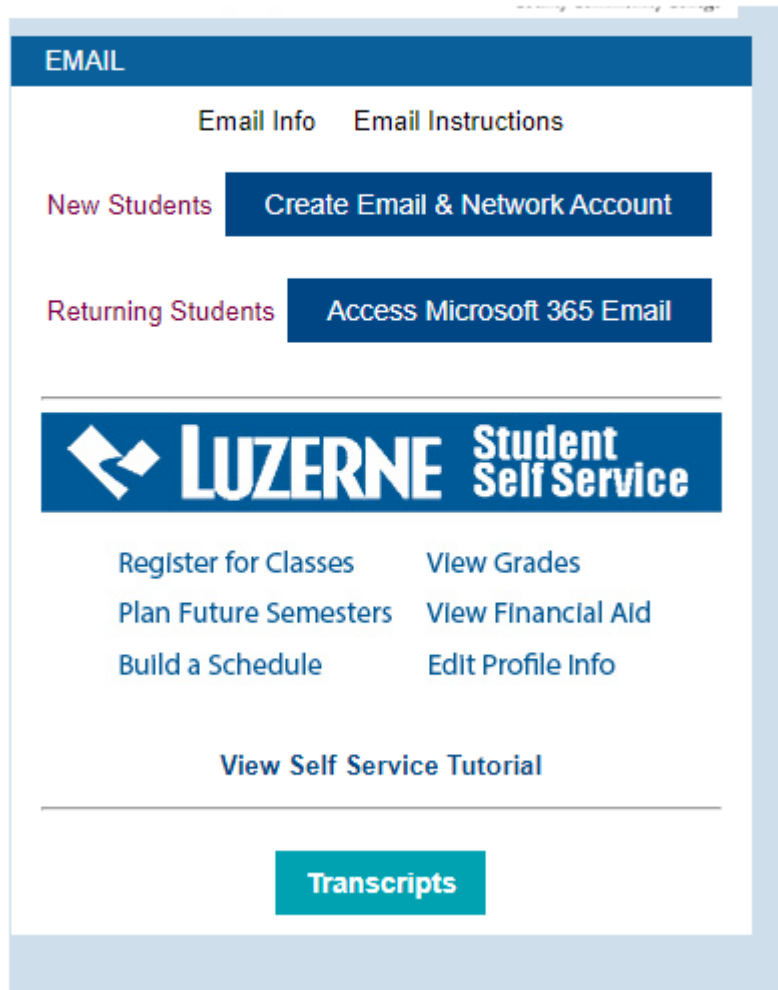


How Do I Register for Class?

1. Click on Luzerne Student Self Service.




The screenshot shows the Luzerne Student Self Service portal. At the top, there is a blue header with the word "EMAIL" in white. Below this, there are two links: "Email Info" and "Email Instructions". Underneath, there are two sections: "New Students" with a blue button labeled "Create Email & Network Account", and "Returning Students" with a blue button labeled "Access Microsoft 365 Email". A horizontal line separates this from the main "LUZERNE Student Self Service" header, which features the university logo and the text "LUZERNE Student Self Service". Below this header, there are six links arranged in two columns: "Register for Classes", "View Grades", "Plan Future Semesters", "View Financial Aid", "Build a Schedule", and "Edit Profile Info". A horizontal line follows, and then a link for "View Self Service Tutorial". At the bottom, there is a teal button labeled "Transcripts".

EMAIL

Email Info Email Instructions

New Students [Create Email & Network Account](#)

Returning Students [Access Microsoft 365 Email](#)

 **LUZERNE** Student Self Service

[Register for Classes](#) [View Grades](#)

[Plan Future Semesters](#) [View Financial Aid](#)

[Build a Schedule](#) [Edit Profile Info](#)

[View Self Service Tutorial](#)

[Transcripts](#)


2. Click on the Student Planning Tab.

The screenshot shows the LUZERNE Student Self Service portal. The header includes the LUZERNE logo and the text 'Student Self Service'. Below the header, there is a greeting 'Hello, Welcome to Colleagu...' and a prompt 'Choose a category to get started.' The main content area is a grid of eight service tiles. The 'Student Planning' tile is highlighted with a red border. The footer contains copyright information: '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.


Category	Description
Student Finance	Here you can view your latest statement and make a payment online.
Financial Aid	Here you can access financial aid data, forms, etc.
Tax Information	Here you can change your consent for e-delivery of tax information.
Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
Course Catalog	Here you can view and search the course catalog.
Grades	Here you can view your grades by term.
Graduation Overview	Here you can view and submit a graduation application.
Enrollment Verifications	Here you can view and request an enrollment verification.

© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

3. Click Plan Your Degree & Register for Class.

👤↔️❓


[Academics](#) · [Student Planning](#) · [Planning Overview](#)

 **How to register using Student Planning: [Instructions](#)**

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her...

1




View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Continuing Education	3.528	<div style="width: 100%; height: 15px; background-color: #ccc;"></div>

Non-term Courses Schedule

4. Plan Your Degree and Schedule Your courses.

The screenshot displays the LUZERNE Student Self Service interface. At the top, the navigation bar includes the LUZERNE logo, the text "Student Self Service", and icons for user profile, home, and help. Below the navigation bar, the breadcrumb trail reads "Academics > Student Planning > Plan & Schedule". A blue information banner contains the text: "You are not allowed to DROP courses once they have started, however you are able to ADD courses. If you plan to DROP a course and replace with another course, please contact the registrar's office to complete this transaction so that you do not incur additional charges on the DROPPED course." The main heading is "Plan your Degree and Schedule your courses", followed by a search box labeled "Search for courses...". Below this, there are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, showing a "Non-term Courses" section with navigation arrows and a "+" button. Below this are buttons for "Filter Sections", "Save to iCal", and "Print". A summary line indicates "Planned: 0 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". The main content area features a course card for "BIO-HS: High School Biology" with a "View other sections" link. To the right is a weekly grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots 12am, 1am, 2am, and 3am.

LUZERNE Student Self Service

Academics > Student Planning > Plan & Schedule

You are not allowed to DROP courses once they have started, however you are able to ADD courses. If you plan to DROP a course and replace with another course, please contact the registrar's office to complete this transaction so that you do not incur additional charges on the DROPPED course.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > Non-term Courses +

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

[BIO-HS: High School Biology](#)

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							