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Click item below to go directly to that section.

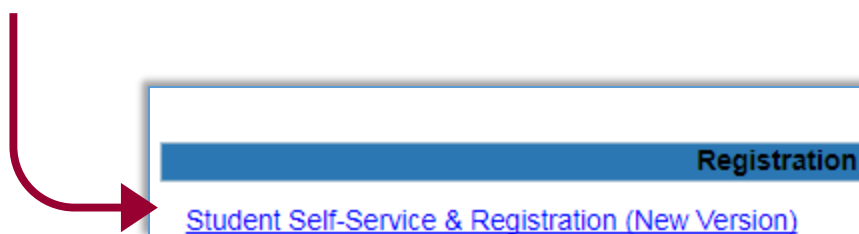
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Guide to Student Self-Service & Student Planning

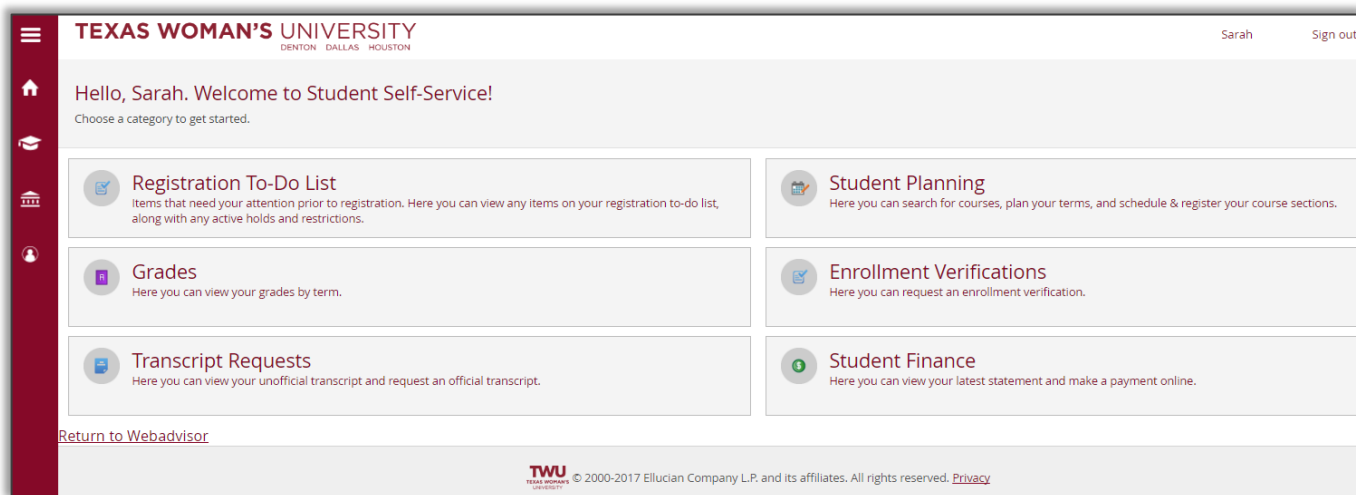
Accessing Student Self-Service

Using Chrome to access WebAdvisor, select **Student Self-Service & Registration** under the **Registration** section:



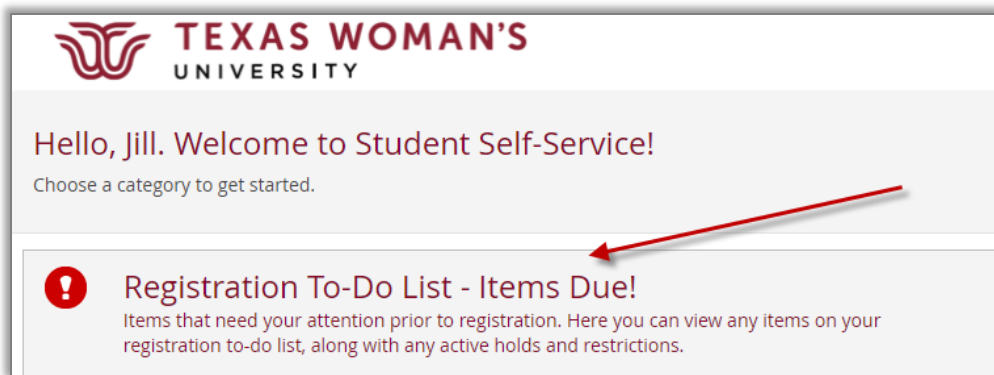
This will take you to the new **Student Self-Service** homepage. From here, you can...

- view registration requirements & holds/restrictions
- access Student Planning
- view grades & unofficial transcript,
- request enrollment verifications & official transcripts
- view your financial statements & make online payments

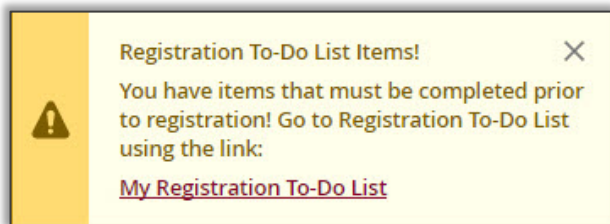


Registration To-Do List

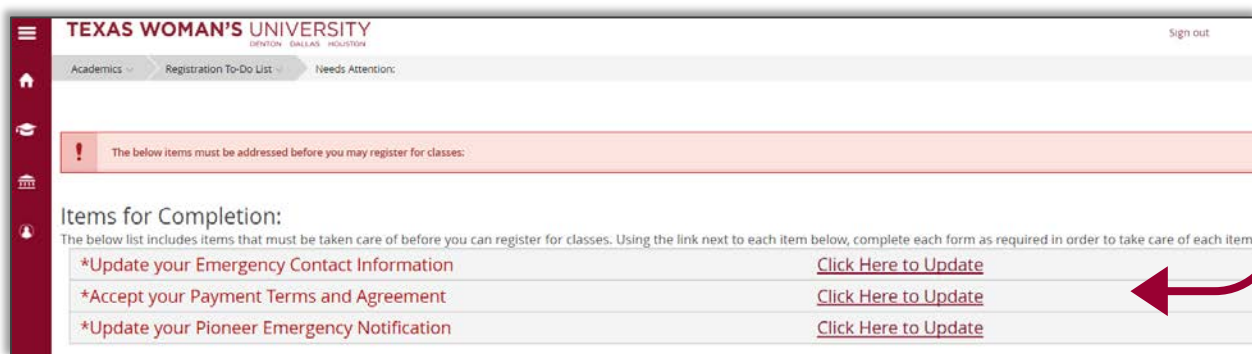
- Prior to each new registration period for a term, students must complete a series of state or institutional mandated acknowledgements.
- You will first see a notice to do these items on the Student Self-Service homepage:



- In addition, a notice to complete these requirements will also appear when you access the Plan & Schedule section for a new registration period.




