

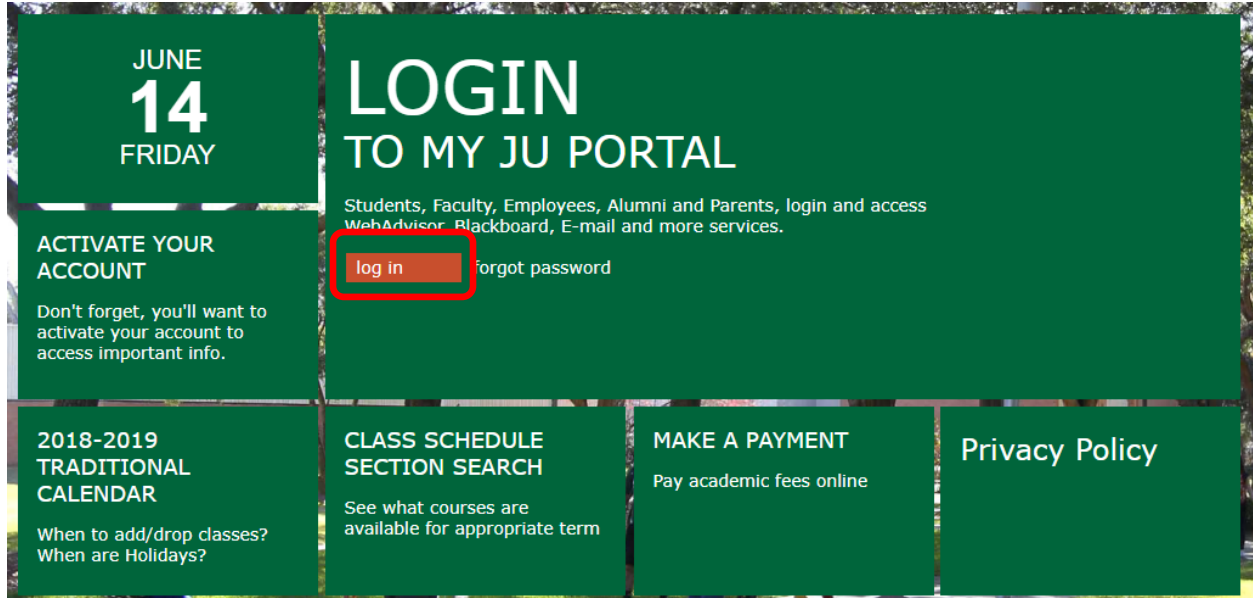
Student Planning Self-Service

Selecting, Planning, and Registering for Classes

Go to www.JU.EDU and click on MY JU -



Click on "LOGIN to MY JU PORTAL" -



Sign in to your account -



