STUDENT PLANNING: REGISTRATION GUIDE

To access Student Planning, login to **MyWidener** and search for **Student Planning.** Click on the **Student Planning** task.

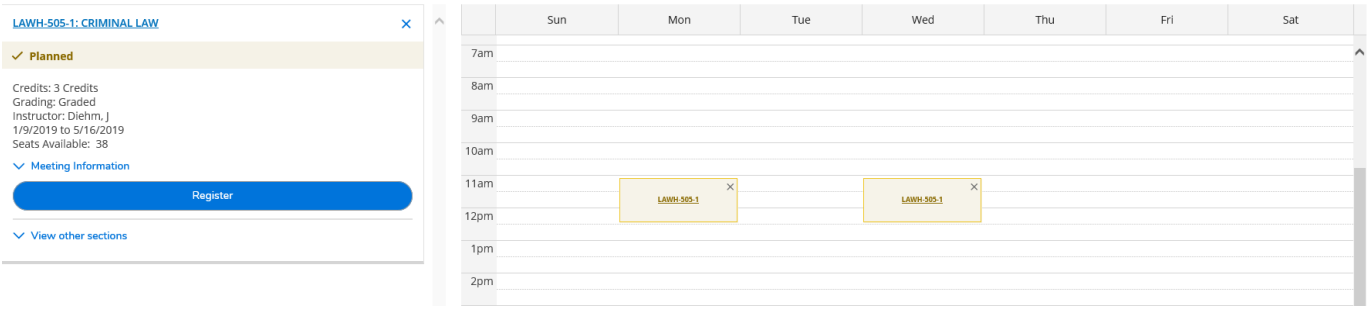
In Student Planning you are able to **View Your Progress** towards your degree, showing you the number of credits completed, the number of credits in progress, and how many credits you have left. You will see the list of required courses needed to complete your degree.

This is also where you will complete your registration for the Summer and Fall 2026 semesters. Be sure to add the term for which you are scheduling classes.

Step 1: Adding a course and section to your plan

- In the upper left hand corner, click the drop down menu
- Click **Academics** and then **Course Catalog**
- In Course Catalog, choose **LAW STUDIES – HARRISBURG**
- In the **Filter Results** box, please choose:
    - Location – **Law School, HB**
    - Term – **Summer 2026 Full or Fall 2026**
- The available courses for each semester will populate. Find the classes you are planning to register for; if there is more than 1 section, click **View Available Sections**
- Once you have located your section, click **Add Section to Schedule**
- A **Section Details** box will appear, click **Add Section**.
    - In the Section Details box, you will see the professor, days and times the class meets, the room, the number of seats available and any pre-requisites

After you have added all of the courses to your plan, click **Academics, Student Planning,** then **Plan & Schedule.** On the Plan & Schedule page you will see your schedule for the spring 2026 semester. Click the blue arrow > to advance to the Summer and Fall 2026 semesters. Here you will see the classes you have added to your plan. You will also see them on the calendar in a greyed box (see below).

