

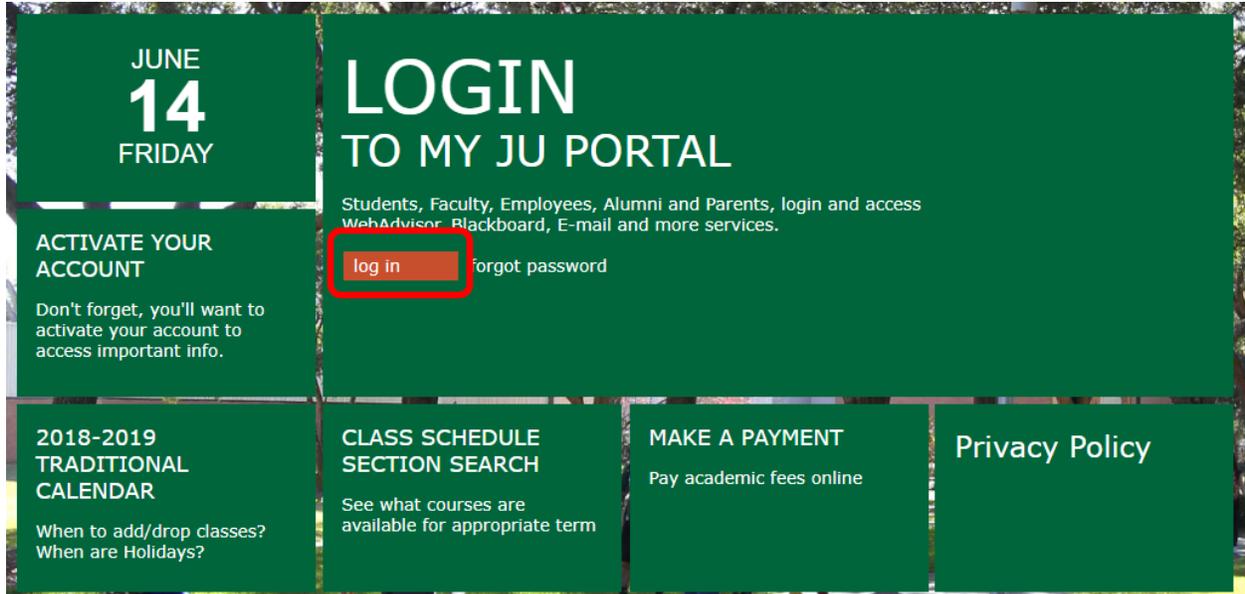
Student Planning Self-Service

Selecting, Planning, and Registering for Classes

Go to www.JU.EDU and click on MY JU -



Click on "LOGIN to MY JU PORTAL" -



Sign in to your account -



JACKSONVILLE UNIVERSITY

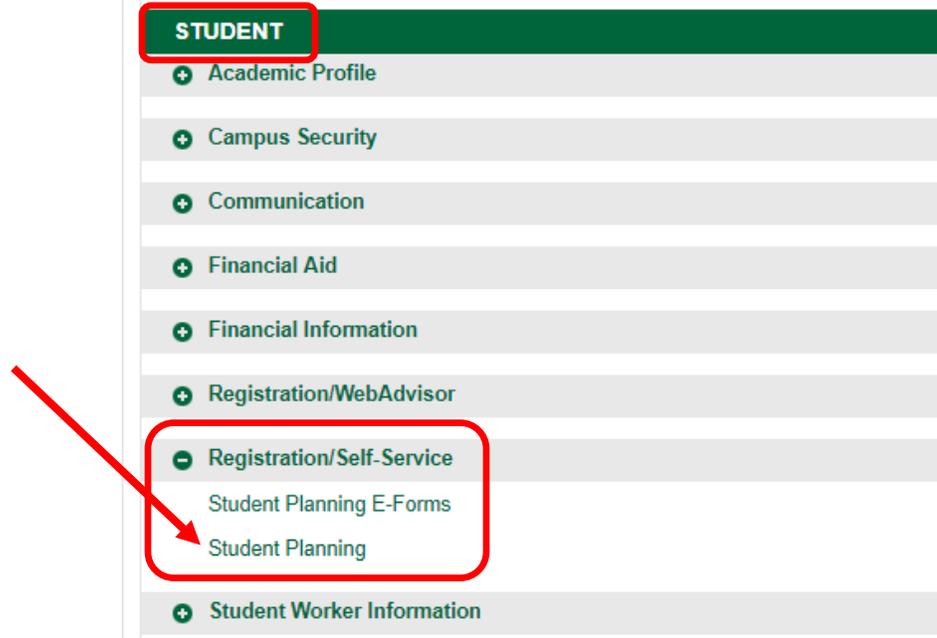
Sign in with your JU Credentials

Sign in

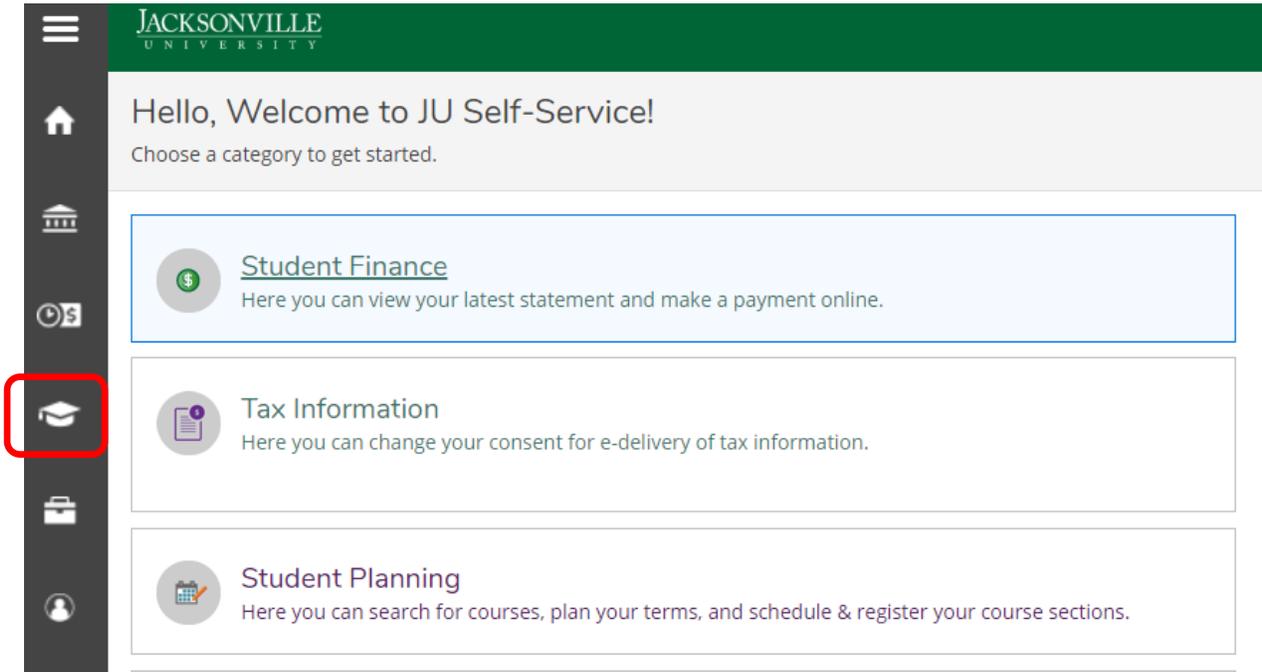
[Forgot Password](#) | [Need Help?](#)

SELECTING & PLANNING COURSES:

At the My JU Portal, locate STUDENT and click on Registration/Self-Service;
Click on Student Planning where you will be automatically signed-in to Student Self-Service -



Locate icons on left side bar;
Click on the icon that looks like a Graduation Hat -



“Academics” menu shifts to the right;
Click on Course Catalog -

The Academics menu is shown on the left, with 'Course Catalog' highlighted in a red box. To the right are three navigation cards: 'Tax Information', 'Student Planning', and 'Graduation Overview', each with an icon and a brief description.

Menu Item	Description
Academics	Academics
Student Planning	Here you can search for courses, p course sections.
Grades	
Graduation Overview	Here you can view and submit a gr
Course Catalog	

	Tax Information Here you can change your consent
	Student Planning Here you can search for courses, p course sections.
	Graduation Overview Here you can view and submit a gr

Select Advanced Search –

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
Select Term ▼	M/d/yyyy	M/d/yyyy
Courses		
Subject ▼	Course number	Section
Subject ▼	Course number	Section
Subject ▼	Course number	Section

[+ Add More...](#)

*You can also find courses offered through Subject Search.

