



SELF SERVICE

STUDENT PLANNING & REGISTRATION GUIDE

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STUDENT PLANNING

Adding Courses to Plan with My Progress

STEP 1: On the home page of Self Service, select "Student Planning" then "Go to My Progress". Students can then view completed and remaining requirements for their degree.

Hello, welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

Title	Details	Link
Education Approval	Education Approval	

- Student Account**
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.
- Employment Banking Information**
Here you can view and update your banking information.
- Student Planning** (Circled in red)
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.

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Academics > Student Planning > Planning Overview

22-23 Registration And Records Important Dates Calendar

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you start...

Search for courses...

- 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 (Circled in red)
- 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: Elementary Teacher Education BA | Cumulative GPA: [Progress Bar] | Progress: [Progress Bar]

Spring Term 2023 Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

STEP 2: Select "Search" by a requirement that is not yet completed. This will open the catalog and allow the student to view available courses that fulfill the requirement.



On the left-hand side, the student can filter by term, subject, open courses or sections only etc.

The screenshot shows a student's progress page with a sidebar on the left containing navigation icons. The main content area is divided into sections: 'Proficiencies' (3 of 3 Completed), 'Skill/Value Tagged Courses' (3 of 7 Completed), 'A. O tag' (0 of 1 Completed), and 'B. Q tag' (1 of 1 Completed). Under 'A. O tag', there is a table with columns for 'Status', 'Course', 'Grade', 'Term', and 'Credits'. A 'Search' button is circled in red in the 'Course' column.

The screenshot shows a course catalog search results page. On the left is a 'Filter Results' sidebar with sections for 'Availability', 'Subjects', 'Terms', and 'Days of Week', each with a search icon. The main area displays three course cards: 'ES-100 Intro to EnvironmentalStudies (1 Credits)', 'HON-105 HonSem:COM114 InterpersonComm (1 Credits)', and 'COM-113 Communicatn in Contexts (1 Credits)'. Each card includes a description, prerequisites, and a 'View Available Sections' button.

STEP 3: To add course to plan, click "View Available Sections" under the course. Next pick a section, then click "Add Section to Schedule" button, then "Add Section". A notification will appear in the top right corner confirming the course has been added to the student's plan.



Course: CPP-299 Prof Fndatns for Career Devlp (0.5 Credits)

Requisites: None

View Available Sections for CPP-299

Section: CPP-299-01 Prof Fndatns for Career Devlp

Seats	Times	Locations	Instructors
12 / 8 / 20 / 0	M/W 1:00 PM - 2:40 PM 3/27/2023 - 5/13/2023	Daniels Hall 211 Lecture	Nosal, Julie A. (Lecture)
	W 1:00 PM - 3:00 PM 5/15/2023 - 5/20/2023	Daniels Hall 211 Final Exam	



Section Details

Course: CPP-299-01 Prof Fndatns for Career Devlp

Instructors: Nosal, Julie A.

Meeting Information: M, W 1:00 PM - 2:40 PM

Dates: 3/27/2023 - 5/20/2023

Seats Available: 12 / 8 / 20 / 0

Credits: 0.5

Grading: **Graded**

Requisites: None

Add Section

Education Approval

Education Approval

CPP-299-01 has been planned on the schedule.

