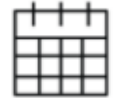


HOW TO REGISTER FOR CLASSES

Log in to [OnePratt](#) using your Pratt username and password. Click on the “Plan Schedule” icon. This will take you to Student Planning in Student Self-Service.



Plan
Schedule

Registering for classes takes three steps: [planning](#) classes, advisor [approval](#), and [registration](#).

Course Planning

To start planning, find classes to add to your plan. You can use the search bar at any time to look for courses by course code, class title, or subject.

To look for courses according to your degree requirements, click “View Your Progress.”

Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 step...

Search for courses...

- 1** **View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2** **Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

The My Progress page shows an overview of your degree audit.

Expand these sections to view your required classes.

Click on a course code to search for specific courses, or click the “Search” button on any requirement block to find courses that match the requirements.

B. Global/Thinking/MSCI

Take 1 Global elective, 1 Thinking elective, and 1 Math/Science Core elective. 2 of these must be Writing Intensive (counted below)
Complete all of the following items. **0 of 3 Completed.** [Hide Details](#)

1. Complete 1 course. Courses must be from rule(s): SS.THINK. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term
Not Started				
2. Complete 1 course. Courses must be from rule(s): SS.GLOB. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term
Not Started				
3. Complete 1 course. Courses must be from rule(s): SCL.CORE. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term
Not Started				

Your search results will display a list of courses. Filter to refine your search results by semester and availability.

The screenshot shows a search interface with a 'Filter Results' sidebar on the left and search results on the right. The filters applied are 'Brooklyn Campus', 'Spring 2022', and 'Open Sections Only'. The search results for 'SSWI-210T General Psychology (3 Credits)' include a description, prerequisites (None), and locations (Brooklyn Campus, Manhattan Campus, Utica Campus). A 'View Available Sections for SSWI-210T' dropdown is expanded, showing two sections for Spring 2022. Section SSWI-210T-01 is offered on Tuesdays from 9:00 AM to 11:50 AM at the Brooklyn Campus, Engineering Building 109, with instructor Barahmand, U. Section SSWI-210T-02 is offered on Wednesdays from 9:00 AM to 11:50 AM at the same location, with instructor Kincaid, H. Both sections have 15 seats available. Buttons for 'Add Course to Plan' and 'Add Section to Schedule' are visible.

Click “Add Course to Plan” if you would like approval to take any section of a particular course. In the pop-up, select the semester you are registering for and click “Add Course to Plan” again.

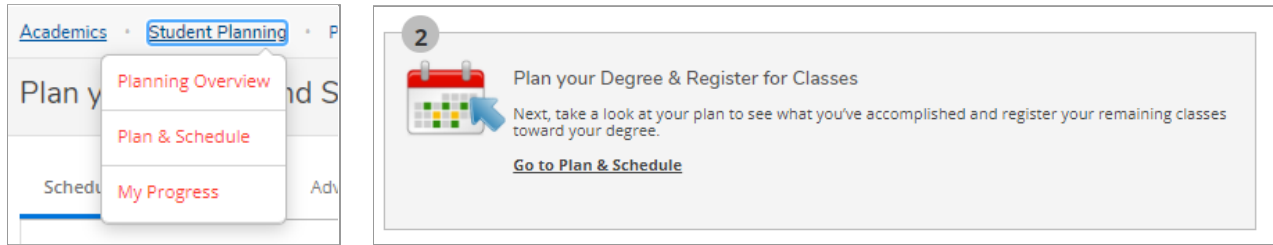
The 'Course Details' pop-up window displays the following information for SSWI-210T General Psychology: Credits: 3; Locations Offered: Brooklyn Campus, Manhattan Campus, Utica Campus; Requisites: None; Term: Fall 2021 (selected from a dropdown menu). At the bottom, there are 'Close' and 'Add Course to Plan' buttons.

If you prefer approval for specific sections, click the “View Available Sections” dropdown to view details for each class offering, including the time, location, and instructor for each section.

The 'Section Details' pop-up window displays the following information for SSWI-210T-01 General Psychology (Spring 2022): Instructors: Barahmand, U (ubarahma@pratt.edu); Meeting Information: T 9:00 AM 11:50 AM, 1/18/2022 - 5/10/2022, Brooklyn Campus, Engineering Building 109 (Lecture); Dates: 1/18/2022 - 5/10/2022; Seats Available: 15 of 15 Total; Credits: 3; Grading: Graded; Requisites: None; Course Description: Psychology is a study of human mental processes, behavior and activities. This course is designed to familiarize students with major areas of psychology and provide them with knowledge of key psychological theories. The course covers basic topics of psychology such as origin of human knowledge, emotional and mental development, behavior in groups, psychological disorders and their treatment. At the bottom, there are 'Close' and 'Add Section' buttons.

Click “Add Section to Schedule” to view more details and add this course to your plan. Once you have reviewed this pop-up, click the “Add Section” button again.

For a calendar view of courses on your plan, go to Student Planning in the top navigation and click on “Plan & Schedule.” Or, you can click on “Plan Your Degree and Register for Classes” from the student planning overview.



The calendar view will display any sections added to your plan. The list view to the left shows sections *and* courses added to your plan. Classes shown in yellow are planned, but not yet registered. You will need your advisor’s approval to register for classes.

