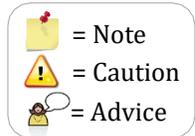


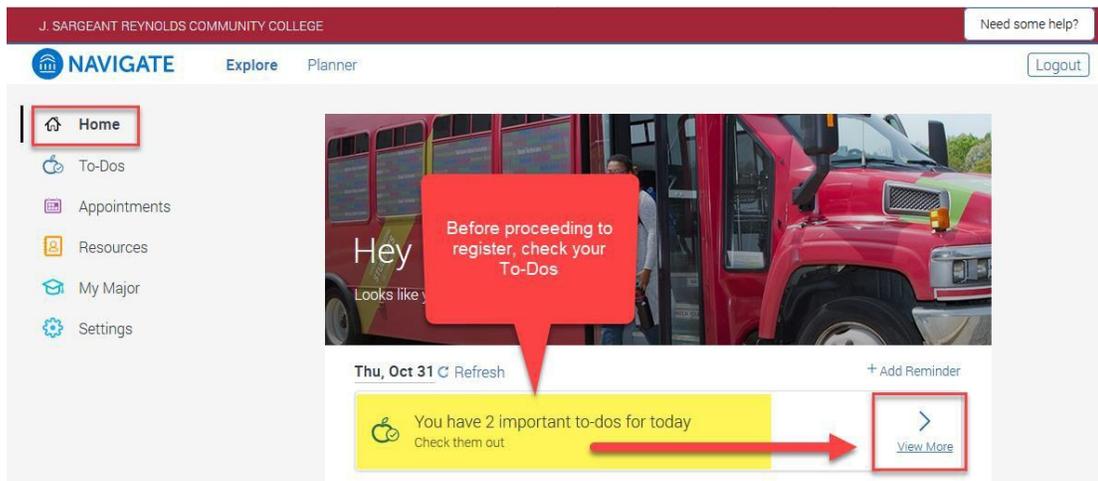
Instructions



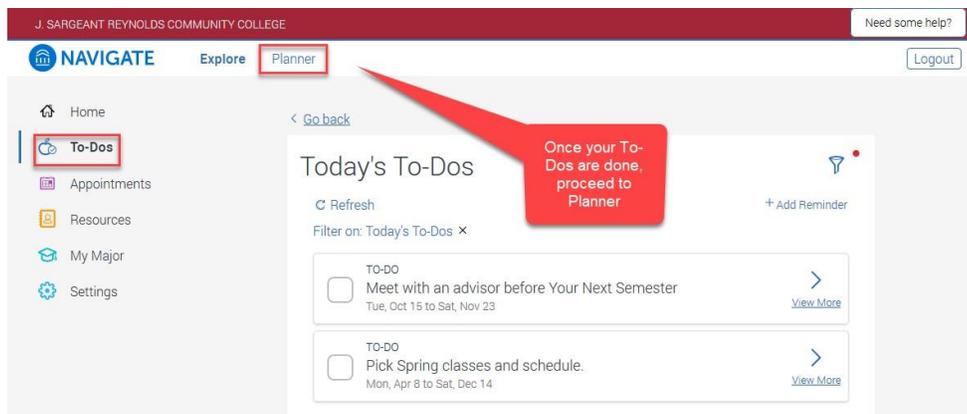
1. Log into **MyReynolds** using Google Chrome or Mozilla Firefox



2. Review and complete necessary items in your **To-Do** prior to registration



3. Once the To-Dos have been addressed, click **Planner** at the top of the window.



4. It is possible to Plan, Schedule and Register from a Mobile Device **ONLY IN A BROWSER**. Once inside planner can view your selective or declared academic program, statuses of your program requirements, and the ability to view your completed, current and upcoming terms.

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NAVIGATE Explore **Planner** Need some help? Logout

Information Sys Tech AAS AAS 61 Credits

Feedback History Print

Plan Suggestions

The following list of courses are the requirements you will need to take in order to graduate. The list of courses from top to bottom is the order recommended that you take the courses. Drag or add courses through the course menu to plan them on your terms. See your advisor if you have questions

Based on your placement scores, you need to take the following developmental courses first.

Program Template Courses

- SDV100 College Success Skills
- ENG111 College Composition I
- MTH 130**
- ITE115 Introduction to Computer Applications and Concepts
- ITE221 PC Hardware and OS Architecture

Completed

Requisite Completed

Completed

Completed

Completed

My Plan

Show Completed Terms

+ Add a new term

Current and Upcoming Terms

- 2019 Fall
- Term Status: Registration Open
- Enrolled/ In Progress
- ITE160 Desktop Database Software (Access)
- ITP251 Systems Analysis and Design
- ITE130 Introduction to Internet Services
- ART100 Art Appreciation

View / Edit Schedule 12 - 13 Credits

Statuses of program requirements: Planned, enrolled or completed.