JACKSONVILLE UNIVERSITY

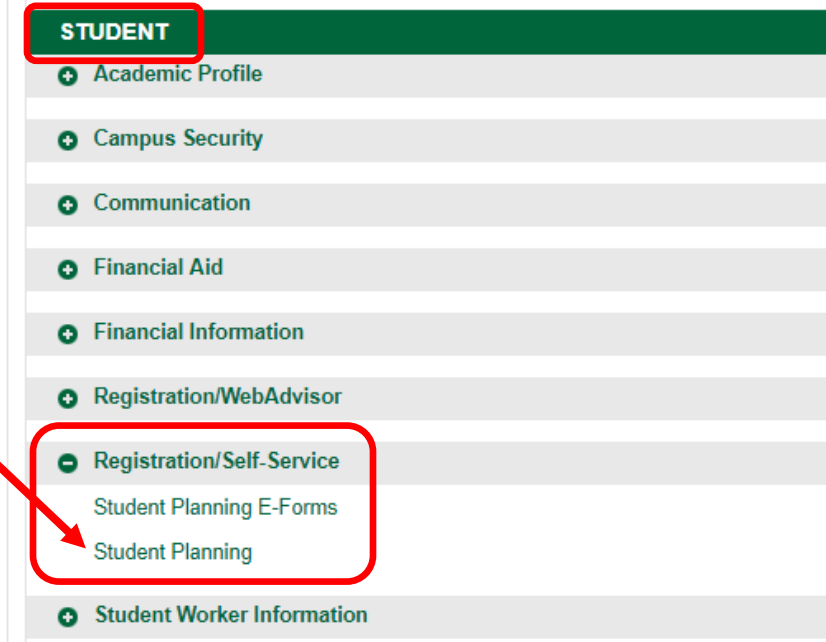
Sign in with your JU Credentials

Sign in

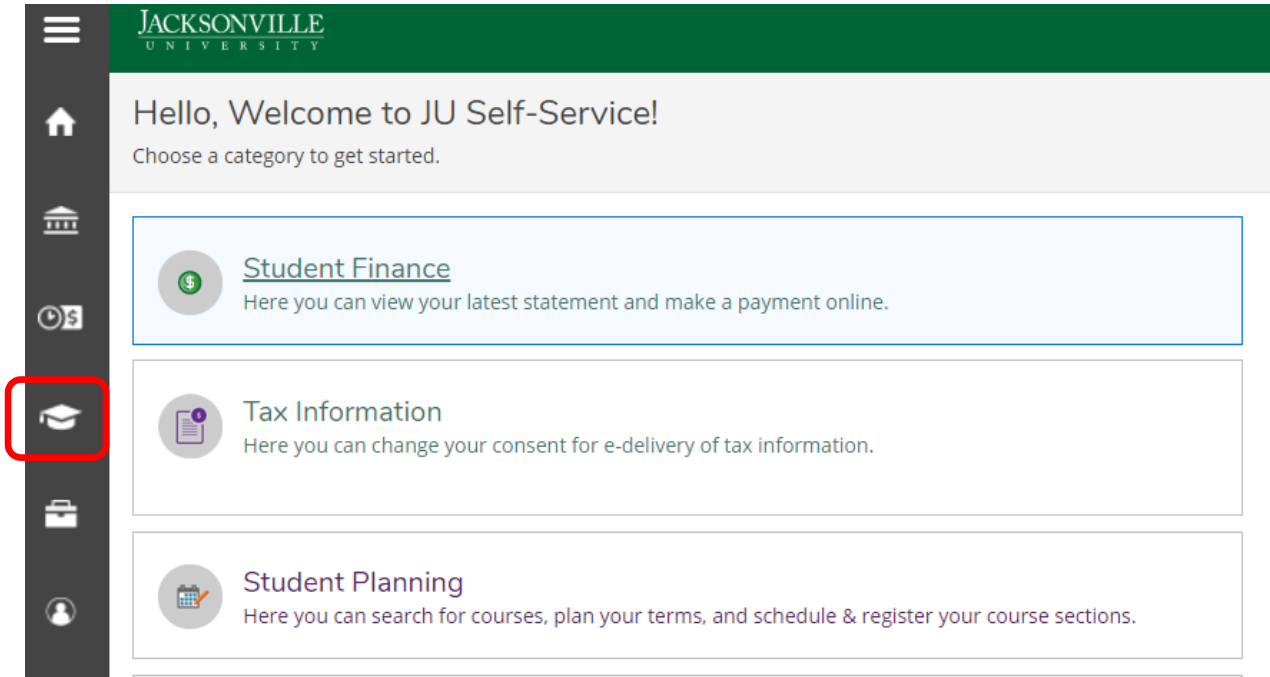
[Forgot Password](#) | [Need Help?](#)

SELECTING & PLANNING COURSES:

