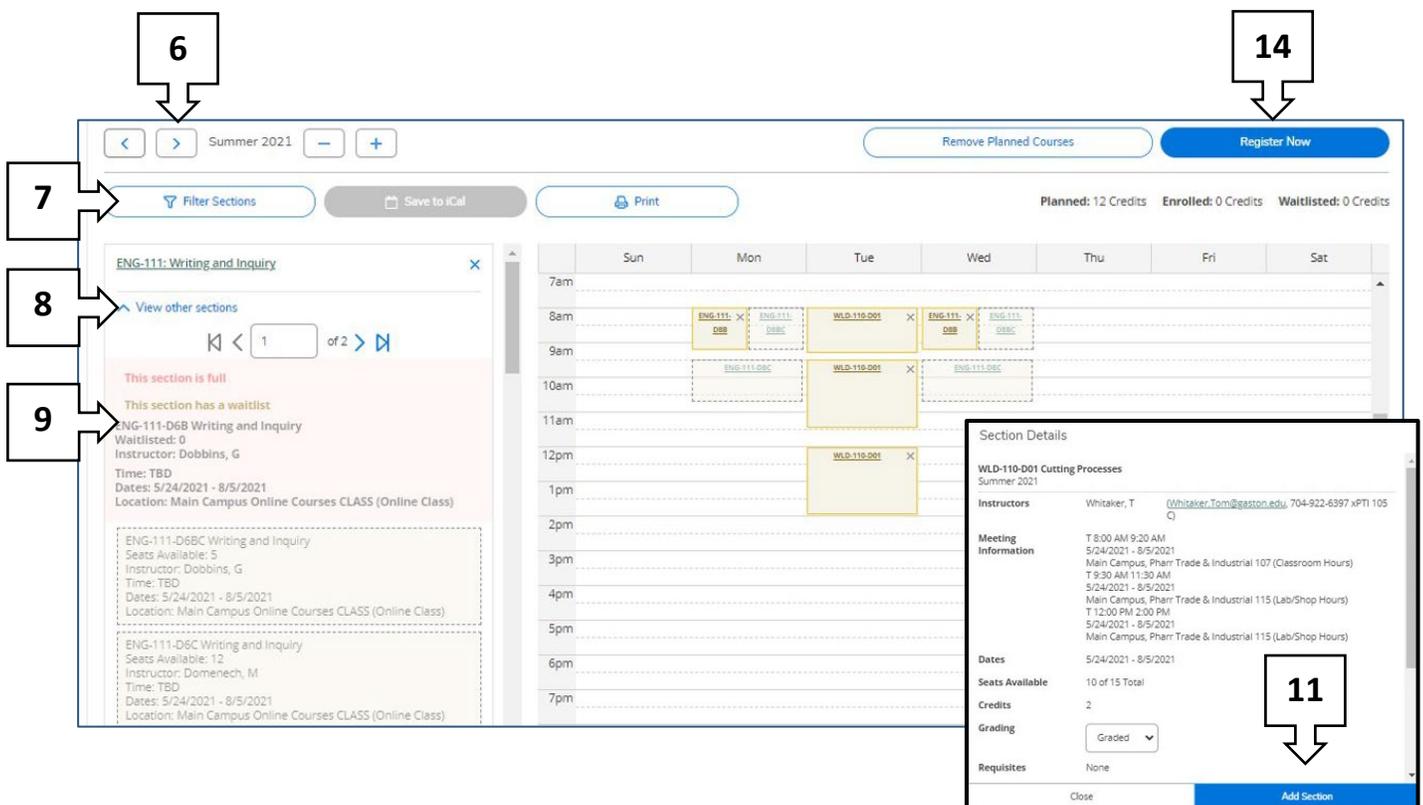


1. Go to [www.gaston.edu](http://www.gaston.edu), click on the *Self Service* link.
2. Log in to Self Service.
3. Click on *Student Planning*.
4. To find a class that fits your schedule type it in the search box.
  - a. Click *Add Course to Plan*
  - b. Select *Term* in the drop-down menu
  - c. Click *Add Course to Plan*
  - d. Repeat for each course
5. Under the *Student Planning* menu select *Plan & Schedule*.
6. Arrow over to the correct semester.
7. Click on *Filter Sections*.
8. Click on *View other sections* under the course.
9. Scroll through finding the time that works for you. Keep in mind there could be multiple pages of sections to choose from.
10. Once you find the time that works click on that course.
11. In the pop up click *Add Section*.
12. Repeat the process for the next class, starting back at step 6.
13. If you cannot find a class that fits your schedule type it in the search box, then add it to your plan. Repeat the process starting at step 4.
14. Once all sections are selected, click on the *Register Now* button.
15. Classes should go from the yellow to green. The green courses mean you are registered.



The screenshot shows the 'Plan & Schedule' interface for Summer 2021. It includes a search bar, a course list on the left, a weekly schedule grid, and a 'Section Details' pop-up window.

**Callout 6:** Points to the 'Summer 2021' semester selector.

**Callout 7:** Points to the 'Filter Sections' button.

**Callout 8:** Points to the 'View other sections' link under the course 'ENG-111: Writing and Inquiry'.

**Callout 9:** Points to the 'This section has a waitlist' message in the course details.

**Callout 11:** Points to the 'Add Section' button in the 'Section Details' pop-up.

**Callout 14:** Points to the 'Register Now' button at the top right of the interface.

**Section Details Pop-up:**

Section Details	
<b>WLD-110-D01 Cutting Processes</b>	
Summer 2021	
<b>Instructors</b>	Whitaker, T (Whitaker.Tom@gaston.edu, 704-922-6397 xPTI 105)
<b>Meeting Information</b>	T 8:00 AM 9:20 AM 5/24/2021 - 8/5/2021 Main Campus, Pharr Trade & Industrial 107 (Classroom Hours) T 9:30 AM 11:30 AM 5/24/2021 - 8/5/2021 Main Campus, Pharr Trade & Industrial 115 (Lab/Shop Hours) T 12:00 PM 2:00 PM 5/24/2021 - 8/5/2021 Main Campus, Pharr Trade & Industrial 115 (Lab/Shop Hours)
<b>Dates</b>	5/24/2021 - 8/5/2021
<b>Seats Available</b>	10 of 15 Total
<b>Credits</b>	2
<b>Grading</b>	Graded
<b>Requisites</b>	None
Close <span style="float: right;">Add Section</span>	