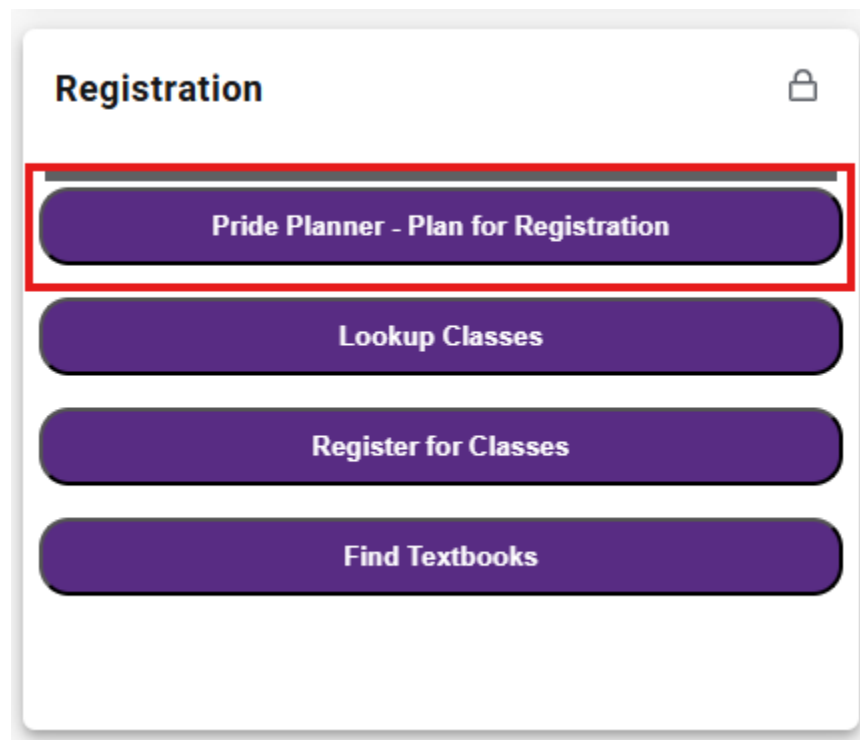


How to Use Pride Planner

Step 1) Login to UNA Portal and Select “Pride Planner – Plan for Registration”



Step 2) Select Applicable Term, Save and Continue

How to Use Pride Planner

Step 3) Press “Change” to the Right of “Course Status”

The screenshot shows the 'Pride Planner' interface. At the top, there are two rows of settings. The first row has 'Course Status' set to 'Open & Full w/Waitlist Open' with a 'Change' button highlighted by a red box. To its right, 'Parts of Term' is set to 'All Parts of Term Selected' with a 'Change' button. The second row has 'Term' set to a blacked-out value with a 'Change' button, and 'Instruction Modes' set to '4 of 6 Selected' with a 'Change' button. Below the settings is a yellow notification box stating: 'You are not currently eligible to register. You can still use the Pride Planner and save your Registration Cart but you will not be able to register.' Below that is an 'Instructions:' box with a list of six steps: 1. Build a schedule by adding courses and breaks. 2. Click Generate Schedules to view your options. 3. Send your selected schedule to the Shopping Cart. 4. Click Register for Classes to select your term and enter your PIN. 5. View your selected schedule on Plans tab. 6. Click Add to Summary and Submit to complete registration. At the bottom, there are two sections: 'Courses' with a '+ Add Course' button and 'Breaks' with a '+ Add Break' button.

Step 4) Change to “Open Classes Only,” and click “Save”

Step 5) Select “+ Add Course” to the right of “Courses”

The screenshot shows the 'Pride Planner' interface after the first step. The 'Course Status' dropdown menu is now set to 'Open Classes Only' with a 'Change' button. The 'Parts of Term' is still 'All Parts of Term Selected' with a 'Change' button. The 'Term' is still blacked out with a 'Change' button. The 'Instruction Modes' is still '4 of 6 Selected' with a 'Change' button. Below the settings, the 'Courses' section has a '+ Add Course' button highlighted by a red box. The 'Breaks' section has a '+ Add Break' button. Below these are two yellow boxes: 'Add the courses you wish to take for the upcoming term.' and 'Add times during the day you do not wish to take classes.' At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button, an 'Advanced Options' button, and a 'View Schedules' button. Below that is a 'Compare' button with an information icon and the text 'Select at least two schedules to compare side by side'.