From dropdown under Term, select the term;
Select subjects from the Courses dropdown, and type in course number, if known -

Subject Search **Advanced Search**

Catalog Advanced Search

Term 2019 Fall Traditional Term	Meeting Start Date M/d/yyyy	Meeting End Date M/d/yyyy
Courses English	103	Section
Mathematics	110	Section
Subject	Course number	Section

When finished, click Search -

[Clear](#) [Search](#)

Subject(s) will appear towards the right of screen;
Click on "View Available Sections for XXX-###" to view all sections -

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results

Availability

Open and Waitlisted Sections
 Open Sections Only

Subjects

English (1)
 Mathematics (1)

Locations

Jacksonville University (2)
 On-Line (1)
 Service Learning (1)

Show All Terms

2019 Fall Traditional Term (2)

Advanced Search Selection: ENGL-103, MATH-110

Filters Applied: [2019 Fall Traditional Term](#) ×

MATH-110 Mathematics of Motion & Change (3 Credits)

A study of the mathematics of growth, motion and change. A review of algebraic, exponenti prepare students for the sequence of calculus courses. A graphing calculator is required.

Requisites:

MATH-104 - Must be completed prior to taking this course.

[View Available Sections for MATH-110](#)

ENGL-103 Introductory Writing (3 Credits)

ENGL 103 focuses on the development of skills necessary for reading analytically and writin research skills, library resources, and documentation systems.

Requisites:

Take ENGL-EXIT - Must be taken either prior to or at the same time as this course.

[View Available Sections for ENGL-103](#)

Scroll through section availability until the desirable day/time of section is located;
Select "Add Section to Schedule" to plan course on your schedule -

Introductory Writing 137Z			
Seats	Times	Locations	Instructors
1	M/W/F 8:00 AM - 8:50 AM 8/26/2019 - 12/13/2019	Jacksonville University, Council Bldg. 136 Lecture	TBD

Introductory Writing 139Z			
Seats	Times	Locations	Instructors
0	T/Th 8:00 AM - 9:15 AM 8/26/2019 - 12/13/2019	Jacksonville University, Council Bldg. 134 Lecture	Brunson, K

After clicking "Add Section to Schedule" another larger box appears;
At the bottom right of box, select "Add Section" -

Section Details

ENGL-103-137Z Introductory Writing
2019 Fall Traditional Term

Instructors TBD

Meeting Information M, W, F 8:00 AM - 8:50 AM
8/26/2019 - 12/13/2019
Jacksonville University, Council Bldg. 136 (Lecture)

Dates 8/26/2019 - 12/13/2019

Seats Available 1 of 18 Total

Credits 3

Grading Graded

Requisites

- Take ENGL-EXIT - Must be taken either prior to or at the same time as this course.
- ENGL-103EXIT-137Z - Must be taken at the same time as this course.

Course Description ENGL 103 focuses on the development of skills necessary for reading analytically and writing clear, accurate, coherent expository prose. It also introduces students to basic research skills, library resources, and documentation systems.

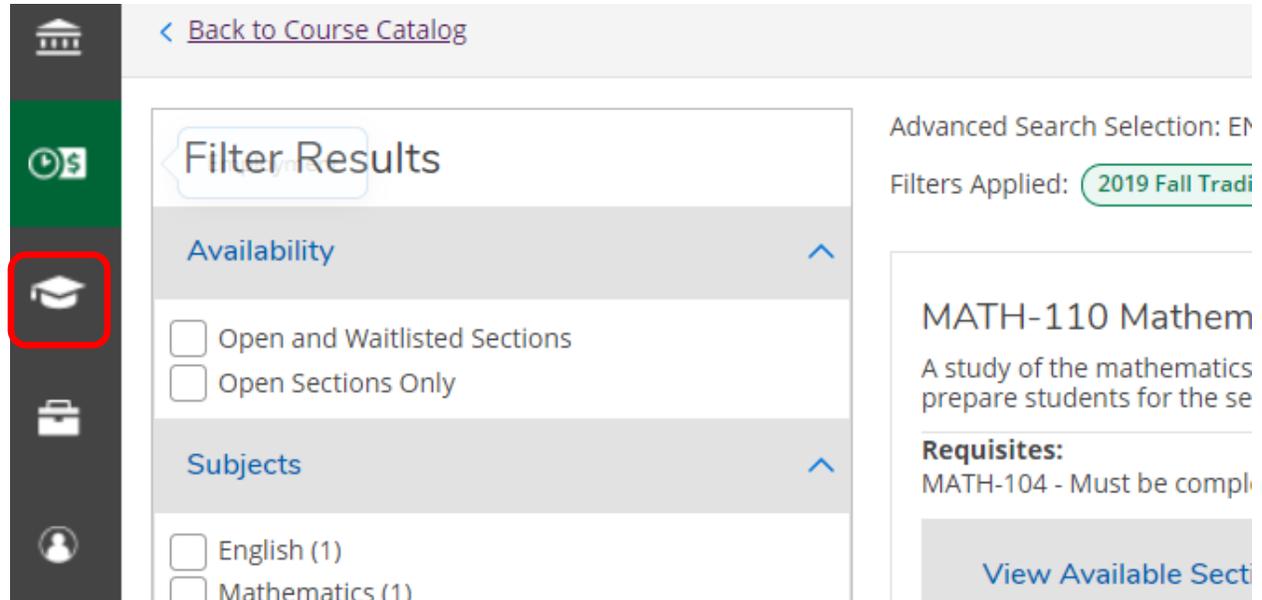
Close **Add Section**

*Continue adding courses and sections as needed to plan classes on your schedule.