- Simply follow the link on the **Registration To-Do List** to complete these acknowledgements.



Holds & Restrictions

If you have a hold preventing you from registering, a notification will appear when you first access the Self-Service homepage.

The list of holds and restrictions is viewable in the [Registration To-Do List](#).

 **Active Holds and Restrictions!** ×
You have active restrictions preventing registration! Go to Registration To-Do List using the link:
[My Registration To-Do List](#)

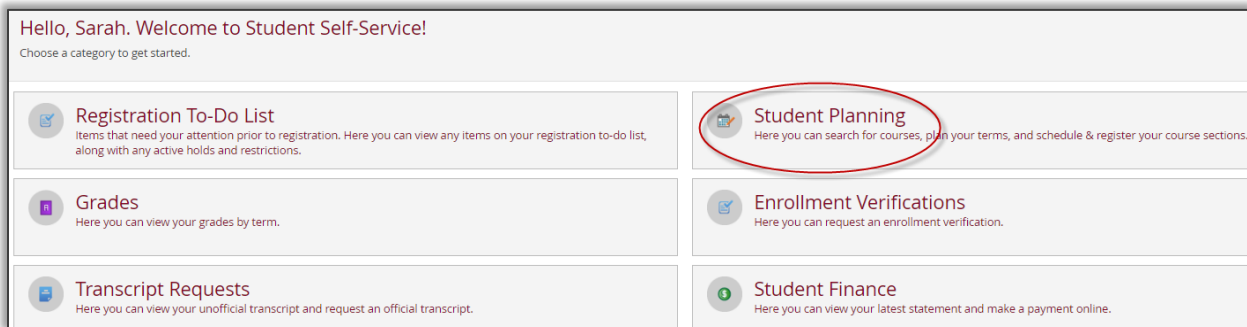
Holds and Restrictions

The below items include active holds and restrictions which will prevent you from registering for classes. Click on the link below to view your active view these items.

Restriction	Description	Severity	Start Date	Information
AFRAD	Academic Advising hold	900	02/11/2016	You must see an academic advisor before you will be able to register. Please contact your academic advisor by visiting www.twu.edu/aac/ .
SO	STUDENT ORIENTATION	70	07/16/2015	Please contact the Student Life Office regarding this hold, 940-898-3626.
SR3	Application Fee Needed	80	07/12/2015	Application Fee Needed. Please contact the Office of Admissions Processing at 940-898-3076 or oap@twu.edu .
SR7	Transcript(s) Needed	80	07/12/2015	Transcript(s) Needed. Please contact the Office of Admissions Processing at 940-898-3076 or oap@twu.edu .

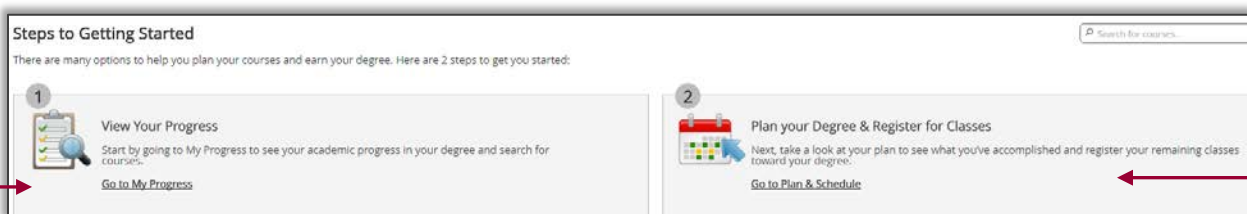
Student Planning & Registration Overview

Select the Student Planning tab from the Self-Service homepage to view your degree progress, plan and map your schedule, select courses and sections, and register for courses.



From the Student Planning homepage, there are multiple options to get started.

- To look at your degree progress by viewing your degree plan evaluation, go to the **View Your Progress** section.
- To search for courses, plan your semesters and register for courses, go to the **Plan your Degree & Register for Classes** section.



View Your Progress

My Progress will display the degree plan evaluation for your current, official major on file. If you have multiple majors, it will display the requirements for one major at a time. You can use the **arrows** to toggle between your active majors.

The image shows two side-by-side screenshots of the 'My Progress' interface. Both screenshots have a red circle around the navigation arrows (left and right) and a red arrow pointing to the left arrow in the first screenshot.

Left Screenshot: Biology - BS
 (1 of 2 programs)
At a Glance
 Cumulative GPA: 3.981 (2.000 required)
 Institution GPA: 3.980 (2.000 required)
 Degree: BACHELOR OF SCIENCE
 Majors: Biology
 Minors: Chemistry
 Departments: BIOLOGY
 Catalog: 2012
 Description: Bachelor of Science in Biology
 Program Notes: [Show Program Notes](#)

Right Screenshot: Nutrition Dietetics - BS
 (2 of 2 programs)
At a Glance
 Cumulative GPA: 3.981 (2.000 required)
 Institution GPA: 3.980 (2.000 required)
 Degree: BACHELOR OF SCIENCE
 Majors: Nutrition
 Minors: Chemistry
 Specializations: Dietetics
 Departments: NUTRITION & FOOD SCIENCE
 Catalog: 2012
 Description: Bachelor of Science in Nutrition - Dietetics Emphasis
 Program Notes: [Show Program Notes](#)

The **Progress** bar provides a quick glance at the **completed** (dark green), **registered** (light green), and **planned** (yellow) hours that are applicable to your specific degree plan.



The **Requirements** section shows the specific degree plan requirements by the various sections of Core, Global Perspectives, Major, Department (if required), Minor (if exists), and minimum advanced level hours.

Completed requirements display in green and show a check mark with the fulfilled number of **completed** hours.

The screenshot shows the '2012 Core Requirements' section. It includes a GPA requirement and a completion status.

2012 Core Requirements

Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. **12 of 12 Completed.** [Show Details](#)

Requirements that have not been completed but that are planned out will be coded in red, have a yellow checkmark, and will state “Fully Planned,” which means that you have registered for the remaining courses or placed all of the remaining courses for that section in your planned term calendars in the [Plan & Schedule](#) section of Student Planning.