How to Use Pride Planner

Step 6) Add your courses. Subject = Letters | Course = Numbers (ex. Subject: EN, Course: 111). Click “Add Course” to populate list on right side.

Add Courses for [REDACTED]

By Subject Search by Course Attribute By CRN

Subject: EN - EN - English

Course: |11 First-Year Composition I

EN - English 111 - First-Year Composition I

An introduction to expository writing, rhetoric, and reading. The acquisition of the basic skills in standard English is stressed. Grades in EN 111 are A, B, C, NC (no credit). Students receiving a grade of NC must repeat the course. See Department of English narrative. Prerequisites: Completion of EN 099 or a minimum ACT English score of 18 or a minimum ACCUPLACER Write Placer score of 5, Write Placer test attempts are limited to twice per academic year.

[← Go Back to Generate Schedules](#) [+ Add Course](#)

Courses

Choose a Course and click Add Course

Add Courses for [REDACTED]

By Subject Search by Course Attribute By CRN

Subject: EN - EN - English

Course: 111 First-Year Composition I

EN - English 111 - First-Year Composition I

An introduction to expository writing, rhetoric, and reading. The acquisition of the basic skills in standard English is stressed. Grades in EN 111 are A, B, C, NC (no credit). Students receiving a grade of NC must repeat the course. See Department of English narrative. Prerequisites: Completion of EN 099 or a minimum ACT English score of 18 or a minimum ACCUPLACER Write Placer score of 5, Write Placer test attempts are limited to twice per academic year.

[← Go Back to Generate Schedules](#) [+ Add Course](#)

Courses

EN 111
First-Year Composition I

How to Use Pride Planner

Step 7) Once classes are inserted, click “Go Back to Generate Schedules”

Add Courses for [REDACTED]

By Subject Search by Course Attribute By CRN

Subject SRM - SRM - Sports Recreation Mgt

Course 200 Leisure in Contemporary Life

SRM - Sports Recreation Mgt 200 - Leisure in Contemporary Life

This course will allow the student to explore the psychological, sociological, economic, and environmental implications of leisure in contemporary society. Specific emphasis will be given to an historic overview of leisure, the relationship of work to leisure, implications for current leisure trends, responsibility and leisure choices and the role leisure may play in our future.

[< Go Back to Generate Schedules](#) [+ Add Course](#)

Courses

- EN 111 First-Year Composition I
- COM 201 Fundamentals of Speech
- ES 131 Earth Science/Physical Geology
- PY 201 General Psychology
- SRM 200 Leisure in Contemporary Life

Step 8) Check Sections for Each Course

Courses

[+ Add Course](#)

Select All

- COM 201 Fundamentals of Speech [Sections](#) [i](#) [lock](#) [x](#)
[Prerequisites](#) [Special Approval](#)
- EN 111 First-Year Composition I [Sections](#) [i](#) [lock](#) [x](#)
[Prerequisites](#)
- ES 131 Earth Science/Physical Geology [Sections](#) [i](#) [lock](#) [x](#)
- PY 201 General Psychology [Sections](#) [i](#) [lock](#) [x](#)
- SRM 200 Leisure in Contemporary Life [Sections](#) [i](#) [lock](#) [x](#)

How to Use Pride Planner

Step 9) Uncheck Any Section You Would NOT Like to Take (example below shows only online sections, regular full-term sections).

