

Registration Process within SOAR (for Students)

- I. Consult the Degree Progress Report
- II. Design a Plan
- III. Select Courses for the Upcoming Registration

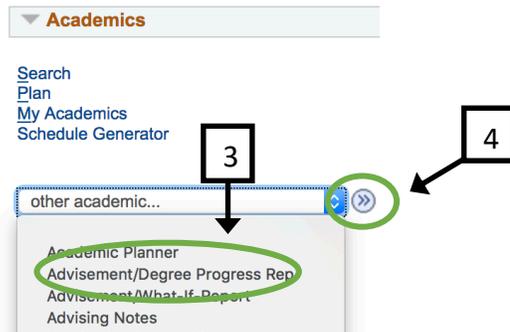
I. Consult the Degree Progress Report (aka. DPR)

A. Getting to the DPR

- 1. Log into SOAR
- 2. Navigate to: Home > click Student Center

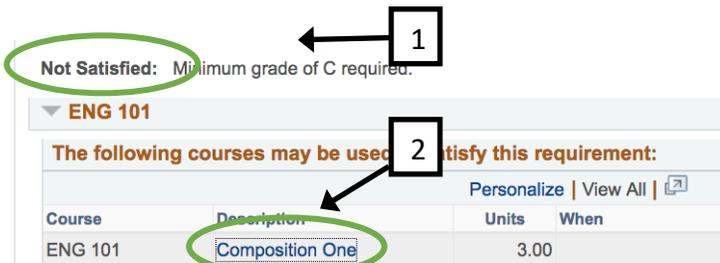


- 3. Under the “other academic” dropdown, click “Advisement/Degree Progress Rep.”
- 4. Click the double-arrow on the right.

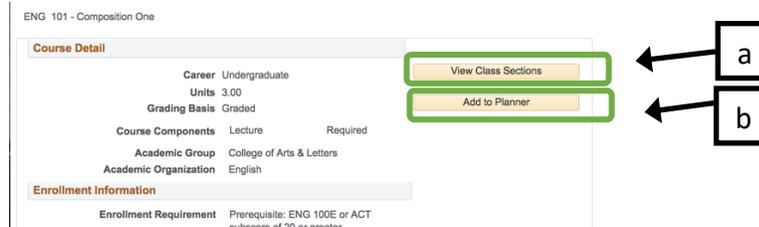


B. How to Use the DPR

- 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.

ENG 101 - Composition One

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Academic Group	College of Arts & Letters
Academic Organization	English

View Class Sections

Add to Planner

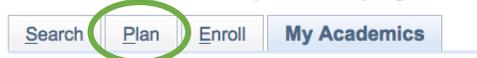
Enrollment Information	
Enrollment Requirement	Prerequisite: ENG 100E or ACT subscore of 20 or greater

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.



B. Arrange Courses by Term

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

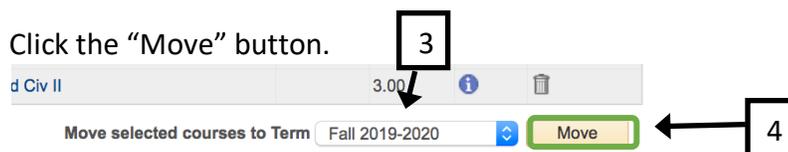


2. Place a check on all of the classes you wish to take in the same term.

Select	Course	Description
<input checked="" type="checkbox"/>	ART 130	Art Appreciation
<input checked="" type="checkbox"/>	ENG 101	Composition One
<input checked="" type="checkbox"/>	GHY 104	Weather & Climate
<input checked="" type="checkbox"/>	GHY 104L	Wea & Cli Lab
<input checked="" type="checkbox"/>	HIS 102	World Civ II

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:

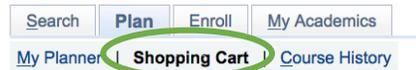
Adding classes to your Planner does NOT:

1. Register you for classes
2. Guarantee a seat in that class for you

III. Select Courses for the Upcoming Registration

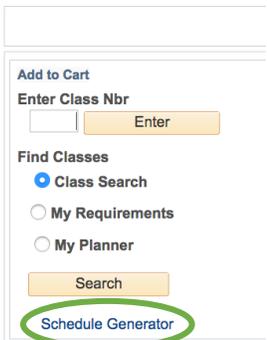
A. Navigate to the Schedule Generator

1. Click the Shopping Cart subtab at the top of the page.



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

Fall 2018-2019 | Undergraduate | Uni



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

i The Schedule Generator helps you plan your class schedule. Please disable the pop-up blocker of your internet browser to use the Schedule Generator.