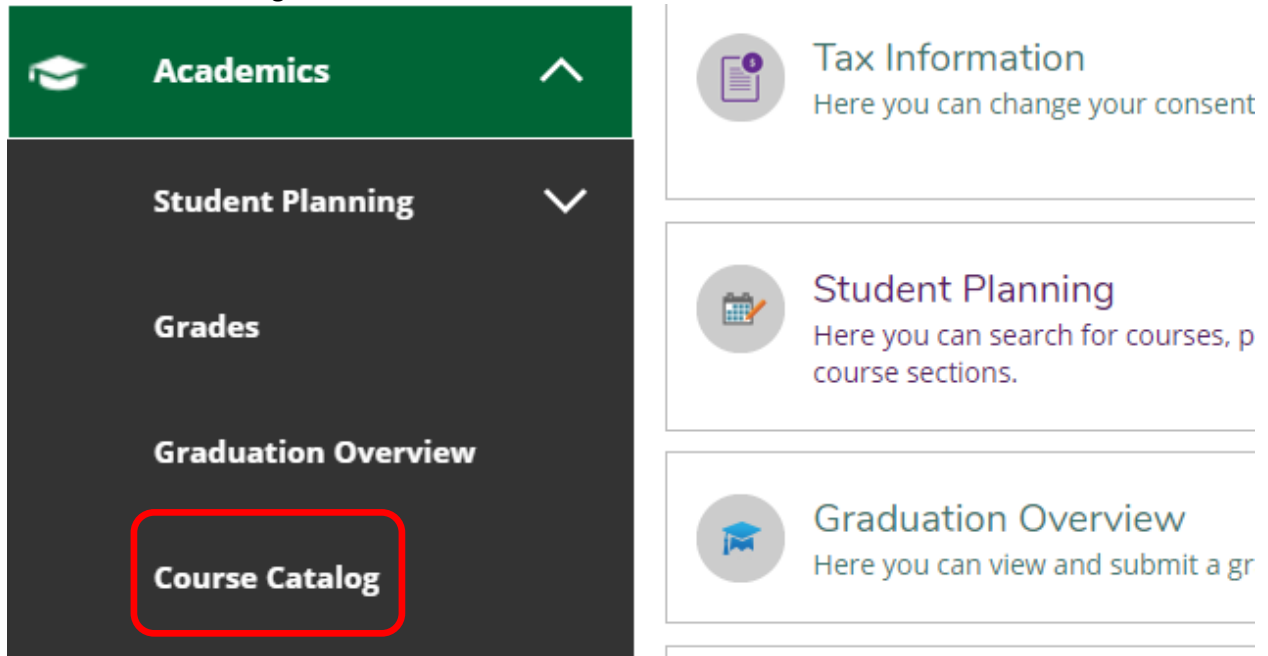
At the My JU Portal, locate STUDENT and click on Registration/Self-Service;
Click on Student Planning where you will be automatically signed-in to Student Self-Service -



Locate icons on left side bar;
Click on the icon that looks like a Graduation Hat -



“Academics” menu shifts to the right;
Click on Course Catalog -



The Academics menu is shown on the left, with 'Course Catalog' highlighted in a red box. To the right are three navigation cards: 'Tax Information', 'Student Planning', and 'Graduation Overview', each with an icon and a brief description.

Academics ^

Student Planning v

Grades

Graduation Overview

Course Catalog

Tax Information
Here you can change your consent

Student Planning
Here you can search for courses, p
course sections.

Graduation Overview
Here you can view and submit a gr

Select Advanced Search –

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
Select Term v	M/d/yyyy	M/d/yyyy
Courses		
Subject v	Course number	Section
Subject v	Course number	Section
Subject v	Course number	Section

+ Add More...

*You can also find courses offered through Subject Search.

From dropdown under Term, select the term;
Select subjects from the Courses dropdown, and type in course number, if known -

Subject Search **Advanced Search**

Catalog Advanced Search

Term 2019 Fall Traditional Term	Meeting Start Date M/d/yyyy	Meeting End Date M/d/yyyy
Courses English	103	Section
Mathematics	110	Section
Subject	Course number	Section

When finished, click Search -

[Clear](#) [Search](#)

Subject(s) will appear towards the right of screen;
Click on "View Available Sections for XXX-###" to view all sections -

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results

Availability

Open and Waitlisted Sections
 Open Sections Only

Subjects

English (1)
 Mathematics (1)

Locations

Jacksonville University (2)
 On-Line (1)
 Service Learning (1)

Show All Terms

2019 Fall Traditional Term (2)

Advanced Search Selection: ENGL-103, MATH-110

Filters Applied: [2019 Fall Traditional Term](#) ×

MATH-110 Mathematics of Motion & Change (3 Credits)

A study of the mathematics of growth, motion and change. A review of algebraic, exponenti prepare students for the sequence of calculus courses. A graphing calculator is required.

Requisites:

MATH-104 - Must be completed prior to taking this course.

[View Available Sections for MATH-110](#)

ENGL-103 Introductory Writing (3 Credits)

ENGL 103 focuses on the development of skills necessary for reading analytically and writin research skills, library resources, and documentation systems.

Requisites:

Take ENGL-EXIT - Must be taken either prior to or at the same time as this course.

