

Self Service: Planning courses for your upcoming semester

1. Update/Confirm your contact information

Access Self-Service via Connect2U or go directly to <https://selfservice.wne.edu>. Click on **Student Planning** after logging in.

You need to update or confirm your contact information (phone, email, address) and provide your emergency contact. This is **required** in order to register.

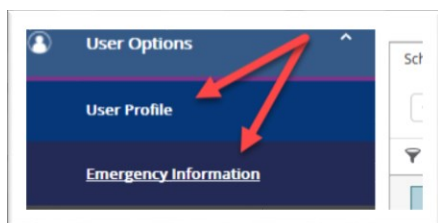
To confirm your contact and emergency information:



Click on the Person icon on left side of page to access **User Options**.

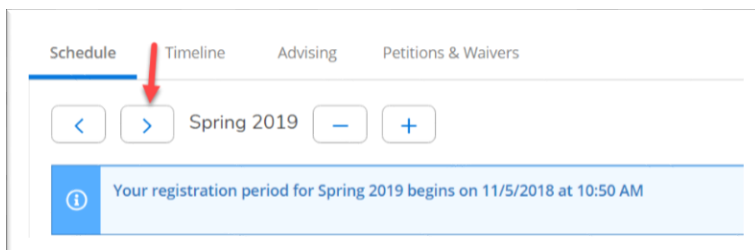
Click on **User Profile** to enter/confirm your local or mailing address, phone, and alternate email.

Click **Emergency Information** to enter/confirm your emergency contact information.



2. Check for your Priority Registration Start Date and Time

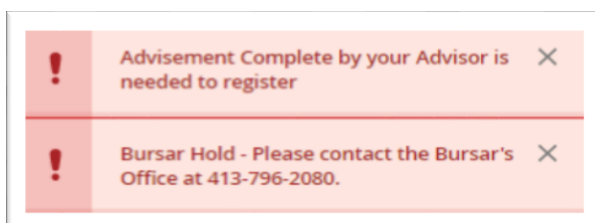
Check for your priority registration start date and time by clicking on **Go to Plan & Schedule**. (It may take 20-30 seconds to load your data.) Then click the arrow to scroll to upcoming registration term to view your registration start date and time.



3. Rectify any Holds that may be on your Account

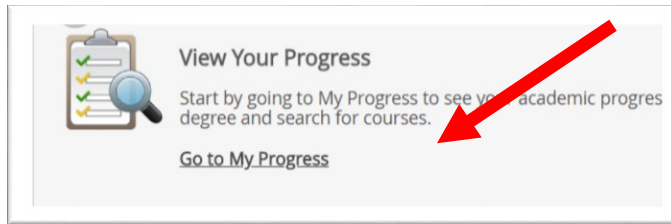
You may see messages in the upper right of your screen. Initially all students will have the *Advisement Complete is needed* message. This is the last step of the advising process. After the advising phase, be sure that your advisor indicates that your Advisement is complete in Self-Service. **If your advisor does not indicate that advisement is complete, then you cannot register for courses.** Once your advisor has completed this step, the warning message will no longer appear.

You may have holds on your account that will affect your ability to register. If you have any holds on your account, be sure to rectify them before your registration window opens. Contact Enrollment Services at 413-796-2080 with any questions.



4. Plan your upcoming Semester

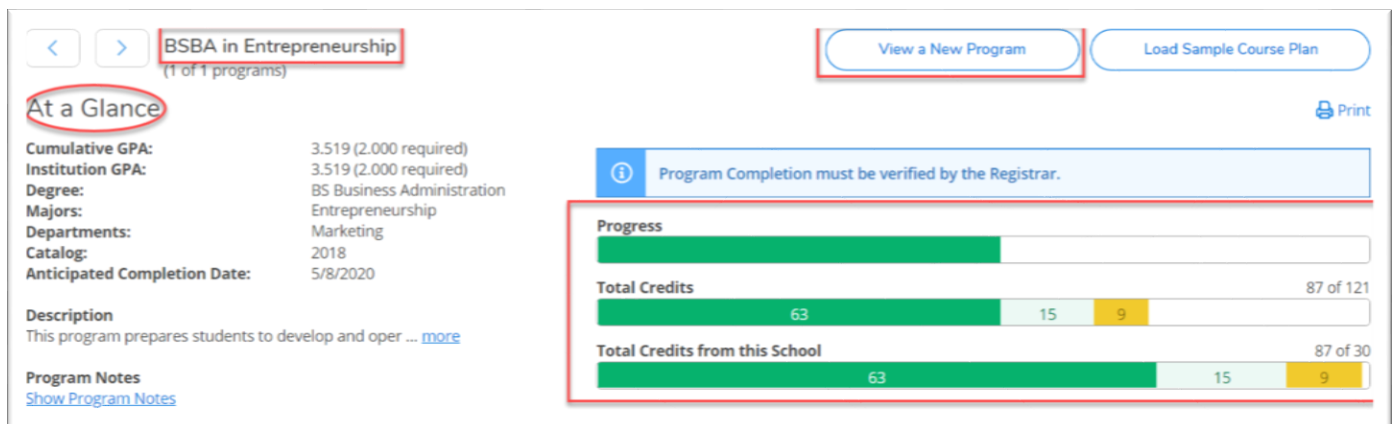
From within Colleague Self-Service, click On **Go to My Progress**. **My Progress** contains your Degree Audit information. For detailed information regarding My Progress, please refer to the *Self Service Degree Audit* documentation on the Enrollment Services web page.



