Self-Service Student Planning
Office of the Registrar Tutorial

Purpose: The purpose of this guide is to assist Students with the Self-Service Student planning and registering for a class.

Contents

Accessing Self-Service
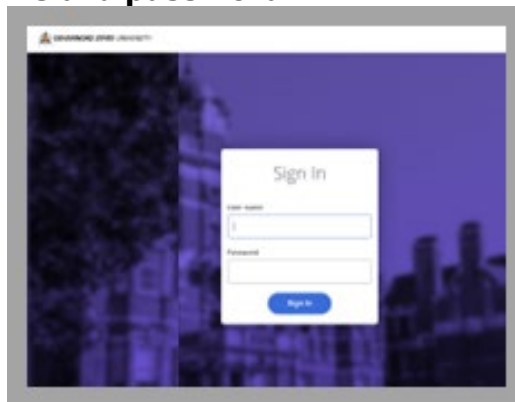
Step 1
Log into MyGSU at https://mygsu.govst.edu/

Step 2
Once logged into MyGSU, Go to **Online Services → Students → Registration**
Click **New Self Service Registration**.
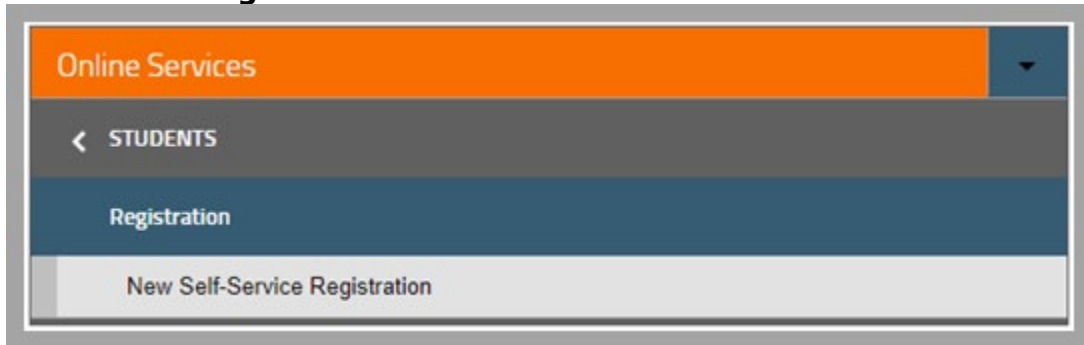
Step 3
Sign in with your **GSU username** and **password**.

Planning a Class

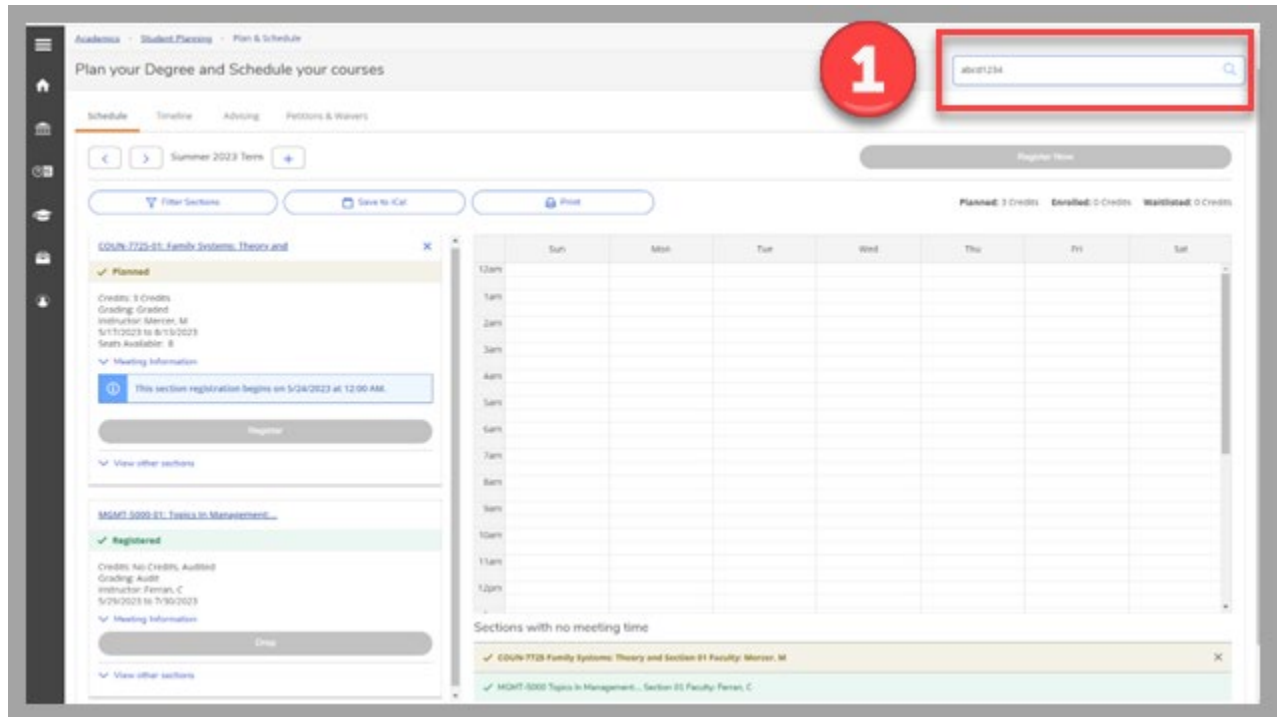Once logged in, you will be on the **Plan your Degree and Schedule your courses** page. This page acts as both a planner and class schedule. Planned courses will appear in yellow. Registered courses will appear in green.