[View Available Sections for ENGL-103](#)

Scroll through section availability until the desirable day/time of section is located;
Select "Add Section to Schedule" to plan course on your schedule -



Introductory Writing 137Z Add Section to Schedule			
Seats	Times	Locations	Instructors
1	M/W/F 8:00 AM - 8:50 AM 8/26/2019 - 12/13/2019	Jacksonville University, Council Bldg. 136 Lecture	TBD

Introductory Writing 139Z Add Section to Schedule			
Seats	Times	Locations	Instructors
0	T/Th 8:00 AM - 9:15 AM 8/26/2019 - 12/13/2019	Jacksonville University, Council Bldg. 134 Lecture	Brunson, K

After clicking "Add Section to Schedule" another larger box appears;
At the bottom right of box, select "Add Section" -

Section Details

ENGL-103-137Z Introductory Writing
2019 Fall Traditional Term

Instructors	TBD
Meeting Information	M, W, F 8:00 AM 8:50 AM 8/26/2019 - 12/13/2019 Jacksonville University, Council Bldg. 136 (Lecture)
Dates	8/26/2019 - 12/13/2019
Seats Available	1 of 18 Total
Credits	3
Grading	Graded
Requisites	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><p> Take ENGL-EXIT - Must be taken either prior to or at the same time as this course.</p></div> <div style="border: 1px solid #ccc; padding: 5px;"><p> ENGL-103EXIT-137Z - Must be taken at the same time as this course.</p></div>
Course Description	ENGL 103 focuses on the development of skills necessary for reading analytically and writing clear, accurate, coherent expository prose. It also introduces students to basic research skills, library resources, and documentation systems.

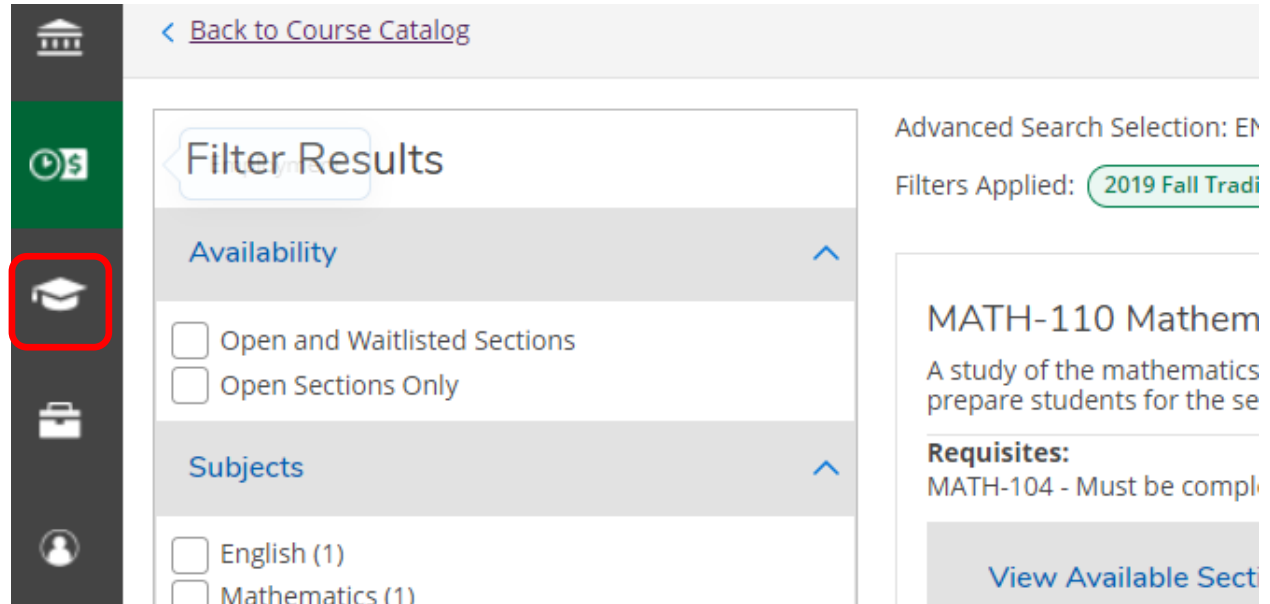
Close Add Section

*Continue adding courses and sections as needed to plan classes on your schedule.