REVIEWING YOUR SCHEDULE & REGISTERING FOR COURSES:

Locate icons on left side bar;

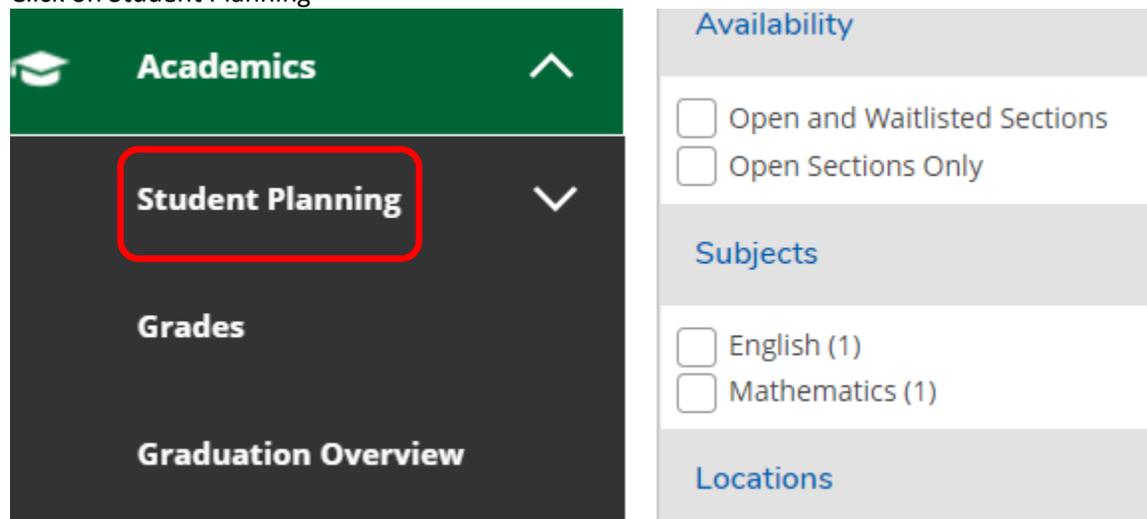
Click on the icon that looks like a Graduation Hat -



The screenshot shows a web interface for a course catalog. On the left is a dark sidebar with several icons. The icon of a graduation hat is highlighted with a red square. Above the sidebar is a header with a university logo and a link to "Back to Course Catalog". The main content area is titled "Filter Results" and contains two sections: "Availability" and "Subjects". The "Availability" section has two checkboxes: "Open and Waitlisted Sections" and "Open Sections Only". The "Subjects" section has two checkboxes: "English (1)" and "Mathematics (1)". On the right side, there is a section for "MATH-110 Mathem" with a description and a "Requirements" section listing "MATH-104 - Must be compl". A button labeled "View Available Sect" is visible at the bottom right.

"Academics" menu shifts to the right;

Click on Student Planning -



The screenshot shows the "Academics" menu expanded. The menu is dark with white text. The "Academics" header is at the top, followed by "Student Planning" which is highlighted with a red rectangle. Below it are "Grades" and "Graduation Overview". To the right of the menu is a filter panel with sections for "Availability", "Subjects", and "Locations". The "Availability" section has two checkboxes: "Open and Waitlisted Sections" and "Open Sections Only". The "Subjects" section has two checkboxes: "English (1)" and "Mathematics (1)".

Click on Plan & Schedule -

The screenshot shows a navigation menu for 'Academics' with a sub-menu 'Student Planning'. The 'Student Planning' sub-menu is expanded, showing options: 'Planning Overview', 'Degree Audit', 'Plan & Schedule' (highlighted with a red rounded rectangle), 'Course Catalog', and 'Test Summary'. To the right, there are filter sections: 'Availability' with checkboxes for 'Open and Waitlisted Sections' and 'Open Sections Only'; 'Subjects' with checkboxes for 'English (1)' and 'Mathematics (1)'; 'Locations' with checkboxes for 'Jacksonville University (2)', 'On-Line (1)', and 'Service Learning (1)'; and a 'Show All Terms' section with a checked checkbox for '2019 Fall Traditional Term (2)'.

