

How To Use Student Planning

Preparing to Register for Courses:

First, you will need 3 items to successfully register for courses:

- Curriculum Guide
- Program Evaluation
- Student Planning

1) To get the Curriculum Guide (2nd page of the Degree Checklists), go to:

<https://www.wtamu.edu/advising/degree-checklists.aspx>

Use the Curriculum Guide to help show you what courses you need to take and when.

2) To get to Program Evaluation and Student Planning, go to the Buff Portal:

<https://login.wtamu.edu>

Program Evaluation:

- a) Once you log into the Buff Portal, click on 'Buff Advisor'
- b) Scroll down and click on 'Students' tab
- c) Scroll down and the bottom left side, click on 'Program Evaluation'
 - We ask that you run Program Evaluation twice a semester. Once before you register so that you know what courses to take and then a second time after you register so that you ensure you are in the correct courses.

3) Student Planning

- a) Once you log into the Buff Portal, click on 'Buff Advisor'
- b) Scroll down and click on 'Students' tab
- c) Scroll down and the bottom left side, click on 'Student Planning'

Registering for Courses:

Once in Student Planning...

- 4) Click on option 2: 'Plan your Degree & Register for Classes'
- 5) Notice if there are any alerts or holds in the upper right corner that can prevent you from registering. These will need to be taken care of before you can register.
- 6) In the search bar, type in the course that you would like to take. (Example: ACCT2301)
- 7) We encourage students to utilize 4 'Filter Result' options for every search. This will optimize your search especially when looking at electives (Example: Adv. ECON Elective)
 - a) Subject (Select the discipline)
 - b) Locations (Select either on campus, web-based, or both)
 - c) Show all Terms (Select the term)
 - d) Academic Level (Select 'Undergraduate')
- 8) Find the course you want to take and click on 'View Available Sections for _____'
- 9) Find the section that you want to take and click on 'Add Section to Schedule'
- 10) To review the courses that you have scheduled, click on 'Student Planning' at the top left and then click on 'Plan & Schedule'

- 11) You will see 4 tabs:
 - a) Schedule - this will allow you to see your schedule in 'calendar' view
 - b) Timeline - this will allow you to see your schedule in a 'vertical' view
 - c) Advising - these are the notes that your adviser will put in for you to look at
 - d) Petitions & Waivers - this will allow you to see any specific waivers put on file
- 12) Look at the 'Schedule' tab and review your schedule.
- 13) To see online courses, scroll down to the bottom.
- 14) Once you are greenlighted and registration for your classification opens, then you are able to click on 'Register Now'
- 15) Run your second 'Program Evaluation' to ensure that courses are slotting in correctly. Make adjustments as needed.

Helpful Hints for Student Planning

- a) When searching for courses, do not put a space between the course and the number.
Example: ACCT2301
- b) Make sure to use the filters! (See examples above on #7)
- c) Be mindful of prerequisites.
- If you have taken a prerequisite at another school or need a substitution, please let your adviser know.
- d) Do NOT use the 'My Progress' option. This is a difficult layout to read and could cause you to choose incorrect courses. Always use 'Program Evaluation' found in Buff Advisor
- e) We encourage students to plan for 2 semesters: the upcoming one and then one more
- f) When planning for future semesters (when the schedule is not available), search for the course and then click on 'Add Course to Plan'. Choose the term that you want to add it to
- g) You are able to click on the 'Timeline' tab and move courses between different terms.
- h) Do NOT mark 'Review Complete'. Your adviser does not get notified.
- i) Do NOT put questions in the 'Advising' tab. Your adviser does not get notified.
- j) To be placed on a course waitlist, go to the 'Schedule' tab, find the course on the left side, and click on 'Waitlist'. **Be sure to watch your Buff Email account because the Registrar's office will email you a link to register for the course when you are eligible to register. Once you receive this email and link, it will only be good for 72 hours.