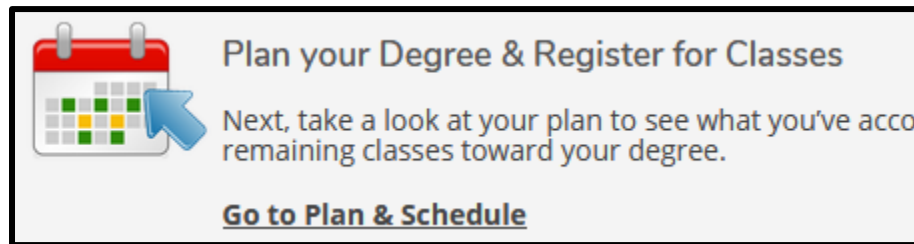


## Student Planning - Planning Your Courses and Requesting Advisor Approval

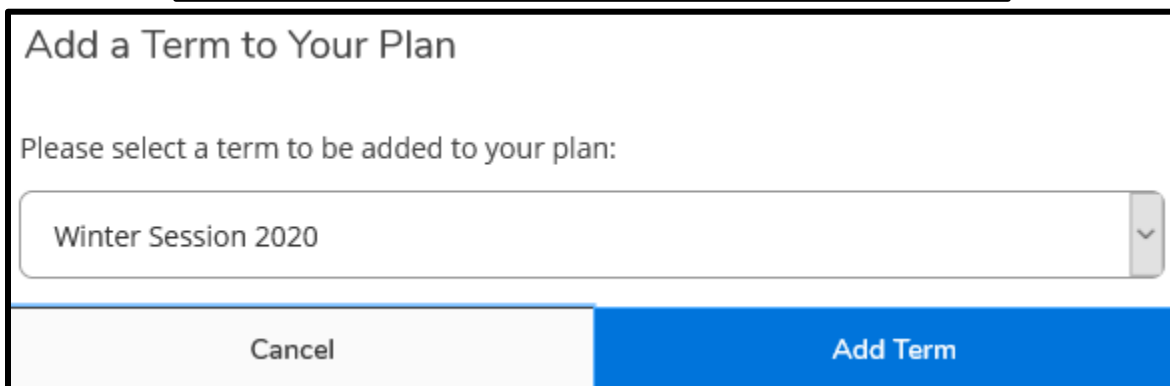
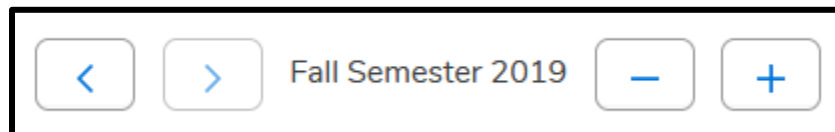
1. Log into Student Planning (Self Service) <https://selfservice.bucks.edu/Student> and click the **Student Planning** option.



2. Click **Go to Plan & Schedule**.



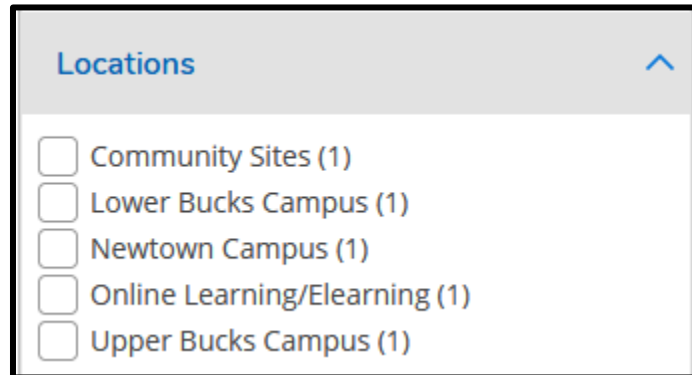
3. Navigate to the semester for which you wish to plan your courses using the arrows < >. If you do not see the semester, click the plus + to add it to your list. Select the appropriate term from the drop down list and click **Add Term**.

A form titled "Add a Term to Your Plan". Below the title, it says "Please select a term to be added to your plan:". There is a dropdown menu with "Winter Session 2020" selected. At the bottom, there are two buttons: "Cancel" and "Add Term".

4. Search for the course(s) you wish to add to your plan. You can search by the course number (example: MATH-110) or the course title (example: Effective Speaking).

A search input field with the placeholder text "Search for courses..." and a magnifying glass icon on the right side.

