How to Register for Courses Using Student Planning

Student Planning is a tool that if used properly could help you plan your Academic career at Roger Williams University School of Law. It is shared with the rest of the University so on first login it requires some cleanup and preparation. You can plan courses for your three years based on how often and when we normally offer them. It does not mean the courses are 100% guaranteed to be offered in that certain term, however, we will give you the best information possible. You should always plan alternatives and backups. Planning your registration ahead of time will always help you on your actual day of registration.

Roger Williams University School of Law Students register for classes through Roger Central. The link to this portal can be found on the <u>Law School home page</u> by selecting Roger Central from the "Current Students" menu at the top. From here you will be directed to the login page.

Type your user name and domain into the domain/user name box. (Example: jsmith123@academics.rwu) 2. Type your password in the password box. The default password is your first initial, last initial, last four of your soc. followed by RWU (Example: js1234RWU) Once you have successfully signed in, you will be directed to the front page of Roger Central.

1. First step is to set up your remaining terms here at Roger Williams University.

Click on "Student Planning".

≡	ROGER CENTRAL	€ dpeterson 😵 Sign out 💡 Hel
♠	Hello, Welcome to Roger Central! Choose a category to get started.	
٢	Employee Here you can view your tax form consents, earnings statements, banking information, and timecards	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
•	Grades Here you can view your grades by term.	Advising Here you can access your advisees and provide guidance & feedback on their academic planning.
	Faculty Here you can view your active classes and submit grades and walvers for students.	Financial Management Here you can view the financial health of your cost centers and your projects.
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2. Next step is to click the "Student Planning" drop down menu at the top and select "Plan and Schedule". Delete any term that does not say Law and add all terms that do for your next three years.

Academics · Student Planning · Plan & Schedule								
Plan your Degree and Schedule your co	urses				Search for cou	rses	a	ξ
Schedule Timeline Advising Petitions & Wa	ivers							
Filter Sections	iCal 🔒 Print				Planned: 0 Credits E	nrolled: 0 Credits	Waitlisted: 0 Credits	
No Courses Selected For This Term	Sun 8am 9am 10am 11am 12pm 2pm 2pm	Mon	Tue	Wed	Thu	Fri	Sat	
Schedule Iimeline Advising Petitions & War Imeline Advising Petitions & War Imeline Law Summer 2020 - +	vers							
Filter Sections	ICal Print Add a Term to Your Plan Please select a term to be added to your pla	n:			Planned: 0 Credits E	nrolled: 0 Credits Fri	Waitlisted: 0 Credits	
	Law Fall 2020			•			••••••••••••••••••••••••••••••••••••••	
	Cancel		Add Term					
	11am							
	12pm							l
	1pm							
	2pm							
	3pm							
	4pm							
	5pm							

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You have now done the appropriate setup and can start planning your courses.

3. Click the Student Planning drop down again and select "Planning Overview". Click on "View Your Progress" as this will bring up your degree audit.

Academics 🚽	Academics Student Planning Plannin									
Steps to There are man	Steps to Getting Started Search for courses and earn your degree. Here are 2 steps to get you started: Search for courses Q									
1 View Your Progress Start by going to My Progress to see your academic progress in your degree and search for curses. Plan your Degree & Register for Classes So to My Progress So to My Progress							d register your remaining classes			
Programs			Cumulative GPA		Progress					
LAW.JD			(2.000 required)							
Fall 201	Fall 2019 Schedule									
	Sun	Mon	Tue	Wed		Thu	Fri	Sat		
8am								· · · · · · · · · · · · · · · · · · ·		
9am										

4. Scroll through your degree audit and click on the course you want to plan and/or register; or click on search in the light blue box above that requirement to search for all courses that meet that requirement. A third option would be to enter "law..." or law.749" in the "search for courses" near the top of the screen.

Law Requirements									
Complete all of the following items. O of 4 Completed. Hide Details									
A REQUIRED COURSES REQUIRED: COMPLETION OF ALL FIRST AND SECOND YEAR COURSES Complete all of the following items. 0 of 3 Completed. <u>Hide Details</u>									
1. 1L REQUIRED-1ST SE	MESTER 0 of 5 Courses Co	ompleted. <u>Hide Details</u>							
Status	Course				© Search	Grade	Term	Credits	
🤣 Planned	LAW-600	Civil Procedure I					19/FA	3	
Not Started	LAW-610	Legal Practice I							
Not Started	LAW-623	Criminal Law							
Not Started	LAW-604	Contracts I							
Not Started	LAW-616	Torts I							
2.									

1L REQUIRED-2ND SEMESTER 0 of 5 Courses Completed. Hide Details

5. You can filter your search using the toolbar on the left side. You can only select one option from each section of search values (one term for example) Click "View Available Sections" to see which sections are offered. This is where you can also add it to a future term plan.

