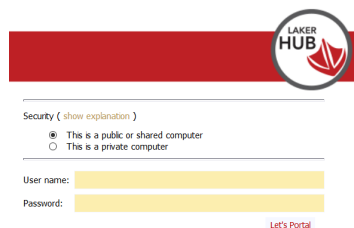


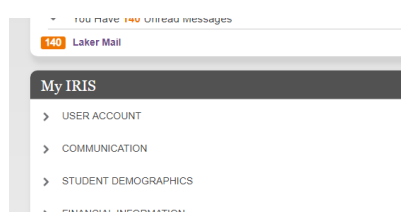
STUDENT PLANNING- ORIENTATION

Log in to the Laker HUB.



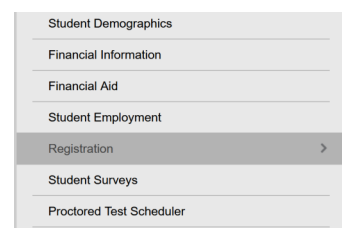
The Laker HUB login screen features a red header with the Laker HUB logo. Below the header, there is a security section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Underneath, there are input fields for "User name:" and "Password:". At the bottom right, there is a "Let's Portal" link.

Find My IRIS in your Laker Hub.



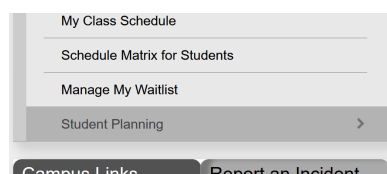
The "My IRIS" menu is displayed, showing a list of options: "USER ACCOUNT", "COMMUNICATION", "STUDENT DEMOGRAPHICS", and "FINANCIAL INFORMATION". The "STUDENT DEMOGRAPHICS" option is highlighted.

Select "Registration."



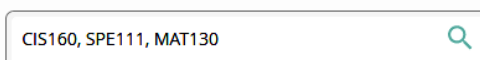
The "Registration" menu is shown, listing various options: "Student Demographics", "Financial Information", "Financial Aid", "Student Employment", "Registration" (highlighted), "Student Surveys", and "Proctored Test Scheduler".

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



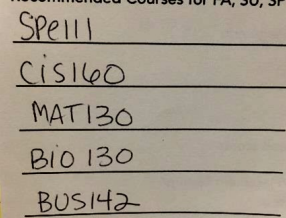
The "Student Planning" menu is displayed, showing options: "My Class Schedule", "Schedule Matrix for Students", "Manage My Waitlist", "Student Planning" (highlighted), "Campus Links", and "Report an Incident".

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, SPE111, MAT130, etc.)



A search bar containing the text "CIS160, SPE111, MAT130" and a magnifying glass icon.

Recommended Courses for FA, SU, SP



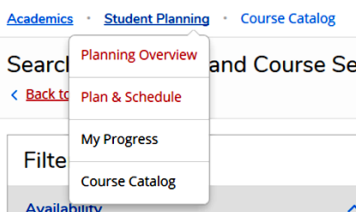
A list of recommended courses for Fall, Spring, and Summer semesters: SPE111, CIS160, MAT130, BIO130, and BUS142.

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 2020)

Add Course to Plan

Once you have added all of the courses from your list, click the "Student Planning" tab in the top left corner and select "Plan & Schedule" from the drop down menu.



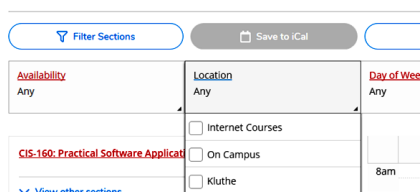
The "Student Planning" dropdown menu is shown, with options: "Planning Overview", "Plan & Schedule" (highlighted), "My Progress", and "Course Catalog".

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.



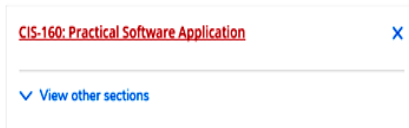
A dropdown menu showing the semester "Fall 2019" with left and right navigation arrows.

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



The "Filter Sections" form is shown, with tabs for "Filter Sections", "Save to iCal", and "Filter Sections". The "Locations" section is expanded, showing options: "Internet Courses", "On Campus", and "Kluthe". The "On Campus" option is selected.

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

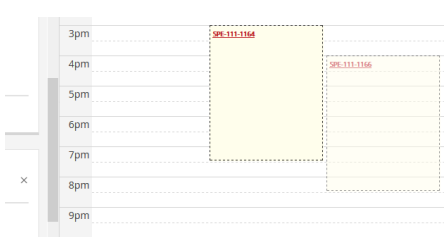


A button labeled "View other sections" is shown, with a blue checkmark icon.

Proceed to next page

STUDENT PLANNING- ORIENTATION

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.



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



Repeat steps for each course.

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

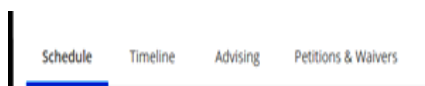


To complete your registration for your selected sections, click on the blue "Register Now" box in the top right corner.

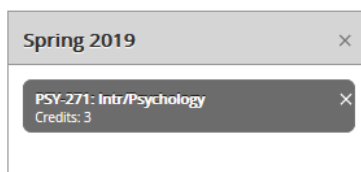


Courses for which you have completed registration should appear on your schedule to the left highlighted in green. (To register for each course individually, you may click on the "Register" button below each course title on the left.)

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



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.



To print your class list, select the "Print" button for a printable list.



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