

Student Planning

Registering for a Semester

Registration Process

The First Step: Meeting with your Advisor

Meeting with your advisor can help you avoid a lot of headaches and confusion when it comes time to register for courses. Schedule appointments in as much advance as possible to allow yourself and your advisor time to prepare for an efficient, effective and collaborative advising meeting.

Find your advisor in Self Service!

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timelines **Advising** Petitions & Waivers

My Advisors

Your advisor(s) email

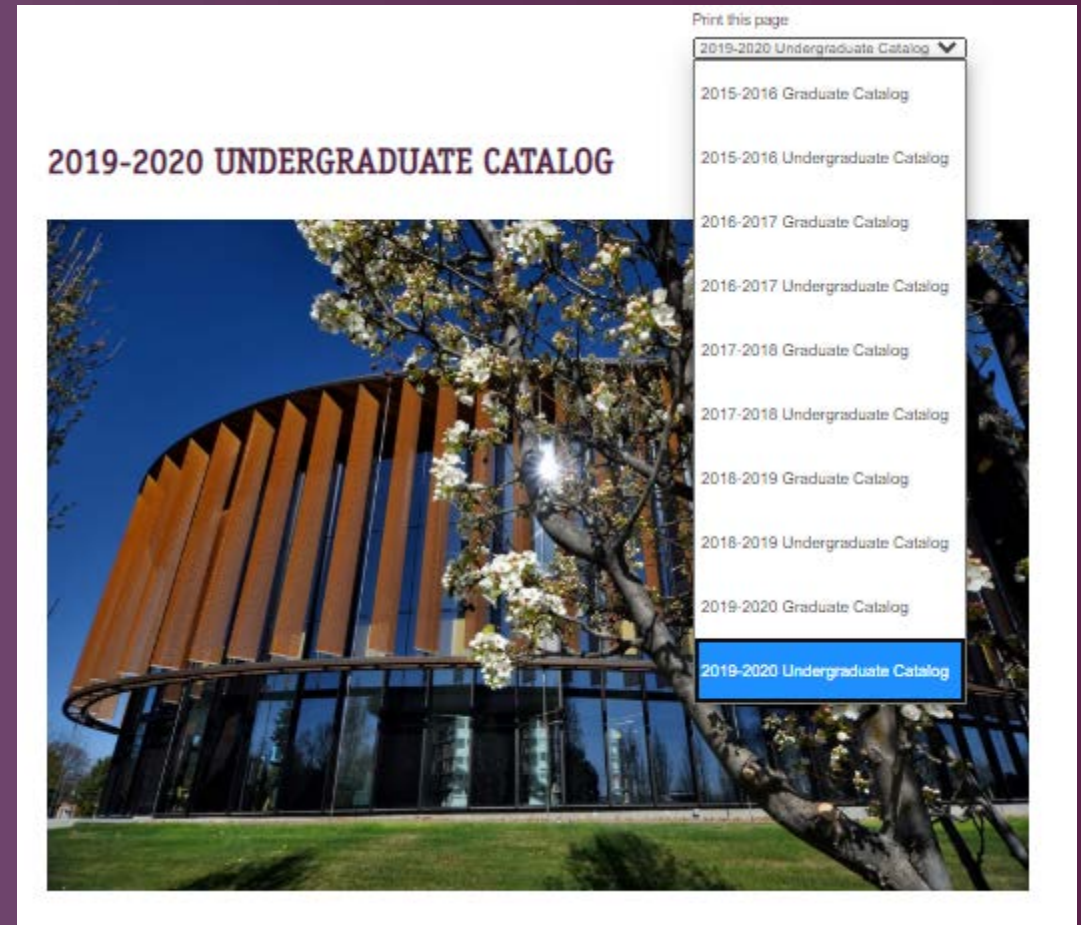
Request Review

Compose a Note

Making Decisions

3 tips from the Academic Advising office:

- Utilize the [Undergraduate Catalog](#) (be sure to select your correct Catalog Year) to identify and select courses that will provide you progression towards completing college-wide and program specific academic requirements.
- Do not wait until registration season to begin thinking about what courses you are interested in. Use the time in the semester leading up to registration to reflect and process your interests and goals.
- Remember that you are at Liberal Arts college that embraces and emphasizes having a well-rounded education. Exploration of a variety of academic disciplines and courses is a good (and required) thing!