Step 1

In Search Field found in the upper right corner, search the course you're interested in registering for.

Step 2

Once you search a course, the general course listing will appear.
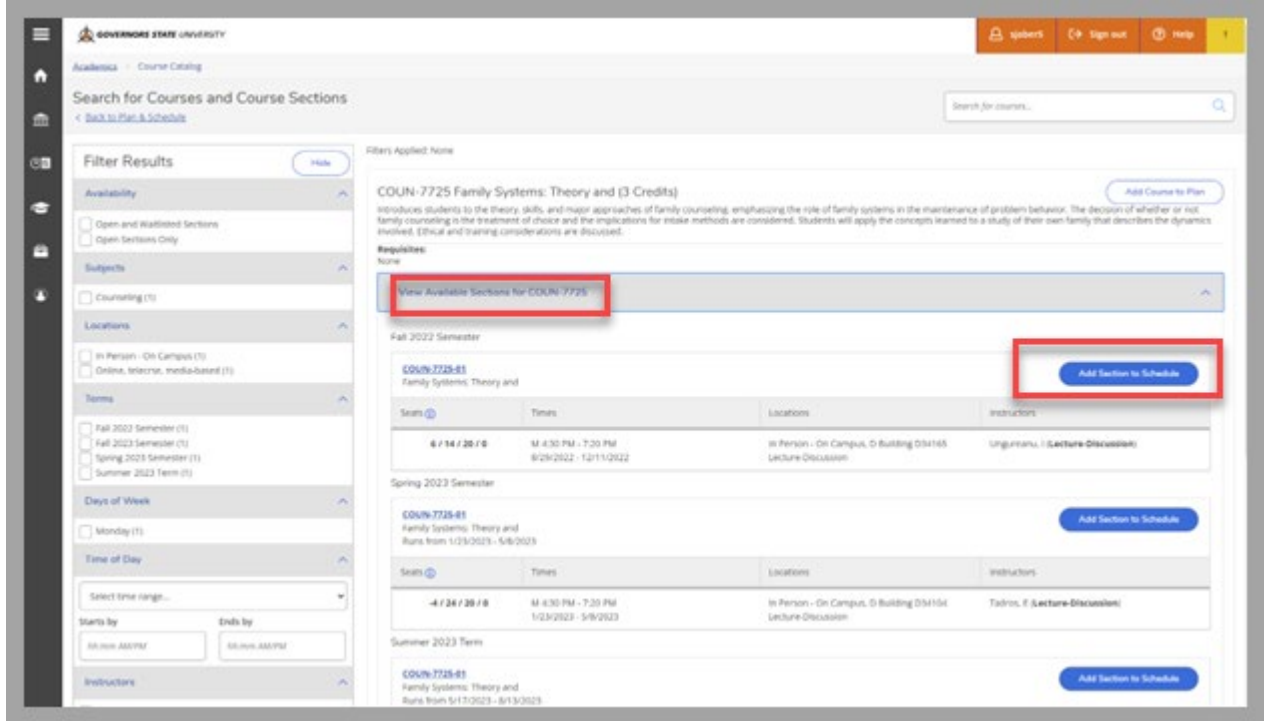
Step 3

