STEP 1: After logging into your **Okta dashboard** via aurorauniversity.okta.com, click on the **Self-Service** application.
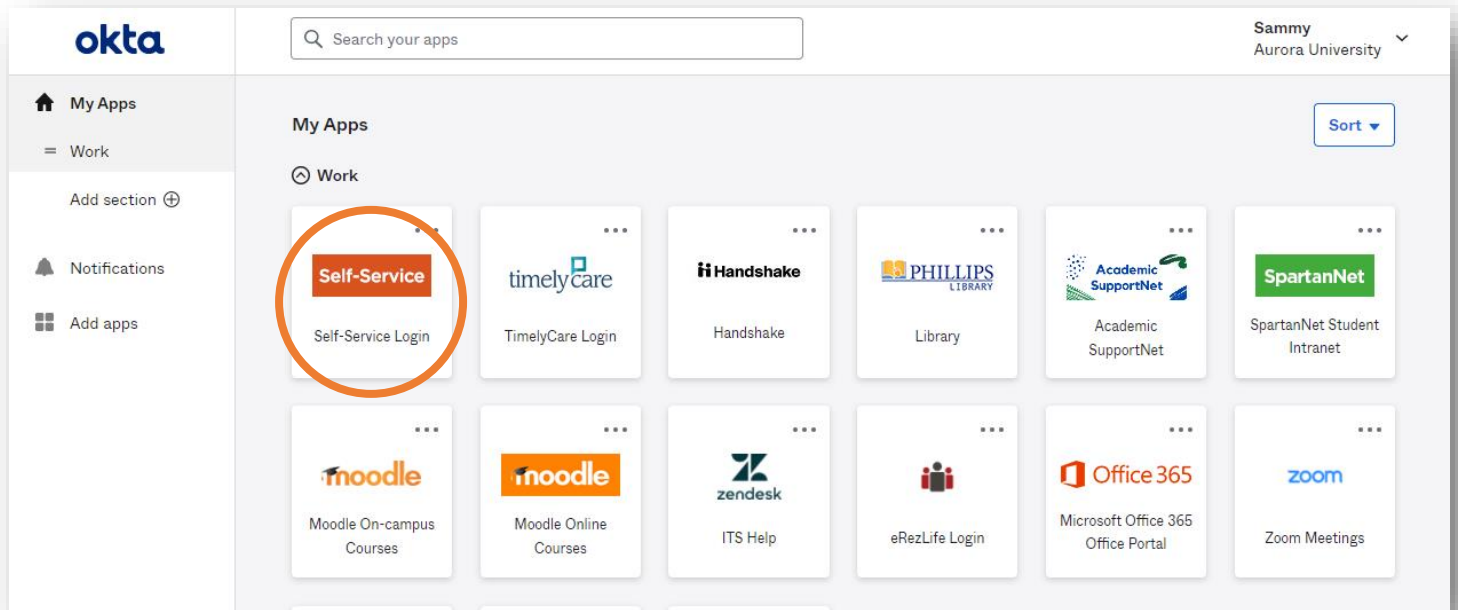
STEP 2: You will see a **Self-Service dashboard** with commonly used sites. Click on **Student Planning**.
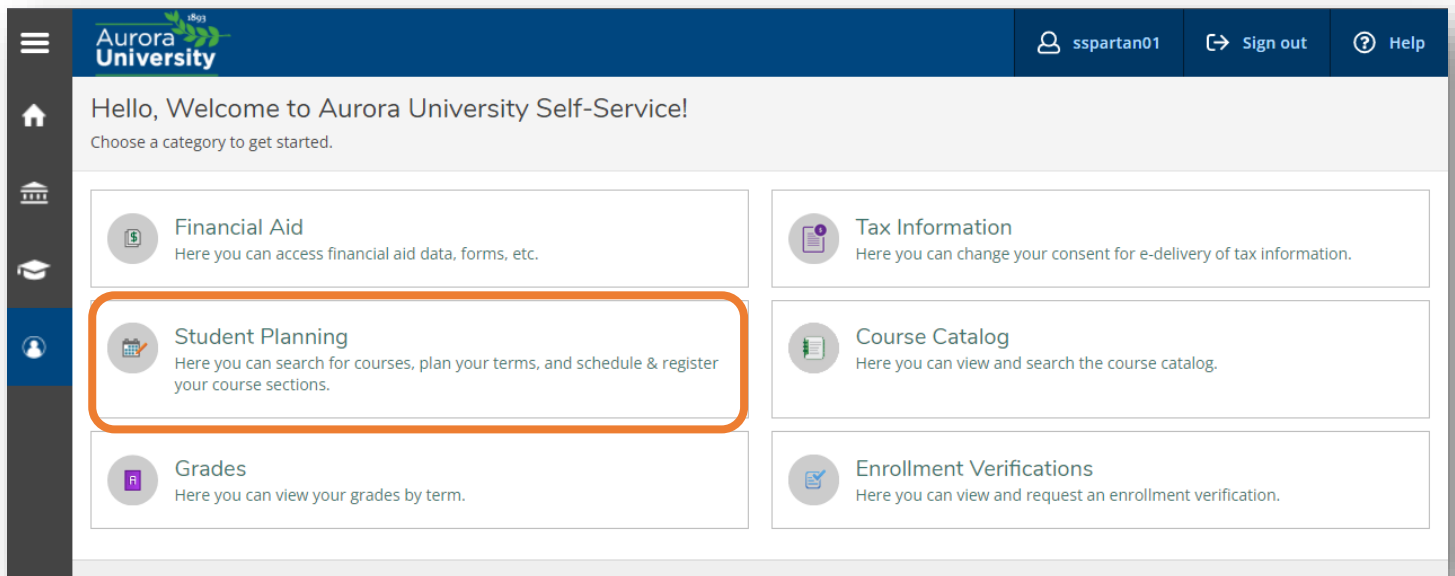
Planning Future Courses in Student Planning

