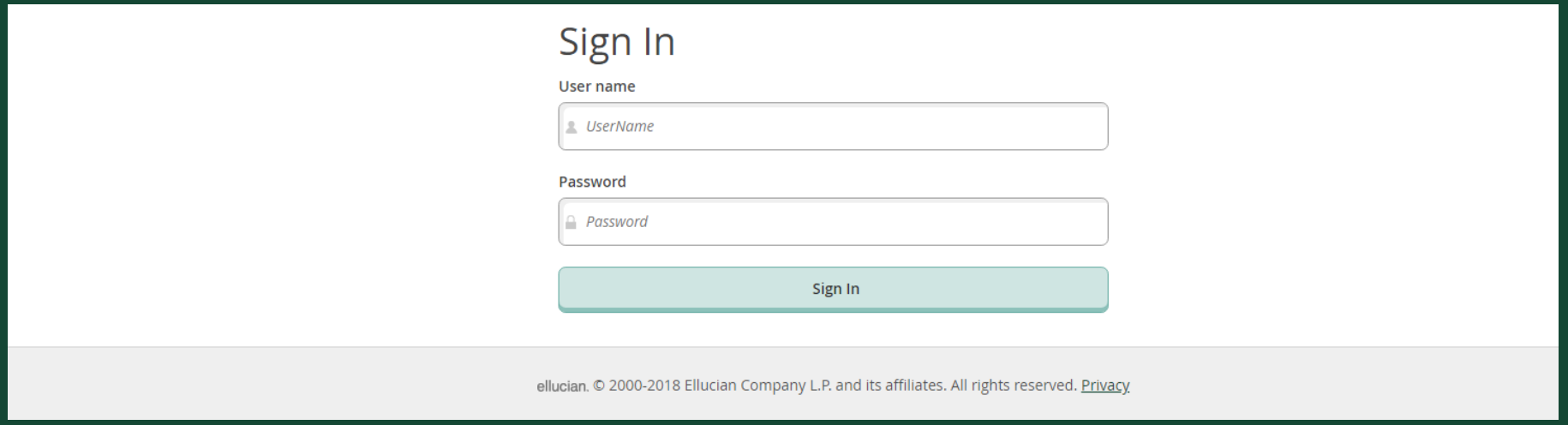
Student Planning:

A Guide for Student Registration

Your academic advisor may have preloaded the appropriate courses into your plan for you. You must meet with your academic advisor (face-to-face, Zoom, phone, or by email) before the advisement holds can be lifted.

