STUDENT PLANNING-
PLANNING, SCHEDULING, & REGISTERING FOR YOUR NEXT SEMESTER
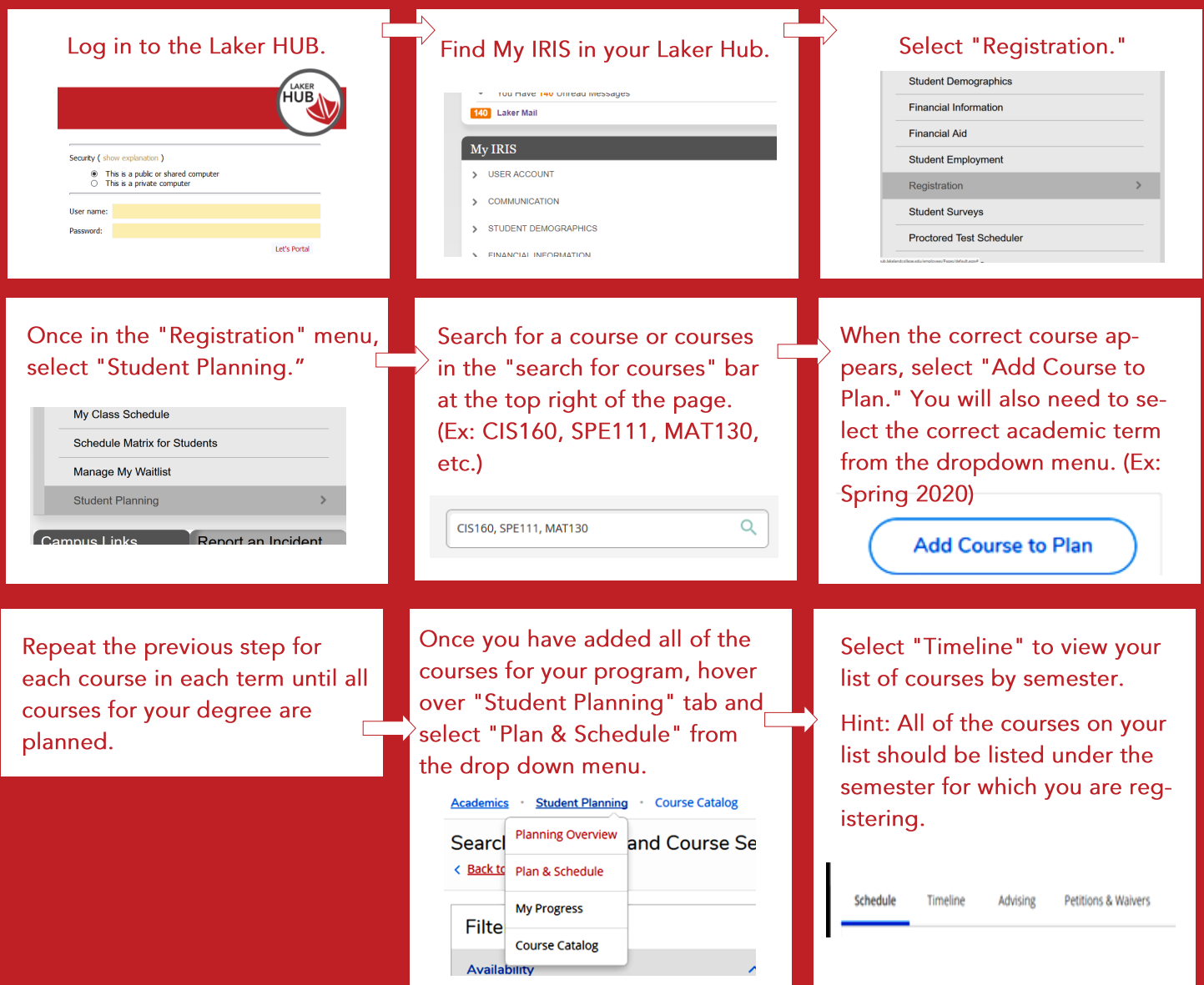
Before Logging On

1 . GATHER MATERIALS to help you plan which courses in each semester.

    a. You may need your program outline from one of the following options:

        1. Catalog (online or physical)

        2. Transfer guide, if available (from www.lakelandcollege.edu/counseling-services/transfer-guides or as provided by your advisor)

        3. Advising checklist from your advisor, if available (only certain programs)

        4. Degree audit

    b. You may need the general education course list online at www.lakelandcollege.edu/counseling-services/general-education-coursework or catalog page 128.

