

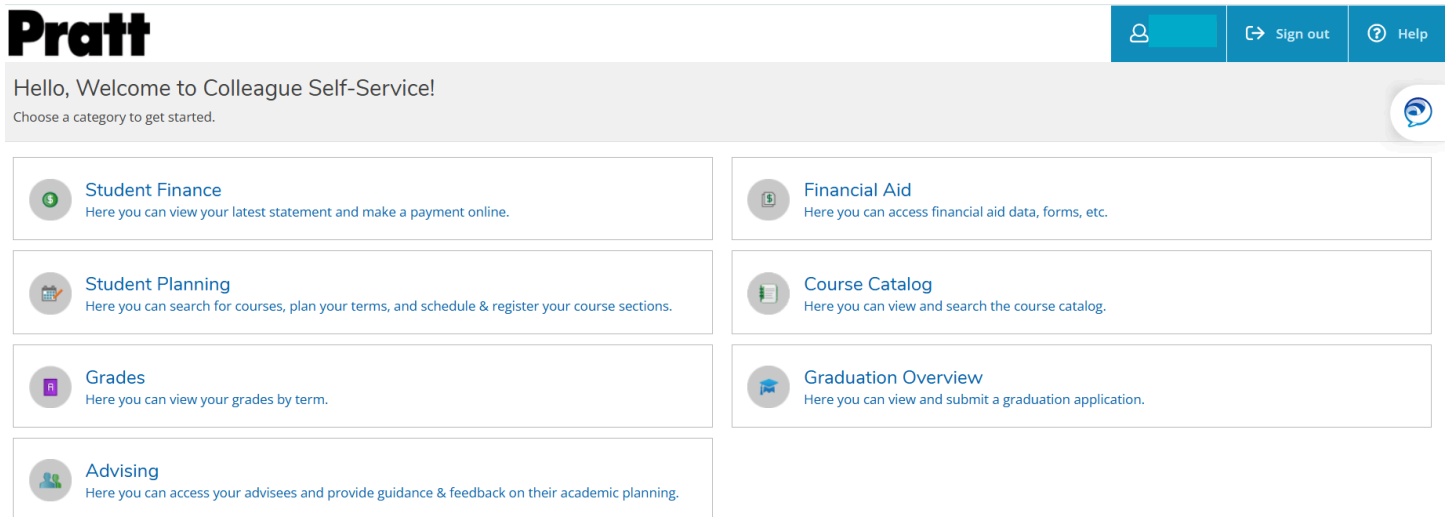
# HOW TO REGISTER FOR CLASSES

Log in to [One.Pratt.](#) using your Pratt username and password.



Self Service

Click on the “Self-Service” icon. This will take you to Student Self-Service. Choose the Student Planning category.



**Pratt** Sign out Help

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**  
Here you can view and search the course catalog.
- Grades**  
Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Advising**  
Here you can access your advisees and provide guidance & feedback on their academic planning.

Registering for classes takes three steps:

- **Planning** classes
- Advisor **approval**
- **Registration**

## Course Planning

To start planning, find classes to add to your plan. You can use the search bar anytime to find 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. Your search results will display a list of courses. Filter to refine your search results by semester and availability.

**8. 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): SCLCORE. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term
Not Started				

Click “Add Course to Plan” 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.

### Course Details

**SS-203G Global History to 1800**  
This is a survey of global history that will expose students to the most salient forces, ideas, movements, and events of world history for 1200 to 1800.

**Credits** 3

**Locations Offered** Brooklyn Campus, Utica Campus, Manhattan Campus

**Requisites** None

**Warning:** This course is typically offered: FALL & SPRING

**Warning:** This course is typically offered: YEARLY

**Term** Fall 2026

Close [Add Course to Plan](#)

If you prefer 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.

Section Details

SSWI-210T-01 General Psychology  
Spring 2022

Instructors	Barahmand, U <a href="mailto:u.barahma@barcl.edu">u.barahma@barcl.edu</a>
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.

Books Total

Close [Add Section](#)

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 “Plan Your Degree and Register for Classes” in the student planning overview.

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](#)

Academics · **Student Planning** · P

Plan y [Planning Overview](#) and S

[Plan & Schedule](#)

Schedi [My Progress](#) Adh

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 still need to be registered.

**Note: Undergraduate students require advisor approval of specific classes to register. Students should stay in contact with their advisor to ensure the proper approvals are granted prior to their registration time.**

*Graduate students do not need specific course approvals to register; however, they are encouraged to meet with their advisor before registration.*

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

**SSWI-210T-05: General Psychology** ✕

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✓ **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						SSWI-210T- X 05	
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

## Advisor Review

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 notify your advisor. This is available to both Undergraduate and Graduate students.

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses Search for courses...

Schedule   Timeline   **Advising**   Petitions & Waivers

**My Advisors**

[Meredith Briel](#) (Major)

**Compose a Note**

Hi Meredith! Can you approve the courses that I just planned?

[Save Note](#)

[Request Review](#)

Last review requested on 4/9/2021  
 Course Plan last reviewed on 4/9/2021 by Lal, Quinn

For Undergraduate students, approved classes will appear in the list view with a green “Approved” banner. Graduate students do not require this approval step prior to registration.

The screenshot shows a class approval interface. On the left, a sidebar for 'SSWI-210T-05: General Psychology' displays a green 'Approved' banner and a yellow 'Planned' banner. Below these are details: Credits: 3 Credits, Grading: Graded, Instructor: Sapolsky, Z, 1/18/2022 to 5/10/2022, Seats Available: 15. There are links for 'Meeting Information' and 'View other sections'. On the right, a calendar grid shows the class scheduled for Friday at 2pm, indicated by a yellow box with the class ID 'SSWI-210T-05'.

## 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 a green “Registered” banner in the list view and 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 class registration interface. On the left, a sidebar for 'SSWI-210T-08: General Psychology' displays a green 'Approved' banner and a green 'Registered' banner. Below these are details: Credits: 3 Credits, Grading: Graded, Instructor: Prof. Renata Strashnaya, 8/30/2021 to 12/20/2021. There is a link for 'Meeting Information' and a blue 'Drop' button. On the right, a calendar grid shows the class scheduled for Thursday at 2pm, indicated by a green box with the class ID 'SSWI-210T-08'.

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 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 must return to Student Planning and register for the course within two days. If you are no longer interested, you must drop yourself from the waitlist so the next student in line can register.


**IND-651-06: Prototypes I**

 **Approved**

 **Waitlisted** Permission to register until 9/2/2021

Credits: 3 Credits  
Grading: Graded  
Instructor: Schweder, A  
8/30/2021 to 12/20/2021  
Waitlisted: 1 (Rank: 1)

 Meeting Information

 This section has a waitlist

[Register](#)

[Drop Waitlist](#)