Selective or Declared Academic Program

Turn On to view completed terms

5. The search feature enables locating and adding courses outside of your academic plan.

To begin, click the **Search** icon and type the course title or course ID.

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NAVIGATE Explore **Planner**

Information Sys Tech AAS AAS 61 Credits

Search

Search by title or course ID

Biology

Search for Biology in All

Search for Biology by Title

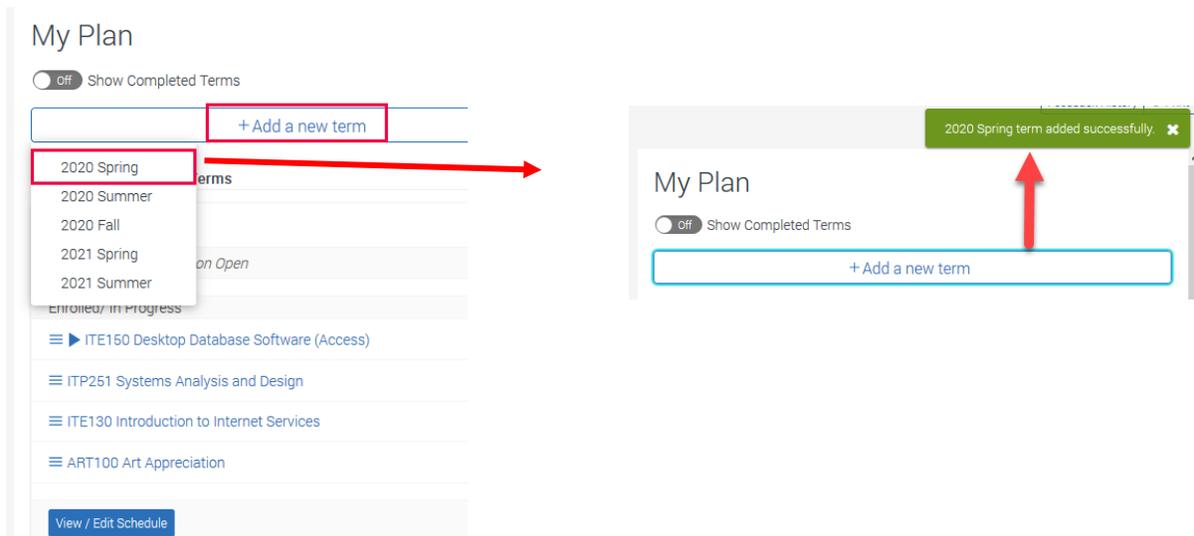
Search for Biology by Description

Search for Biology by Course Id

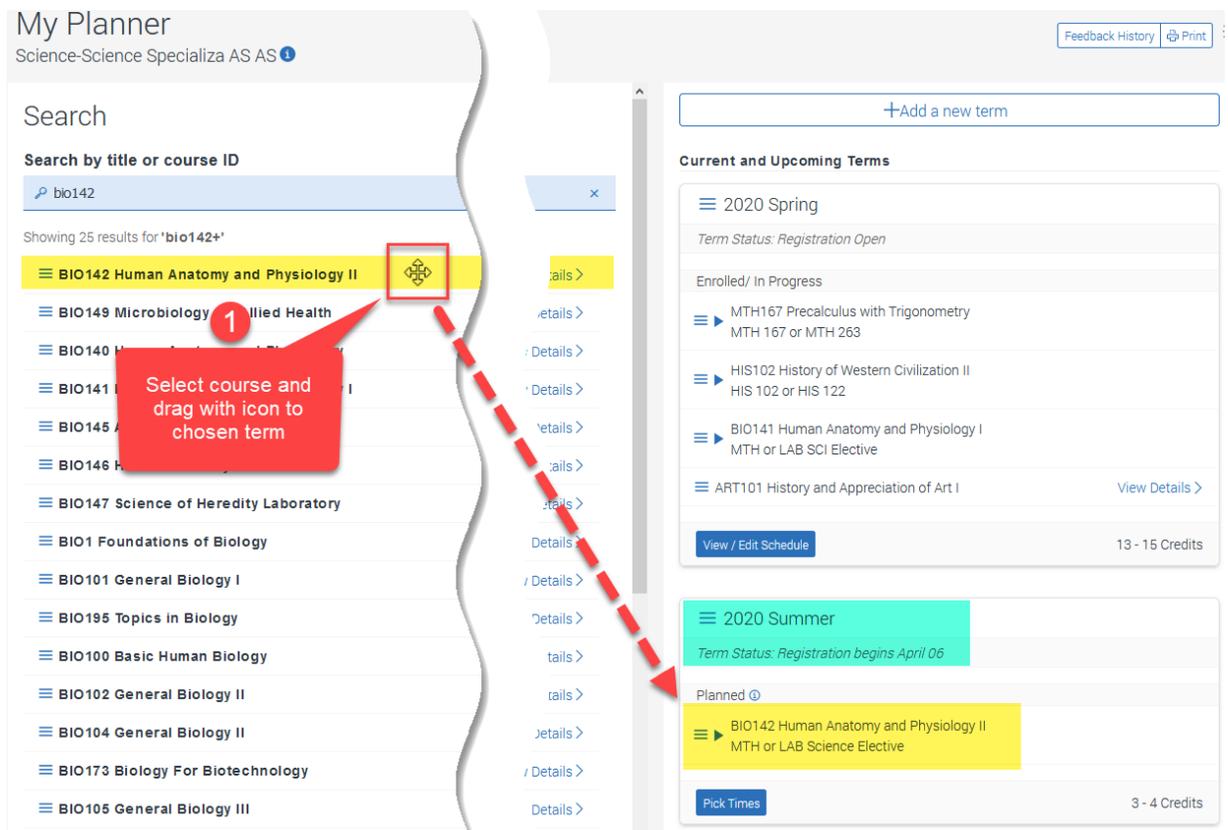
- ENVR118 Int To Water Pollution Biomonitoring Tec
- BIO1 Foundations of Biology
- BIO206 Cell Biology
- BIO101 General Biology I
- BIO195 Topics in Biology
- BIO100 Basic Human Biology