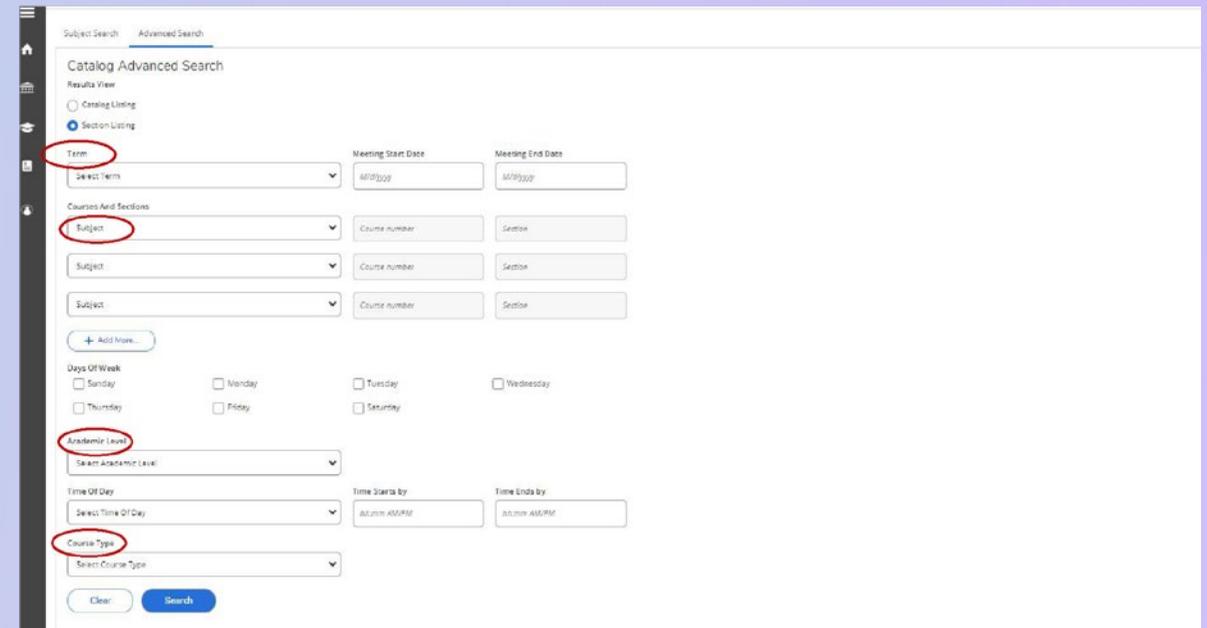
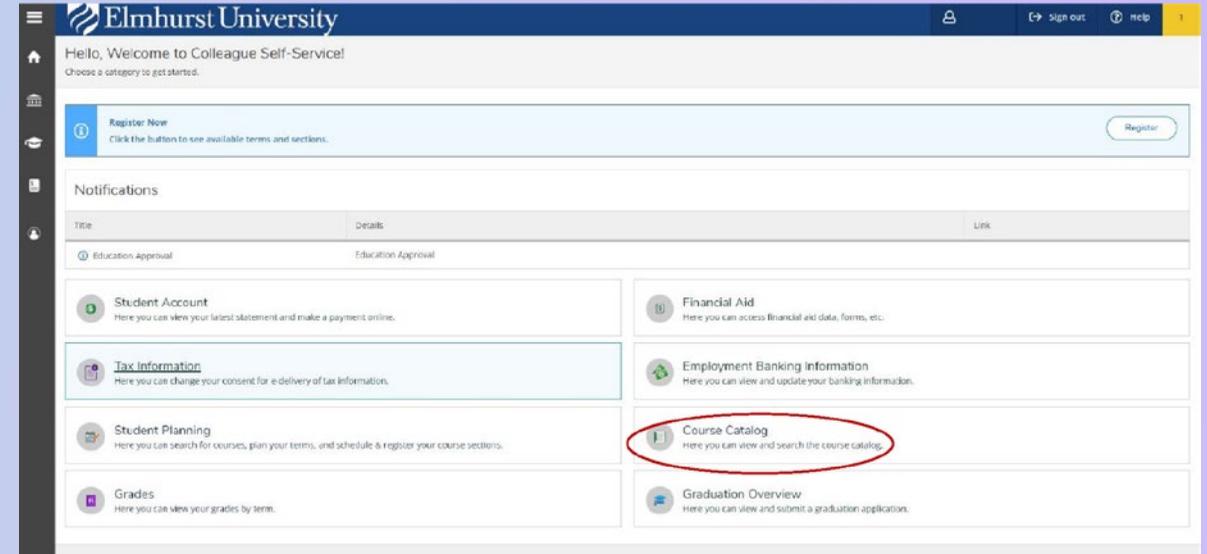
STUDENT PLANNING

Adding Courses to Plan with Course Catalog

STEP 1: On the home page of Self Service, select "Course Catalog".



STEP 2: Search by term, subject, academic level and course type.



STEP 3: Next pick a section, by clicking "Add Section to Schedule", then "Add Section". A notification will appear in the top right corner confirming the course has been added to the student's plan.

VIEW AVAILABLE SECTIONS FOR COM-213

CPP-299 Prof Fndatns for Career Devlp (0.5 Credits) Add Course to Plan

This course provides first and second-year students with a fundamental grounding in making career and academic decisions. Using career development theory as a background, students perform personal and skills assessments, research majors, conduct career and library searches, learn to set obtainable goals and explore professional and graduate school choices. Prerequisite(s): No prerequisite.