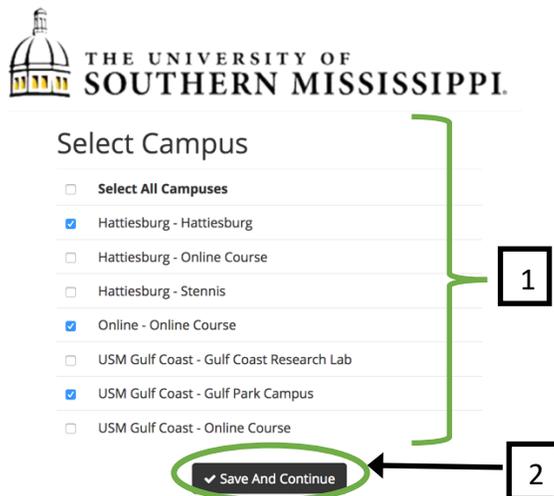
Instructions:

1. **CLICK HERE** to open the Schedule Generator in a new page or tab.

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



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.

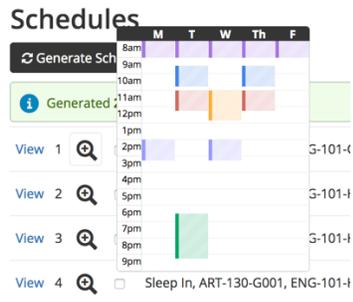
7. Place a checkmark by the classes and break times you wish to use in this term's schedule.
TIP: Click the checkbox in the black bar to automatically select all of the courses (or break times).

8. Click the **Generate Schedules** button.

C. Select a Schedule

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

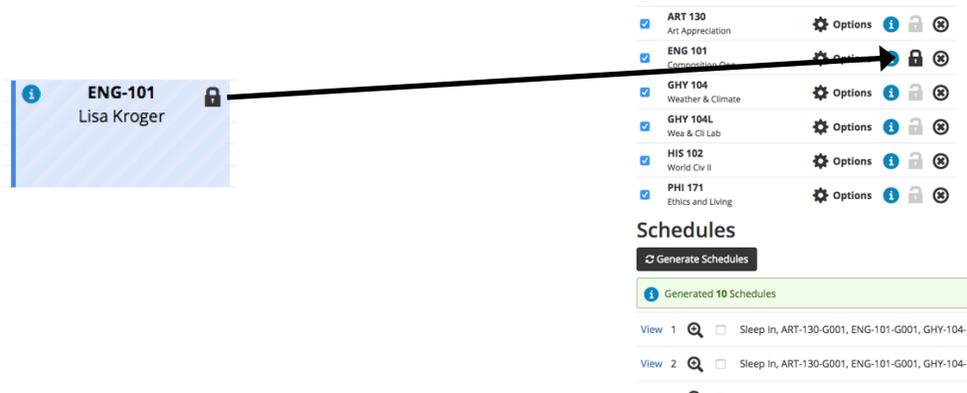
1. Hover over the  to get an overview of the weekly schedule.



2. Click the [View](#) link to see the specific data such the specific times and instructors of each course.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Sleep In	Sleep In	Sleep In	Sleep In	Sleep In
8:15					
8:30					
8:45					
9am					
9:15					
9:30		ENG-101 Lisa Kroger		ENG-101 Lisa Kroger	
9:45					
10am					
10:15					
10:30					
10:45					
11am		HIS-102 John Mortimer	GHY-104L Katherine Sorensen, Thomas Patterson	HIS-102 John Mortimer	
11:15					
11:30					
11:45					
12pm					
12:15					

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.