10/30/2023 AC

1. Log in to Student Planning from “selfservice.piedmont.edu” link labeled: “Student Planning”.

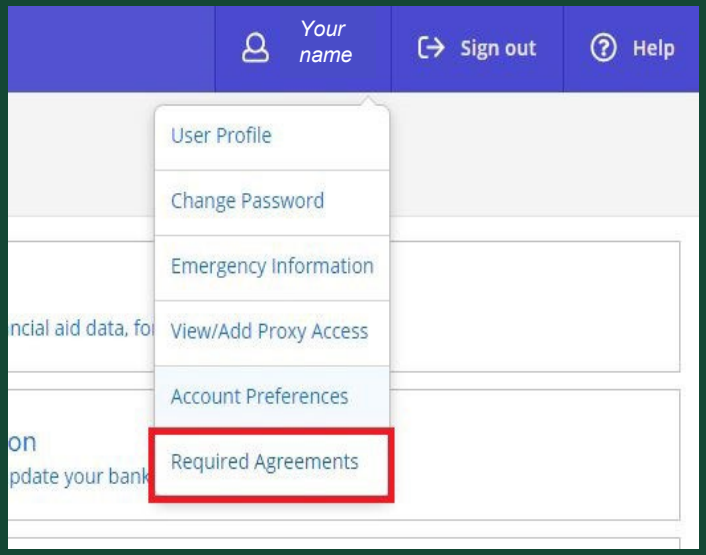


IMPORTANT: How to Accept your financial *agreement*

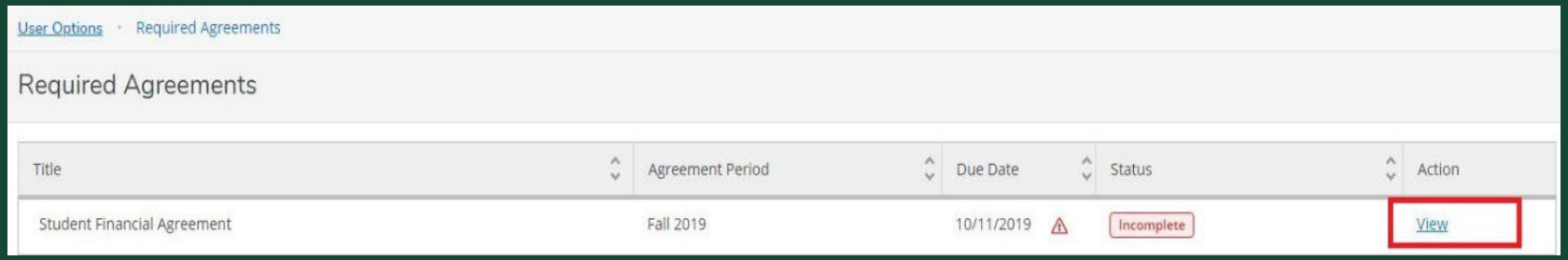
Please note – the Financial Agreement must be completed before registration may be entered.
Students will not be able to register until they complete the financial agreement.

To complete the Financial Agreement students should:

- Log on to Self Service here or at **selfservice.piedmont.edu.**
- Select your name at the top of the screen.



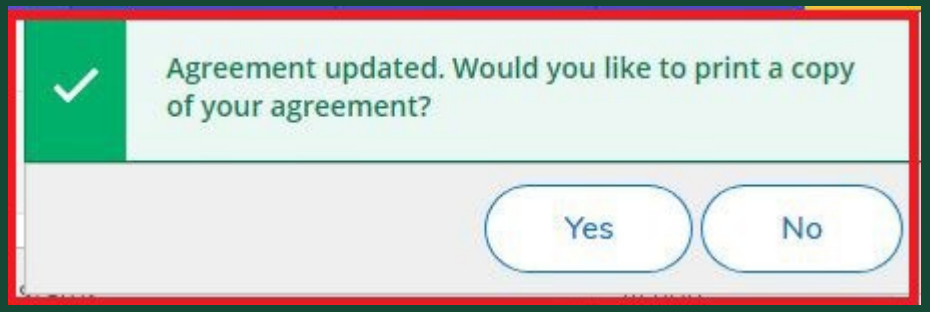
- Select "View" for the Student Financial Agreement for the term that you are registering for.



How to Accept your financial agreement

- Select “Accept” for the Student Financial Agreement.

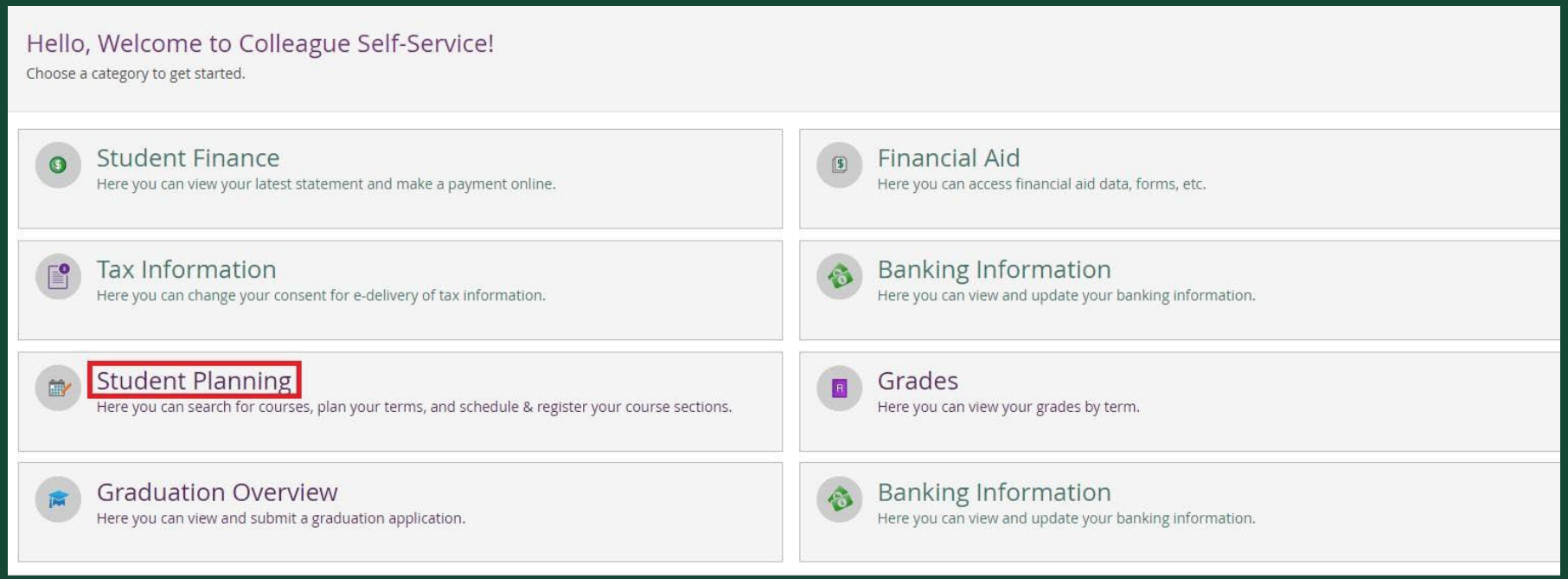
- You will receive confirmation that you have completed the agreement.



