

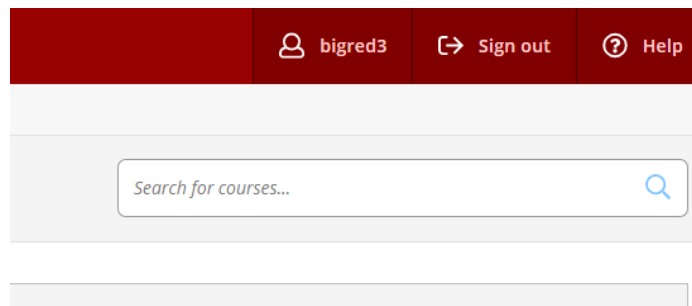
SPA Walkthrough Guide

Building Your Course List

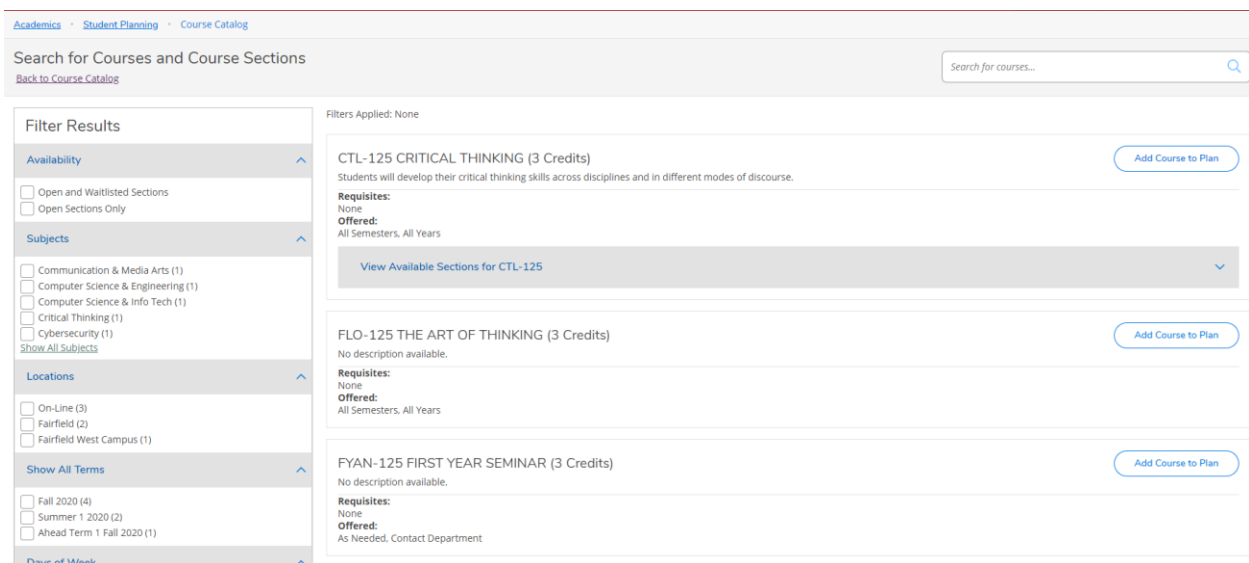
You will start by finding out what classes you need to take. You can do that by talking to your advisor or looking at the Suggested Sequence of Study on your [Major Checksheet](#).

Once you know what classes you want to take, follow these simple steps:

- 1) Go to “My SHU.” You should see an icon for “Student Planning and Advising (SPA).” Click it to begin.
- 2) Log in and Click “Student Planning”
- 3) Here you will see two options: “View Your Progress,” and “Plan Your Degree and Register for Classes.” Start by clicking “**Plan Your Degree and Register for Classes**”
 - a. Note, you will see your current schedule of classes for this semester
- 4) In the upper right-hand corner, you’ll see a search bar that looks like this:

A screenshot of the SPA search bar. At the top, there is a dark red navigation bar with three items: a user icon followed by 'bigred3', a 'Sign out' button with an arrow icon, and a 'Help' button with a question mark icon. Below this is a light gray search bar with the placeholder text 'Search for courses...' and a magnifying glass icon on the right. Below the search bar is a thin gray horizontal line.

