
PIEDMONT COLLEGE

OFFICE OF THE REGISTRAR

Student Planning: A Guide for Student Registration

Piedmont College
Office of the Registrar
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1. Log in to Student Planning from webadvisor.piedmont.edu link labeled: "Student Planning".

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Sign In

User name

Password

Sign In

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2. Click on the “Student Planning” tab.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Tax Information

Here you can change your consent for e-delivery of tax information.



Banking Information

Here you can view and update your banking information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.



Banking Information

Here you can view and update your banking information.

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3. Click on the “2. Plan your Degree & Register for Classes” option by clicking “Go To Plan & Schedule”.

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

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4. Enter the course in the “Search for courses” search bar and click the magnifying glass.

Search for courses...



5. Select “View Available Sections” for course.

ENGL-1101 Rhetoric and Composition (3 Credits)

[Add Course to Plan](#)

In this writing-intensive course, students will learn to think critically, read contextually, and write persuasively by analyzing a variety of thematically linked texts. A grade of “C” is required to pass.

Requisites:

None

[View Available Sections for ENGL-1101](#)



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6. Scroll down to the semester you are registering for and select the course by clicking the “Add Section to Schedule” button.

Spring 2019

Rhetoric and Composition DEM01 Add Section to Schedule			
Seats	Times	Locations	Instructors
20	T/Th 9:30 AM - 10:45 AM 1/9/2019 - 5/8/2019	Demorest Campus, Stewart Hall 104 Lecture	Gilstrap, J

7. Confirm the section details by clicking “Add Section”.

Section Details

ENGL-1101-DEM01 Rhetoric and Composition
Spring 2019

Instructors Gilstrap, J

Meeting Information Tu, Th 9:30 AM 10:45 AM
1/9/2019 - 5/8/2019
Demorest Campus, Stewart Hall 104 (Lecture)

Dates 1/9/2019 - 5/8/2019

Seats Available 20 of 20 Total

Credits 3

Grading

Requisites None

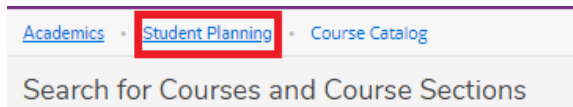
Course Description In this writing-intensive course, students will learn to think critically, read contextually, and write persuasively by analyzing a variety of thematically linked texts. A grade of "C" is required to pass.

Books [Bookstore Information](#)

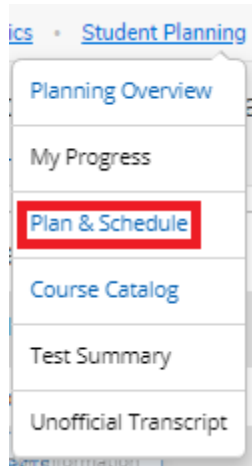
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8. Once you have added all the courses you need to your plan, click “Student Planning”.



9. On the drop down menu, select “Plan & Schedule”.



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10. Once on the Plan & Schedule page, you will view your planned courses. Review that all courses are planned that need to be.

ENGL-1101-DEM01: Rhetoric and Composition

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Gilstrap, J
1/9/2019 to 5/8/2019
Seats Available: 20

Meeting Information

Register

View other sections

11. Click the “Advising” tab and select “Request Review”. This will notify your advisor that your planned courses are ready to be reviewed.

Schedule Timeline **Advising** Petitions & Waivers

My Advisors

Courtney Thomas (Overall Academic)

Request Review

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12. Make an appointment to meet with your advisor to review your courses and have your advisor remove your advising hold. Once you are eligible to register (refer to the academic calendar if you are unsure of specific dates) you may return to the “Plan & Schedule” page and select the “Register Now” button.



13. Please review your course listing to ensure that each class has a “Registered” status.

ENGL-1101-DEM01:Rhetoric and Composition

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Gilsrapp, J
1/9/2019 to 5/8/2019

∨ Meeting Information

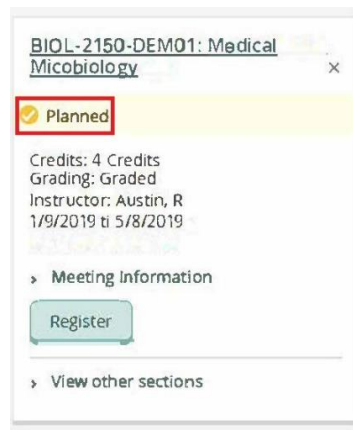
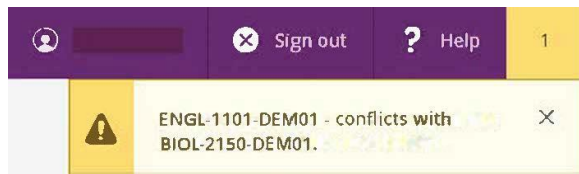
Drop

∨ View other sections

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14. Any classes with scheduling conflicts, holds on your account, or prerequisite warnings will be shown in the notification box at the top right of your screen. Please note that the courses with scheduling conflicts have not been added to your schedule.



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Key Points

1. Plan courses before meeting with your advisor.
2. Schedule an advising meeting with your advisor.
3. Review your planned schedule with your advisor, noting and fixing any warnings such as class conflicts, holds, and/or prerequisites needed.
4. After you and your advisor agree on your plan, your advisor will remove your Advising Hold.
5. Register for your planned courses during your registration period. Specific dates can be found on the Academic Calendar.