

## ***Frequently Asked Questions***

### **How do I register for courses in Student Planning?**

Log in to Trojan Web Express, go to students, and click on Student Planning Registration. You will use the search box to search for your courses. Enter the course in the “search for courses” block (ex. MTH 1112), select the grey drop-down bar, choose a section, and click Add Section to Schedule. Do this for each course you would like to register for.

When all courses have been added to your plan, click on Plan & Schedule. Use the arrows to toggle to the correct semester/term. Once you have determined you have the schedule you and your advisor have agreed upon, click the Register Now button in the upper right hand corner of the screen. All courses should turn **GREEN**. If any still appear **YELLOW**, please contact your advisor and have them help you determine the error. Remember, you are only registered for **GREEN** courses.

### **How do I remove planned courses from my schedule? How do I drop courses?**

To remove any planned/yellow course, click the X next to the course. To drop a course you are registered for (green), click Drop under the course information on the Plan & Schedule tab. Please remember, if you wish to withdraw from the semester/term, you must submit a withdrawal form which can be located on the Records page under the tab labeled “forms.” Please also contact the Registrar’s office and notify them of your withdrawal request.

### **How do I know if I have completed registration?**

Once you have successfully registered for your courses, they will turn **GREEN** and have a check mark in the left corner of the course box.

**Important:** If you do not see the **GREEN** box, YOU ARE NOT REGISTERED!

### **Who would I contact for more assistance?**

For assistance or questions regarding registration, you should contact your advisor or call the help center at 800-414-5756.

For Student Planning login or technical issues, please submit a helpdesk ticket.