Filter Sections

Save to iCal

Print

Planned: 3 Credits **Enrolled:** 0 Credits **Waitlisted:** 0 Credits

SSWI-210T-05: General Psychology ✕

✓ **Planned**

Credits: 3 Credits
 Grading: Graded
 Instructor: Sapolsky, Z
 1/18/2022 to 5/10/2022
 Seats Available: 15

[Meeting Information](#)
[View other sections](#)

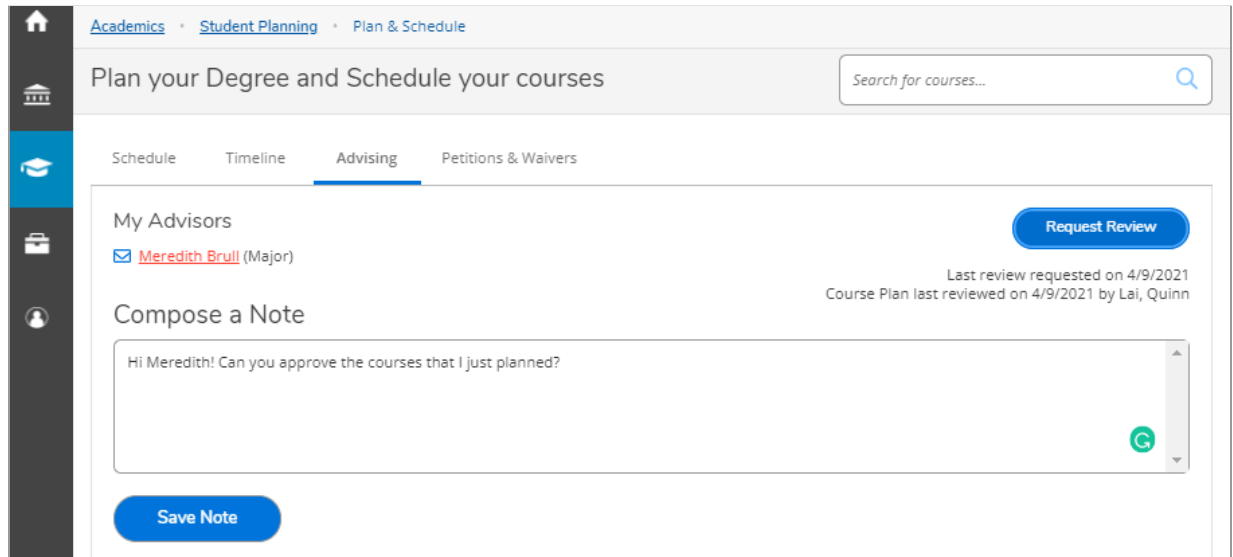
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

SSWI-210T-05 ✕

Approval

Use the “Advising” tab on the Plan & Schedule page to request a review of your plan. You can include a message to your advisor, if you’d like. Click the “Request Review” button to send a notification to your advisor.

You can also email your advisor directly for course approval. Contact information is provided at the end of this tutorial.



Approved classes will appear with a green “Approved” banner in the list view.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm						SSWI-210T-05	
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

SSWI-210T-05: General Psychology

Approved

Planned

Credits: 3 Credits
Grading: Graded
Instructor: Sapolsky, Z
1/18/2022 to 5/10/2022
Seats Available: 15

[Meeting Information](#)

[View other sections](#)

Registration

When your registration time arrives, you can register for all of your approved classes at once by clicking on the “Register Now” button above the calendar, or register for classes individually by clicking “Register” for each class in the sidebar on the left.

Registered courses will display with a green “Registered” banner in the list view and will switch from yellow to green in the calendar view. You can drop this course any time between now and the end of the add/drop period.

The screenshot shows a course registration interface. On the left is a sidebar for the course **SSWI-210T-08: General Psychology**. It features a green banner with a thumbs-up icon and the text "Approved", and another green banner with a checkmark and "Registered". Below this, course details are listed: Credits: 3 Credits, Grading: Graded, Instructor: Prof. Renata Strashnaya, and Dates: 8/30/2021 to 12/20/2021. A blue button labeled "Meeting Information" is present. Further down, the meeting time is "Th 2:00 PM - 4:50 PM", dates are "8/30/2021 - 12/20/2021", and location is "Brooklyn Campus Online ONLINE (Lecture)". A prominent blue "Drop" button is at the bottom of the sidebar. A link "View other sections" is at the very bottom. On the right is a calendar grid with days of the week (Sun-Sat) as columns. A green box highlights the course "SSWI-210T-08" on the Thursday column.

You won't be able to add a class if it is already full, but many classes have waitlists. You can add yourself with the “Waitlist” button that appears next to the class. If a spot becomes available and you are next on the list, you will be notified by email.

Waitlist registration does not happen automatically—you will need to return to Student Planning and register for the course within two days. If you are no longer interested, drop yourself from the waitlist to allow the next student in line to register.

The screenshot shows a course registration interface for **IND-651-06: Prototypes I**. It features a green banner with a thumbs-up icon and "Approved", and a yellow banner with a checkmark and "Waitlisted" followed by "Permission to register until 9/2/2021". Course details include: Credits: 3 Credits, Grading: Graded, Instructor: Schweder, A, Dates: 8/30/2021 to 12/20/2021, and Waitlisted: 1 (Rank: 1). A blue link "Meeting Information" is present. A yellow warning box with a triangle icon contains the text "This section has a waitlist". At the bottom, there are two blue buttons: "Register" and "Drop Waitlist".



UNDERGRADUATE ADVISEMENT

If you get stuck along the way or have questions about planning, course approval, or registration, reach out to your advisor. Here is the contact information for the office of undergraduate advisement. Graduate advisors are on the following page.

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