Biology Major
Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000
Complete all of the following items. 1 of 2 Completed. Fully Planned Show Details
Department Requirements
Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000
Complete all of the following items. 2 of 3 Completed. Fully Planned Show Details


Click on the [Show Details](#) link to expand the section and view the specific courses needed to fulfill that requirement.



C. Requirement 3
Complete (1) set with a "C" or better: MATH 1303 and MATH 1313 or MATH 2014.
Complete 1 of the following 2 items. 0 of 1 Completed. Fully Planned Show Details

C.
Requirement 3


Complete (1) set with a "C" or better: MATH 1303 and MATH 1313 or MATH 2014.

Complete 1 of the following 2 items. 0 of 1 Completed.  Fully Planned [Hide Details](#)

1.
MATH 1303 & MATH 1313  Fully Planned 0 of 2 Courses Completed. [Hide Details](#)


Status	Course
 In-Progress	MATH*1303 ELEMENTARY ANALYSIS I
 Registered	MATH*1313 ELEMENTARY ANALYSIS II

2.
MATH 2014 0 of 1 Courses Completed. [Hide Details](#)

Status	Course
 Not Started	MATH-2014 CALCULUS I

You can click on any hyperlinked course listed in your degree plan to go to the **Catalog** in **Plan & Register** for the course description and offerings.

MATH 2014 0 of 1 Courses Completed. [Hide Details](#)

Status	Course
 Not Started	MATH-2014 CALCULUS I

You can also use the Search button to the right of the course to access the course description and offerings in **Plan & Register**.

MATH 2014 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	
 Not Started	MATH-2014 CALCULUS I	 Search

Understanding the Core Requirements Section (*Undergraduate Only*)

In Texas, an undergraduate student can complete the **Core Requirements** in multiple ways:

- Complete the institutional core courses or transfer in direct equivalents from another school
- Transfer in a course with the Core section code (10, 20, 30, etc.) from another Texas school
- Transfer in with a status of 'Core Complete' from another Texas school

The degree plan/audit in **My Progress** has been designed to accommodate the completion of a Core requirement by any of the above three methods. To do this, each Core section will display three different requirements, each one representing a rule for one of the three methods. Only one requirement is needed to complete that Core section.

F.
(60) American Hist

Complete HIST 1013 and HIST 1023.
Complete 1 of the following 3 items. **0 of 1 Completed.** [Hide Details](#)

1.
Requirement: **3 of 6 Credits Completed.** [Hide Details](#)

Status	Course
✓ Completed	HIST*1013 US HIST 1492-1865

2.
Requirement: **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course
❗ Not Started	

3.
Requirement: **3 of 6 Credits Completed.** [Hide Details](#)

Status	Course
✓ Completed	HIST*1013 US HIST 1492-1865

Do not concern yourself with each sub-requirement! Rather, **only focus on the course requirements** listed in the description at the top of each section.

F.
(60) American Hist

Complete HIST 1013 and HIST 1023.

Complete 1 of the following 3 items. **0 of 1 Completed.** [Hide Details](#)

To search for courses in the catalog that complete a Core requirement, use the **Search** button available on the right side of the row for sub-requirement 3.

3.
Requirement: **0 of 3 Credits Completed.** [Hide Details](#)

Status	Course
❗ Not Started	

[Search](#)

Plan your Degree & Register for Classes

You can add courses in multiple ways. If you click on a course from **My Progress**, it will take you to the **Student Planning Course Catalog**. Here you can view the course descriptions, choose to view available section offerings, and add courses and sections to your plan for the upcoming terms.

You can also go directly to your plan and schedule by selecting **Plan your Degree & Register for Classes** from the Student Planning homepage.

TEXAS WOMAN'S UNIVERSITY
DENTON DALLAS HOUSTON

Sarah Sign out Help

Academics > Student Planning > Planning Overview

It's Registration Time!
[Click here to go to the Plan & Schedule page to register for classes](#)

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 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](#)

Search for courses...

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Plan & Schedule will default to the current term. Registered courses will appear in green with a checkbox.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

< > Spring 2017 + Register Now

Filter Sections > Save to iCal Print Planned: 0 Credits Enrolled: 13 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		✓ ZOOL-2013-01	✓ BIOL-4923-01	✓ ZOOL-2013-01	✓ BIOL-4923-01		
9am							
10am		✓ MATH-1303-01		✓ MATH-1303-01			
11am							
12pm							
1pm					✓ BIOL-4921-02		
2pm							
3pm			✓ BIOL-4981-02				
4pm							
5pm							
6pm							

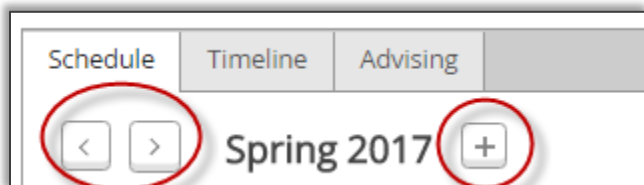
BIOL*4681-02: BIOLOGY SEMINAR
✓ Registered
Credits: 1
Grading: Graded
Instructor: Averitt, D
1/17/2017 to 5/12/2017
> Meeting Information
Drop
> View other sections

BIOL*4821-02: MOLECULAR CELL: GENETICS LAB
✓ Registered
Credits: 1
Grading: Graded
Instructor: Sadat, E
1/17/2017 to 5/12/2017

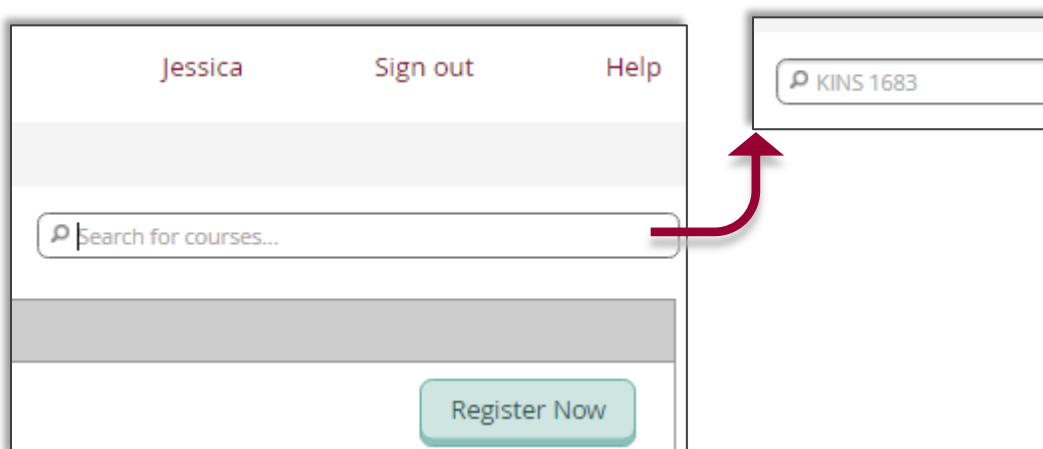
Planning Courses by Term

To plan a future term, use the arrows in the upper right next to the term name to select a different term.

