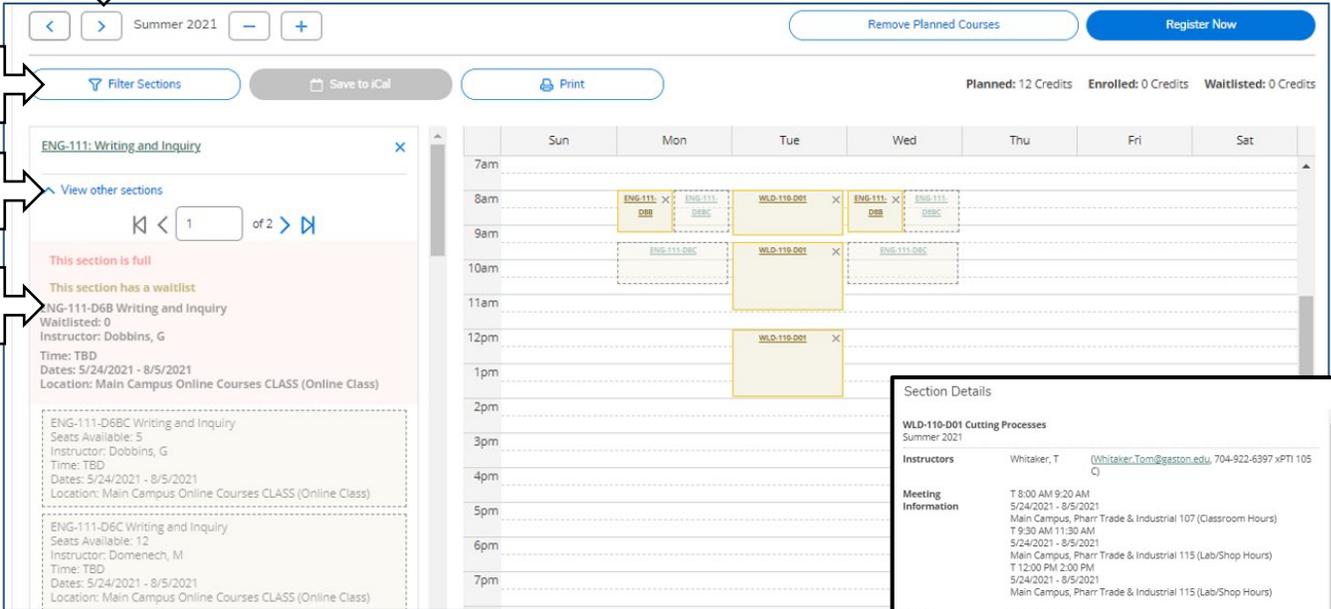


1. Go to [www.gaston.edu](http://www.gaston.edu), click on the *Self Service* link.
2. Log in to Self Service.
3. Click on *Student Planning*.
4. Under the *Student Planning* menu select *Plan & Schedule*.
5. Arrow over to the correct semester.
6. Click on *Filter Sections*.
7. Click on *View other sections* 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*. DO NOT REGISTER FOR THE COURSE AT THIS STEP.
11. Click on the *Drop* button under the course you are looking to drop.
12. In the pop up, check the course(s) you are looking to drop AND check the courses you are looking to register for.
13. Click the *Update* button.



The screenshot displays the Student Planning interface for Summer 2021. A navigation bar at the top shows the semester and options to 'Remove Planned Courses' and 'Register Now'. Below this, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary of planned, enrolled, and waitlisted credits is shown.

On the left, a course card for 'ENG-111: Writing and Inquiry' is displayed. A callout box labeled '5' points to the semester dropdown. Callout boxes labeled '6', '7', and '8' point to the 'Filter Sections', 'View other sections', and the course card respectively.

The main area is a grid showing available sections for various times (7am to 7pm) across the days of the week. Sections are color-coded: yellow for full sections and light blue for sections with a waitlist.

On the right, a 'Section Details' pop-up is shown for 'WLD-110-001 Cutting Processes'. Callout box '10' points to the 'Add Section' button at the bottom of this pop-up.

**Section Details:**  
**WLD-110-001 Cutting Processes**  
 Summer 2021  
 Instructors: Whitaker, T (Whitaker.Tom@gaston.edu, 704-922-6397 xPTI 105 C)  
 Meeting Information: 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)  
 Dates: 5/24/2021 - 8/5/2021  
 Seats Available: 10 of 15 Total  
 Credits: 2  
 Grading: Graded  
 Requisites: None  
 Buttons: Close, Add Section

Fall 2022 + Register Now

Filter Sections Save to iCal Print Planned: 3 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

ENG-111-D6L: Writing and Inquiry

✓ Registered, but not started

Credits: 3 Credits  
Grading: Graded  
Instructor: Staff  
9/12/2022 to 12/17/2022

Meeting Information

**Drop**

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am		ENG-111-D8G		ENG-111-D8G			
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

ENG-111-D8G: Writing and Inquiry

Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 - Must be completed prior to taking this course.

Take ENG-011 - Must be taken either prior to or at the same time as this course.

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Withers IV, J  
8/22/2022 to 12/17/2022  
Seats Available: 10

Sections with no meeting time

ENG-111 Writing and Inquiry Section D6L Faculty: Staff

11

13

### Register and Drop Sections

You have elected to drop: ENG-111-D6L (3 Credits)

Select sections to drop:

ENG-111-D6L (3 Credits)

Select sections to add:

ENG-111-D8G (3 Credits)

Cancel Update

12

13