REVIEWING YOUR SCHEDULE & REGISTERING FOR COURSES:

Locate icons on left side bar;

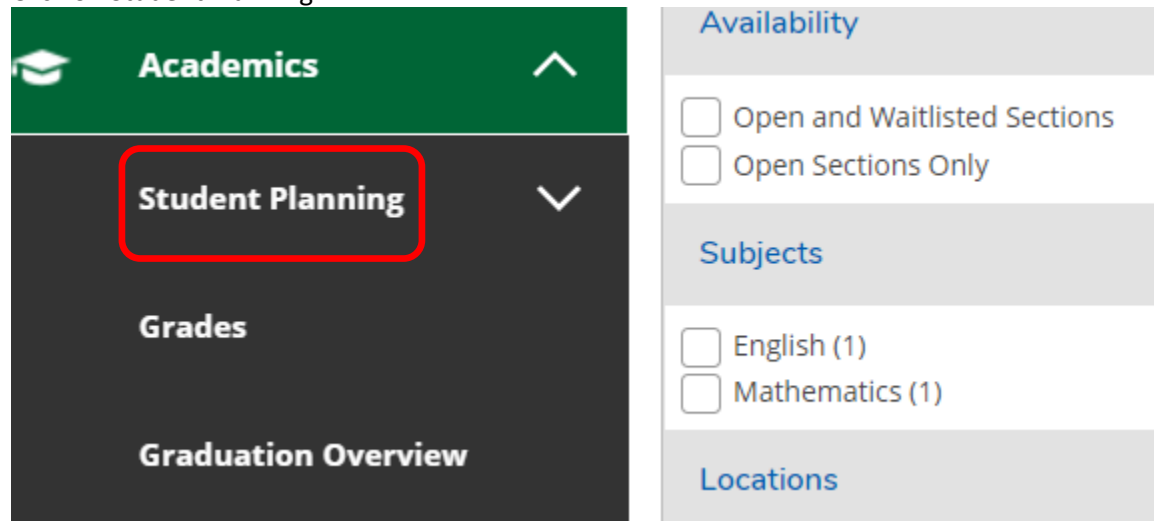
Click on the icon that looks like a Graduation Hat -



The screenshot shows a web interface for reviewing a schedule. On the left is a vertical sidebar with four icons: a building, a clock, a graduation hat (highlighted with a red box), and a briefcase. The main content area has a header with a back arrow and the text "Back to Course Catalog". Below this is a "Filter Results" section with two expandable categories: "Availability" and "Subjects". Under "Availability", there are two checkboxes: "Open and Waitlisted Sections" and "Open Sections Only". Under "Subjects", there are two checkboxes: "English (1)" and "Mathematics (1)". To the right of the filters, it says "Advanced Search Selection: EM" and "Filters Applied: 2019 Fall Tradi". Below this is a card for "MATH-110 Mathem" with a description: "A study of the mathematics prepare students for the se". Underneath the description, it lists "Requisites: MATH-104 - Must be compl". At the bottom of the card is a button labeled "View Available Sect".

"Academics" menu shifts to the right;

Click on Student Planning -



The screenshot shows the "Academics" menu expanded. The menu is dark grey with a green header containing a graduation hat icon and the word "Academics" with an upward arrow. The menu items are "Student Planning" (highlighted with a red box and a downward arrow), "Grades", and "Graduation Overview". To the right of the menu is a filter section with three expandable categories: "Availability", "Subjects", and "Locations". Under "Availability", there are two checkboxes: "Open and Waitlisted Sections" and "Open Sections Only". Under "Subjects", there are two checkboxes: "English (1)" and "Mathematics (1)".

Click on Plan & Schedule -

Academics

Student Planning

Planning Overview

Degree Audit

Plan & Schedule

Course Catalog

Test Summary

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- English (1)
- Mathematics (1)

Locations

- Jacksonville University (2)
- On-Line (1)
- Service Learning (1)

Show All Terms

- 2019 Fall Traditional Term (2)

Once at the Plan & Schedule screen, make sure the term is correct -

Schedule Timeline Advising Petitions & Waivers

< > 2019 Fall Traditional Term +

Register Now

The courses that are planned will appear in **yellow** -

ENGL-103-137Z: Introductory Writing

- Take ENGL-EXIT - Must be taken either prior to or at the same time as this course.
- You must also take ENGL-103EXIT-137Z

Planned

Credits: 3 Credits
Grading: Graded
Instructor: TBD
8/26/2019 to 12/13/2019
Seats Available: 1

Meeting Information

Register

View other sections

MATH-110-111Z: Mathematics of Motion & Change

- MATH-104 - Must be completed prior to taking this course.