	CRN #	Section	Subject	Component	Seats Open	Waitlist Seats Open	Parts of Term	Instructor	Day(s) & Location(s)	Credits
<input type="checkbox"/>	20641	01	EN	Lecture	15	10	Full Term		MWF 8:00am - 8:50am - COLLIB 222	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	20787	03	EN	Lecture	11	10	Full Term		MWF 11:00am - 11:50am - CRAMER 202	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	20643	04	EN	Lecture	8	10	Full Term		MWF 11:00am - 11:50am - CRAMER 314	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	20644	05	EN	Lecture	2	10	Full Term		TTh 11:00am - 12:15pm - COLLIB 222	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	20645	06	EN	Lecture	7	10	Full Term		MWF 10:00am - 10:50am - CRAMER 317	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	20646	07	EN	Lecture	13	10	Full Term		TTh 8:00am - 9:15am - CRAMER 202	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	20647	08	EN	Lecture	13	10	Full Term		TTh 9:30am - 10:45am - CRAMER 312	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	26536	09	EN	Lecture	3	10	Full Term		TTh 11:00am - 12:15pm - CRAMER 303	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	23267	10	EN	Lecture	14	10	Full Term	Not Assigned	TTh 2:00pm - 3:15pm - CRAMER 203	3
Prerequisites Title: First-Year Composition I										
<input checked="" type="checkbox"/>	25381	I02	EN	Lecture	1	10	Full Term		ONLINE ONLN	3
Prerequisites Title: First-Year Composition I										
<input type="checkbox"/>	26139	I04	EN	Lecture	2	10	Winter Session		ONLINE ONLN	3
Prerequisites Title: First-Year Composition I										

Important Information (how to read a list of sections):

- Sections without an I (i) in front of the section number (ex. 01, 03, 04) will be in-person class. You can verify by looking at the “Day(s) & Location(s)” column. If it has a day, a time, and a location, it is a in-person class.
- Sections with an I (i) in front of the section number (ex. I02, I04) will be an online class. You can verify by looking at the “Day(s) & Location(s)” column. If it says “ONLINE ONLN,” it is an online class.
- Verify that you do not accidentally sign up for a “special” course (ex. First or second 8-week, winter session, etc.). You can verify this by looking at the “Parts of Term” column. If it states anything other than [YOUR TERM] – Full Term, it is a “special” course.

How to Use Pride Planner

Step 10) (Optional) Add a break into your schedule by clicking “Add Break” to the right of “Breaks” on the main Pride Planner menu.

Courses

+ Add Course

- Select All
- COM 201
Fundamentals of Speech
Sections
Prerequisites Special Approval
- EN 111
First-Year Composition I
Sections
Prerequisites
- ES 131
Earth Science/Physical Geology
Sections
- PY 201
General Psychology
Sections
- SRM 200
Leisure in Contemporary Life
Sections

Breaks

+ Add Break

Add times during the day you do not wish to take classes.

Schedules

Advanced Options

View Schedules

Generate Schedules

Compare

Select at least two schedules to compare side by side

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name:

Start Time: :

End Time: :

