Registration Using Student Planning in Self-Service

Begin by logging into the portal at myue.evansville.edu
Scroll down to Campus Applications and click on UE Self-Service

First, plan your courses for the upcoming semester
- From the Student Planning link, go to My Progress to review your degree audit and identify requirements needed (red or yellow areas)
  - Click to find courses to fulfill the specified requirement
  - Click on View Available Sections to view sections being offered
  - Chose the section you want and click Add Section to Schedule
  - The pop-up window will give you further information on the section, once you’re sure you want this section, click Add Section to Schedule
  - Repeat process until you have all the courses planned for the upcoming semester

Then, review the schedule you planned for the semester
- At the top of the page, click on Student Planning and then Go to Plan & Schedule
  - Your current schedule will appear with a calendar view
  - Click on at the top of the page by the semester heading to move the view to the next semester
  - Your planned courses and sections will appear
  - If you are satisfied with your selection, you are done with this step
    ▪ If you see , you will not be able to register for that course without permission
  - If you want to make changes, you have the following options
    ▪ View other sections
    ▪ Drop the course from your plan
    ▪ Drop all planned courses for the semester
    ▪ Return to the instructions above and add other courses/sections

Next, request Advisor Review and approval of your planned courses
- Click on the Advising tab
- Compose a Note to your advisor (these notes cannot be altered or deleted once saved and are viewable by all advisors)
- Click on Request Review and your advisor will receive an email to review your plan

Finally, you are ready to register (once your advisor approves your planned coursework)
- From the Student Planning link, click on Go to Plan & Schedule
- Click on
- Successfully registered courses will appear in GREEN
- Notifications for any registration failures will appear in the upper right with a
- To drop a course, select the button right below the course listing on the left side of the page

Questions about registration, email Office of the Registrar at registrar@evansville.edu