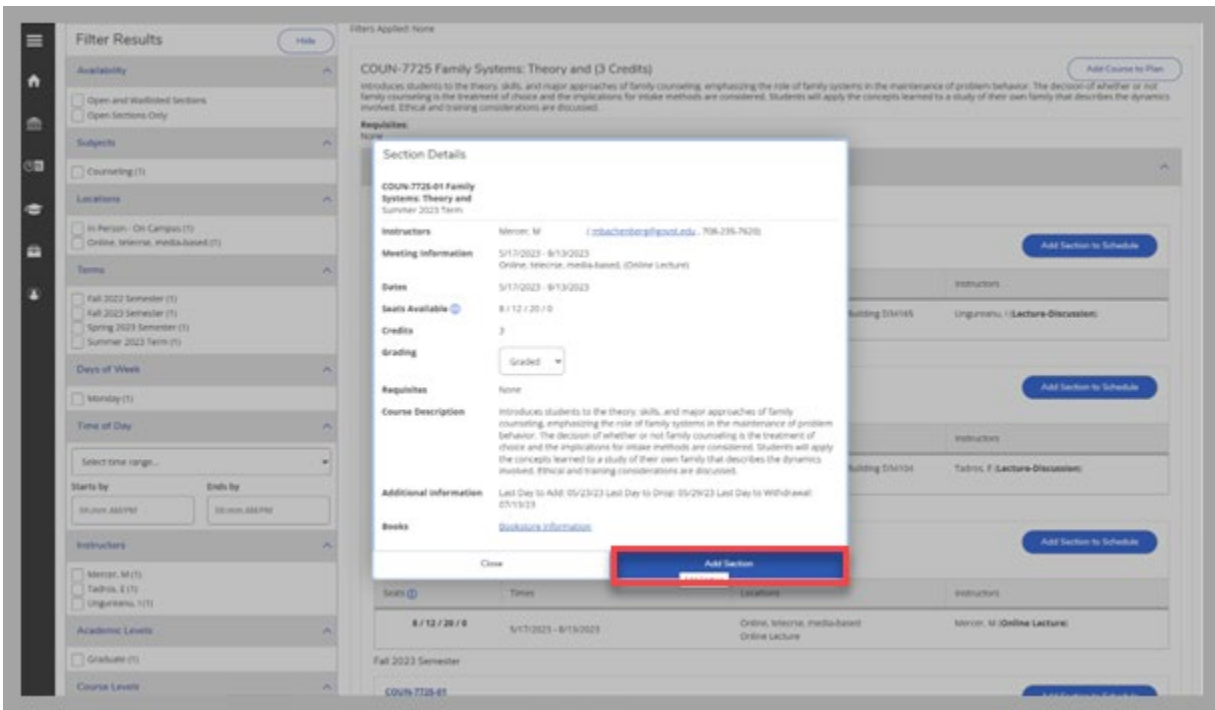Click **View Available Sections** to see section offerings by semester.

