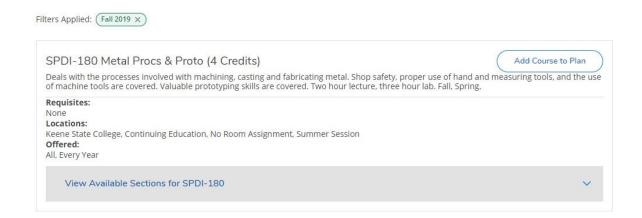
REGISTERING FOR A COURSE USING MY PROGRESS

Registrar's Office | kscregistrar@keene.edu

- 1. Go to MyKSC > Course Registration > Student Planning > My Progress
- 2. Read carefully your requirements. The requirements will clearly state whether you need to take all the courses listed or if you are choosing only one or more from the list.



3. Click on the link of the course you want. Student Planning will take you to the search for that specific course:



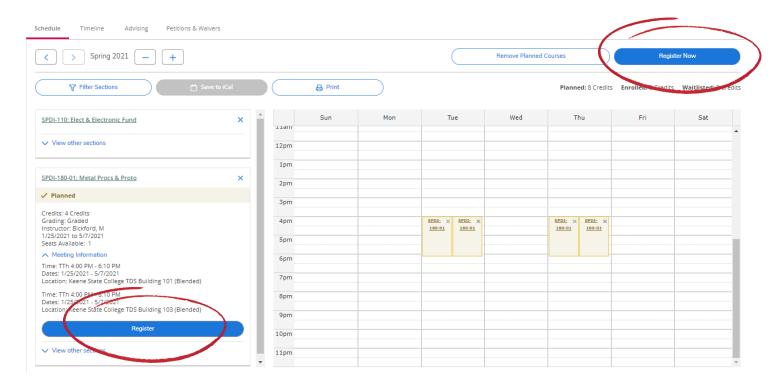
- 4. Apply appropriate filters (located on the left of your screen.) In the above example, the student applied the Fall 2019 filter.
- 5. Make sure you "View Available Sections" so you can add the course to your schedule.

6. Once courses are in your plan, they should appear as yellow on your schedule:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<u>SPDI-</u>		<u>SPDI-</u>		
				-		
				-		
	Sun	Sun Mon	SPDI- X SPDI- X	SPDI- X SPDI- X	SPDI- X SPDI- X SPDI- X SPDI- X	SPDI- X SPDI- X SPDI- X SPDI- X

This course appears twice on each day because it is scheduled in two different rooms – normally you would only see it appear once.

To actually register for the course, you must now choose the "Register Now" button in the upper-right corner which will register you for all courses in your plan you are eligible to register for at the same time OR you can choose the "Register" button on each individual class.



Helpful tip: When adding a course to your plan, be sure you are adding a specific section and not just the course. If you don't add a specific section, the "Register Now" button won't work.

What if the requirement is not a specific course? Use the Search button for the same result:



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