My Progress consists of two sections: At a Glance and Requirements.

At a Glance

At the top is the **At a Glance** Section with a summary of your progress to-date. Review the At a Glance section to see your major, GPA, completed credits (in dark green) , planned credits (in light green) , and in-progress credits (in yellow) .



The screenshot shows the "At a Glance" section for the "BSBA in Entrepreneurship" program. The program name is circled in red. Below it, there is a table of program details and a progress bar. The progress bar shows "Total Credits" and "Total Credits from this School" with a breakdown of completed (dark green), planned (light green), and in-progress (yellow) credits. A red box highlights the progress bar area.

Category	Completed (Dark Green)	Planned (Light Green)	In-Progress (Yellow)	Total
Total Credits	63	15	9	87 of 121
Total Credits from this School	63	15	9	87 of 30

Requirements

The Requirements section contains all the required coursework for the program listed in the **At a Glance** section. This is where you will find the courses that you should add to your plan for the upcoming semester(s).

For many programs, there are multiple high level categories of requirements. The categories can be collapsed for an overview of type of requirements. As shown in example below, a BSBA has four categories of requirements. Your program may have a different number.

Requirements	
General University Requirements for BSBA Complete all of the following items. ⚠ 8 of 11 Completed. Show Details	1
College of Business Core Complete the following item. ⚠ 0 of 1 Completed. Show Details	2
Required Courses for Entrepreneurship Major Complete all of the following items. ⚠ 0 of 2 Completed. Show Details	3
General Electives Complete the following item. ⚠ 0 of 1 Completed. Show Details	4
Other Courses	

Click **Show Details** to drill down to the specific requirements. In the example below are the required courses for Entrepreneurship Major:

Required Courses for Entrepreneurship Major
Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

A.
ENTR Major Courses

Take ENTR-251, ENTR-326, MK-301, FIN-330, BL-403, BUS-423, and ENTR-480
Take two courses from MK-370, ENTR-380, and ENTR-430
Complete all of the following items. ⚠ 0 of 2 Completed. [Hide Details](#)

1. Take the following seven courses ⚠ 0 of 7 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✔ In-Progress	ENTR-251 Entrepreneurship & Innovation		2018FL	3
🕒 Planned	ENTR-326 Venture Feasibility		2020SP	3
⚠ Not Started	MK-301 Buyer Behavior			
⚠ Not Started	FIN-330 Finance Entrepre Ventures			
⚠ Not Started	BL-403 Business Law for Entrepreneurs			
⚠ Not Started	BUS-423 Product Dev & Innovation			
⚠ Not Started	ENTR-480 Internship in Entrepreneurship			

2. Take two courses from MK-370, ENTR-380, and ENTR-430 ⚠ 0 of 2 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
⚠ Not Started	MK-370 Social Media Marketing			
⚠ Not Started	ENTR-380 Global Entrepreneurship			

There are 2 sets of requirements for the Entrepreneurship major.
The first requirement is to successfully complete the 7 courses listed under number 1.
The second requirement is to successfully complete 2 out of the 3 courses listed under number 2.

Not Started courses are indicated in red. These are courses to consider adding to your plan. Click on Search within a requirement to go the Course Catalog. When you click the Search button within a requirement, all the courses that satisfy that requirement will be displayed in the catalog. If you are specifically looking for courses in the upcoming semester, filter by term. Courses can be planned for all the years of your program.

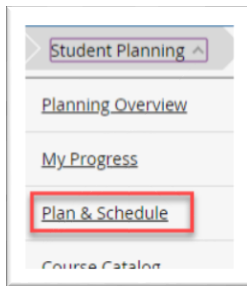
To add a course to your plan, click the **Add Course to Plan** button. You will be prompted to enter the term. Be sure to note any prerequisites, and when the course is typically offered (Fall or Spring).

Continue to add courses to your plan for the upcoming semester. Also add for future semesters if you like.