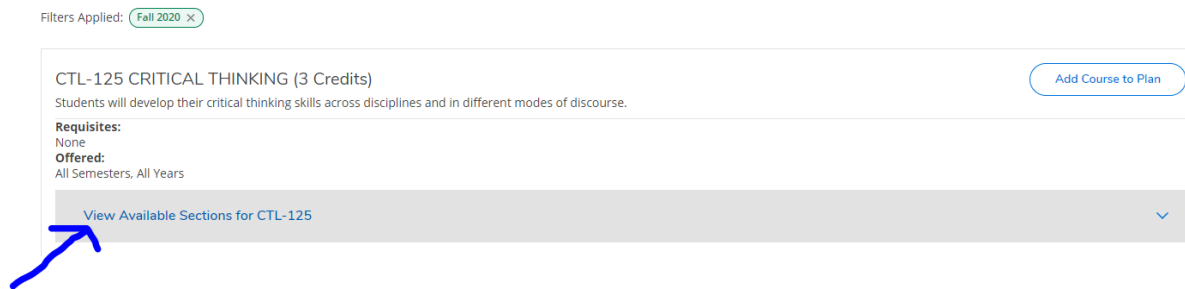
- 5) Type in the course number of the course you need to take. For example, say you need to take CTL 125, Critical Thinking. You would type in “CTL 125” and hit Enter.
- 6) Your result will look something like this:

A screenshot of the SPA search results page. At the top, there is a breadcrumb trail: 'Academics > Student Planning > Course Catalog'. Below this is a header section with the text 'Search for Courses and Course Sections' and a search bar with the placeholder 'Search for courses...'. Below the header is a 'Filter Results' sidebar on the left. The sidebar has four sections: 'Availability' with checkboxes for 'Open and Waitlisted Sections' and 'Open Sections Only'; 'Subjects' with checkboxes for 'Communication & Media Arts (1)', 'Computer Science & Engineering (1)', 'Computer Science & Info Tech (1)', 'Critical Thinking (1)', and 'Cybersecurity (1)', with a 'Show All Subjects' link; 'Locations' with checkboxes for 'On-Line (3)', 'Fairfield (2)', and 'Fairfield West Campus (1)'; and 'Show All Terms' with checkboxes for 'Fall 2020 (4)', 'Summer 1 2020 (2)', and 'Ahead Term 1 Fall 2020 (1)'. Below the sidebar is a 'Days of Week' section. The main content area on the right shows three course results. Each result includes the course name and credits, a description, prerequisites, and a button to 'Add Course to Plan'. The first result is 'CTL-125 CRITICAL THINKING (3 Credits)' with a description, prerequisites, and a 'View Available Sections for CTL-125' link. The second result is 'FLO-125 THE ART OF THINKING (3 Credits)' with no description available. The third result is 'FYAN-125 FIRST YEAR SEMINAR (3 Credits)' with no description available.

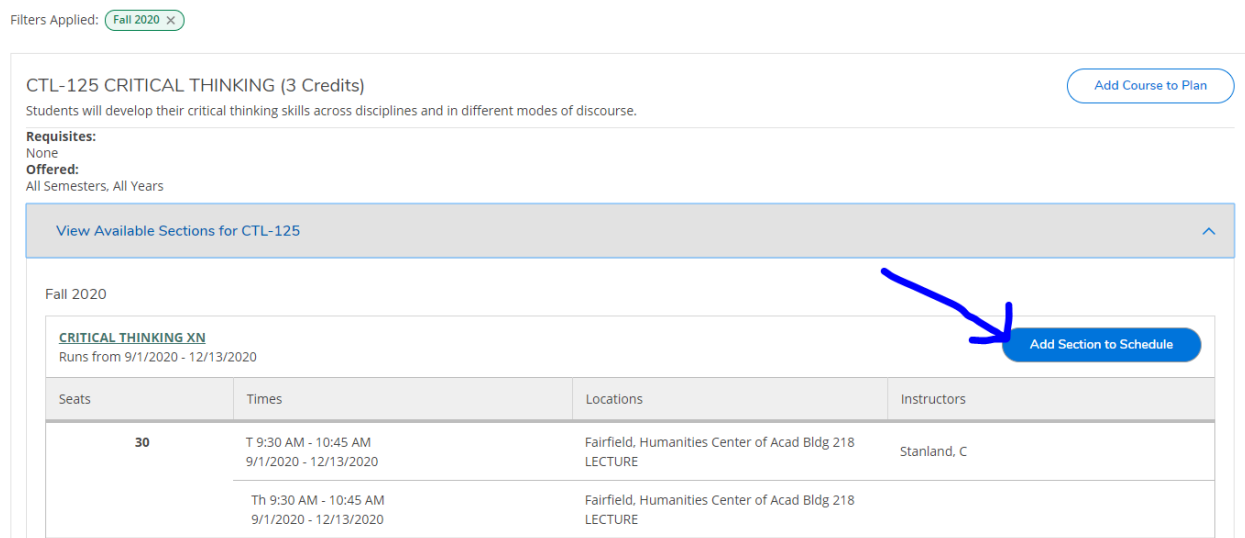
- 7) Look at the menu on the left-hand side of the page. You will see some filters. One says “Show All Terms.” Under that filter, click the box for the term you are registering for.



