

## STUDENT SCHEDULE PLANNING & REGISTRATION

### UNDERGRADUATE DEGREE REQUIREMENTS

- Every student must complete all the required coursework for at least one major area of study;
- Every student must complete all the required coursework for the core curriculum;
- Every student must earn at least 122 credits; and
- Every student must maintain a minimum cumulative grade point average of 2.0.

### FOUR-YEAR PLANS

- Each department has created an infographic called a four-year plan.
- These infographics show one way to complete all degree requirements in four years.
- Students can follow the first-semester/first-year feature of the plan to get started on their schedules for fall.
- This is just one example of how to complete a program in four years – remember to stay flexible and acknowledge your own accomplishments and challenges.



*Undergrad degree*



*Four-year plans*

### STUDENT PLANNING

- Log into [carroll.okta.com](http://carroll.okta.com)
- Open *Self-Service* app
- Click on *Student Planning* tile
- Select *Go to Plan and Schedule* option
- Type course codes (ie. CO 101, FYC, Philosophical Reasoning), one at a time, into the search bar in the upper right corner
- Filter for *Fall Semester 2025* AND for *Open Sections Only*
- Add section to plan
- As you add courses/sections and conflicts arise (shown in **red**), you can...
  - View other sections to see your options
  - When all your courses show in **brown**, the schedule has no conflicts.



*Carroll Okta*

### STUDENTS: PLAN YOUR SCHEDULE FOR FALL 2025 SEMESTER

- Register mostly for 100-level (foundational) courses
- Register for **one** FYC section (with a few exceptions that an advisor confirms)
- Register for at least 12 credits
- In addition to the 12 registered credits, you may elect to waitlist for up to two classes
- To graduate in four years you will want to average 15.25 credits every semester, but most students enroll in 13-16 credits the first semester
- Make sure to register for at least one (and up to 3) courses required in the Introductory Core Central Sequence:
  - CORE 110
  - TH 101
  - Oral Communication (CO 101, Spanish or French)
  - Philosophical Reasoning: Options available in Fall 2025 are:
    - » Phil 101: Perspectives in Philosophy
    - » Phil 113: Formal Logic
    - » Phil 121: Philosophy of the Human Being
    - » Phil 161: Artificial Intelligence
    - » Phil 200: Ancient Philosophy



## STUDENT SCHEDULE PLANNING & REGISTRATION CONTINUED

### REGISTER FOR CLASSES

When you have planned your schedule and it meets all the above requirements, ask an advisor to check over your plan. After they've reviewed and preliminarily approved your plan, you will:

- Click the *Register Now* button, and;
- Click the *Waitlist* button if applicable.
- The courses you have registered for now will appear in **green**.

### FINALIZE YOUR FALL 2025 SCHEDULE

Your registration priority will remain live for three days following your event, and you can continue to plan and register for that time period.

After three days have passed, your registration priority will be frozen with a "New Student Hold" placed on your account. Next, an advisor will review your schedule.

When the review is complete, you will receive an email in your @carroll.edu inbox with the subject line **A MESSAGE FROM YOUR ADVISOR**.

Please open the *Self Service* app in your Okta portal, click on the *Student Planning* tab, select the *Go to Plan and Schedule* option, and open the *Advising* tab where you can read the note left by your advisor. It will tell you either:

- Your schedule is approved, or
- Your schedule needs changes before it can be approved.
- The note will give you instructions how to schedule a follow-up appointment to work with an advisor to make necessary changes

Advising appointments are available throughout the summer to make changes to your schedule. Both in-person and online appointments are available.

You must be registered for at least 12 credits so that your Student Account Statement will accurately reflect the tuition rate for a full-time student.

**CONTACT THE  
FIRST-YEAR  
STUDENT ADVISOR**

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406-447-4504



Get more information about our  
Academic Support Services at:  
**[www.carroll.edu/advising](http://www.carroll.edu/advising)**

