

Self-Service: Student Self-Registration

Overview

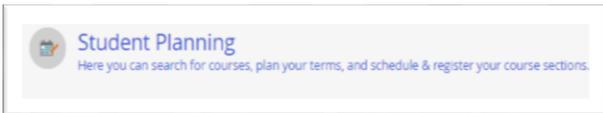
All students will self-register for courses.

Prior to self-registering for courses, you will have completed the following:

1. Planned your courses in Colleague Self-Service and created a proposed schedule. Note that planned courses are displayed in yellow. In Self-Service, you will see the day and time that your priority registration window opens.
2. Met with your advisor, and your advisor indicated **Advisement Complete** in Self-Service. If the advisor did not indicate Advisement Complete in Self-Service, then you will not be able to register. If the advisor was unable to indicate Advisement Complete, then you can go to your dean's office for assistance.
3. Updated your contact information in Self-Service and if you have any registration holds on your account, you took the necessary steps to have those holds removed. You must update your contact information and resolve holds before you can register for courses.
4. Once you have registered, your courses will be displayed in green. Any courses on your plan that are not green are courses that you did NOT or were NOT able to register for.

Log into Colleague Self-Service

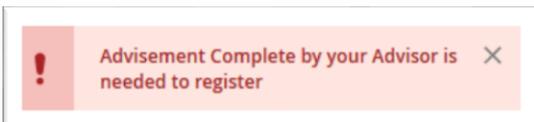
Log into Self Service via Connect2U or directly at <https://selfservice.wne.edu>



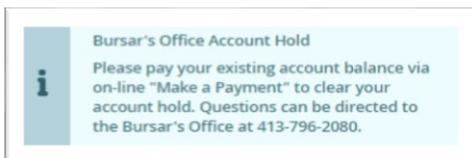
Click on **Student Planning**



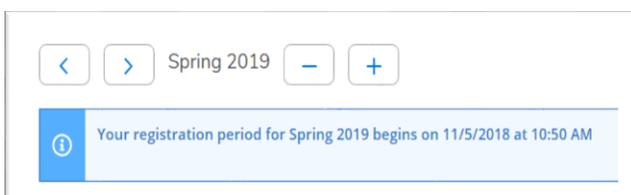
You **MUST** update your contact information before you can register.



BEFORE a student can register for courses, their Advisor **MUST** mark **Advisement Complete** in Self-Service. If you log into Colleague Self-Service and see a warning, then you must contact your advisor and request that they complete this step.



If there are any holds on your account, you will not be allowed to register for courses.



Your registration eligibility will open on the date and time indicated in Self-Service. Before you can register, your advisor **MUST** first approve you for registration by clicking the **Advisement Complete** button!

If your advisor has marked Advisement Complete, and you have no holds on your account, and you have updated your contact information, then on the day and time that you are eligible to register, the Register button will become active.

Registering for courses

When your registration window opens, the register button will become active. Click **Register Now** (Upper right of screen) to register for all courses.

Register Now

The screenshot shows a registration interface with a top navigation bar containing 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this is a toolbar with navigation arrows, a '3' in a box, and minus/plus buttons. On the right, there are buttons for 'Remove Planned Courses' and 'Register Now', with a red arrow pointing to the latter. A status bar indicates 'Planned: 17 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main area is a grid with days of the week (Sun-Sat) as columns and times (8am-3pm) as rows. Course cards are placed in the grid, such as MATH-134-03, BIO-107-07, ENGL-206-01, and BUS-326-01. A sidebar on the left shows details for 'BIO-117-01: General Biology Lab I', including 'Planned' status, 'Credits: 1', 'Grading: Graded', 'Instructor: Rocheleau, J', '8/27/2018 to 12/14/2018', 'Seats Available: 15', and a 'Register' button.

Courses in green indicate successful registration. Course outlined in red indicates that the class is full – and a warning is given.

The screenshot shows a registration interface for 'Fall 2018'. The top navigation bar includes 'Filter Sections', 'Save to iCal', and 'Print'. The status bar shows 'Planned: 8 Credits', 'Enrolled: 10 Credits', and 'Waitlisted: 0 Credits'. The main area is a grid with days of the week (Sun-Sat) as columns and times (8am-12pm) as rows. Course cards are placed in the grid, such as MATH-134-03, BIO-107-07, and ENGL-206-01. A sidebar on the left shows details for 'BIO-107-07: General Biology I', including 'Registered, but not started' status, 'Credits: 3', 'Grading: Graded', 'Instructor: Rocheleau, J', '8/27/2018 to 12/14/2018', and a 'Drop' button. A 'Register Now' button is visible in the top right corner.

A successfully registered course appears in green and there is a drop button on the course on the left side of screen. There is also a message indicating registration.

If a course is not displayed in green, then you did not register for it!

[ART-118-03: Intro to Jewelry Making](#)

Registered, but not started

Credits: 3
Grading: Graded
Instructor: Ghahramani, L
8/27/2018 to 12/14/2018

Meeting Information

Drop

If you would like to drop a course, click the **Drop** button for that course in the Planned Courses menu.

Dropped courses change from green back to yellow on your plan.

You may not drop all your classes using this process. If your intention is to withdraw from the institution, then you must contact the Registrar's office.

You cannot drop **ALL** of your courses in Self-Service. If you attempt to drop all courses, a message indicating that you need to go to Registrar's Office will appear.

If the course you are registering for is at capacity, you can select another section, if available. If the course is a 100 or 200 level, it may have a waitlist. If it does, you will be notified, and you will have the option of being added to the waitlist. If a seat becomes available, the first person on the waitlist will be notified via their WNE email address and will have 1-2 days to register for the course. If that student does not register for the course by the expiration time noted in the email sent to their WNE email address, then the seat will be offered to the next person on the waitlist.