2. IDENTIFY COURSES that you will plan for each semester according to what you have already completed or are currently enrolled in and your degree requirements.
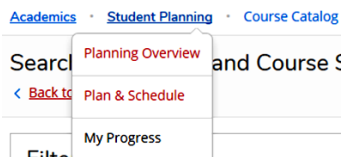
Log in to the Laker HUB.

Find My IRIS in your Laker Hub.

Select "Registration."

Once in the "Registration" menu, select "Student Planning."

Search for a course or courses in the "search for courses" bar at the top right of the page. (Ex: CIS160, SPE111, MAT130, etc.)

When the correct course appears, select "Add Course to Plan." You will also need to select the correct academic term from the dropdown menu. (Ex: Spring 2020)

Repeat the previous step for each course in each term until all courses for your degree are planned.

Once you have added all of the courses for your program, hover over "Student Planning" tab and select "Plan & Schedule" from the drop down menu.

Select "Timeline" to view your list of courses by semester.

Hint: All of the courses on your list should be listed under the semester for which you are registering.

MAKE SURE PLANNED COURSE COUNTS towards a degree.

Click on "Student Planning."

Click on "My Progress."

Here you will see your Degree Audit.

Academics · Student Planning · Course Catalog

Search [Planning Overview] and Course S

< Back to [Plan & Schedule]

My Progress

Courses in green are your completed courses

Courses in yellow are your planned courses

Courses in red are courses that you have not been completed or planned on your schedule

✓ Completed

✓ Planned

❗ Not Started

Some planned courses may show up in the " Other Courses" section at the very end of your audit page. Check with your advisor to see if these courses are required or needed.
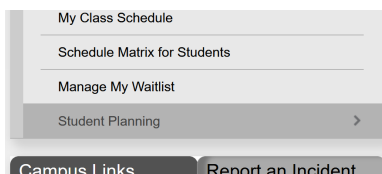
Courses that show here are courses that do not count toward your degree, including remedial/developmental courses or courses waived by placement.
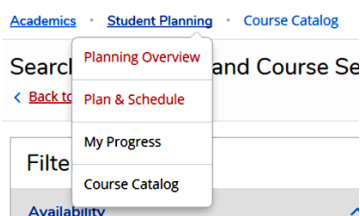
Other Courses

There are no Other Courses to display

CONTACT YOUR ADVISOR for plan approval.

Click on "Student Planning."

My Class Schedule

Schedule Matrix for Students

Manage My Waitlist

Student Planning

Campus Links   Report an Incident

Click on "Plan & Schedule."

Academics · Student Planning · Course Catalog

Search [Planning Overview] and Course Se

< Back to [Plan & Schedule]

My Progress

Filte [Course Catalog]

Availability

Select "Advising."

Schedule   Timeline   Advising   Petitions & Waivers

You may email your advisor by clicking on their hyperlinked name.

Plan your Degree and Schedule y

Schedule   Timeline   Advising   Peti

My Advisors

✉ Cynthia Phipps (Academic)

Compose a Note

Click "Request Review" to alert your advisor to review your planned courses and provide feedback and/or approve your plan.

Request Review

You may leave a note for your advisor. The advisor will be able to view your notes when reviewing your planned courses.
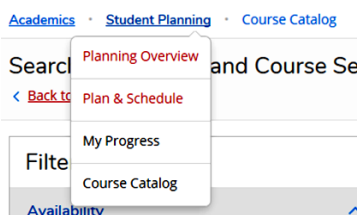
Compose a Note

Save Note

REQUEST ADVISEMENT & CLEARANCE EACH SEMESTER before registration

a. Even if your advisor approves your entire plan, the advisor will still need to advise you and clear you to register each semester. You will need to repeat above "Contact your advisor for plan approval" step each semester.

b. For a refresher on scheduling and registration, see STUDENT PLANNING SCHEDULING AND REGISTRATION instructions found at www.lakelandcollege.edu/counseling-services/advising-resources.