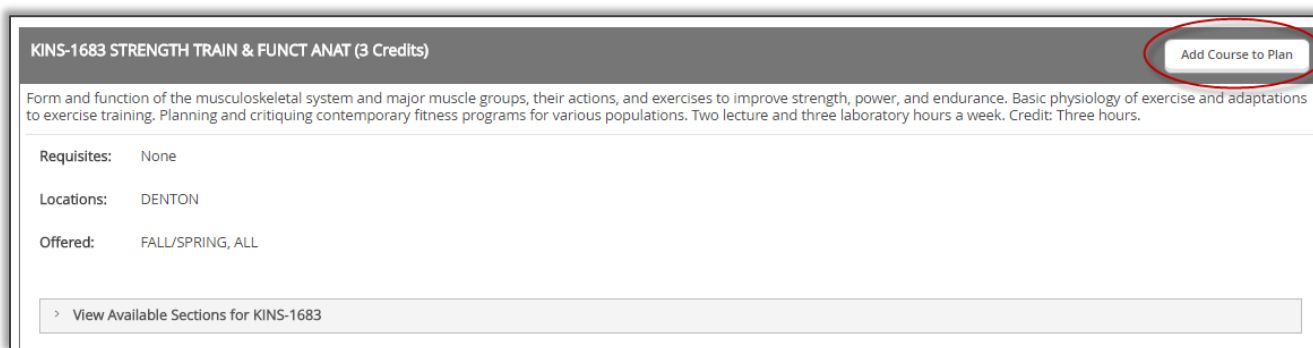
- The system only shows Fall and Spring terms by default.
- Use the [+] button to add summer terms.



You can search for courses from **Plan & Schedule** without going back to your degree plan in **My Progress** if you prefer. Simply use the Search for courses box in the upper right corner of any page in **Student Planning**.

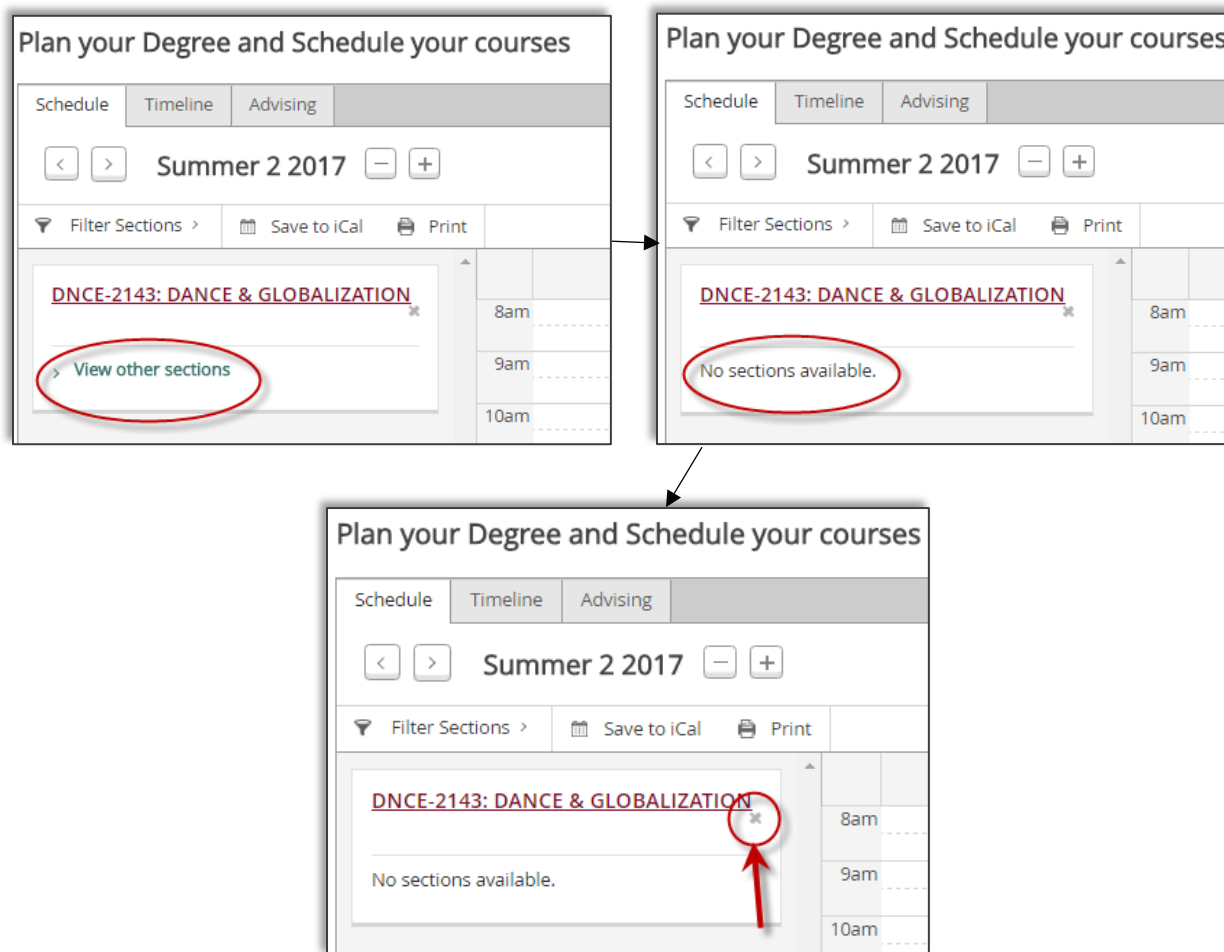


You can select the **Add Course to Plan** option from the upper right side of the course box to add the plan to a future term for **planning purposes** even **without a specific section**.