Step 4

Once you find a section you want to add to your plan or register for, select A**dd Section to Schedule.**

Step 5
Section Details will appear. Review all section thouroughly, then click **Add Section**.
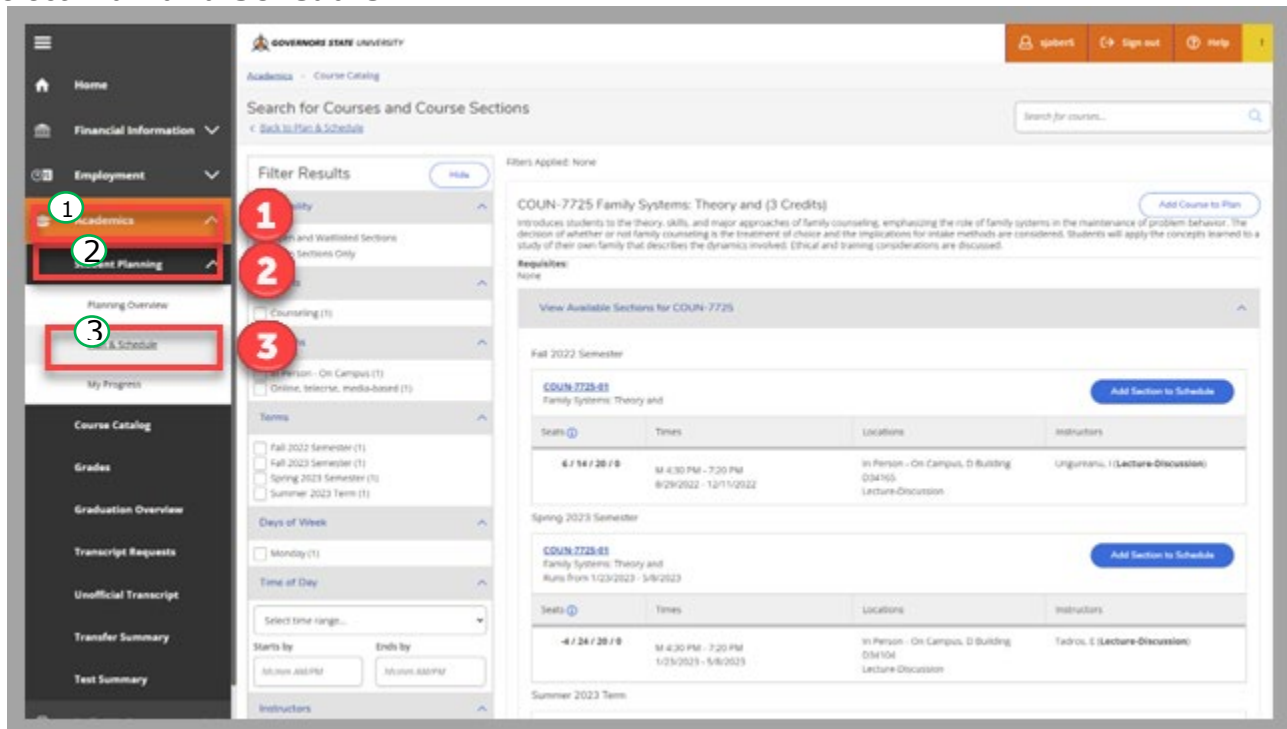
Registering for a Class

Now that the course is <u>planned</u>.

Step 1

To complete registration, go back to your **Plan and Schedule** page.

Step 2

(1) Select the grad cap on the menu to the left
(2) Select **Student Planning**
(3) Select **Plan and Schedule**

Step 3

Once you return to the **Plan and Schedule** page, you can register for any planned classes.
To register for a planned class, select the blue **Register** button.