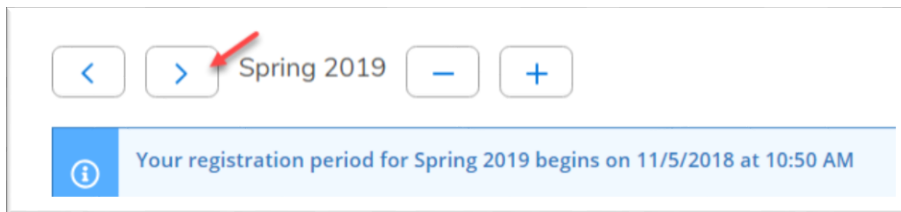
- NOTE:**
1. If you added a course to your plan for a particular semester, but that plan changed, be sure to remove the course you no longer plan to take in that semester. It is important to keep the plan clean, so your progress is reflected accurately.
 2. Degree audit in Student Planning is unofficial. For an official degree audit, contact the Registrar's Office.

5. Add Sections to your planned schedule.

Once you have added courses to your plan for the upcoming semester, click on **Student Planning** and then **Plan & Schedule**.



Scroll to the upcoming registration semester.



The courses you added to your plan for the semester will be listed on the left side. Click on **View other sections**. All sections offered in the selected term will be displayed on the calendar with a dotted line around them.



8am	MATH-111-09	MATH-111-01	MATH-111-09	MATH-111-01	MATH-111-09
9am	MATH-111-05	MATH-111-03	MATH-111-05	MATH-111-03	MATH-111-05
10am	MATH-111-07		MATH-111-07		MATH-111-07
11am		MATH-111-11		MATH-111-11	

Click on the particular section you would like to register for on the calendar or on the Planned Courses area on the left. If you have selected multiple sections that cause a course conflict, you will be warned. The conflicting courses will be outlined in red on the calendar. Planned courses that have been added to your schedule are displayed in yellow.

ART-101-01: Intro to Art x

Planned

Credits: 3
Grading: Graded
Instructor: Fairman, C
8/27/2018 to 12/14/2018
Seats Available: 29

Meeting Information

Conflicting section with MATH-111-01

	Sun	Mon	Tue	We
7am				
8am			ART-101-01	MATH-111-01
9am				
10am				
11am				
12pm		BIO-213-01		BIO-213-01

Note: Some courses have a co-requisite. Be sure to add any co-requisites to your plan. For example, BIO 107 has a co-requisite course; BIO 117. If you plan on taking BIO 107, you will be warned that BIO 117 is a concurrent requirement. Be sure to click on the Concurrent requirement to add the course to your plan.

BIO-107-05: General Biology I x

One unit of secondary school Chemistry or CHEM 101.- Recommended prior to taking this course, but is not required.

Concurrent BIO-117.- Recommended to be taken at the same time as this course, but is not required.

If desired, click **Print** to print your plan.

Filter Sections Save to iCal **Print**

Planned: 10 Credits Enrolled: 0 Credits Waitlisted: 0 C

Schedule Details

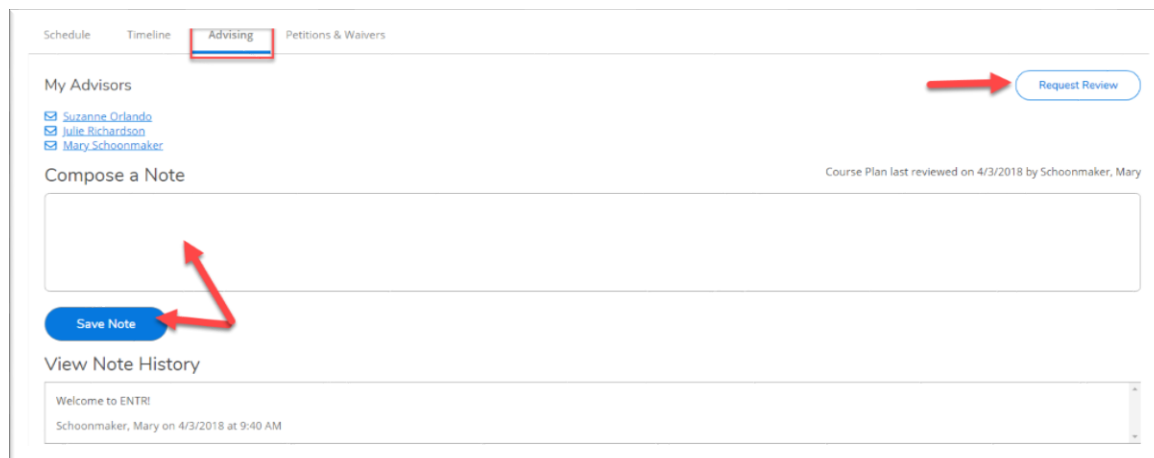
Status	Course Title	Time	Location	Instructor
Planned	ART-101-01 Intro to Art	TTh 8:00 AM - 9:20 AM 8/27/2018 - 12/14/2018	TBD, TBD	Fairman, C
Planned	BIO-107-07 General Biology I	MWF 11:00 AM - 11:50 AM 8/27/2018 - 12/14/2018	TBD, TBD	Rocheleau, J
Planned	BIO-117-07 General Biology Lab I	W 2:00 PM - 5:00 PM 8/27/2018 - 12/14/2018	TBD, TBD	Rothermich, M
Planned	MATH-111-01 Analysis Bus & Eco	TTh 8:00 AM - 9:20 AM 8/27/2018 - 12/14/2018	TBD, TBD	McDonald, J