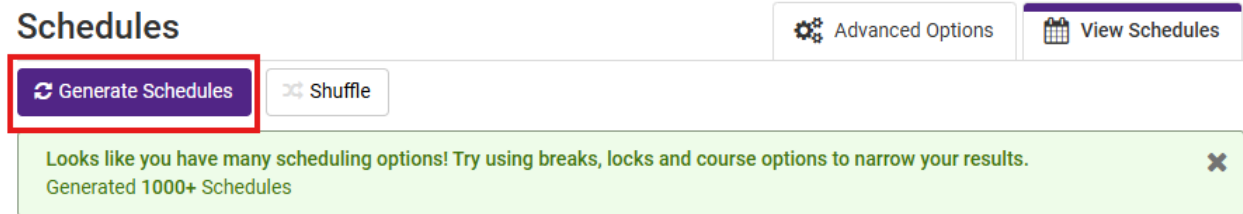
Days: Select Weekdays

MON TUE WED THU FRI SAT SUN

Duration: Ongoing

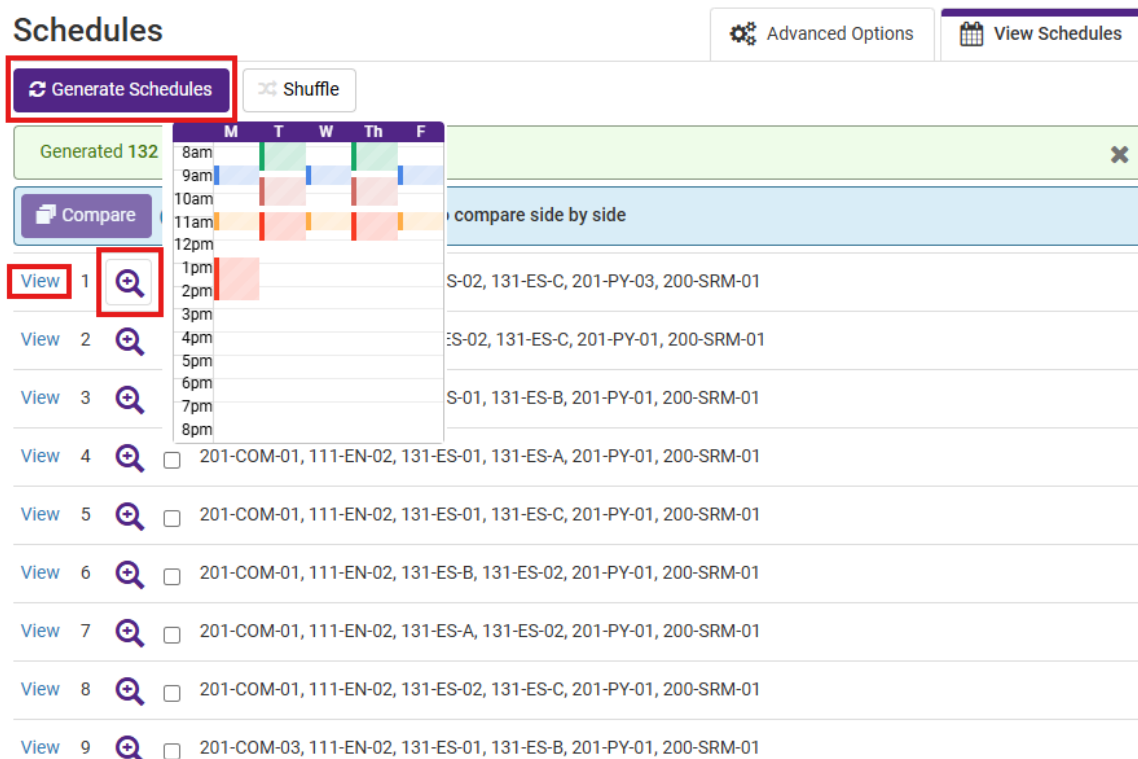
How to Use Pride Planner

Step 10) Once you have gone through all of the courses' sections, click "Generate Schedules" underneath "Schedules" on the main Pride Planner screen.



