

Instructions for Course Registration through Student Planning

****You are not registered for your classes until they appear GREEN on your calendar.****

****When selecting your courses, make sure you are selecting courses within the correct term or semester and by correct campus code.****

1. Log in to Trojan Web Express.
2. Click on Students.
3. Click on Military Affiliations, fill out the form, and click submit.
4. Click on Student Planning Registration.
5. Check the notifications tab in the upper right hand corner to make sure you have no holds on your account. If you have any holds, you will not be able to register until they have been cleared.
6. Search for courses by utilizing the “Search for courses...” box in the upper right corner of the screen. You will need to search by subject and number (ex. MTH 1112)
7. Find a section by using the drop down arrow on the grey bar. **** Note: You can filter the information by location, term/semester, etc. by using the panel on the left side of the screen.**
8. Click Add Section to Schedule.
9. Repeat steps 6 through 8 for each course for which you would like to register. You can also add courses to your plan by clicking directly on the course number from the My Progress page. This will direct you to the specific course in the course catalog.
10. Once all courses are planned, hover over Student Planning and click Plan and Schedule. Use the arrows to navigate to the correct term or semester.
11. Once you have verified all courses and sections are correct and there are no holds on your account, click Register Now in the upper right hand corner of the screen.
12. Click the OK button to accept the terms.
13. All courses should turn **GREEN**. If any remain **yellow**, please contact your advisor or the Registrar’s Office to help you determine why the course/s didn’t go through.