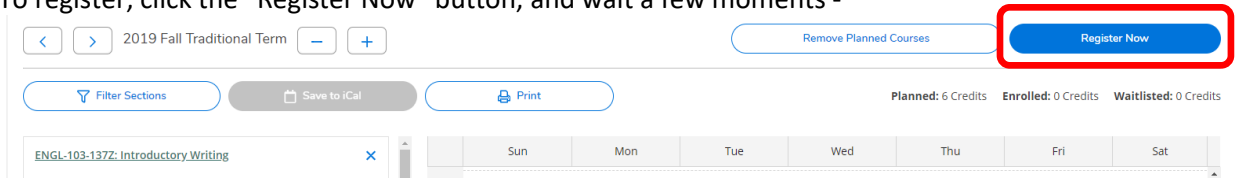
Planned

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am	ENGL-103-137Z	ENGL-103-137Z	ENGL-103-137Z				
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

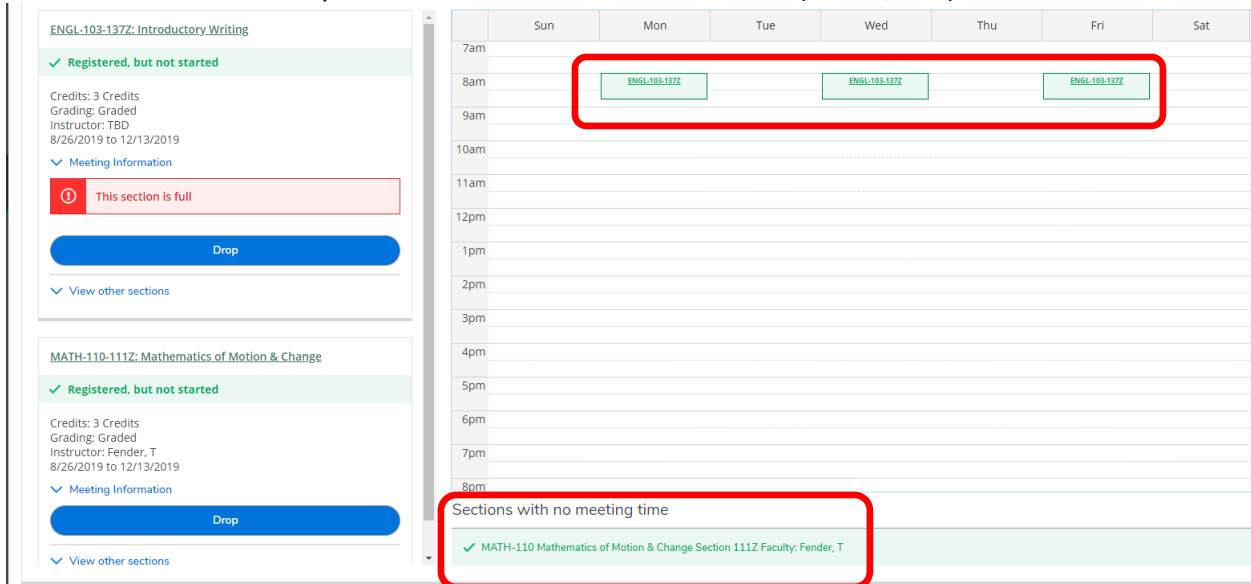
Sections with no meeting time

- MATH-110 Mathematics of Motion & Change Section 111Z Faculty: Fender, T

When your window to register is open, the “Register Now” button will be available. Make sure all HOLDS are cleared that will prevent you from registering for classes. To register, click the “Register Now” button, and wait a few moments -



You are registered for the courses that appear in **green**; Please note if there are any courses at the bottom of the calendar (Online, TBD) -



To make any changes to your schedule, repeat the selection process and use the Drop button on the left to remove classes from your schedule –

