'. Below the search box is a list of subject areas: ACC - Accounting, AGR - Agribusiness, ANT - Anthropology, ART - Art, ASN - Asian Studies, AST - Astronomy, ATV - Activity, BIO - Biology, and BUS - Business.

6. Once you have found the course you are wishing to register for, click the tab at the bottom of the course box. DO NOT click “Add Course to Plan.”

The screenshot shows the details for 'ACC-103 Financial Accounting (3 Credits)'. The 'Add Course to Plan' button is crossed out with a large 'X'. The course description reads: 'An introduction to accounting principles and their application to the proprietorship, partnership, and corporation through a financial statement approach. Upon completion of this course, students will be able to: (1) read and understand accounting terminology at a basic level; (2) prepare and understand financial statements; (3) use accounting statements in decision making; and (4) demonstrate effective human interaction skills in group assignments.' Below the description, it lists 'Requisites: None' and 'Locations: Crete, Lincoln, Grand Island, Omaha'. At the bottom, there is a button labeled 'View Available Sections for ACC-103'.

- Find the correct section (day/time/location) you are looking for and click “Add Section to Schedule.”

18SPRG CPS: GI/Linc/Om/Onl

Managerial Account. 1 

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
3	W 6:00 PM - 10:30 PM 3/12/2018 - 5/12/2018	Lincoln, Fred D. Brown Center TBA Lecture	Mizerski, R

- If you would like to add additional courses you may click “Back to Course Catalog” and repeat steps 5-7 until you are finished adding courses.

Academics > Student Planning > Course Catalog

Search for Courses and Course S...

[Back to Course Catalog](#)

Search for courses...

Filter Results

Filters Applied: ACC - Accounting

> AVAIL ABILITY

- Once you have finished adding courses return back to the “Plan and Schedule” page.

Academics > Student Planning > Plan & Schedule

Plan your... Schedule your courses

Search for courses...

Schedule | **Plan & Schedule** | Waivers

[Request Advisor Approval](#)

[Register Now](#)

18SPRG CPS: GI/Linc/Om/Onl [+](#)

Filter Sections | Save to iCal | Print | Planned: 0 Credits | Enrolled: 3 Credits | Waitlisted: 0 Credits

10. After you plan your courses you will need to click "Request Advisor Approval." This will alert your advisor that you have planned your courses and they will approve them. Once your advisor informs you that your courses have been approved please go back and repeat steps 1-3 and click "Register Now." If your courses turn green you have completed your registration.

The screenshot displays a course registration interface. At the top, there are navigation tabs: "Schedule", "Timeline", "Advising", and "Petitions & Waivers". A "Request Advisor Approval" button is located in the top right corner. Below the tabs, there are navigation arrows and the text "18SPRG CPS: GI/Linc/Om/Onl" with a "+" icon. A "Register Now" button is positioned below the course title. The interface also shows "Planned: 0 Credits", "Enrolled: 3 Credits", and "Waitlisted: 0 Credits".

The main content area features a course card on the left and a weekly schedule grid on the right. The course card for "LAR-101-1: Inquiry Sem:Lrng Art Inquiry" includes the following information:

- Status: **Approved** (with a green checkmark icon)
- Status: **Registered, but not started** (with a green checkmark icon)
- Credits: 3
- Grading: Graded
- Instructor: Klasek, A
- Term: 3/12/2018 to 5/12/2018
- Meeting Information: [Drop](#)
- View other sections: [View other sections](#)

The weekly schedule grid shows the following details:

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm			LAR-101-1 (with a green checkmark icon)				
7pm							
8pm							
9pm							
10pm							
11pm							