Step 4

Once the class shows up in green, you are officially registered for the course and should receive an e-mail notification.
Note: *Gray **Register** buttons usually indicate a hold. Hold information may be provided in the upper right corner of the window, otherwise you can contact the Registrar's Office for more information.*
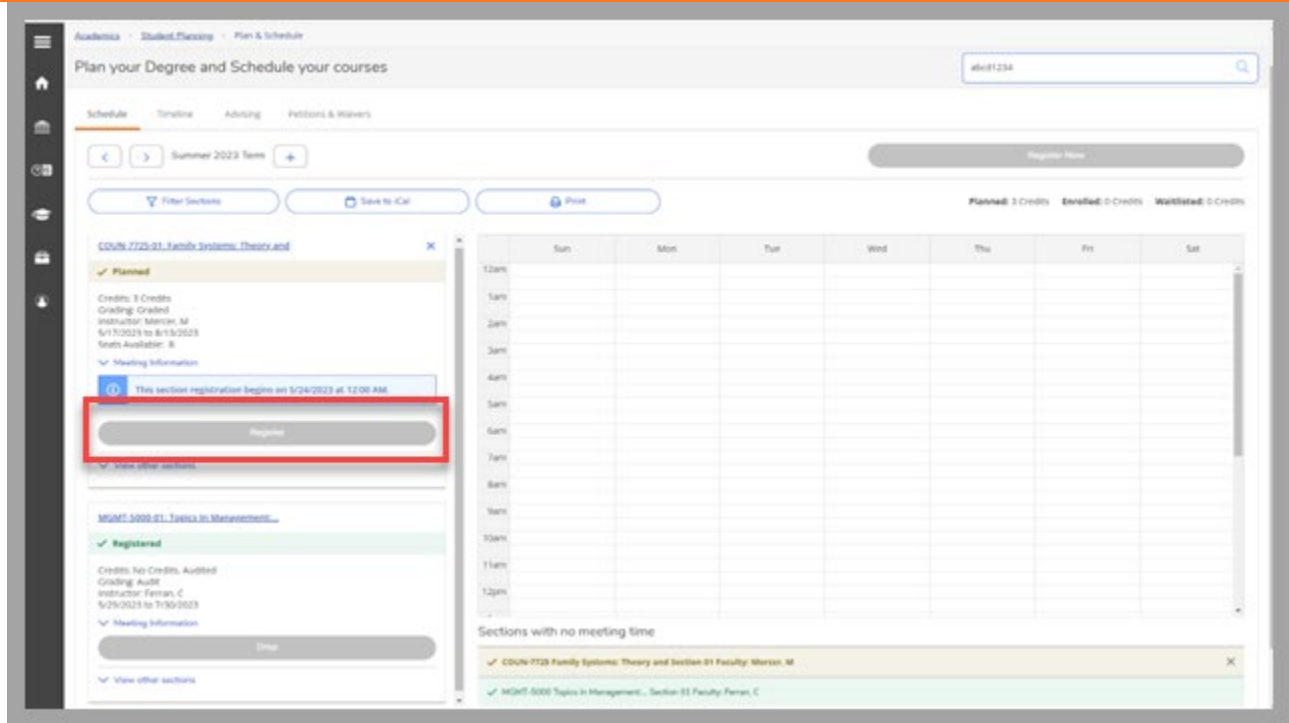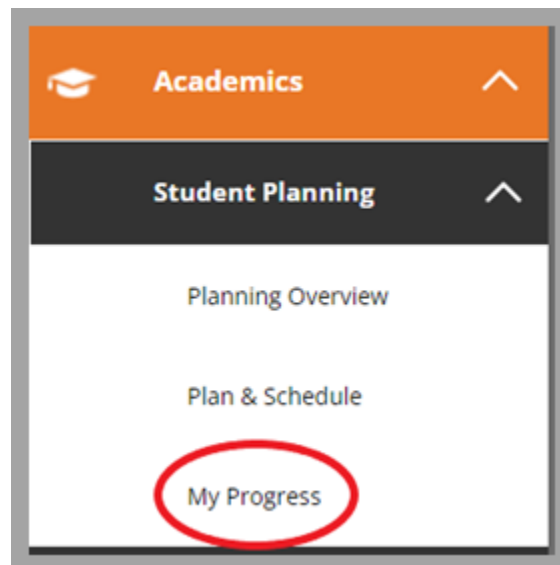
Loading a Sample Course Plan

Loading a sample course plan is another way to plan classes. With input from your advisor, you can plan what classes you will take for your program for the duration of your time at GSU.