Requisites:
None

View Available Sections for CPP-299

Spring Term 2023

CPP-299-01
Prof Fndatns for Career Devlp
Runs from 3/27/2023 - 5/20/2023

Add Section to Schedule

Seats	Times	Locations	Instructors
12 / 8 / 20 / 0	M/W 1:00 PM - 2:40 PM 3/27/2023 - 5/13/2023	Daniels Hall 211 Lecture	Nosal, Julie A. (Lecture)
	W 1:00 PM - 3:00 PM 5/15/2023 - 5/20/2023	Daniels Hall 211 Final Exam	



View Available Sections for COM-213

Section Details

CPP-299-01 Prof Fndatns for Career Devlp
Spring Term 2023

Instructors Nosal, Julie (julien@simhurst.edu)
A.

Meeting Information M, W 1:00 PM - 2:40 PM
3/27/2023 - 5/13/2023
Daniels Hall 211 (Lecture)
W 1:00 PM - 3:00 PM
5/15/2023 - 5/20/2023
Daniels Hall 211 (Final Exam)

Dates 3/27/2023 - 5/20/2023

Seats Available 12 / 8 / 20 / 0

Credits 0.5

Grading Graded

Requisites None

Add Section

Academics > Course Catalog

Instructional Method Key (found in Section Availability)

- Traditional In-Person** - This is our traditional course. Students will be expected to attend the class at the time listed.
- Hybrid Synchronous** - Students will attend in-person some days; on days they are not in-person in class, students are expected to engage remotely at the assigned time.
- Hybrid Asynchronous** - Students will attend in-person some days; students are NOT expected to engage remotely in the class at any specified time when not in person.
- Online Synchronous** - No in-person meetings; students are expected to engage remotely in the class at a specified time (usually the assigned time).
- Online Asynchronous** - No in-person meetings; students are NOT expected to engage remotely in the course at any specified time.

Education Approval
Education Approval

✔ CPP-299-01 has been planned on the schedule.

Search for Courses and Course Sections

< Back to My Progress

Search for courses...

STUDENT PLANNING

Removing Courses from Plan

STEP 1: Select the Schedule or the Timeline view from the Plan & Schedule tab.



STEP 2: Click the "x" next to the course or section names to remove the item from the plan.

REGISTRATION

Adding Courses

STEP 1: To register for planned course(s) go to "Academics" then "Register for Classes".



STEP 2: Select the "Register" button to individually add a course. Or select the "Register Now" button to add all planned courses at once (choose this option when adding a course that requires a lab).

The screenshot shows the 'Academics' menu on the left side of the page. The 'Academics' item is circled in red, and the 'Register for Classes' item is also circled in red. The main content area displays the 'Course Catalog' with an 'Instructional Method Key' and a search bar. Below the search bar, there are filter results for 'Open Courses Only (20)' and a list of courses, including 'ES-100 Intro to Environmental Studies (1 Credits)'.

The screenshot shows the course registration page for 'Spring Term 2023'. The 'Register Now' button is circled in red. Below the course list, the 'CPP-299-01: Prof Endatns for Career Devlp' course is highlighted with a red circle. The 'Register' button for this course is also circled in red. The page shows a schedule grid for the course, with a 'Planned: 3.50 Credits' status.

STEP 3: Double check schedule. Courses will appear in green when successfully registered for and will state registered instead of planned.

The screenshot displays a university course schedule interface. At the top, there are navigation tabs for 'Schedule', 'Timeline', and 'Advising'. Below these, the current term is 'Spring Term 2023', with navigation arrows and a '+'. A prominent blue 'Register Now' button is on the right. Below the navigation, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary shows 'Planned: 3 Credits', 'Enrolled: 3.50 Credits', and 'Waitlisted: 0 Credits'.

The left sidebar shows course details for 'CPP-299-01: Prof Fndatns for Career Devlp', which is circled in red. The status is 'Registered, but not started'. Other details include 'Credits: 0.50 Credits', 'Grading: Graded', and 'Instructor: Nosal, Julie A. 3/27/2023 to 5/20/2023'. There is a 'Drop' button and a 'View other sections' link.

The main area is a weekly grid with days of the week (Sun-Sat) and times (7am-5pm). The grid shows course sections in green boxes. A red circle highlights the 1pm slot on Monday, Tuesday, and Wednesday, where 'CPP-299-01' is scheduled. Other sections include 'EDU-311-01' on Tuesday and Wednesday mornings, and 'EDU-311-01' on Thursday mornings.