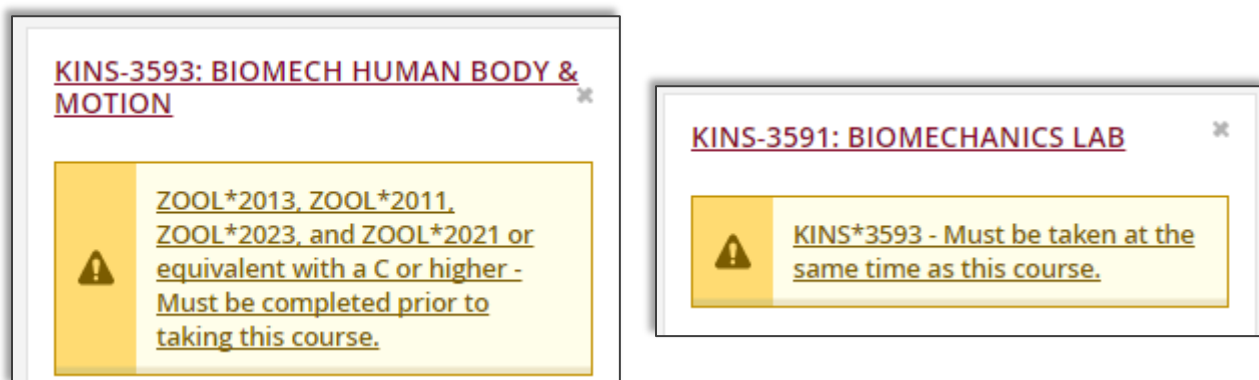


Courses added to the plan for a specific term, but without a section, will appear on the left side in the term.

- You can view the offered sections, if the schedule is available at that time, by selecting **View other sections**.
- If the course is not offered that term, it will show **No sections available**.
- You can remove the planned course from the term by clicking the X under the course name.



If a planned course has a prerequisite or a co-requisite, a message will appear in yellow notifying you of the specific requirements.



Adding Course Sections to Planned Term Schedules

To view the section offerings in the current or upcoming terms, if available, click on **View Available Sections** for the selected course in the Student Planning Course Catalog.

KINS-1683 STRENGTH TRAIN & FUNCT ANAT (3 Credits)

Add Course to Plan

Form and function of the musculoskeletal system and major muscle groups, their actions, and exercises to improve strength, power, and endurance. Basic physiology of exercise and adaptations to exercise training. Planning and critiquing contemporary fitness programs for various populations. Two lecture and three laboratory hours a week. Credit: Three hours.

Requisites: None

Locations: DENTON

Offered: FALL/SPRING, ALL

> View Available Sections for KINS-1683

****Note the term name in the upper left corner to ensure you are viewing the right term****

View Available Sections for KINS-1683

Summer 3 2017

STRENGTH TRAIN & FUNCT ANAT 01

Add Section to Schedule

Seats	Times	Locations	Instructors
20	M/T/W/Th 10:10 AM - 12:10 PM 7/10/2017 - 8/11/2017	DENTON, PIONEER HALL 107 Lecture (lab)	Staff

Fall 2017

STRENGTH TRAIN & FUNCT ANAT 01

Add Section to Schedule

Seats	Times	Locations	Instructors
38	T/Th 9:30 AM - 10:50 AM 8/28/2017 - 12/15/2017	DENTON, PIONEER HALL 201 Lecture (lab)	Becker, K
	T/Th 9:30 AM - 10:50 AM 8/28/2017 - 12/15/2017	DENTON, PIONEER HALL 223 Lecture	

Select **Add Section to Schedule** from the upper right corner when you want to put a particular section in your term schedule.


Add Section to Schedule

Before the course section is added to the planned term schedule, the **Section Details** will appear showing day, time, location, course description, requisites, and a link to the bookstore.

After reviewing the details, to add it to your planned schedule click **Add Section** in bottom right corner.

Section Details

PSY-4013-01: HEALTH PSYCHOLOGY
Fall 2017

Instructors	TBD
Meeting Information	Tu 9:30 AM 10:50 AM 8/28/2017 - 12/15/2017 DENTON, PIONEER HALL 203 (Lecture)
Dates	8/28/2017 - 12/15/2017
Seats Available	55 of 55 Total
Credits	3
Grading	Graded
Requisites	<div> PSY 1013 and PSY 2513 with a grade of C or higher, must have completed 85 semester credit hours, and psychology majors only or permission of departmental advisor. - Must be completed prior to taking this course.</div>
Course Description	Examination of psychosocial factors in health and illness with emphasis on relevant research and health care delivery from a psychological perspective. Pre-requisites: PSY 1013 and PSY 2513 with a grade of C or higher, must have completed 85 semester credit hours, and psychology majors only or permission of departmental advisor. Three lecture hours a week. Credit: Three hours.
Books	Bookstore Information

Close

Add Section

Adding Restricted Course Sections

If an academic department has restricted a course section, you will need the approval code from the department in order to add the restricted section to your planned term schedule.

A restricted section will be noted as such in the list of available sections:

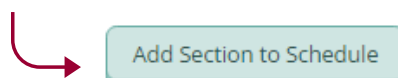
View Available Sections for FS-4943

Summer 2018

PRACTICUM IN FS II 01

A Registration Code is required in order to schedule this section.

Select **Add Section to Schedule** from the upper right corner to bring up the Section Details.



In the Section Details, it will once again show that the section is restricted and a **Registration Code** is required to add it to your schedule.

Section Details

FS-4943-01: PRACTICUM IN FS II
Summer 2018

A Registration Code is required in order to add this section to your schedule!

To add the section to your Plan & Schedule, scroll to the bottom of the Section Details and enter the code provided by the academic department in the Section Registration box:

Section Registration

This section requires a Registration Code in order to add it to your schedule. If you have a code, please enter it in the input field to the right:

Close Add Section

When the correct registration code is entered, the **Add Section** button will become available and you will receive a message that you can now add the section to your schedule.

Section Registration

This section requires a Registration Code in order to add it to your schedule. If you have a code, please enter it in the input field to the right:

40451

i You may now add this section to your schedule!

Close Add Section

Registering for Courses

Once courses sections have been added to your planned schedule, they will appear in yellow and labeled **Planned** but **not registered**.

