Using Student Planning to Plan & Register for Your Courses
for Evening Students

The Registration platform you have been using, SpiritOnline will soon be phased out; therefore, we have implemented a new registration platform called Student Planning. Student Planning is a great tool to track and plan your academic progress to complete your degree at Saint Peter's University. There are more features available and you can now view your unofficial transcript.

Quick Steps to use Student Planning:

1. **Login to Student Planning (**[selfsvc.saintpeters.edu/Student)](selfsvc.saintpeters.edu/Student) Plan the *courses* you want to enroll in.
2. **Click on Student Planning, then select an option below**
   a. **My Progress –** to see your academic progress in your degree or
   b. **Plan and Register –** to plan and register for courses

3. In **My Progress**, the courses that you still need to complete are shown in red. Click **Search** next to that requirement to view when his course will be available.

4. **Review** the course offerings. You can filter by a specific term, day, instructor, course type, etc on the left menu.

5. When you identify the course that you would like, click "**Add Section to Schedule" to plan this course**. Repeat this step to plan all of your courses for this term.

6. Next, you need to register. Click on **Plan and Register**, then use the arrows to **select the term** you would like to register for. Example: Spring 2020 Term 1 Undergrad. Your planned course(s) will appear in yellow. Click the **Register Now** button to register. You will receive a confirmation email that you are now enrolled.

If you have questions regarding your program or course selection, contact your **Advisor in Student Planning:**

1. Click **Plan & Schedule**, then click the **Advising** tab. There are two options available:
   a. Email your ACADEMIC advisor - click his/her name in the My Advisors section.
   b. Add a note to Student Planning- type a note in the Compose box and click Save Note. This option will be saved on your record and is helpful to review what you previously discussed with your advisor.
   c. Click **Request Review**. This alerts your advisor that you have planned courses.
   a. Your Advisor will review your request and approve/deny your course selection.

For problems accessing the portal or if you encounter any technical difficulties, please contact the ITS Helpdesk at servicedesk@saintpeters.edu or at (201) 761-7800

For questions regarding degree requirements or catalog issues, please contact registrar@saintpeters.edu or at (201) 761-6050.

For general questions regarding Student Planning, please contact the Student Planning Implementation Team at studentplanning@saintpeters.edu