Registering for Courses using Student Planning (Bucks Self Service)

This tutorial will show you how to register for courses using the Student Planning (Bucks Self Service) website.

1. Log into Student Planning: [https://selfservice.bucks.edu/Student](https://selfservice.bucks.edu/Student) with your Bucks username and password. You can also find Student Planning under the Bucks for Students menu on our homepage.

2. Click Student Planning.

3. Click Go to Plan & Schedule.
4. Type search criteria in the **Search for courses** box in the upper right portion of Plan & Schedule. You can search for **keywords** (such as Algebra or Composition), **subjects** (such as MATH or COMP), or **sections** (such as MATH120 or COMP110).

![Search for courses box](image)

5. When you search for subjects, all courses meeting that criteria will be displayed. When you search for sections, only that course will be displayed.

6. To narrow down your search results, place checkmarks into the **Locations** or **Terms** options. For instance, if you wanted to find a MATH120 course that is being offered online during Summer I.

![Filter Results](image)
7. In the example below, two filters have been applied to narrow down the search results further. Click the banner “View Available Sections for” to expand the available section results.

8. Each course is listed with details including: available seats, times, locations, and instructors. When you find the course you wish to register for, click the **Add Section to Schedule** button.
   - **Note:** If a course is waitlisted, please refer to the [Managing your Waitlist tutorial](#).

9. The Section details window will appear with more details. Click **Add Section**.
10. In the upper left, click **Back to Plan & Schedule** to return to complete your registration.

![Screen shot of the back to plan and schedule button](image1)

11. If necessary, navigate to the semester that you have added the course. Click the arrows to move forward a semester.

![Screen shot of the semester navigation arrows](image2)

12. On the left hand side, you will see the course listed. When a course in listed in **yellow**, it is planned. Click the **Register** button. Assuming there are no other issues, the course will be listed in **green**. This is your confirmation that the class has been registered.
   - If you wish to drop the course, return to this page and a **Drop** button will be available.
   - To make a payment on your registration, please refer to the [Making a Payment tutorial](http://www.bucks.edu/admissions/accounts/).

![Screen shot of a course registration](image3)

If you are unable to register, it could be due to a variety of factors. Most errors are displayed in the top right under notifications.

- Overdue balance: [http://www.bucks.edu/admissions/accounts/](http://www.bucks.edu/admissions/accounts/)
- Prerequisites have not been met: [http://www.bucks.edu/admissions/info/prereqwaiver/](http://www.bucks.edu/admissions/info/prereqwaiver/)
- Advising is required: [http://www.bucks.edu/academics/advising/](http://www.bucks.edu/academics/advising/)
- Library block: [http://www.bucks.edu/academics/learn/library/](http://www.bucks.edu/academics/learn/library/)