Registration in Student Planning

Below are the steps that you need to take to register for classes in Student Planning.

1. Click on Hornet HQ from the Hornet Hive

2. Use your KNET login and password to sign in
3. When you sign in to Hornet HQ you will be notified if you have any holds currently on your account that will prevent you from registering. You must clear these holds before you are able to register for classes; however, you may still plan your schedule for upcoming terms.

**Note:** Advising Holds will not show as they have in the past but your advisor must still clear you to register. Make sure your advisor does this during your registration appointment.

4. You will also be able to see any hold you have from any screen in Student Planning by clicking the number on the upper right-hand side.
5. Click on **Student Planning**

6. Click on **Plan & Schedule**
7. From here you will see several options: Schedule, Timeline, Advising, and Petitions & Waivers

8. Schedule shows you your current schedule but you can also change the term you are viewing.

Note: Once registered you cannot withdraw from all of your classes online. To completely withdraw from the school contact Student Development.
9. Timeline shows you a different view of your current schedule. You will need to go here to start your registration process. You’ll do so by clicking **Add a Term** on the left hand side of the screen. You can also remove any courses you’ve planned but not registered for from any term by clicking **Remove Planned Courses**.
10. The advising page allows you to compose a note to your advisor. However, there is currently no notification system to alert your advisor you've sent them a note here so we recommend emailing them instead!

11. The Petitions & Waivers page shows if an instructor has given you consent to add a class or waived a pre-requisite.

This is not currently an active option for Registration at Kalamazoo College.
12. To access placement test scores Click on **Student Planning** to get this drop down menu. Then click on **Test Summary**.

13. You can also access your unofficial transcript from the same drop down menu by clicking on **Unofficial Transcript**.

There are two ways to choose and add classes to your registration plan. One is through the **Course Catalog** and the other is through your degree audit. Registration through the **Course Catalog** is shown first below. Registration through the **Degree Audit** is shown after that.
Using the Course Catalog to Create Your Registration Plan

1. Click on **Student Planning** to get this drop down menu. Then click on **Course Catalog**

![Click on Student Planning to get this drop down menu. Click on Course Catalog](image)

2. This gives you access to all the courses the college offers by department. By clicking on **Advanced Search** you'll be able to narrow your options

![This gives you access to all the courses the college offers by department. By clicking on Advanced Search you'll be able to narrow your options](image)
3. From here you can search the schedule using several different filters including the Term, Department (labeled Courses here), Days of the Week, Time of Day, and Course Type.
4. When you have search results you can narrow them down further by selecting additional options (such as Open Sections) on the left side. The list of courses will also let you know if a course has already been added to your course plan (note – if you haven’t removed planned courses from previous terms, they will appear as planned in these results). To see available sections for any course click on View Available Sections.
5. When viewing available sections, clicking on the title of the course will give you additional information on the course including meeting information, the instructor and their contact information, number of available seats, the number of units the course is worth, the pre-requisites, and the course description.
6. Add the section to your registration plan by clicking **Add Section to Schedule**.

**Note:** Clicking Add Course to Plan will not allow you to register for the course. You must Add the Section to your Schedule in order to register.

A pop-up with section details will appear. You can access book information from this screen. **DO NOT** change the grading option to Pass/Fail – doing so will cause errors in registration. Add the course to your plan by clicking **Add Section**.

**Note:** If the course lists a co-requisite (course that must be taken at the same time), make sure to locate a section of the co-requisite and add it to your Course Plan as well.
7. You will repeat the steps above to search for all the courses you want to add to your registration plan. We recommend choosing **at least 6-8 courses** for your plan in case the courses you want fill before your priority registration time.

**Go to page 20 for the instructions on how to register from your plan.**
Using the Your Degree Audit to Create Your Registration Plan

1. From the Student Planning Overview Page you can get to your degree audit by clicking on Go to My Progress.

Or you can click on My Progress from the dropdown menu under Student Planning at any time.
2. At the top of your degree audit you will see information about your GPA, majors, minors, concentrations, catalog year, and anticipated completion date.
3. On the right you will see bar graphs of your progress to degree completion. Dark green indicates courses completed, light green indicates courses in progress, and yellow indicates courses planned.

Note – if you have planned courses in previous terms and have not removed them – they will appear as planned courses on your degree audit. We recommend clearing any planned courses you did not register for from previous terms before planning and registering for the next term.

4. You can scroll down to see all of the requirements of your degree and the courses being applied to them, starting with general education requirements and moving to majors, minors, and concentrations.

You will be able to see what courses you've completed, what courses you have in progress, what courses you have planned, and any requirements you have not yet started.
5. To find courses that meet specific requirements, click the Search Button.

6. This will bring up a list of classes in the course catalog that fulfill that requirement. Clicking on View Available Sections will show you all sections for the course that have been entered into the college schedule. You can also narrow these results by filtering by open sections.
7. Add the section to your registration plan by clicking "Add Section to Schedule"

A pop-up with section details will appear. You can access book information from this screen. DO NOT change the grading option to Pass/Fail – doing so will cause errors in registration. Add the course to your plan by clicking Add Section.

Note: If the course lists a co-requisite (course that must be taken at the same time), make sure to locate a section of the co-requisite and add it to your Course Plan as well.
8. **Note** – if a course you have chosen for your plan requires a lab (e.g. language labs), you will not be able to add those from the degree audit. You will need to search for them using the Search bar in the Course Catalog.
9. You can also use the search bar to search for courses of interest to you by entering any keyword. For example, if you're interested in Shakespeare you would simply type Shakespeare into the search bar and it will show you all the courses that have Shakespeare in the title or the course description.

10. You will repeat the steps above to search for all the courses you want to add to your registration plan. We recommend choosing at least 6-8 courses for your plan in case the courses you want fill before your priority registration time.

Go to page 20 for the instructions on how to register from your plan.
Registering for Courses

Prior to registering for classes you will need to update your emergency contact information and meet with your advisor.

1. Once you have added all the classes you want to your Registration Plan and have met with your advisor, you’ll go back to Plan and Schedule.

2. When it is time to Register you can do so from the schedule page under Plan and Schedule. When you scroll down the list of classes on the left you can see if any of the planned classes are full. You can also see if there are time conflicts with other courses in your plan.
3. From here you can click the "Register Now" button on the right to register.

**Note - if you have more than 3 full-unit classes on your plan, it will register you for the first three courses listed in alphabetical order.**

It will also register you for any partial unit courses on your plan that you have met the registration requirements for. However, it will not register you for more than 3.9 units total.
4. You will also get a series of messages explaining why you were not registered for some of the courses on your plan.
5. You may also register for classes individually by clicking the register button associated with each section on the left.
6. Once you are registered for sections you can make changes to your schedule by clicking the Drop and Register buttons in the associated sections from the list on the right. **You will not be able to completely withdraw from all classes.**
7. Once all the courses you want to register for appear in green on the schedule, you are registered!