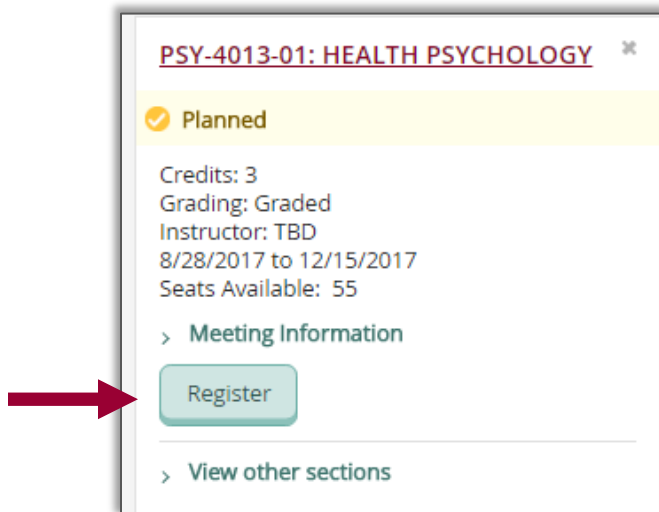
The screenshot displays a course planning tool for the Fall 2017 term. On the left, a sidebar lists planned courses. The first course, **PSY-4013-01: HEALTH PSYCHOLOGY**, is marked as 'Planned' and includes details: Credits: 3, Grading: Graded, Instructor: TBD, Dates: 8/28/2017 to 12/15/2017, and Seats Available: 55. It has a 'Register' button. The second course, **PSY-4133-01: PHYSIOLOGICAL PSYCHOLOGY**, is also marked as 'Planned' with similar details and a 'Register' button. On the right, a weekly schedule grid shows the time slots from 6am to 6pm. The first course is scheduled for Tuesday at 10am, and the second course is scheduled for Tuesday at 3pm and Thursday at 3pm. The grid is color-coded by day: Sun, Mon, Tue, Wed, Thu, Fri, Sat. At the top right, there are buttons for 'Remove Planned Courses' and 'Register Now'. The status bar at the bottom indicates 'Planned: 6 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

This is a detailed view of the course planning interface for **PSY-4013-01: HEALTH PSYCHOLOGY**. The course is marked as 'Planned' and includes the following details: Credits: 3, Grading: Graded, Instructor: TBD, Dates: 8/28/2017 to 12/15/2017, and Seats Available: 55. There is a 'Register' button and a 'View other sections' link.

Important:

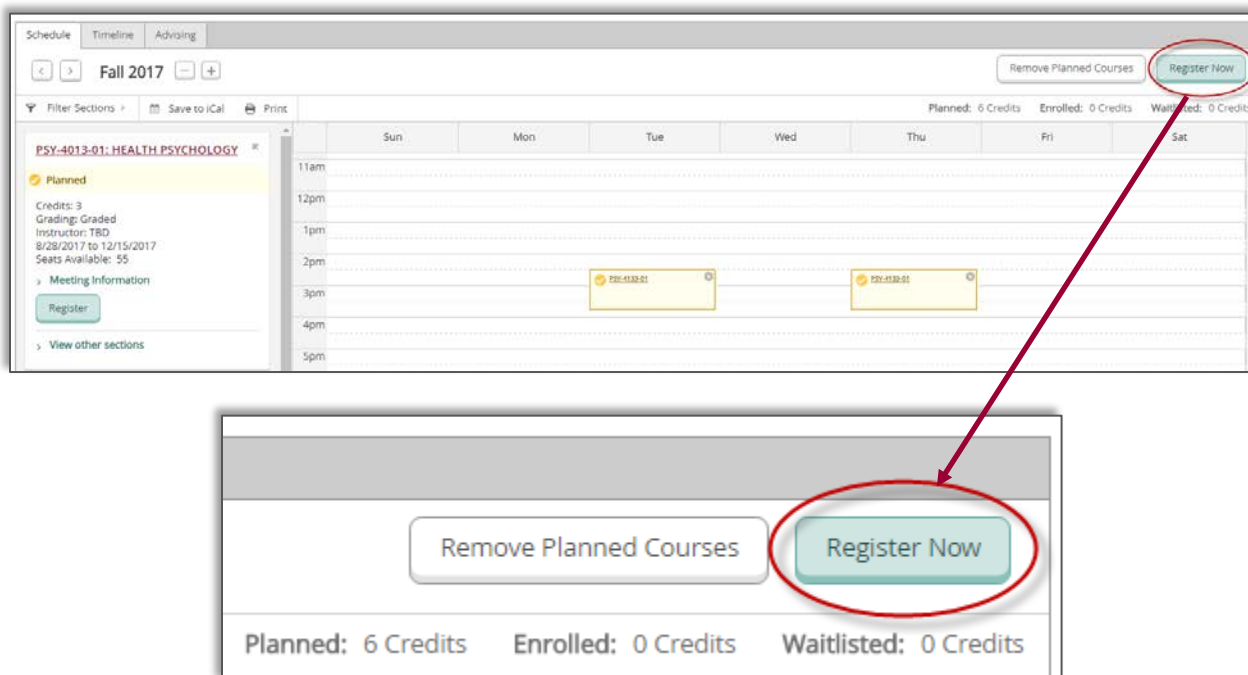
- Courses can be planned to a term at any time.
- Sections can be planned once the term's schedule is open.
- Planned sections can be registered during the Early Registration period for a term. See the **Academic Calendar** at <http://twu.edu/registrar/academic-calendars/> for registration dates.

To register for a **single planned course**, click on the **Register** button in that specific course box.



To register for **all planned courses** for a single term at once, click on the **Register Now** button in the upper right corner.

If registering for multiple semesters, you will need to use the arrows to toggle between terms and click **Register Now** for EACH TERM.



Once a course is registered, it will change from yellow to green and will have a new status of **registered**.

The screenshot displays a course registration interface. On the left, there are two course cards. The top card is for **BIOL*4681-02: BIOLOGY SEMINAR**, which is marked as **Registered** with a green checkmark. It lists 1 credit, graded status, and instructor Averitt, D, with a meeting period from 1/17/2017 to 5/12/2017. Below this is a **Drop** button and a link to **View other sections**. The bottom card is for **BIOL*4821-02: MOLECULAR CELL: GENETICS LAB**, also marked as **Registered** with a green checkmark, listing 1 credit, graded status, and instructor Sadat, E, with the same meeting period. It also has a **Drop** button and a link to **View other sections**.