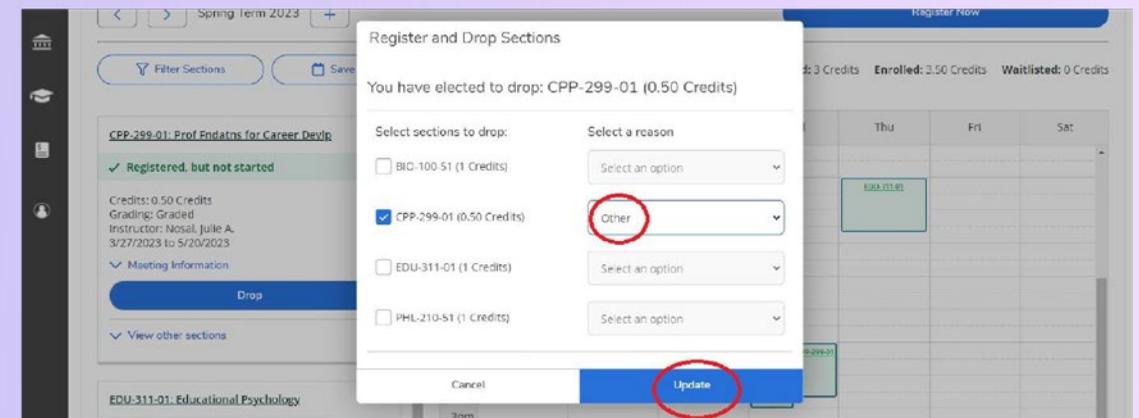
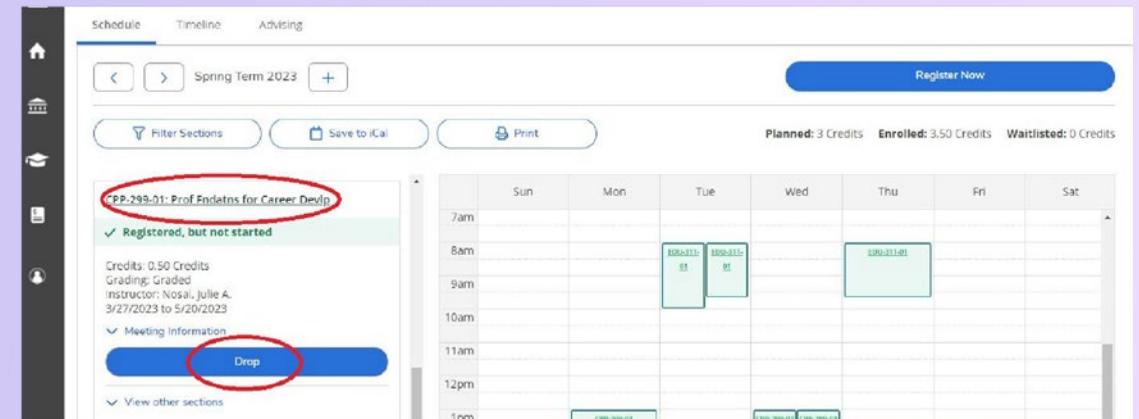
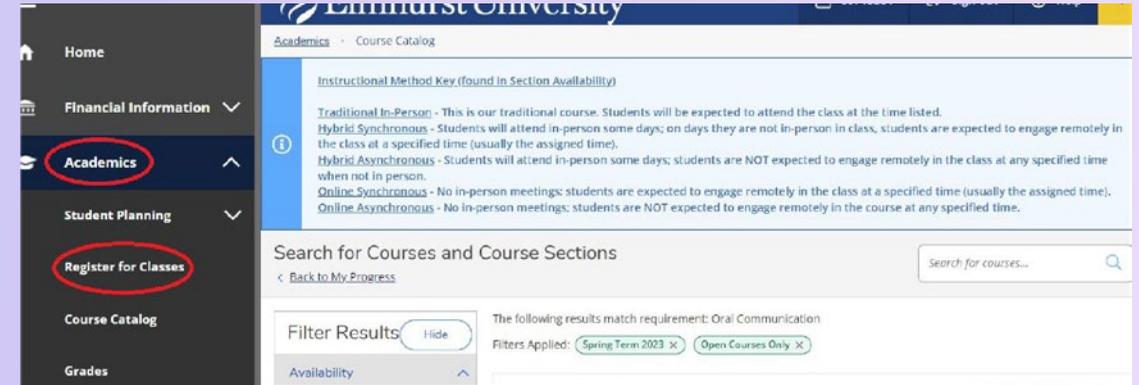
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			EDU-311-01	EDU-311-01	EDU-311-01		
9am							
10am							
11am							
12pm							
1pm		CPP-299-01		CPP-299-01	CPP-299-01		
2pm							
3pm							
4pm							
5pm							

REGISTRATION

Dropping Courses

STEP 1: Go to "Academics" then "Register for Classes".

