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.

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.”

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

<table>
<thead>
<tr>
<th>Filter Results</th>
<th>Hide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability</td>
<td></td>
</tr>
<tr>
<td>Open Sections Only (7)</td>
<td></td>
</tr>
<tr>
<td>Subjects</td>
<td></td>
</tr>
<tr>
<td>Social Science Writing Intens (1)</td>
<td></td>
</tr>
<tr>
<td>Locations</td>
<td></td>
</tr>
<tr>
<td>Brooklyn Campus (1)</td>
<td></td>
</tr>
<tr>
<td>Manhattan Campus (1)</td>
<td></td>
</tr>
<tr>
<td>Utica Campus (1)</td>
<td></td>
</tr>
<tr>
<td>Terms</td>
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</tr>
<tr>
<td>Spring 2022 (1)</td>
<td></td>
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<tr>
<td>Days of Week</td>
<td></td>
</tr>
<tr>
<td>Monday (1)</td>
<td></td>
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<tr>
<td>Tuesday (1)</td>
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<td>Wednesday (1)</td>
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<td>Thursday (1)</td>
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<td>Friday (1)</td>
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<td>Time of Day</td>
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</tr>
<tr>
<td>Select time range...</td>
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</table>

**SSWI-2101 General Psychology (3 Credits)**

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.

Requisites:
None

Locations:
Brooklyn Campus, Manhattan Campus, Utica Campus

### View Available Sections for SSWI-2101

#### Spring 2022

<table>
<thead>
<tr>
<th>Seats</th>
<th>Times</th>
<th>Locations</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>T 9:00 AM - 11:50 AM 1/18/2022 - 5/10/2022</td>
<td>Brooklyn Campus, Engineering Building 109 Lecture</td>
<td>Barahmand, U</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seats</th>
<th>Times</th>
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</tr>
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<tbody>
<tr>
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<td>W 9:00 AM - 11:50 AM 1/18/2022 - 5/10/2022</td>
<td>Brooklyn Campus, Engineering Building 109 Lecture</td>
<td>Kincad, H</td>
</tr>
</tbody>
</table>

### Course Details

SSWI-2101 General Psychology

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<table>
<thead>
<tr>
<th>Credits</th>
<th>3</th>
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<tbody>
<tr>
<td>Locations Offered</td>
<td>Brooklyn Campus, Manhattan Campus, Utica Campus</td>
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<tr>
<td>Requisites</td>
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<tr>
<td>Term</td>
<td>Fall 2021</td>
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### Section Details

SSWI-2101-01 General Psychology

<table>
<thead>
<tr>
<th>Instructors</th>
<th>Barahmand, U <a href="mailto:lubarahma@pratt.edu">lubarahma@pratt.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Information</td>
<td>T 9:00 AM - 11:50 AM 1/18/2022 - 5/10/2022 Brooklyn Campus, Engineering Building 109 Lecture</td>
</tr>
<tr>
<td>Dates</td>
<td>1/18/2022 - 5/10/2022</td>
</tr>
<tr>
<td>Seats Available</td>
<td>15 of 15 Total</td>
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<tr>
<td>Credits</td>
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<tr>
<td>Grading</td>
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<tr>
<td>Requisites</td>
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<tr>
<td>Course Description</td>
<td>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.</td>
</tr>
</tbody>
</table>

Books Total

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.

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.

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.
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.
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.

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.
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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