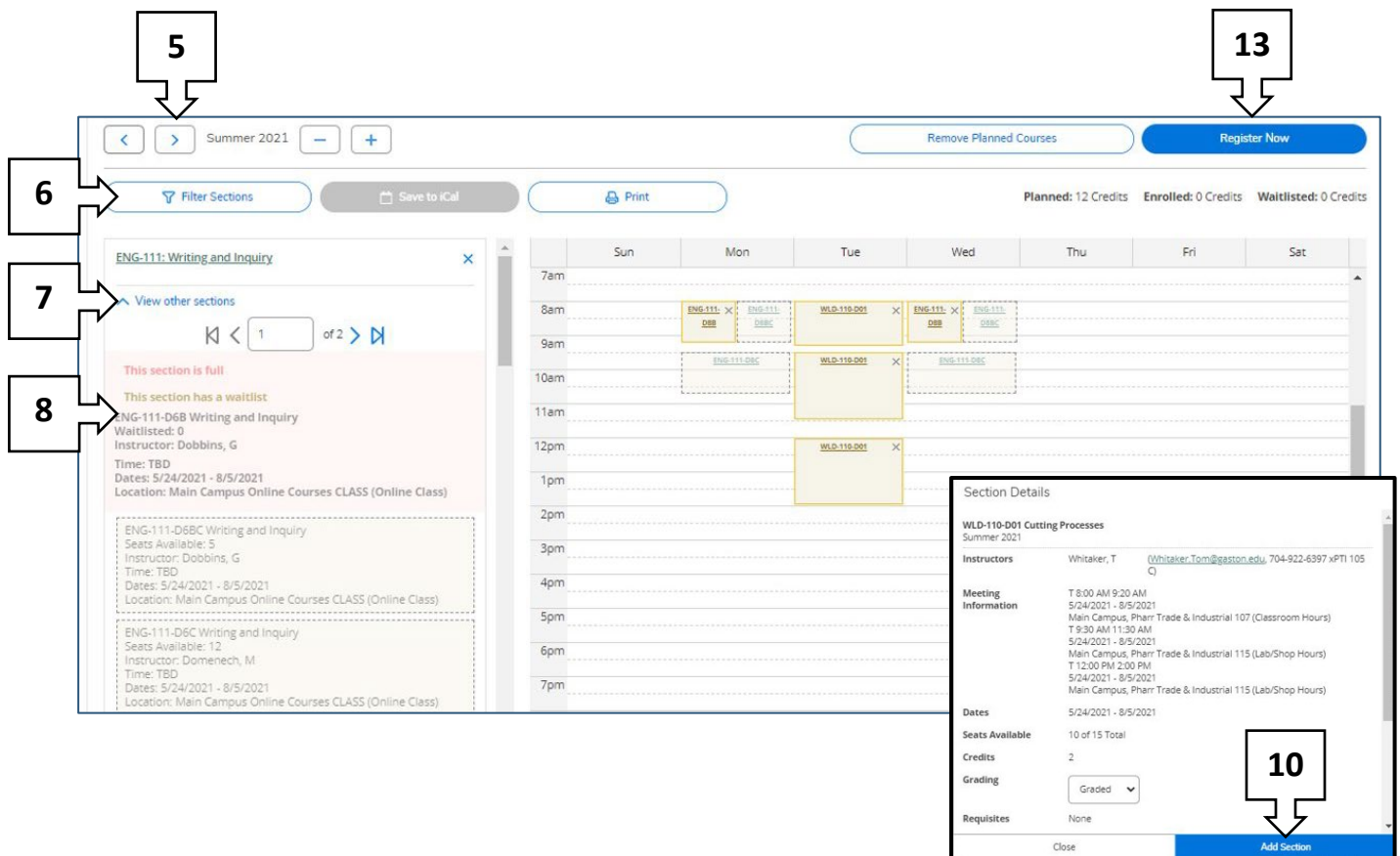


1. Go to [www.gaston.edu](http://www.gaston.edu), click on the *Self Service* link.
2. Log in to Self Service.
3. Click on *Student Planning*.
4. Under the *Student Planning* menu select *Plan & Schedule*.
5. Arrow over to the correct semester.
6. Click on *Filter Sections*.
  - a. *Availability* – will only show you open sections.
  - b. *Location* – will only show classes on the campus where you would like to attend.
7. Click on *View other sections* under the course.
8. Scroll through finding the time that works for you. Keep in mind there could be multiple pages of sections to choose from.
9. Once you find the time that works click on that course.
10. In the pop up click *Add Section*.
11. Repeat the process for the next class, starting back at step 6.
12. 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.
13. Once all sections are selected, click on the *Register Now* button.
14. Classes should go from the yellow to green. The green courses mean you are registered.



The screenshot shows the Student Planning interface for Summer 2021. At the top right, there is a "Register Now" button (callout 13) and a "Remove Planned Courses" button. Below this, there are buttons for "Filter Sections", "Save to iCal", and "Print". The main area displays a calendar grid with course sections. A popup window for "ENG-111: Writing and Inquiry" is open on the left, showing "View other sections" (callout 7) and a list of sections with details like "This section is full" and "This section has a waitlist" (callout 8). A "Section Details" popup is open on the right, showing information for "WLD-110-D01 Cutting Processes" (callout 10), including instructors, meeting times, dates, and an "Add Section" button.