Step 1

To access and load a sample course plan for your program, use the navigation tab on the left side to access Academics. Click Academics, Student Planning drop down arrow. Click **My Progress.**
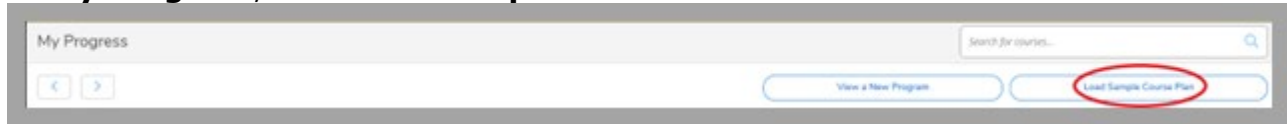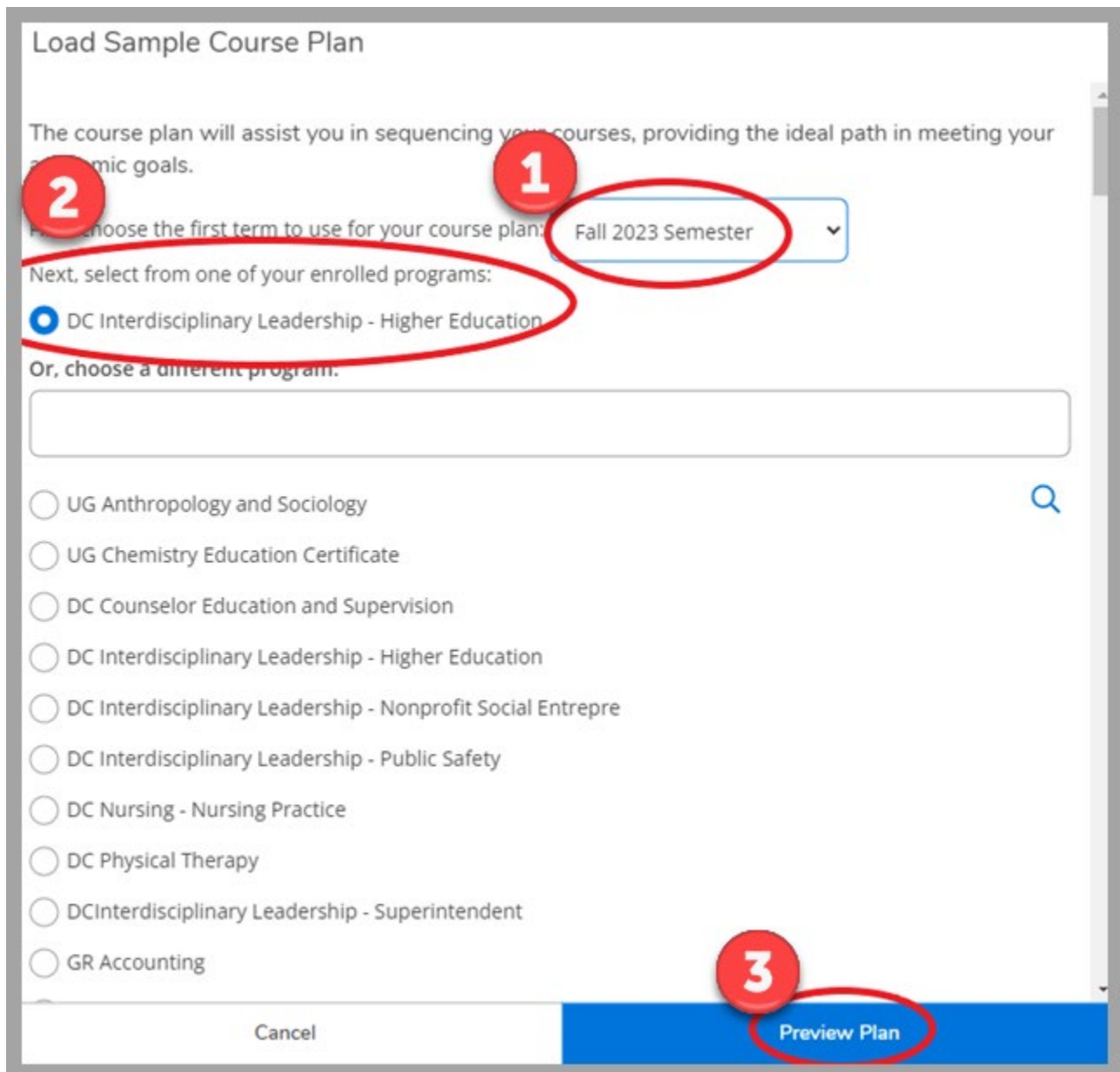
Step 2
Once in **My Progress**, click **Load Sample Course Plan**