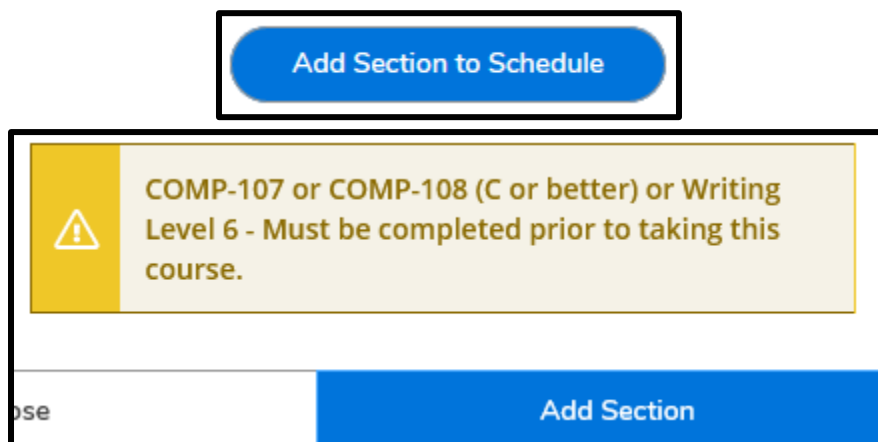
5. After searching for the course, you can apply filters to narrow down the results to make it easier to find a section that meets your needs. For example, you can filter by location if you wish to take an online course or a face-to-face course at Newtown.



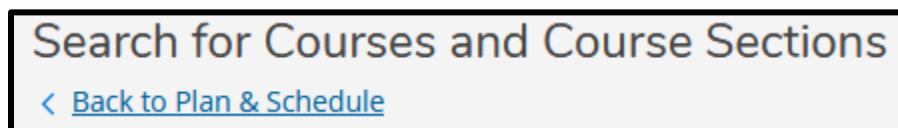
6. Click **View Available Sections for...** to see a list of sections for this particular class. If you have applied filters, you should only see those specific sections. Check the number of seats available or waitlisted status.



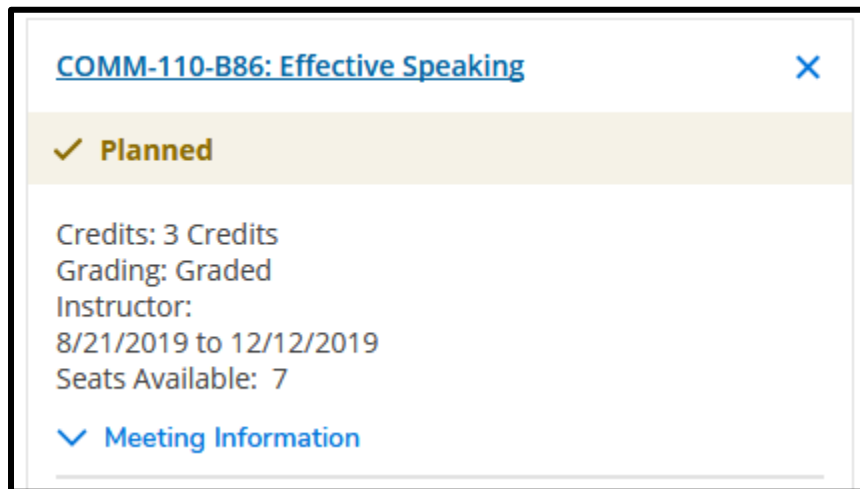
7. After finding a section with available seats that meets your schedule, click the **Add Section to Schedule** button. A popup will display with a confirmation screen. Click **Add Section** again.



8. After the section has been added, click **Back to Plan & Schedule**.



9. The course will now appear as Planned on the left. Repeat the above steps to find other courses as needed.



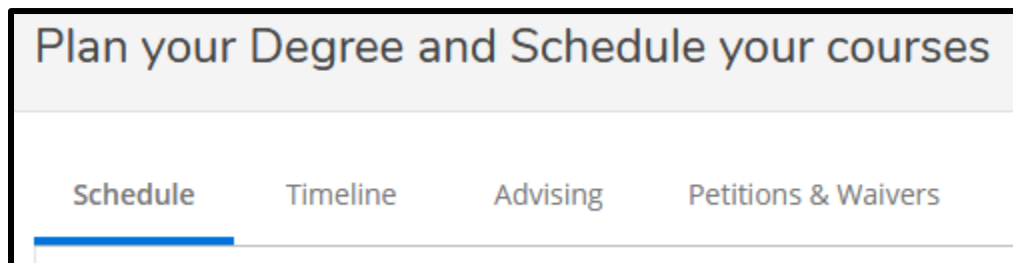
[COMM-110-B86: Effective Speaking](#) ✕

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor:  
8/21/2019 to 12/12/2019  
Seats Available: 7

∨ [Meeting Information](#)

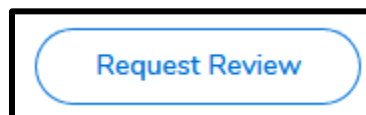
10. When your courses have been selected, click the **Advising** tab.



Plan your Degree and Schedule your courses

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

11. Click the **Request Review** button to notify your advisor.



After your courses have been approved, you can register on the Plan & Schedule page. Please see the registration tutorial and other specific tutorials for Student Planning on our LibGuides page: <http://bucks.libguides.com/c.php?g=204882&p=1375592>