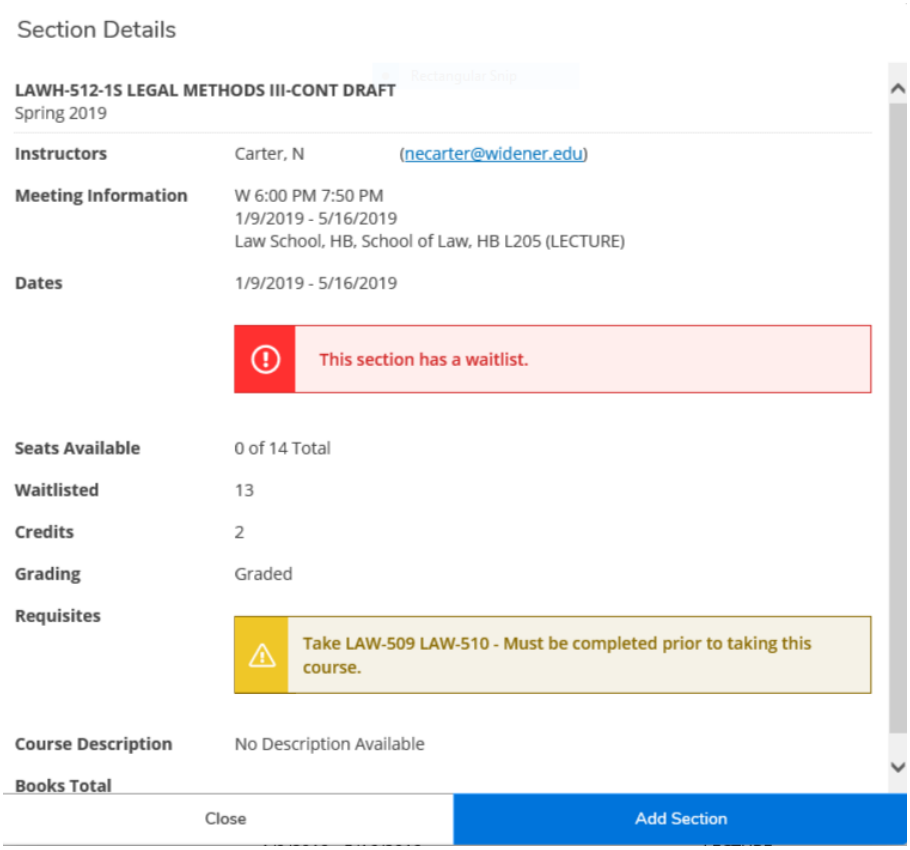


You now need to **Register** for the classes. You can click Register under each class or use **Register Now** in the upper right hand corner to add all of your classes. You also have the option to **Remove Planned Courses** on this screen.

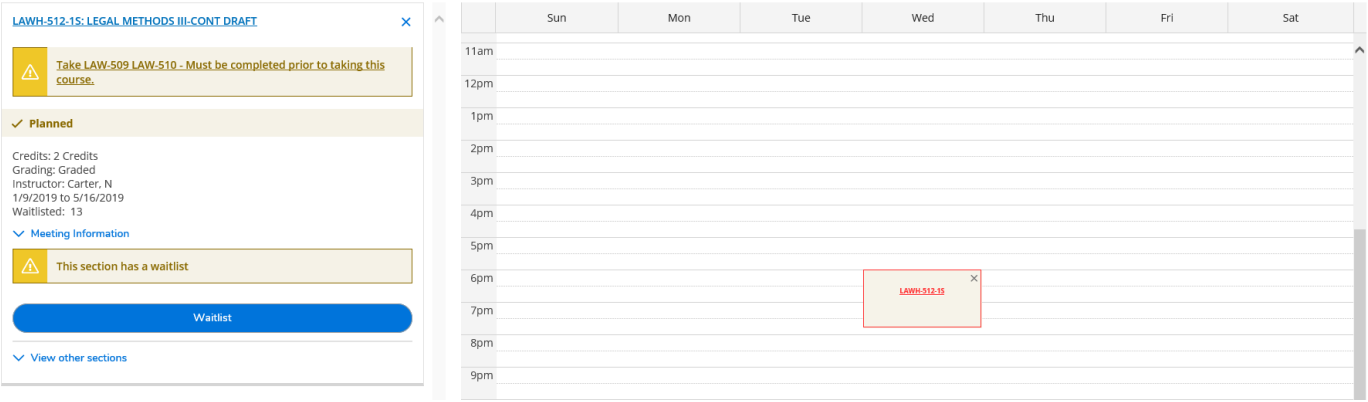
After you successfully register for the classes, the box on the calendar for each class will turn green. If you decide to drop the course you click **Drop** located under the course, then **Update.** You should also click the X on the box for the dropped class and then click **Remove** and the class will disappear.

