Registration Process within SOAR (for Students)

    I. Consult the Degree Progress Report
    II. Design a Plan
    III. Select Courses for the Upcoming Registration
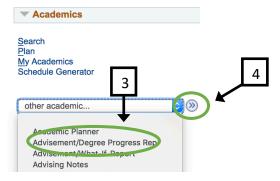
I.   Consult the Degree Progress Report (aka. DPR)

    A. Getting to the DPR
        1. Log into SOAR
        2. Navigate to: Home > click Student Center tile
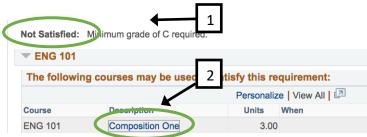

        3. Under the "other academic" dropdown, click "Advisement/Degree Progress Rep."
        4. Click the double-arrow on the right.

    B. How to Use the DPR
        1. Scroll through the DPR and look for the courses that are "Not Satisfied," meaning you still need to take these courses to satisfy graduation requirements.
        2. Click the **course description link**.
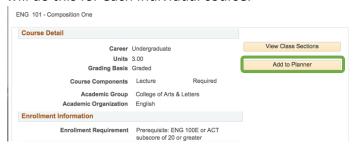

        3. Read the course information.
            a. Click the "View Class Sections" button to see the date, time, instructor information and add the course section to your shopping cart.
            b. Click the "Add to Planner" button to begin designing your "Plan."

II. Design a Plan
A. Add Courses to Planner

1. From the DPR, select the "Add to Planner" option for the courses that are Not Satisfied. You will do this for each individual course.

NOTE: Once it is successfully added to your planner, you receive a message and will notice a blue star ⭐ beside this course on your DPR.

✅ HIS 102 has been added to your Planner.

B. Arrange Courses by Term

1. Scroll back to the top of the page and click the "Plan" tab.

2. Place a check on all of the classes you wish to take in the same term.

3. Click the "Move selected courses to Term" list and select the semester you wish to take the chosen classes.

4. Click the "Move" button.

5. Now these courses will fall under that term's header. Designate all other classes to a specific term using these steps:
   a. Place a check next to the classes you will take during a certain term.
   b. Select the term you will take them.
   c. Click on the Move button.

NOTES:
Adding classes to your Planner does NOT:
1. Register you for classes
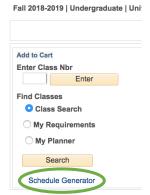2. Guarantee a seat in that class for you

III. Select Courses for the Upcoming Registration
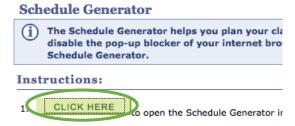   **A. Navigate to the Schedule Generator**
      1. Click the Shopping Cart subtab at the top of the page.

         | Search | Plan | Enroll | My Academics |
         | My Planner | Shopping Cart | Course History |

      2. Click the Schedule Generator link on the lower left of the page.

         Fall 2018-2019 | Undergraduate | Uni

         Add to Cart
         Enter Class Nbr
         [   ] Enter
         Find Classes
         ⦿ Class Search
         ○ My Requirements
         ○ My Planner
         Search
         Schedule Generator

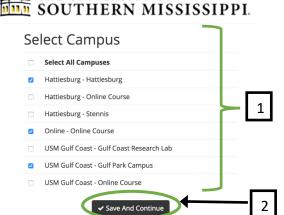   3. Click the "Click Here" button. *NOTE: Be sure your pop-up blockers are disabled because this process appears in a new page or tab.*

         Schedule Generator

         ⓘ The Schedule Generator helps you plan your cla
             disable the pop-up blocker of your internet bro
             Schedule Generator.

         Instructions:

         1. CLICK HERE to open the Schedule Generator in

   B. Load info into Schedule Generator
      1. Select the campus that you are willing to attend.
         For Hattiesburg, select "Hattiesburg – Hattiesburg."
         For Gulf Park, select "USM Gulf Coast – Gulf Park Campus."
         For online students, select "Online – Online Course."

      2. Click the ✔ Save And Continue button

         THE UNIVERSITY OF
         SOUTHERN MISSISSIPPI.

         Select Campus

         ☐ **Select All Campuses**
         ☑ Hattiesburg - Hattiesburg
         ☐ Hattiesburg - Online Course
         ☐ Hattiesburg - Stennis   1
         ☑ Online - Online Course
         ☐ USM Gulf Coast - Gulf Coast Research Lab
         ☑ USM Gulf Coast - Gulf Park Campus
         ☐ USM Gulf Coast - Online Course
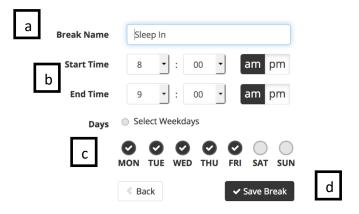
         ✔ Save And Continue ← 2

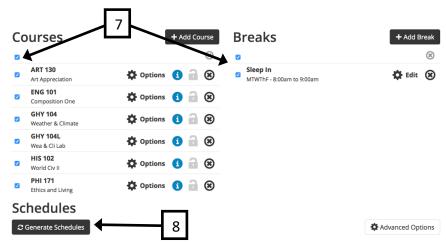   3. Click the + Add Course button to tell the system what courses you wish to take.

a. Search courses by the subject code (example: MAT for Mathematics) and the course number (example: 101 or 102) for every course you wish to take.

b. Or you can import the courses you added to your Planner (no searching for courses…yay!!)

4. Click the Back button to continue the process.

5. Click the Back button to continue the process.

6. OPTIONAL: Add break times in a similar way. Click the **+ Add Break** button.

a. title your break time

b. enter a reasonable start and end time

c. select the day(s) for the break time
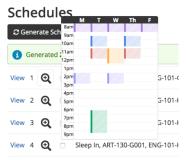
d. click the "Save Break" button.

7. Place a checkmark by the classes and break times you wish to use in this term's schedule.
   TIP: Click the checkbox in the black bar to automatically select all of the courses (or break times).
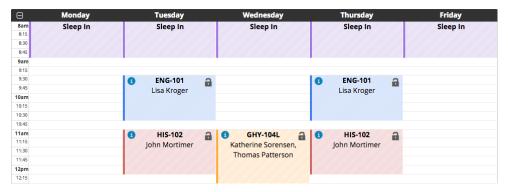
8. Click the **⟳ Generate Schedules** button.

C. Select a Schedule

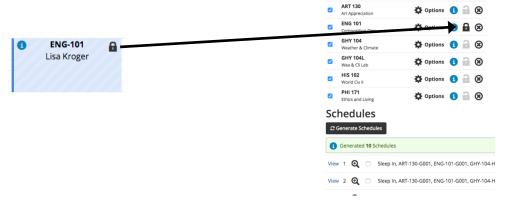Once the Schedule Generator produces potential schedules, you have several options for going forward.

1. Hover over the 🔍 to get an overview of the weekly schedule.

2. Click the View link to see the specific data such the specific times and instructors of each course.

3. Click the padlock 🔓 to a locked position 🔒 to "lock in" a specific section. Doing this will likely narrow down your search results and will be reflected in the Courses section.

4. You can send a schedule to your Shopping Cart by clicking the "Send Schedule to Shopping Cart" button at the top of the page.