To the right of these cards is a weekly schedule grid with columns for Sun, Mon, Tue, Wed, Thu, and Fri, and rows for time slots from 7am to 6pm. The grid shows the following course sections:

- Mon 8am-9am:** ZOO*2013-01
- Tue 8am-9am:** BIOL*4823-01
- Wed 8am-9am:** ZOO*2013-01
- Thu 8am-9am:** BIOL*4823-01
- Mon 9am-10am:** MATH*1303-01
- Tue 9am-10am:** MATH*1303-01
- Thu 1pm-2pm:** BIOL*4821-02
- Tue 3pm-4pm:** BIOL*4681-02
- Fri 4pm-5pm:** ZOO*2011-15

A large grey arrow points from the **Drop** button on the **BIOL*4681-02: BIOLOGY SEMINAR** card to a magnified view of the card below.

Magnified View of BIOL*4681-02: BIOLOGY SEMINAR:

- Registered** (with green checkmark)
- Credits: 1
- Grading: Graded
- Instructor: Averitt, D
- 1/17/2017 to 5/12/2017
- > Meeting Information
- Drop** button
- > View other sections

You can drop a course using the **Drop** button on the class box under the following two conditions:

1. It is during an open registration period for that term.
2. It is not your last remaining course for that term; otherwise, you will have to withdraw from the term.

The screenshot shows a detailed view of a course card for **MATH*1013-50: FINAN & QUANTITATIVE LITERACY**. The card is marked as **Registered, but not started** with a green checkmark. It lists 3 credits, graded status, and instructor Mallam W, with a meeting period from 6/5/2017 to 8/11/2017. Below this is a **Drop** button, which is circled in red, and a link to **View other sections**.

Online courses, independent studies, and other courses without physical meeting days and times appear at the bottom of the calendar under **Sections with No Meeting Time**.

MATH*1013-50: FINAN & QUANTITATIVE LITERACY

✓ Registered, but not started

Credits: 3
Grading: Graded
Instructor: Mallam W
6/5/2017 to 8/11/2017

> Meeting Information

Drop

> View other sections

	Sun	Mon	Tue
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			
8pm			
9pm			
10pm			
11pm			

Sections with no meeting time

✓ MATH-1013 FINAN & QUANTITATIVE LITERACY Section 50 Faculty: Mallam W

MATH*1013-50: FINAN & QUANTITATIVE LITERACY

✓ Registered, but not started

Credits: 3
Grading: Graded
Instructor: Mallam W
6/5/2017 to 8/11/2017

✓ Meeting Information

Time:
Dates: 6/5/2017 - 8/11/2017
Location: DENTON (Internet Instruction)

Drop

> View other sections

Waitlist Courses

Courses that have reached their maximum allowed enrollment may be eligible to be waitlisted. Not all courses are waitlist eligible and it is the academic department's decision on whether or not a course will have the waitlist option.

If a course is full and is currently in a waitlist status, it will indicate “**Waitlisted**” on the course section in [Student Planning Course Catalog](#).

Fall 2017			
US HIST 1865-PRESENT 01			
Add Section to Schedule			
Waitlisted	Times	Locations	Instructors
2	M/W 9:30 AM - 10:50 AM 8/28/2017 - 12/15/2017	DENTON, ARTS & SCIENCES BLDG 101 Lecture	Staff

To add your name to the waitlist, first click **Add Section to Schedule** in the upper right corner of the section box.

A new box will open with detailed information for that particular section.

Click **Add Section** in the bottom right corner to add the course to your plan.

Section Details

HIST-1023-01: US HIST 1865-PRESENT
Fall 2017

Instructors


Staff

Meeting Information

M, W 9:30 AM 10:50 AM
8/28/2017 - 12/15/2017
DENTON, ARTS & SCIENCES BLDG 101 (Lecture)

Dates

8/28/2017 - 12/15/2017

 This section has a waitlist.

Seats Available

0 of 2 Total

Waitlisted

2

Credits

3

Grading

Graded

Requisites

None

Course Description

(TCCN HIST 1302) Political, economic, social, and cultural development since the Civil War; emphasis on foreign affairs. Three lecture hours a week. Credit: Three hours.

Additional Information

SATISFIES 3HRS CORE CURRICULUM: AMERICAN HISTORY.

Topic

Core Course

Books

[Bookstore Information](#)

Close

Add Section

The waitlisted course will be added to your plan as a **planned course**. To officially be added to the waitlist, click on the **Waitlist** button in the course box.

Once added, the status will be officially waitlisted and a **Drop Waitlist** button will now appear on the waitlisted course. Use the Drop Waitlist button to remove yourself from that section's waitlist.

HIST-1023-01: US HIST 1865-PRESENT ✕

✓ **Planned**

Credits: 3
Grading: Graded
Instructor: Staff
8/28/2017 to 12/15/2017
Waitlisted: 2

> Meeting Information

! Conflicting section with ZOOL-2011-01

Waitlist

> View other sections

HIST-1023-01: US HIST 1865-PRESENT

✓ **Waitlisted**

Credits: 3
Grading: Graded
Instructor: Staff
8/28/2017 to 12/15/2017
Waitlisted: 3

> Meeting Information

Drop Waitlist

> View other sections

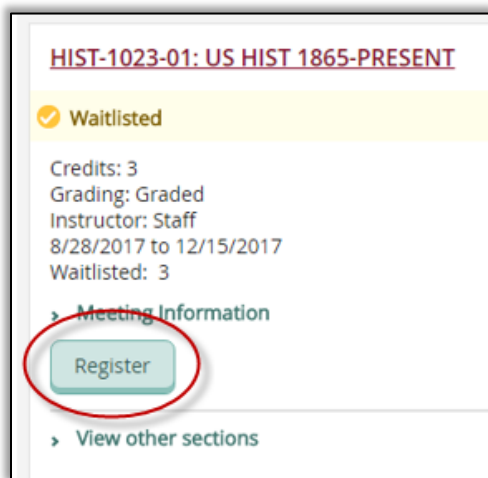
Planned courses that are waitlisted will appear yellow with a red border in your planned term's calendar.

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am		✓ ZOO-2013-01	✓ MATH-1703-07	✓ ZOO-2013-01	✓ MATH-1703-07	
9am						
10am		✓ HIST-1023-01		✓ HIST-1023-01		
11am						

If a seat opens on a waitlisted course and you are the next eligible person on the waitlist, you will receive an email sent to your **TWU email address**. You will have **24 hours** to go into Student Planning and register for the now-available waitlisted course.

When a waitlisted course becomes open and you are eligible to register for it, the **Drop Waitlist** button will change to says **Register**.