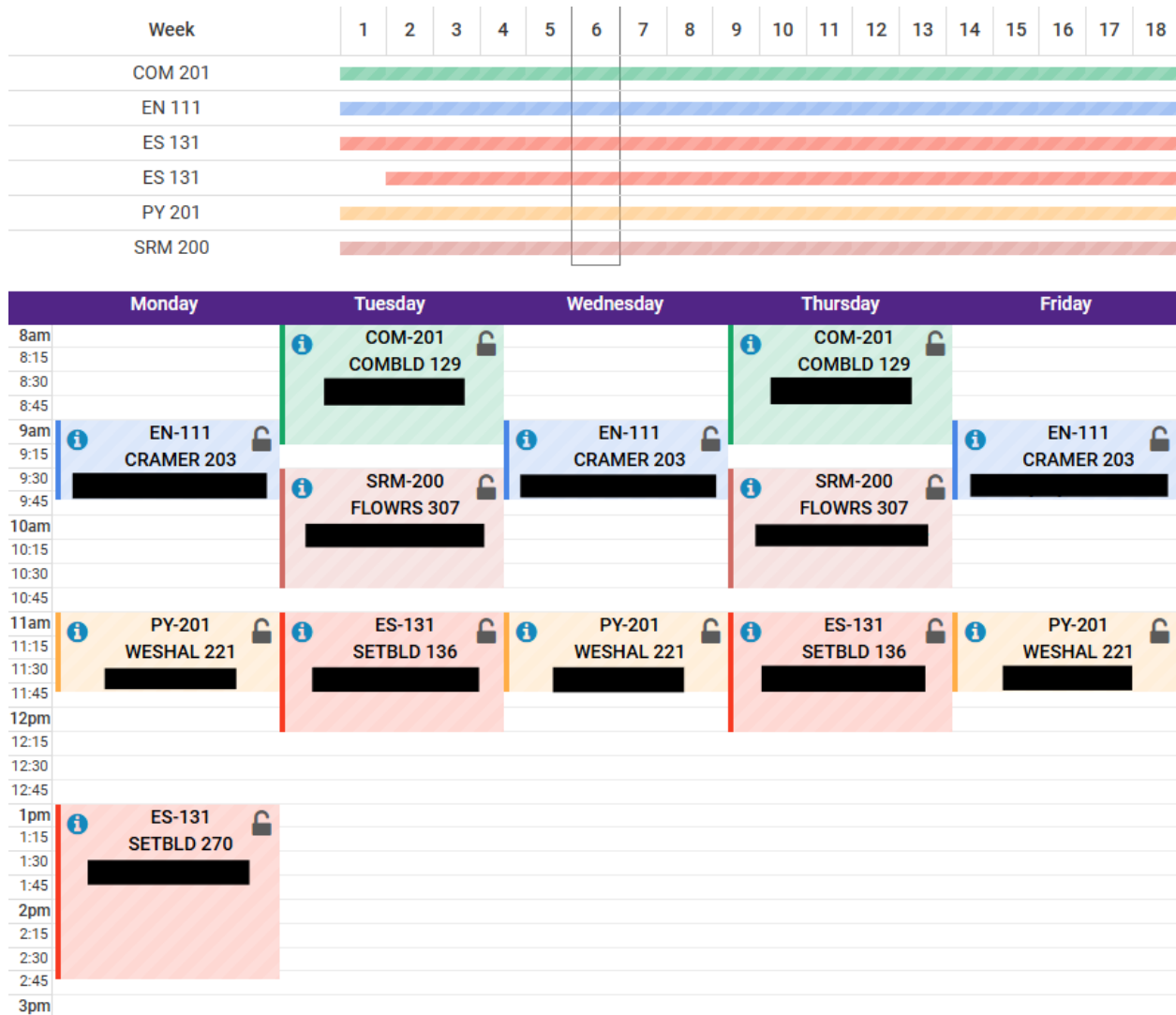
***If you have an abundance of schedules generated (example above), continue to add breaks, deselect sections to narrow down choices. Be sure to hit "Generate Schedules" again after any changes.**

Step 12) Mouse over the magnifying glasses next to each generated schedule until you find one that you like. Click "view" to the left of the number to open the schedule's details up.



How to Use Pride Planner

Step 13) Scroll down and verify that you want this exact schedule.



Step 14) Scroll up and click “Send to Shopping Cart”

Potential Schedule for [Redacted]

Navigation buttons: < Back, Print, Email, **Send to Shopping Cart**, Shuffle, Schedule 1 of 132 >

How to Use Pride Planner

Step 15) Select “Register for Classes”

Step 16) Select the Applicable Term, and type your PIN Number (provided by your Academic Advisor).

Step 17) Select “Continue”

Step 18) Select “Plans” (found next to Enter CRNs, Find Classes, etc.)

Step 19) This is your shopping cart. Click “Add All” on the right side of your screen to add all of the classes.

Step 20) Click “Submit” on the bottom right of your screen.

As long as everything is green (no errors), then you are now completed with registering for classes.