

Practice Schedule Instructions

In order to provide students with the best campus course coverage, we are asking **ALL** students to either electronically submit their practice schedules to their Student Success Coach (SSC) **OR** to drop it off at the front desk in Student Central. Official enrollment in a course is guaranteed *only* when all financial and academic holds are cleared. You will still need to have a practice schedule completed if you would like to meet with an SSC.

HOW TO CREATE YOUR PRACTICE SCHEDULE

1. View your Degree Navigator (my.devry.edu) to see what courses you need.
 - You can also use a program flowchart to determine which courses you need. Flowcharts can be picked up at the front desk in Student Central, if you do not have one.
2. To get the Practice Scheduler:
 - Go to www.phx.devry.edu
 - Click "Academics"
 - Click "Registration"
 - Click "Practice Scheduler"
3. To CREATE and SUBMIT your schedule:
 - Click "Create Schedule"
 - Please refer to the key (below Course Selection Dialog box) to determine whether the course is being offered in session A or B
 - Create your Practice Schedule for BOTH "A" and "B" sessions
 - ONCE YOUR COURSES HAVE BEEN SELECTED:
 - Click "Submit Schedule"
 - Click "Send to Success Coach for Approval"
 - Complete the form
 1. Name
 2. Student ID
 3. Select your Success Coach (determine by last name)

Phone Number 602-749-4800 (ID#)

****FOR AN APPOINTMENT TIME 602-749-4545**

Last Name	SSC	ID#	Email	SFC	ID#	Email
A-B, E	Jamie Seeland	5111	jseeland@devry.edu	Travis Hurt	5093	thurt@devry.edu
C-D, T-V	Tatiana White	5104	Twhite2@devry.edu	Mercele Taylor	5097	mtaylor@devry.edu
F-G, S	Vicky Reeves	5107	vreeves@devry.edu	Sara Marchel	5087	smarchel@devry.edu
H-L	Diana Miksovsky	5105	dmiksovsky@devry.edu	Tom Quinn	5096	tquinn@devry.edu
M-Q	Steve Gehlke	5114	sgehlke@devry.edu	Abigail Degler	5090	adegler@devry.edu
R,W-Z	Christina Salazar	5099	csalazar@devry.edu	Andrea Rodela	5202	arodela@devry.edu

After you submit your practice schedule it will prompt you to print your schedule. If you'd like to MEET with your SSC, please retain a copy to bring with you during your appointment. If you are submitting your practice schedule via email only, please allow 3-5 days for a response from your SSC.

****REMEMBER, ALL HOLDS MUST BE CLEARED BEFORE REGISTRATION CAN BE FINALIZED****