- You are done! The status will change to “Accepted” with the date of completion.

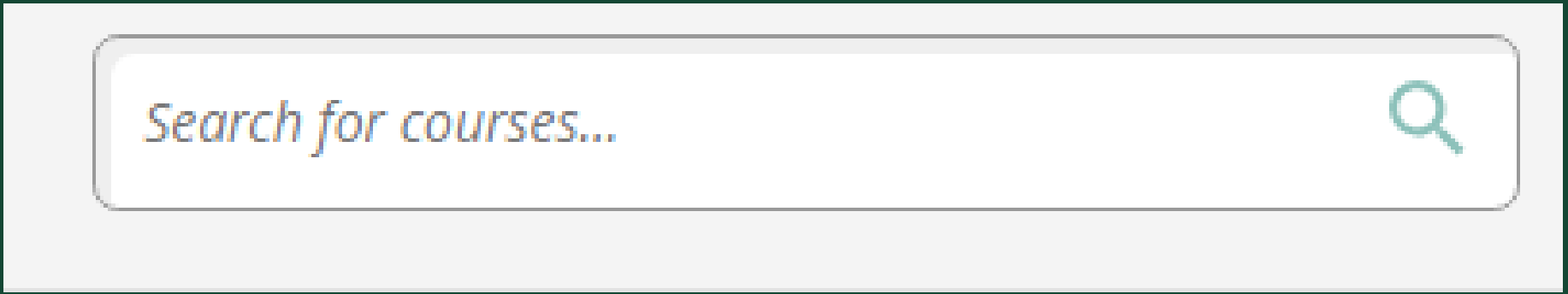
- For any questions regarding the Student Financial Agreement please contact Student Accounts at biz@piedmont.edu.