4. Request Review of your Proposed Plan

After you have planned courses for your upcoming semester, contact your advisor to request a review of the plan. The **Request Review** button is found under the **Advising** Tab in Student Planning. Before you request review, you may also want to send your advisor(s) a note from Self-Service.

Notes

At any time, Advisors and Advisees can send notes to each other. To send your advisor(s) a note, click on the **Advising** Tab. Compose your note, and then click **Save Note**. A history of notes sent/received will be listed. If you have multiple advisors, all will receive your note.










After writing and saving your note, be sure to also click **Request Review** so your advisor(s) will get a notification in Self-Service and an email indicating that you have requested a review.

In the Advisor's Self-Service account, any advisees that have **Requested a Review** will rise to the top of their advisee list and be indicated on the list with a blue clock symbol.

Note: If you sent a note but did NOT click the Request Review button, your advisor will not see a blue clock symbol next to your name. The blue clock symbol only appears if you have Clicked **Request Review**.

Advisor's view:

Name	Review Requested	Assigned Advisee
 Mel Bee		
 Teddy Baer		
 Tim J. Bucktu		

Manage advisee Tedc

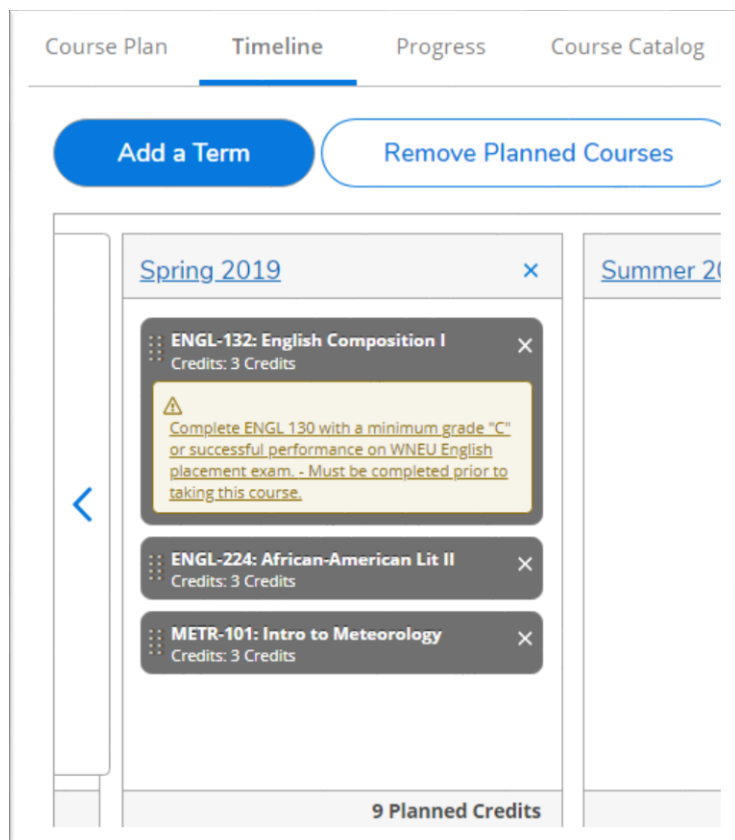
In this example, Mel is at top of list AND has an indicator that she has requested a review. In Self-Service, this will indicate to the advisor that they should look at Mel's account.

NOTE: Your advisor may or may not log into Self-Service regularly. The system is new for your advisor too. Be sure to contact them in the same manner you always have to let them know you are waiting on them to act in some manner.

5. Meet with your advisor

After you have planned your courses for the upcoming semester, you still need to meet with your advisor. After your advisor has logged into Self-Service and indicated that your Advisement is complete, then, if you have updated your contact information, and there are no holds on your account, you will be able to self-register when your priority date and time arrive.

Once you have planned courses, they will be visible on your **Timeline**.



NOTE: There is a difference between planning courses and registering for courses.

Planning is the first step. You will still need to register for the planned courses AFTER you have updated your contact information, resolved any holds that may be on your account, and your advisor have given approval by clicking Advisement Complete. Then on your registration date and time you will be eligible to register for courses.