



Scheduling and Registration

1. Go to **uapb.edu**. Click on **myUAPB** link in the upper right-hand corner of the homepage. Login into account using your UAPB email and password.
2. On the left-hand side LaunchPad, click on the **FOR STUDENTS**. Click on **Student Self Service** link which will take you to the login page.
3. After logging in, the **UAPB Student Self Service/Golden Gateway** homepage will appear.
4. Choose the **Student Planning** link.
5. The Steps to Get Started screen will appear; choose Go to **My Progress** link. This is your degree program.
6. The courses will show Not Started (in Red), Planned/Register (Yellow check marks), and Completed (Green). Under Course Name, click on the Prefix and number to take you to the catalog and schedule.
7. Each course will have a link to **View Other Sections**. Click on this link to view all available sections.
8. Move the mouse pointer over the sections listed to see them highlighted in the calendar to the right.
9. Click on the section to add to the plan. A window will open with **"Add Section to Plan"** icon. **Click on this icon.**
10. Repeat step 7 until all sections have been selected for the approved courses.
11. To view the Course Catalog, go to the **Student Planning** pull down menu and select **Course Catalog**.



12. Choose the **Course Subject** by clicking on the subject link or typing it in the **Search for course subject** box.
13. Click on **"Add Course to Plan"**. Return to the Schedule tab and **follow step 7** to add all sections to your schedule.
14. Under the Student Planning Tab, choose **Plan & Schedule** link.
15. The **Schedule** tab will be populated with your approved courses for that term. **Green "thumbs up" indicates approved courses.**
16. For courses not approved, go to the Advising Tab and click on **Request Review** button. This will notify the advisor to approve or deny the course.
17. **IF YOU DO NOT CLICK ON "REQUEST REVIEW," YOUR ADVISOR WILL NOT KNOW YOU ARE AWAITING APPROVAL FOR YOUR CLASSES.** Check to see that your notification has a green note that says **"YOUR PLAN IS READY TO REVIEW"** (Please allow up to 72 hours for advisor approval)
18. Once you have an advisor approval, you will see a **"GREEN THUMBS UP"** beside each course.
19. Click on **"REGISTER NOW"** (Verify that each course box is green which indicates you have registered for that class)
20. Click on **"PRINT"** to print your schedule.