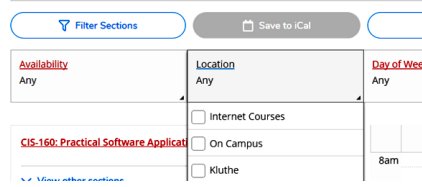# SCHEDULE COURSES & REGISTER after your advisor's final approval.

Click the "Student Planning" tab and select "Plan & Schedule" from the drop down menu.

Academics · Student Planning · Course Catalog

Search [Planning Overview] and Course Se

< Back to [Plan & Schedule]

Filte [My Progress]

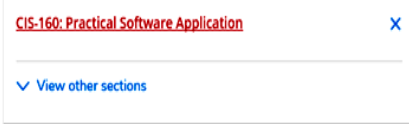[Course Catalog]

Availability

Click the arrows at the top until the correct semester is displayed at the top (Ex: Spring 2020). Your courses should be listed on the left side of the page.

< > Fall 2019

Click on the "Filter Sections" tab to open the filtering options. In the "Locations" section, select your preferred location for your first class.

🔽 Filter Sections   📅 Save to iCal

Availability
Any

Location
Any

Day of Wee
Any

☐ Internet Courses

CIS-160: Practical Software Applicati   ☐ On Campus

☐ Kluthe   8am

Under the first planned course title, select the "View Other Sections" tab.

CIS-160: Practical Software Application   ✕

∨ View other sections

Section options should appear in the schedule to the right of your list of courses; you may need to advance through more than one page to see all options. Click on the section that works best for you to add it to your schedule.

3pm		SPE-111-1164	
4pm			SPE-111-1166
5pm			
6pm			
7pm			
8pm			
9pm			
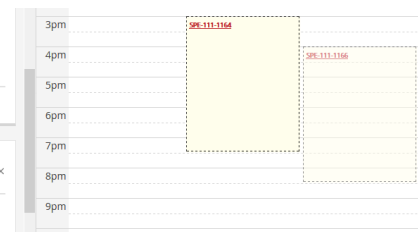
Hint: Courses on the schedule that have a red exclamation point are full; you may not select these courses.

❗ SPE-111-1172

Repeat steps and for each course.

Hint: Be sure that none of your classes are conflicting!

✓ CIS-160-170   ✕   ✓ MAT-125-97   ✕

To complete your registration for your selected sections, click on the Blue "Register Now" box in the top right corner.
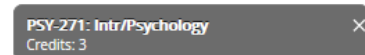
Register Now

Courses for which you have completed registration should appear on your schedule to the left highlighted in green. (To register for each course individually, you may click on the "Register" button below each course title on the left.)

To double check that your registration for ALL courses has been completed, select the "Timeline" tab.

Schedule   Timeline   Advising   Petitions & Waivers
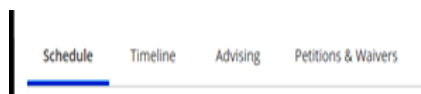
All registered classes will now appear under the semester in white boxes rather than a gray box. Gray boxes mean that registration for a course was not completed.

PSY-271: Intr/Psychology   ✕
Credits: 3

COMPLETE INTENT TO GRADUATE

Directly after registering for your final semester of classes to make sure that you are meeting all graduation requirements. Access the intent in IRIS in the HUB in the Student menu under "Degree Audit and Graduation."

Contact your advisor with questions regarding course selection. You may email your advisor through the   Advising screen in Student Planning; from the "Student Planning" tab, select "Plan & Schedule" and then "Advising." Your advisor's contact information is also available through the Student menu in IRIS in the HUB; select "Registration" and then "Advisement Information."

Call Counseling Services at 217-234-5232 or email counsel@lakelandcollege.edu with questions regarding Student Planning use.

My IRIS

> USER ACCOUNT

> COMMUNICATION

> STUDENT DEMOGRAPHICS

> FINANCIAL INFORMATION

> FINANCIAL AID

> STUDENT EMPLOYMENT

> REGISTRATION

> STUDENT SURVEYS

> PROCTORED TEST SCHEDULER

> ACADEMIC PROFILE

> DEGREE AUDIT & GRADUATION