[MATH-121-01: Intro to Probability & Stats](#) x

Planned

Credits: 3
Grading: Graded
Instructor: McBride, L
8/27/2018 to 12/14/2018
Waitlisted: 0

Meeting Information

This section has a waitlist

Waitlist

View other sections

8am
9am
10am
11am
12pm
1pm
2pm
3pm

Click the **Waitlist** button if you would like to be added to the waitlist.

If you would like to no longer be on the Waitlist, click **Drop Waitlist**.

[MATH-121-01: Intro to Probability & Stats](#)

Waitlisted

Credits: 3
Grading: Graded
Instructor: McBride, L
8/27/2018 to 12/14/2018
Waitlisted: 1

Meeting Information

This section has a waitlist

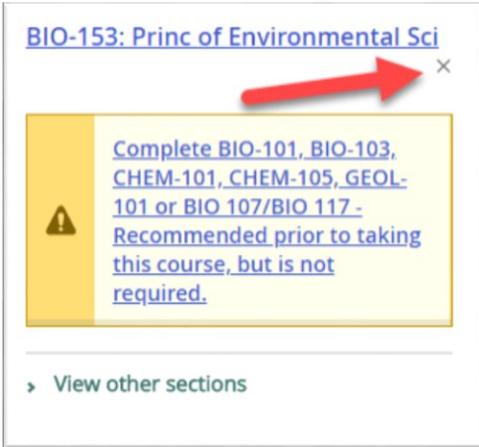
Drop Waitlist



Waitlisted courses have a red border on your plan and you are **NOT** registered for that class. Waitlisted courses do not count towards your Enrolled Courses for the Semester. If you are waitlisted for a course, you are not guaranteed a seat in that course.

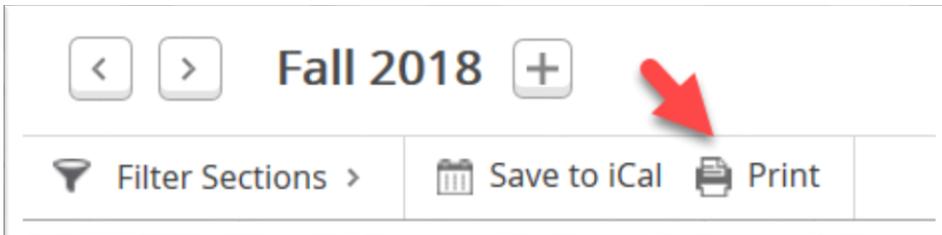
Please register for a backup course that you can drop should you get a seat in the course that you are waitlisted for.

Note: If you add yourself to the waitlist for a particular course, you cannot be waitlisted for more than one section of that particular course.



After you have registered for your courses, click on the “X” to remove any courses that you added to your plan but did not register for. This will remove the courses from your timeline for that semester.

Click **Print** to view your schedule.



all 2018					Planned: 0 Credits	Enrolled: 14 Credits	Waitlisted: 0 Credits
Schedule Details							
Status	Course Title	Time	Location	Instructor			
Registered, but not started	BIO-107-07 General Biology I	MWF 11:00 AM - 11:50 AM 8/27/2018 - 12/14/2018	TBD, TBD	Rocheleau, J			
Registered, but not started	BIO-117-01 General Biology Lab I	M 2:00 PM - 5:00 PM 8/27/2018 - 12/14/2018	TBD, TBD	Rocheleau, J			
Registered, but not started	BUS-326-01 Business Plan New Venture	TTh 2:00 PM - 3:20 PM 8/27/2018 - 12/14/2018	TBD, TBD	Greeley, J			
Registered, but not started	ENGL-206-01 Writing for Business	MWF 12:00 PM - 12:50 PM 8/27/2018 - 12/14/2018	TBD, TBD	Pelletier, L			
Registered, but not started	MATH-134-03 Calculus II	MWF 10:00 AM - 10:50 AM 8/27/2018 - 12/14/2018 Th 9:30 AM - 10:20 AM 8/27/2018 - 12/14/2018	TBD, TBD TBD, TBD	Funai, F			

Using your mobile device to register for courses

The Self-Service Mobile App is not yet available. However, you can access the desktop version from your mobile device. Just follow same steps as outlined earlier. Accessing Self-Service on your mobile device may be especially useful when your Priority Registration window opens. If you have class when your registration window opens, talk to your instructor to request permission to register for courses while you are in class.

Self-Service Student planning can be accessed at <https://selfservice.wne.edu/> or via Connect2u.

The image displays three sequential screenshots of the WNE self-service mobile app interface, illustrating the steps to register for courses. Red arrows and numbered boxes (1, 2, 3) highlight key navigation points.

Screenshot 1 (Left): The home screen shows a navigation menu at the top. Below the header, there are three main service tiles: "Student Finance", "Financial Aid", and "Student Planning". A red arrow points from a box labeled "1" to the "Student Planning" tile.

Screenshot 2 (Middle): The "Student Planning" screen is shown. It features a search bar at the top and two main sections. The first section, "View Your Progress", includes a "Go to My Progress" link. The second section, "Plan your Degree & Register for Classes", includes a "Go to Plan & Schedule" link. A red arrow points from a box labeled "2" to the "Go to Plan & Schedule" link. Below this section is a table with the following data:

Programs	Cumulative GPA
Back Science in Biology	(2.000 required)

Screenshot 3 (Right): The "Plan your Degree and Schedule" screen is shown. It includes a search bar, a "Schedule" tab, and a "Register Now" button. A red arrow points from a box labeled "3" to the "Register Now" button. Below the button, a course section is visible: "01: Intro to Art".