HOW TO REGISTER FOR CLASSES
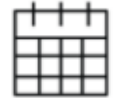
Log in to OnePratt using your Pratt username and password. Click on the "Plan Schedule" icon. This will take you to Student Planning in Student Self-Service.

Registering for classes takes three steps: **planning** classes, advisor **approval**, and **registration**.

Plan Schedule

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.

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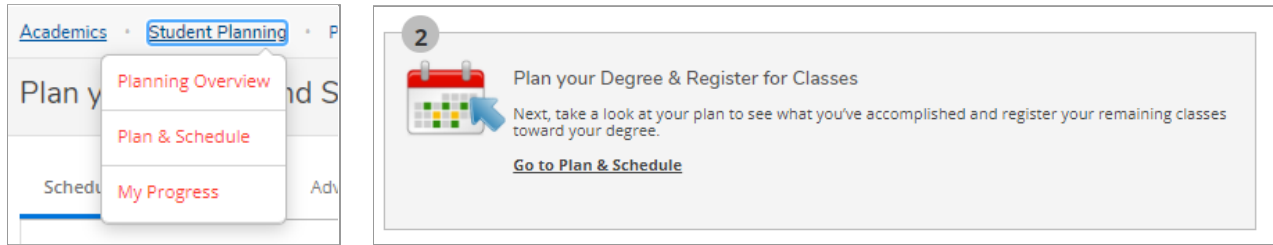
The calendar view will display any sections added to your plan. The list view to the left shows sections *and* courses added to your plan. Classes shown in yellow are planned, but not yet registered. You will need your advisor's approval to register for classes.

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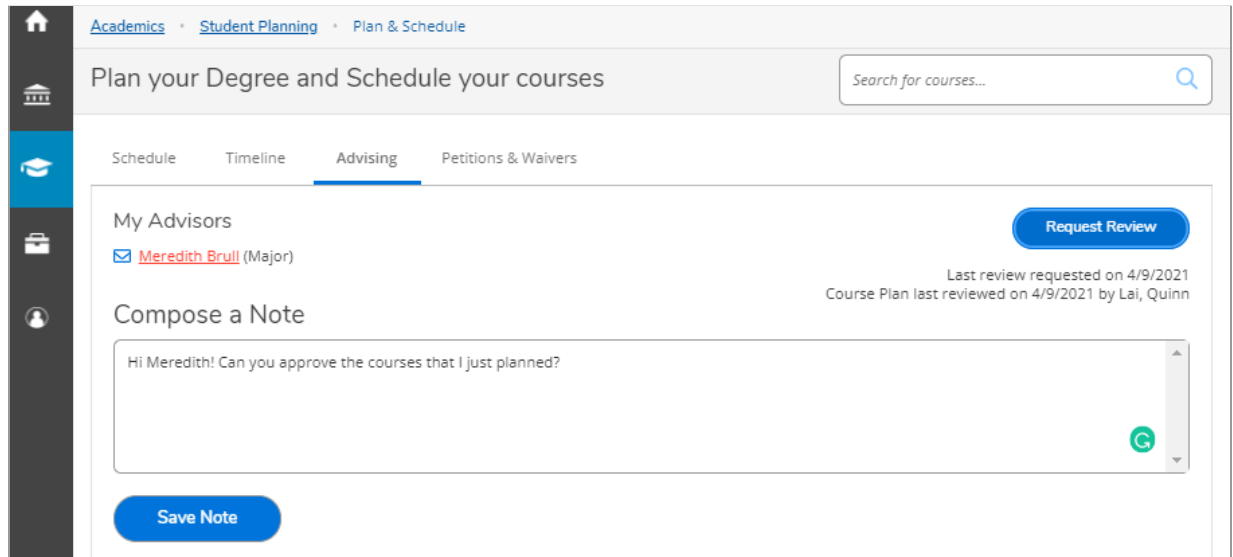
Approved classes will appear with a green "Approved" banner in the list view.

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.

Pratt 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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