STEP 3: The **Student Planning homepage** allows you to (1) View Your Progress (formerly Academic Evaluation in WebAdvisor), (2) Plan Your Degree & Register for Classes, view overall progress toward your degree, and visualize your current schedule.

Begin by clicking on "**Go to My Progress**" under **View Your Progress**.

STEP 4: This will display your personalized **My Progress** page. The "**At a Glance**" section shows your current GPA, degree information, catalog year, and anticipated completion date. The **bars on the right of the page** show your progress toward the **overall credits** required for your degree, as well as any **credits required to be completed at AU** (not transferred).

STEP 5: Moving down the page, the **Requirements** section shows all the specific requirements for your degree. ***TIP***: *Make sure to use the Expand All/Collapse All drop-down option next to Requirements to collapse all requirements in order to start with a simplified view. Then, you can view each section by clicking on Show Details.*

Requirements [Expand All ⌄]

General Education Requirements (English & Math)

Complete all of the following items. ✓ **2 of 2 Completed.** Show Details

General Education Requirements (IDS)

Complete the following item. ⚠ **0 of 1 Completed.** Show Details

General Education Requirements (Distribution)

Complete 1 of the following 2 items. ⚠ **0 of 1 Completed. Fully Planned** Show Details

Major Requirements for Business Admin

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.600
Must have 18.00 Institution Credits for this requirement. Institution Credits Applied: 24.00

Complete all of the following items. ⚠ **0 of 4 Completed.** Show Details

Upper Level Course Requirements

Complete all of the following items. ⚠ **0 of 2 Completed.** Show Details

Other Courses

STEP 6: By clicking on **Show Details**, the category will expand and show your **progress** toward each requirement.

A. English

Complete ENG-1000.
Complete all of the following items. ✓ **1 of 1 Completed.** Hide Details

✓ **1 of 1 Courses Completed.** Hide Details

Status	Course	Search	Grade	Term	Credits
✓ Completed	ENG-1000 Intro to Academic Writing		A	20/FA	4

STEP 7: If a category is **Not Started**, you will want to make a plan for that requirement. To see courses that meet the requirement, click the **Search** button.

A. Traditional

Complete at least 2.5 semester hours in each of the following four categories:
Complete all of the following items. ⚠ **3 of 4 Completed.** Hide Details

1.
Artistic Literacy Please copy and paste the following URL into your web browser for a complete listing of courses that meet this requirement: aurora.edu/gened ⚠
0 of 2.5 Credits Completed. Hide Details

Status	Course	Search	Grade	Term	Credits
ⓘ Not Started					

STEP 8: This will display courses from the university catalog that meet the requirement. You utilize the **filtering** options on the left side of the page to narrow results. When you have identified a course you want to add to your plan, click the **Add Course to Plan** button.

STEP 9: Review the course details, including any requisites, select the term you would like to take the course, and click **Add Course to Plan**.

