STUDENT PLANNING - ORIENTATION

Log in to the Laker HUB.

Find My IRIS in your Laker Hub.

Select "Registration."

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

Utilizing the list of courses provided by your counselor (example to the right), search for a course or courses in the "search for courses" bar at the top right of the page. (Ex: CIS160, SPEIII, MAT130, etc.)

When the correct course(s) appears, select "Add Course to Plan."

You will also need to select the correct academic term from the dropdown menu. (Ex: Spring 2018)

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

Select "Timeline" to view your list of courses. Hint: All classes on your list should be listed under the semester for which you are registering.

Once all of the courses are listed, select the "Schedule" tab to left of "Timeline."

Click the arrows at the top until the correct semester is displayed at the top (Ex: Spring 2018). Your courses should be listed on the left side of the page.

Click on the "Filter Sections" tab to open the filtering options. In the "Locations" section, select your preferred location for your first class.
Under the first planned course title, select the "View Other Sections" tab.

Hint: Courses on the schedule that have a red exclamation point are full; you may not select these courses.

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

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.

Repeat steps for each course. Hint: Be sure that none of your classes are conflicting!

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

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

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.

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