- 8) I have selected “Fall 2020”. Clicking the box automatically updates the page to show you if the course is being offered in that term.
- 9) If the course is being offered, it will appear at the top of the page. Click where it says, “View Available Sections for” your course.



- 10) Find a section of the class that has available seats. To add the class to your plan, click the blue button that says “Add Section to Schedule”




Seats	Times	Locations	Instructors
30	T 9:30 AM - 10:45 AM 9/1/2020 - 12/13/2020	Fairfield, Humanities Center of Acad Bldg 218 LECTURE	Stanland, C
	Th 9:30 AM - 10:45 AM 9/1/2020 - 12/13/2020	Fairfield, Humanities Center of Acad Bldg 218 LECTURE	

- 11) A small pop-up window will appear listing the course information. If this is the course you want, click the blue rectangle that says “Add Section” to confirm your choice.
- 12) Repeat this process for as many courses as you plan to take next term.

- 13) When you are finished, you can go to “Plan Your Degree & Register for Classes” to view your potential schedule for Fall 2020. If any sections conflict, you can look for additional sections. Find the course on the left side menu and click “view other sections” additional sections will appear on the calendar. Find one that does not conflict, and click “Add Section.”

Removing Your Advisor Hold

You **MUST** remove your advisor hold in order to register. Once you have built your plan, follow these steps to send a notification to your Advisor to review and approve your plan. **Do not wait until the registration period to do this. Have this completed as soon as possible.**

- 1) Begin by clicking the Home Icon  on the upper left of the page, then clicking on “Student Planning.”
- 2) Click “Plan Your Degree and Register for Classes”
- 3) Click the tab that says “Advising”
- 4) In the box where it says, “Compose a Note,” write a message to your advisor, explaining why you chose the courses you put into your plan. Use this as an opportunity to ask questions as well, but remember that a face-to-face meeting is best.
- 5) Once you have finished your note, click “Save Note.”
- 6) Click “Request Review.” **THIS IS THE MOST IMPORTANT STEP.** Clicking “Request Review” sends the request to your advisor for review.

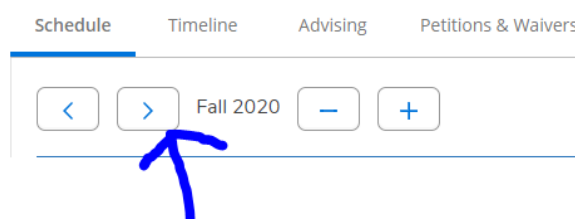
Registering

You will be assigned a date and time to register. This will be shared with you in an email from the Registrar’s Office. At the scheduled time, take the following steps:

- 1) Click the “Home” Icon in the upper left-hand corner of the screen.



- 2) Click “Student Planning”
- 3) Here you will see two options: “View Your Progress,” and “Plan Your Degree and Register for Classes.” Click “**Plan Your Degree and Register for Classes**”
- 4) Click the > arrow shown here until you see the term you wish to register for (Fall 2020 in this example)

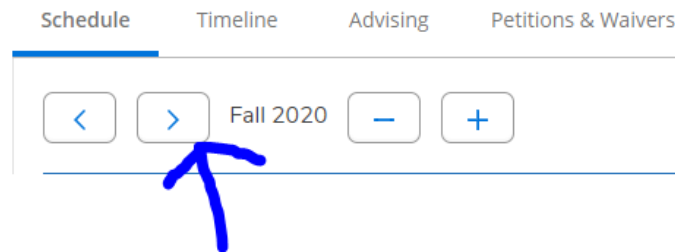


- 5) Click "Register Now" in the top right corner.
- 6) If you are unable to get into any specific courses, find the course on the left side menu and click "view other sections" additional sections will appear on the calendar. Find one that does not conflict, and click "Add Section."
- 7) Then find that section on the left-hand menu and click "Register."

Dropping a class

After the add/drop deadline, students must speak with an advisor about withdrawing from a class. To drop a class that has been registered for next semester:

- 1) Log into SPA by following the instructions above.
- 2) Click "Student Planning"
- 3) Click "Plan Your Degree and Register for Classes"
- 4) Using the right arrow icon, select the semester where the course you wish to drop appears



- 5) Find the section on the left side menu
- 6) Click "Drop"
- 7) From within this menu, you can drop one or multiple classes. Select the class(es) you wish to drop and click "Update."
 - a. Note: Speak to your advisor or a Student Success Coordinator before dropping a course