Step 3
You will be prompted to select a term and choose a program.
1) Use the drop down menu to select a term
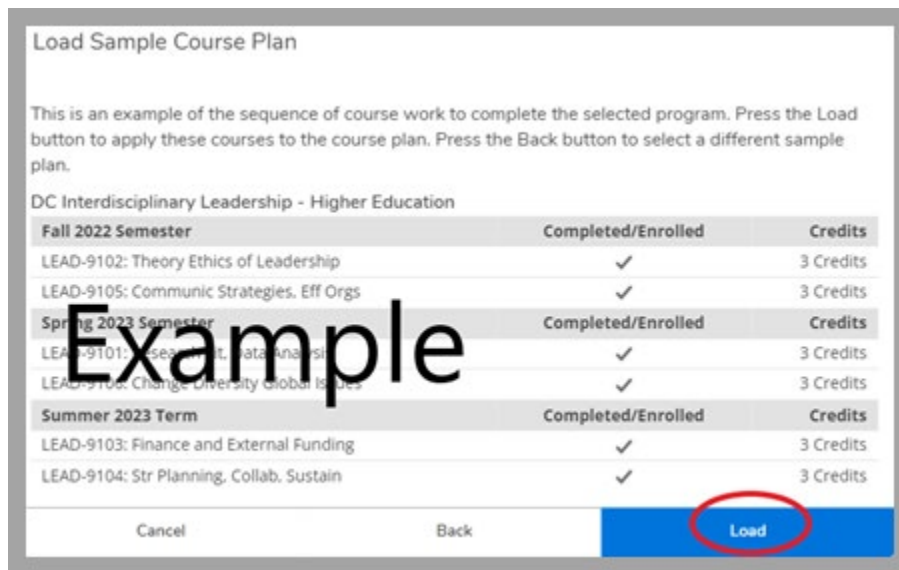2) Select either your current program or a desired program
3) Select "Preview Plan"

Step 4

After selecting **Preview Plan**, you will see the example sequence of the plan and the option to select Cancel, Back, or Load. Select **Load** to load the plan to your personal program plan.

Step 5

Once your course plan has been loaded, you can select the **Timeline** tab to review your plan by semester and edit as needed to suit your needs and goals (recommended to discuss with Advisor before making changes).
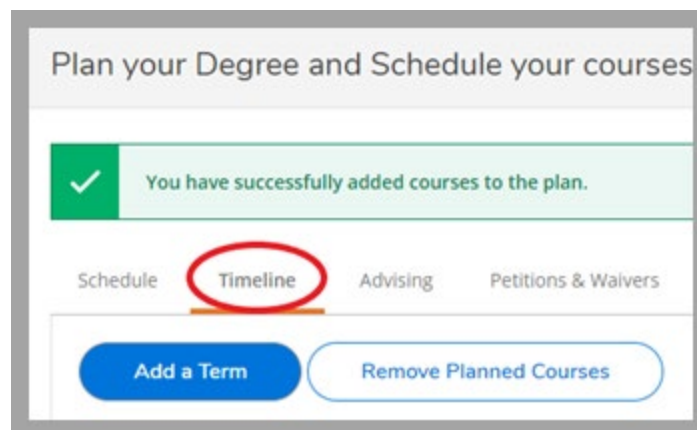
The timeline feature allows you to add and remove terms, drag and drop classes into different terms, review necessary information for classes such as prerequisites or descriptions of course placeholders, etc.

Course placeholders define requirements that offer options or different choices. Once you decide what class(es) to plan to meet the requirements of the placeholder, you can manually add classes to current and future terms by searching for classes and selecting the desired term when adding the class to your plan. Once the class(es) for the placeholder have been planned, you can remove the placeholder from your plan.