To search for courses outside of your academic plan.

6. To Add a Course to a term, select course and drag to chosen term.



7. To add the course to your term, hover near the course title until the cursor changes. That will be your handle to drag the course to your desired term.



8.

The course is now in **desired term**. Term status should be noted to ensure **registration dates**.

Click **Pick Times** to proceed.

Current and Upcoming Terms

2020 Spring
Term Status: Registration Open

Enrolled/ In Progress

MTH167 Precalculus with Trigonometry
MTH 167 or MTH 263

ART101 History and Appreciation of Art I View Details >

[View / Edit Schedule](#) 13 - 15 Credits

2020 Summer
Term Status: Registration begins April 06

Planned

BIO142 Human Anatomy and Physiology II
MTH or LAB Science Elective

[Pick Times](#) 3 - 4 Credits

Note status of upcoming term when choosing and adding courses.

9. When the option appears for your selected course, choose the **Parts** icon which reveals available terms and times for that course. In the example below, the first option offers four available times for this term.

< Back to My Planner

2020 Summer

My Planned Courses CRN Search

BIO142 Human Anatomy and Physiology II
1 parts: [Lectures](#) [Parts](#)

Choose one class from each category. All selections must fall within the same date range:

May 18th - Jul 28th 2020
Lecture
4 available times

May 18th - Jun 22nd 2020
Lecture
1 available time

May 18th - Jul 28th 2020
Lecture
1 available time

Jun 25th - Jul 30th 2020
Lecture
4 available times

10. Once time options are revealed, you are able to drag the chosen time slot to your calendar.

The screenshot shows the '2020 Summer' course selection interface. On the left, a list of available sections for 'BIO142 - CRN 17614-01DT-1' is shown. A red callout box with the number '1' points to one of these sections. A red arrow points from this callout to a second red callout box with the number '2', which points to the same section now appearing in the 'Weekly Calendar' view. The calendar shows the course times (8:00 am - 10:10 am and 10:20 am - 12:30 pm) on Tuesday and Thursday. A red callout box with the number '2' and the text 'Course times pop into calendar at selected days and times' is positioned near the calendar grid.

11. The section now appears on your calendar. If there are no conflicts, you will see a **GREEN** confirmation message.

The screenshot shows the 'My Schedule' page. A green confirmation message is displayed at the top right, stating 'You have scheduled BIO142 Human Anatomy and Physiology II Lecture'. A red callout box with the text 'Confirmation of course scheduled.' points to this message. Below the message, a red callout box with the text 'However, the course is not yet registered.' points to a detailed view of the scheduled course in the 'Weekly Calendar' section. The detailed view shows the course name, dates, times, and a note: 'These courses are not yet registered.'

12. Next, if required, you will enter a PIN number. You may also need to meet with your advisor prior to registering. Click register in the top right corner of your window to receive a registration confirmation.

The image shows a registration interface with a grid of time slots. The top right corner contains three buttons: '+ Enter Section PINs', 'Pay Tuition', and 'Register (1)'. A red callout box labeled '1' points to the '+ Enter Section PINs' button. A second red callout box labeled '2' points to the 'Register (1)' button. The grid shows time slots from 12 pm to 8 pm, with 'Afternoon' and 'Evening' labels. The 'Register (1)' button is highlighted with a red border.

1

+ Enter Section PINs

Pay Tuition

Register (1)

12 pm

1 pm

2 pm

3 pm

4 pm

5 pm

6 pm

7 pm

8 pm

Afternoon

Evening

Enter Section PIN number if required. You may need to meet with your advisor prior to registering.

2

Click Register If successful, you will receive a confirmation.