2. Click on the “Student Planning” tab.

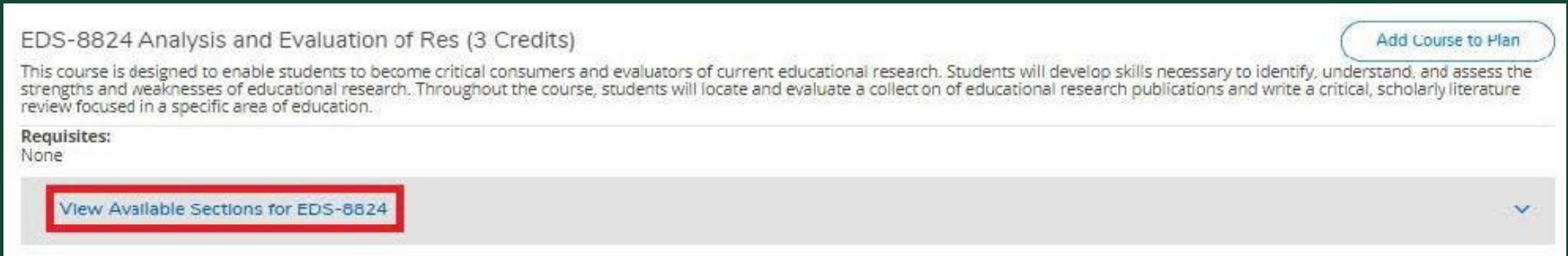


2. Click on the “Student Planning” tab.

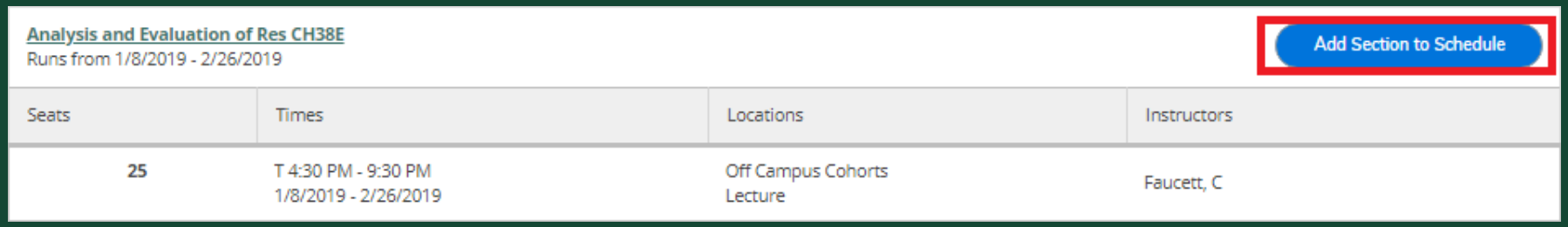
4. Enter the courses your advisor has sent to you in the “Search for courses” search bar and click the magnifying glass.



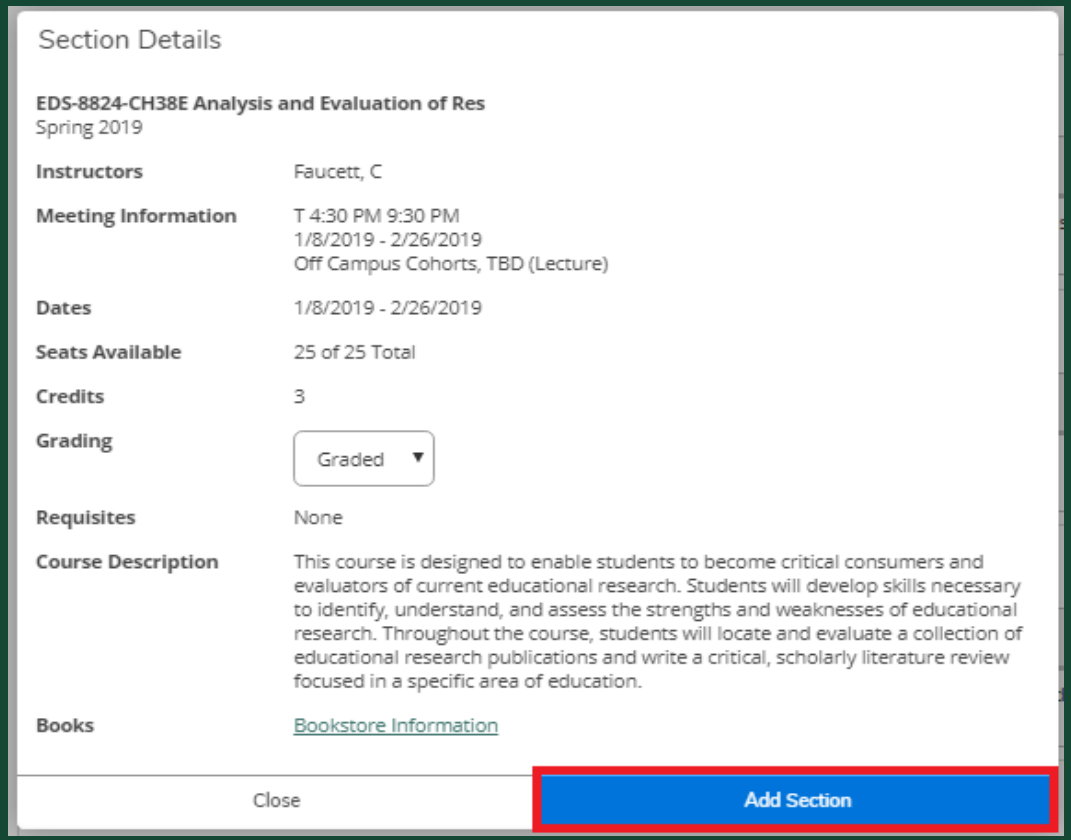
5. Select “View Available Sections” for course. Be sure you choose the section number sent to you by your advisor.



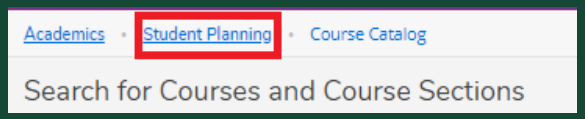
6. Scroll down to the semester you are registering for and select the course by clicking the “Add Section to Schedule” button.