STEP 2: Select the "Drop" button under the course. Next select a drop reason and then click Update.



STEP 3: The planned section will remain on the student's schedule, but it will no longer show that they are registered for the course if the drop was successful.

The screenshot displays a student's course schedule interface. At the top, there are navigation tabs for 'Schedule', 'Timeline', and 'Advising'. Below these, the current term is 'Spring Term 2023', and a 'Register Now' button is visible. A summary bar indicates 'Planned: 3.50 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'. On the left, a sidebar shows details for the selected section 'CPP-299-01: Prof Endatns for Career Devlp', which is marked as 'Planned'. The main area is a grid showing course blocks for 'EDU-311-01' and 'CPP-299-01' across the days of the week and time slots.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			EDU-311-01	EDU-311-01	EDU-311-01		
9am							
10am							
11am							
12pm							
1pm		CPP-299-01		CPP-299-01	CPP-299-01		
2pm							
3pm							

COMMON ERRORS & FAQs

The "Register" button is not appearing, what should I do?

1. **Check for financial holds:** Ensure there are no financial holds on your account, which will appear in the top right corner of Self-Service. If you have a financial hold, contact Student Financial Services at sfs@elmhurst.edu to resolve it. Once cleared, you will be able to register.
2. **Select an active course section:** If a course section isn't selected, click the "View other sections" drop down, choose an open section, and the "Register" button will appear.

I placed into a Math or World Language course but cannot register. What should I do?

Submit the [Add, Drop, or Change Course Grading Preference form \(click for link\)](#). Registration & Records will enroll you in the course.

I am registering for a course that requires a lab, but keep getting an error. What should I do?

Click the "Register Now" button to add both the lecture and lab at the same time.

A course that I had planned to register for is now closed. What should I do?

First work with your advisor to find an alternative course or section that is open.

If it is determined that you need to enroll in the course this upcoming term, then you will need to email the department chair, school dean (education courses only) or program director (graduate students only) for approval. Please visit the [university directory \(click for link\)](#) to find contact information.

Once approval is received, forward to regrec@elmhurst.edu and the Office of Registration & Records will enroll you.

IMPORTANT: For BUS & ECO courses, work with your advisor first to see if an alternative course or section can be taken. If not, your advisor should contact Dean Wan, Dean Wolff or Dr. Wilson in the School of Business. Please visit the [university directory \(click for link\)](#) to find contact information.

How can I register for a course overload (enroll in more than 4.75 credits)?

You will not be able to register for an overload on Self-Service. During your registration time, register for up to 4.75 credits on Self-Service. Then submit the [Undergraduate Overload Request \(click for link\)](#) to register for the remaining credits.

The only requirement to overload is a 3.0 or above GPA. Please note that there are additional fees with overloading. It is your responsibility to review and understand these fees prior to requesting registration. The full overload policy can be found in the university catalog.

I am trying to register for a course that requires instructor consent/permission. How can I register?

Email the instructor for approval to join the course. Once approval is received, forward to regrec@elmhurst.edu and the Office of Registration and Records will enroll you.

I am missing the prerequisite(s) for a course I want to register for. Can I still enroll?

Prerequisites are placed on courses by departments. The system allows registration only if you have completed or are currently in the prerequisite course(s).

First consult with your advisor to find an alternative course. If it is determined that you need to enroll in the course this upcoming term, then you will need to email the department chair, school dean (education courses only) or program director (graduate students only) for approval. Once approval is received, forward it to regrec@elmhurst.edu and the Office of Registration & Records will enroll you.

IMPORTANT: For BUS & ECO courses, work with your advisor first to see if an alternative course or section is available. If not, your advisor should contact Dean Wan, Dean Wolff or Dr. Wilson in the School of Business. Please visit the [university directory \(click for link\)](#) to find contact information.

PLEASE REACH OUT WITH ANY ADDITIONAL QUESTIONS!

>>> regrec@elmhurst.edu