STEP 10: You will then see a pop-up notification on the top right of your screen.
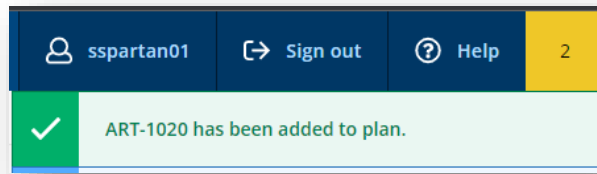
STEP 11: Click on **Back to My Progress**.
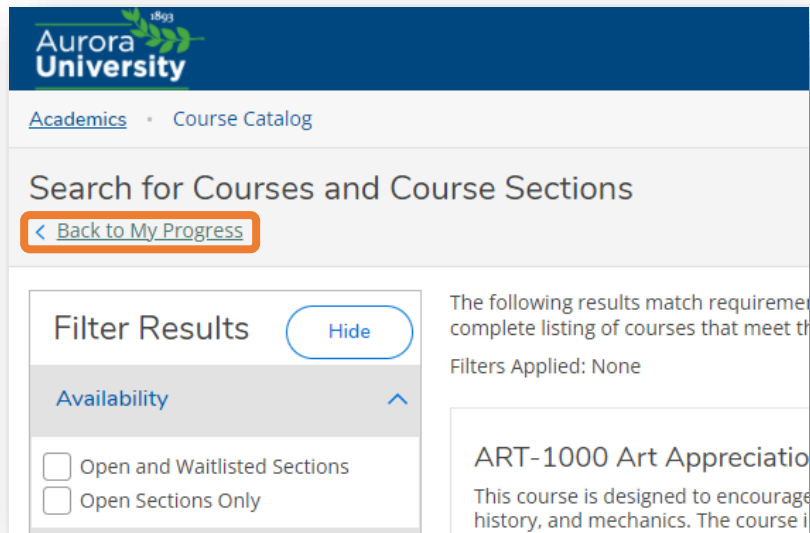
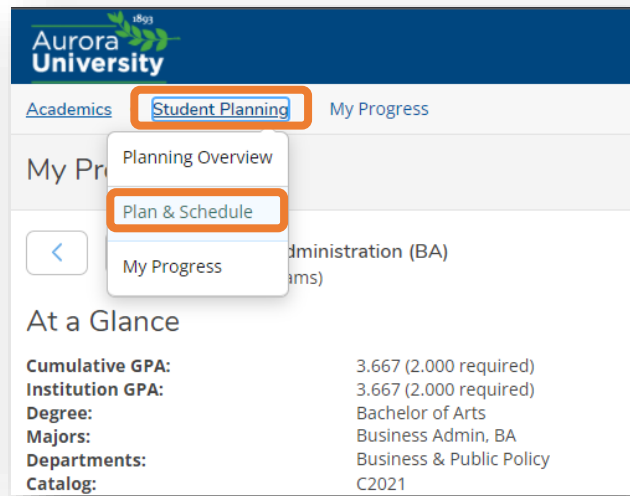**STEP 12:** You will now see the course populated in your **My Progress** page. *TIP: Planned means you have intentions of taking this course in a particular term, but you are **NOT REGISTERED** for this course.*

Planning Future Courses in Student Planning

STEP 13: You can then click on **Student Planning** at the top of the page, and choose **Plan & Schedule**.

STEP 14: Click on the **Timeline** heading to see all of the courses you have planned in each term. You can use the **arrows** on the sides of the page to move to past or future terms. You can **Add** or **Remove** terms or courses, drag courses to other terms, and click on courses to view more details.
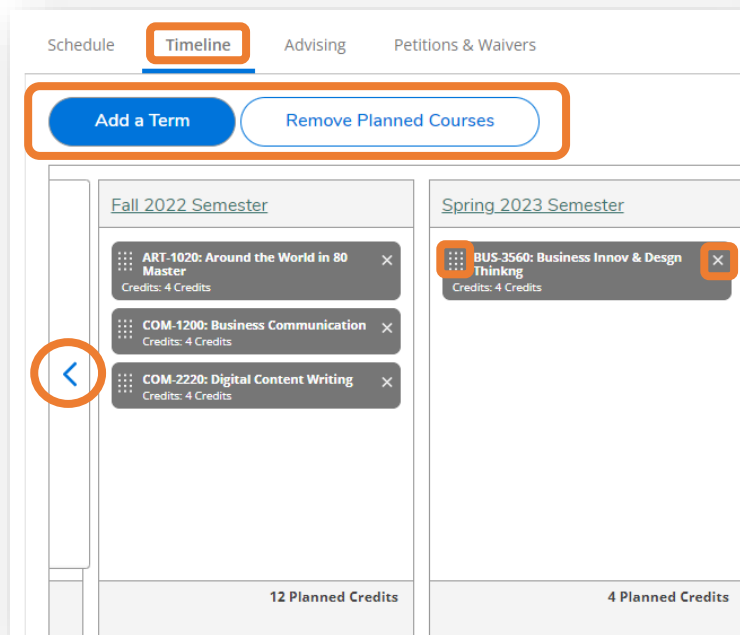
**TIP**: Ideally, all of your future classes should be planned in order to make registration a simple process. Please view the Using Student Planning to Register for Courses document for further information.