ROGER CENTRA	\L	🔹 dpeterson 🛛 😣 Sign	out ? Help
Academics 🗸 Student Planning 🗸 Cour	se Catalog		
Search for Courses and Course < Back to My.Progress	e Sections	Search for courses	٩
Filter Results	Filters Applied: None		
 SUBJECTS 			
Law (1)	LAW-655 Professional Responsibility (2 Credits)	Ad	d Course to Plan
* LOCATIONS	No description available.		
RWU School of Law (1)	Requisites: None		
~ TERMS	Locations: RWU School of Law		
Law Spring 2018 (1) Law Spring 2019 (1) Law Summer 2018 (1) Law Summer 2019 (1)	Offered: Spring & Summer		
* DAYS OF WEEK	View Available Sections for LAW-655		
Monday (1) Tuesday (1) Wednesday (1)	к < 1 > я		
* TIME OF DAY			
Select time range			
* INSTRUCTORS			

6. Click on "Add Section to Schedule". You may see current terms here, make sure you select the proper registration term.

LAW-655 Profe	essional Responsibility (2 Credits)			Add Course to Plan
lo description a	vailable.			
Requisites:	None			
Locations:	RWU School of Law			
Offered:	Spring & Summer			
 View Avai 	lable Sections for LAW-655			
Law Spring	2019			
Profession	al Responsibility A			Add Section to Schedule
Seats	Times	Locations	Instructors	
3	W 3:30 PM - 5:10 PM 01-07-2019 - 05-11-2019	RWU School of Law, School of Law 262 Lecture	Kuckes, N	
Profession	al Responsibility A1			Add Section to Schedule
Waitlisted	Times	Locations	Instructors	
0	W 3:30 PM - 5:10 PM 01-07-2019 - 05-11-2019	RWU School of Law, One Empire Plaza 429 Lecture	Kuckes, N	
Law Summ	er 2019			
Profession	aal Responsibility W			Add Section to Schedule

Click on "Add Section".

Section Details							
LAW-655-W Professional Responsibility Law Summer 2019							
Instructors	ructors Margulies, P (<u>pmargulies@rwu.edu</u>)						
Meeting Information	W 6:00 PM 8:30 PM 05-20-2019 - 08-05-2019 RWU School of Law, School of Law 285 (Lecture)						
Dates	05-20-2019 - 08-05-2019						
Seats Available	50 of 50 Total						
Credits	2						
Grading	Graded •						
Requisites	None						
Course Description	CourseNo Description AvailableDescription						
Books Total							
C	llose	Add Section					

Click "Back to My Progress" to continue adding courses to your current or future terms.

Academics V Student Planning V Co Search for Courses and Cours C Back to My Progress	urse Catalog se Sections	Search for courses	٩
Filter Results	The following results match requirement: 2L REQUIRED		
* AVAILABILITY	Filters Applied: None		
~ SUBJECTS	1 AW-627 Criminal Procedure (3 Credits)		
Law (6)			Add Course to Plan
* LOCATIONS	This course examines the procedural aspects of the criminal justice system.		
RWU School of Law (6)	Requisites: None		
* TERMS	Locations: RWU School of Law		
Law Spring 2019 (4)	Offered: Spring & Summer		
 DAYS OF WEEK 			
Monday (3)	 View Available Sections for LAW-627 		
Tuesday (2) Wednesday (3)			
Thursday (3)	LAW-639 Constitutional Law I (3 Credits)		Add Course to Plan
* TIME OF DAY	No description available.		
Select time range	Requisites: None		
	Locations: RWU School of Law		

If you have added all the courses you want to plan for your current registration then click on the "Student Planning" tab at the top of the page and select "Plan and Schedule". Make sure that the proper term is on the screen for registration.

Click "Register Now" at the top right part of the screen. If you cannot click the button to register, you may have a Bursar or Health Immunization hold. You will see that message in the this bar.

Academics 🗸 🔷 Stud	ent Planning 🗸	Plan	& Schedule							
Plan your Degr	ee and Sch	nedul	e your	courses				Sear	ch for courses	Q
Schedule Timeline	Advising Pet	titions &	Waivers			/				
🔹 🖒 Law Su	ummer 2019	-	+						Remove Planned Cour	ses Register Now
i Your registrati	on period for Law	/ Summ	er 2019 begi	ins on 03-18-2019 at 1:	2:00 AM	×				Refresh
♥ Filter Sections >	🗂 Save to iCal	₿ P	rint					Planned: 2 C	redits Enrolled: 0 Cree	dits Waitlisted: 0 Credit
LAW-655-W: Profes	sional			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Responsibility		×	11am							
Planned			12pm							
Credits: 2 Grading: Graded			1pm							
05-20-2019 to 08-05-20 Seats Available: 50	019		2pm							
 Meeting Information 	n		3pm							
Register			4pm							
 View other sections 			5pm							
		-	6pm				😒 LAW-655-W 🙁			
			7pm							
			8pm							
			90m							

How to Register for Courses Using Student Planning

If your registration was successful, you will now see your classes in green (instead of yellow) in the above screenshot.