Click on the **Register** button to enroll into the previously waitlisted course.



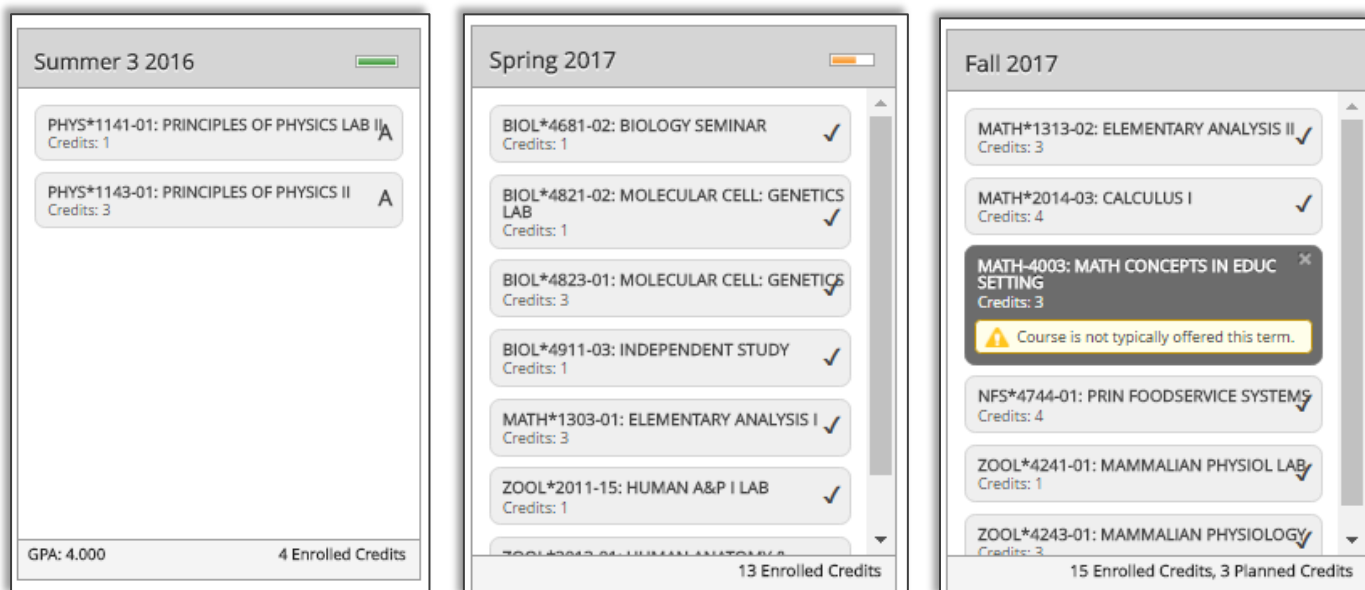
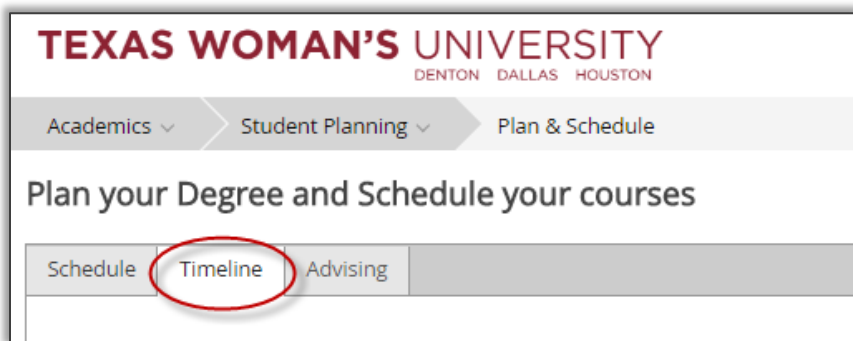
The previously waitlisted course will now show as registered.

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am		✓ ZOOI-2013-01	✓ MATH-1703-07	✓ ZOOI-2013-01	✓ MATH-1703-07	
9am						
10am		✓ HIST-1023-01		✓ HIST-1023-01		
11am						

Viewing Terms & Courses in Timeline

You can view your planned, registered, and completed courses in the **Timeline** tab in the **Plan Degree and Schedule your courses** section of Student Planning.

- Completed courses in a term will include the grade
- Registered and in-progress courses will have a checkmark
- Courses that are planned but not registered will appear in a dark box without the checkmark



You can also add a term in the **Timeline** if it is not appearing (i.e. a future summer term) by clicking the **Add a Term** button in the upper right corner of the **Timeline**.



Advising

The **Advising** tab provides you the opportunity to email your advisor, leave a **shared note** for your advisor and you to view in **Student Planning**, and to **request a review** of your planned courses **by your advisor**.

To email your advisor, click on their name and link under **My Advisors**.

You can also right click on the link to copy the email address and paste it in your email.

Use the **Compose a Note** feature to leave a note to your advisor(s) that will be visible for you and the advisors in the **View Note History**. Notes from your advisor to you will also be here.

Use the Request Review button in the upper right corner to submit a request to your advisor to review your degree plan and planned courses for a term.

The image shows a screenshot of the Texas Woman's University (TWU) Student Planning interface. At the top, the TWU logo is visible, along with navigation links for Denton, Dallas, and Houston. The user is logged in as 'jessica' and can click 'Sign out' or 'Help'. The main navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The 'Plan & Schedule' section is active, showing 'Plan your Degree and Schedule your courses'. Below this, there are tabs for 'Schedule', 'Timeline', and 'Advising'. The 'Advising' tab is selected, displaying 'My Advisors' with a list of Sarah Henderson and Robert Lothringer. A note indicates the course plan was last reviewed on 3/22/2017 by Henderson, Sarah K. Below the advisors list, there are two sections: 'Compose a Note' with a text input field and a 'Save Note' button, and 'View Note History' with a list of notes. A red arrow points from a 'Request Review' button in the upper right corner of the interface to a larger 'Request Review' button shown above the screenshot.

Request Review

TEXAS WOMAN'S UNIVERSITY
DENTON DALLAS HOUSTON

jessica Sign out Help

Academics Student Planning Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising

My Advisors

- Sarah Henderson
- Robert Lothringer

Course Plan last reviewed on 3/22/2017 by Henderson, Sarah K.

Compose a Note

View Note History

Can you tell me if my fall schedule looks ok?

Dominguez, Jessica E. on 3/22/2017 at 8:33 AM

Save Note

TWU
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