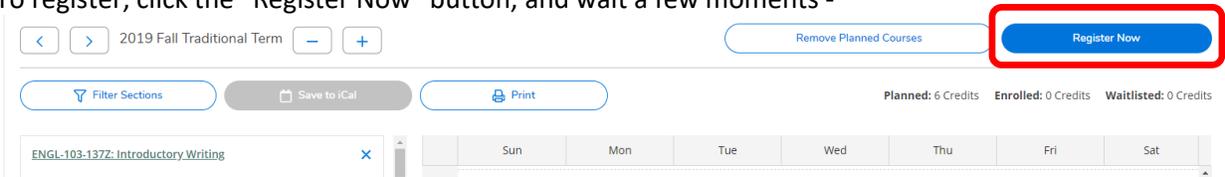
Once at the Plan & Schedule screen, make sure the term is correct -

The screenshot shows the top navigation bar with 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below it, a term selection dropdown is highlighted with a red rounded rectangle, showing '<' and '>' navigation arrows, the text '2019 Fall Traditional Term', and a '+' icon. To the right is a blue 'Register Now' button.

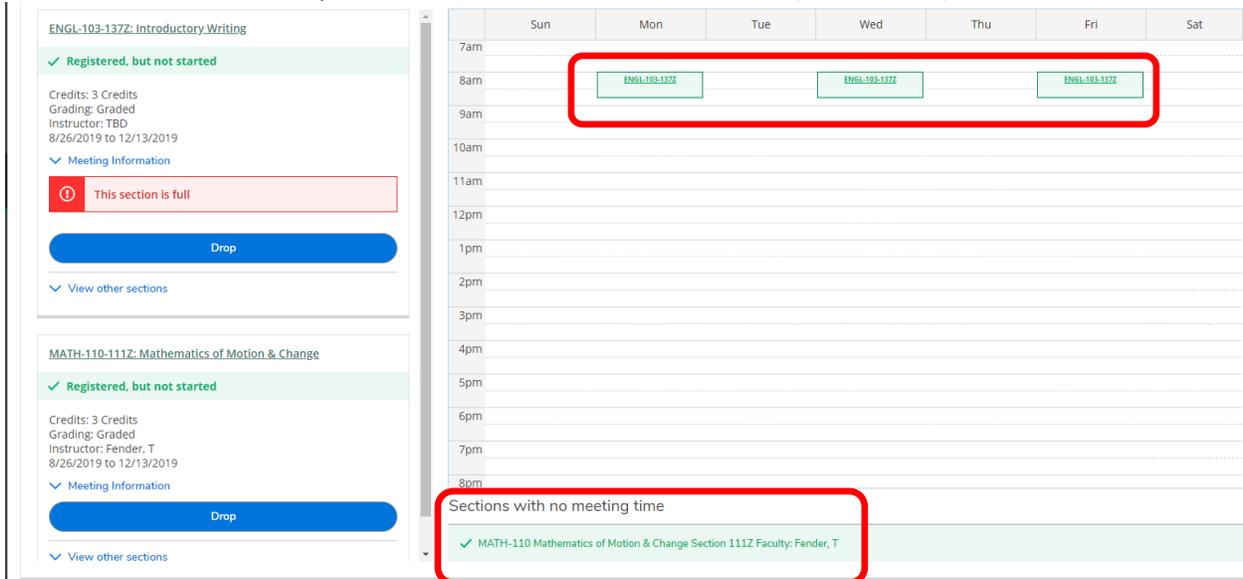
The courses that are planned will appear in **yellow** -

The screenshot shows a course planning interface. On the left, two course cards are visible: 'ENGL-103-137Z: Introductory Writing' and 'MATH-110-111Z: Mathematics of Motion & Change'. Both are marked as 'Planned'. The main area is a grid with days of the week (Sun-Sat) as columns and times (12am-12pm) as rows. Three yellow boxes, representing planned sections, are shown in the 8am row for Sun, Mon, and Tue. A red rounded rectangle highlights these three boxes. Below the grid, a section titled 'Sections with no meeting time' is highlighted with a red rounded rectangle, containing a checked item: 'MATH-110 Mathematics of Motion & Change Section 111Z Faculty: Fender, T'.

When your window to register is open, the “Register Now” button will be available. Make sure all HOLDS are cleared that will prevent you from registering for classes. To register, click the “Register Now” button, and wait a few moments -



You are registered for the courses that appear in **green**; Please note if there are any courses at the bottom of the calendar (Online, TBD) -



To make any changes to your schedule, repeat the selection process and use the Drop button on the left to remove classes from your schedule –