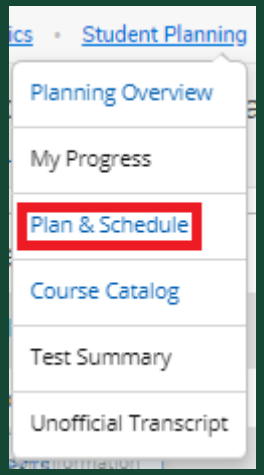
7. Confirm the section details by clicking “Add Section”.



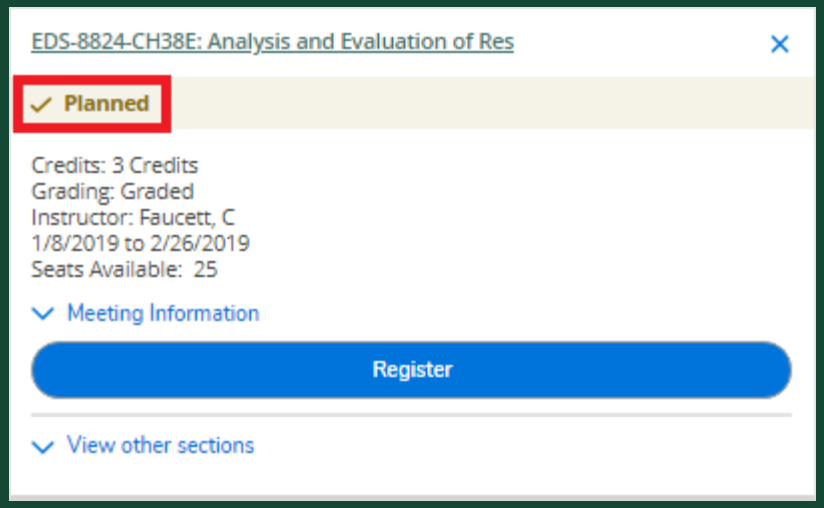
8. Check that you have listed all the correct courses and section numbers sent to you by your advisor. Once you have added all the courses you need to your plan, click “Student Planning”.



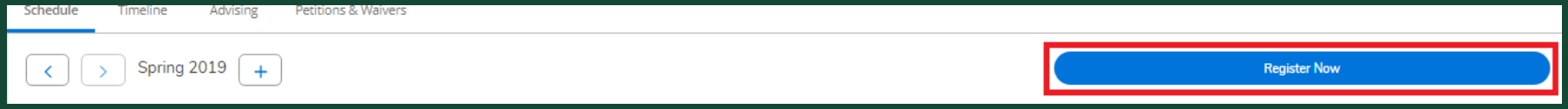
9. On the dropdown menu, select “Plan & Schedule”.



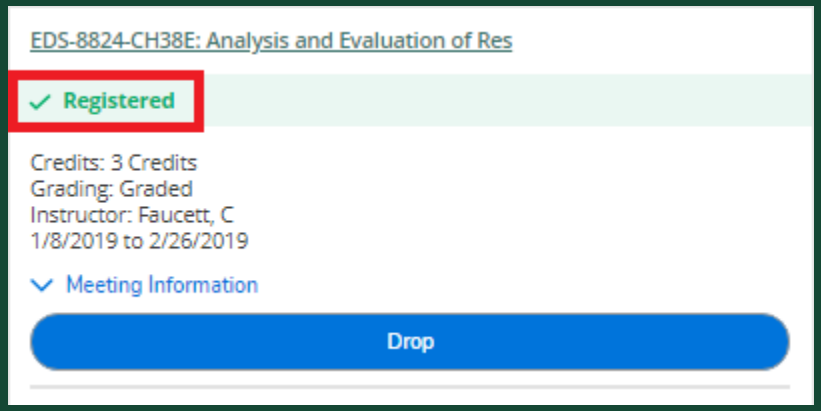
10. Once on the Plan & Schedule page, you will view your planned courses. Review that all courses are planned that need to be.



11. Once you are eligible to register you may return to the “Plan & Schedule” page and select the “Register Now” button. Refer to dates for registration provided by your advisor.



12. Please review your course listing to ensure that each class has a “Registered” status.



13. Any classes with scheduling conflicts, holds on your account, or prerequisite warnings will be shown in the notification box at the top right of your screen. Please note that the courses with scheduling conflicts have not been added to your schedule.

Key Points

1. Log into Self-Service
2. Accept our Financial Agreement
3. Plan Courses
4. Review your planned schedule.
5. Register for your planned courses during your registration period. Refer to dates for registration provided by your advisor.
6. Review your courses to ensure each has a "Registered" status.