Waitlisting for a Class

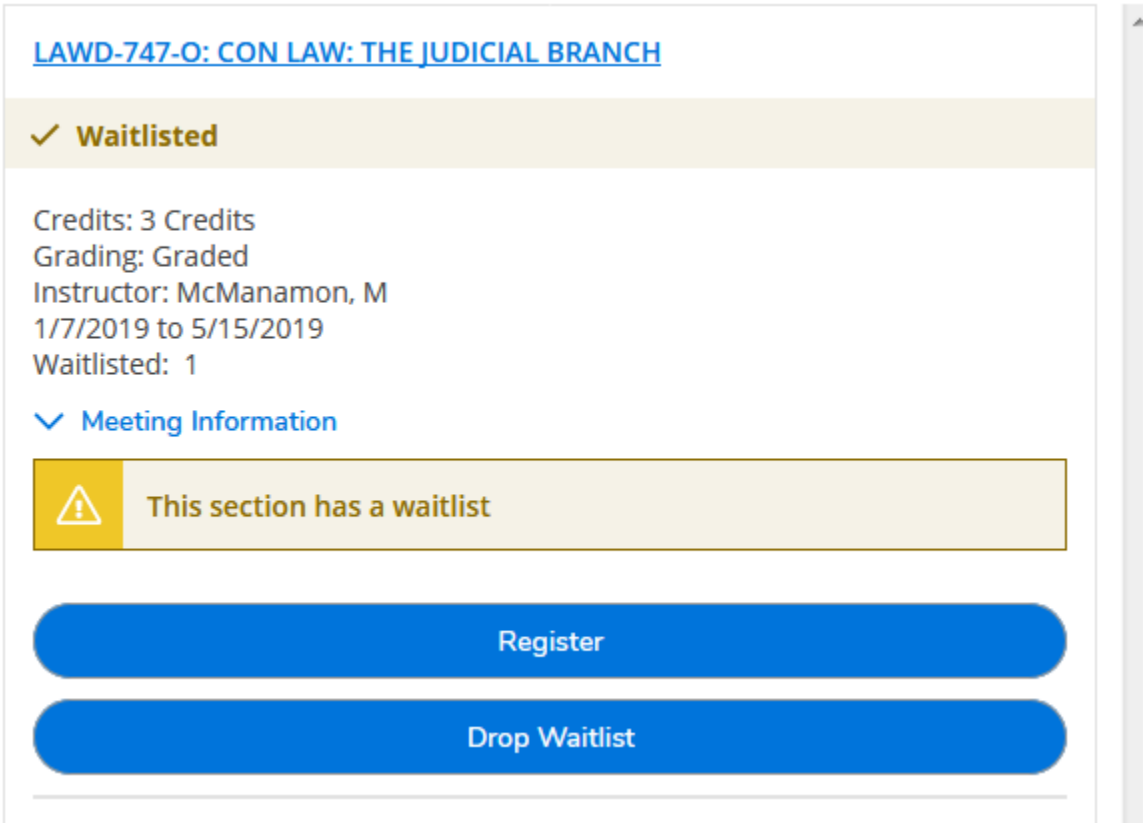
When you are in the Course Catalog and adding classes to your plan, you see that some classes will have a waitlist. If the course you want to take has a waitlist, you will see the box below:



If you want to add yourself to the waitlist, click **Add Section**. When you have added all of your courses to your Plan, navigate to **Plan & Schedule** under **Academics,** Fall 2026. You will see that any course with a waitlist is in red on the calendar (see below).



Click Waitlist in order to be added to the waitlist. When space opens up in the class you will receive an email letting you know you can be registered. You will return to Student Planning, Plan & Schedule to add yourself into the class. You will see the following:



Click **Register** and you will be added to the course.

* *Please Note:*

--Registration rules restrict regular division students from registering for evening sections and extended division students from registering for day course sections. Any student, regular or extended, may register for course sections designated as "1" sections. The "1" section designates that there is only one section of that course offered for the semester.

--Registration for all clinical and non-classroom credits (clinics, externships, directed research, etc.) must be done through the Registrar's Office upon completion of the appropriate paperwork. Students with cumulative grade point averages less than 2.300 are not usually permitted to participate in clinical or non-classroom work (with the exception of the Central PA Law Clinic).