Process Overview

1 - Input courses for Semester into Student Planning



2 - Get Approval from Academic/Major Advisor



3 - Register for courses

Step by Step Guide



Hello, . Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



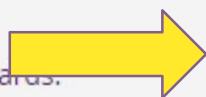
Tax Information

Here you can change your consent for e-delivery of tax information.



Employee

Here you can view your tax form consents, banking information, and timecards.



Grades

Here you can view your grades by term.



Financial Aid

Here you can access financial aid data, forms, etc.



Banking Information

Here you can view and update your banking information.











Student Planning


Here you can search for courses, plan your terms, and schedule & register your courses.



Enrollment Verifications

Here you can view and request an enrollment verification.






[Academics](#) • [Student Planning](#) • [Planning Overview](#)

Steps

There are 4 steps to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1



Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

Planning Overview

Plan & Schedule

My Progress

Official Transcript

Programs	Cumulative GPA
Your Program	Your GPA (2.000 required)

Use this panel to view your program plan and the courses that you have scheduled.

Overview of Student Planning

Shows a longitudinal view
of multiple semesters

You can use this box to
search for courses by
searching for a specific
course.

The screenshot shows the 'Student Planning' section of a university website. At the top, there are navigation tabs: 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a header area with the text 'Plan your Degree and Schedule your courses'. On the right side of this header is a search box labeled 'Search for courses...'. Below the header is a row of tabs: 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is currently selected. Below the tabs is a section for the '2018 Spring Semester', which includes a minus sign, a plus sign, and a 'Remove Planned Courses' button. Below this is a light blue banner with an information icon and the text 'Your registration period for 2018 Spring Semester begins on 10/30/2017 at 12:00 AM', with a 'Refresh' button on the right. At the bottom of the page is a footer area with links for 'Filter Sections', 'Save to iCal', and 'Print', followed by a summary of credits: 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. Three red lines with boxes around the endpoints point from text annotations to specific features: one points to the 'Timeline' tab, another points to the 'Advising' tab, and a third points to the search box.

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > 2018 Spring Semester - + Remove Planned Courses

i Your registration period for 2018 Spring Semester begins on 10/30/2017 at 12:00 AM Refresh

Filter Sections > Save to iCal Print Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Allows you to see a
breakdown of each
semester

Tab used to ask for advisor
approval before registration

Overview of Student Planning cont.

The screenshot displays the 'THE COLLEGE of IDAHO' website. On the left is a dark sidebar with navigation links: Home, Financial Information, Employment, Academics (highlighted with a purple box), Student Planning, Course Offerings (highlighted with a yellow box), and Grades. A red arrow points from the 'Academics' link to a red text annotation. The main content area has a purple header with the college logo and a breadcrumb trail 'Academics > Course Offerings'. Below this is a search bar titled 'Search for Courses and Course Sections' with options for 'Subject Search' and 'Advanced Search'. A red text annotation points to the 'Subject Search' option. Under 'Subject Search', there is a text input field 'Search for a course subject: Type a subject...' and a list of subjects: Accounting, Anthropology, Anthropology/Sociology, Art, Art History, and Asian Studies.

You may also search for courses using the “Academics” tab

Search for a course subject:

- [Accounting](#)
- [Anthropology](#)
- [Anthropology/Sociology](#)
- [Art](#)
- [Art History](#)
- [Asian Studies](#)

After clicking on the “Academics” tab, select course offerings and select the course subject you are trying to find.

Overview of Student Planning cont.

Search for Courses and Course Sections

[Back to Course Offerings](#)

Search for courses...

Filter Results

Hide

Availability

- ☐ Open and Waitlisted Sections
- ☐ Open Sections Only

Subjects

- ☒ Accounting (16)

Locations

Show All Terms

- ☐ 2020 Fall Semester (5)
- ☐ 2020 Spring Semester (4)
- ☐ 2020 Summer Term (1)

Days of Week

- ☐ Monday (3)
- ☐ Tuesday (5)
- ☐ Wednesday (3)
- ☐ Thursday (5)
- ☐ Friday (3)

Time of Day

Select time range...

Filters Applied

Accounting x

tip If you don't want to search for classes by subject, you can do so by clicking X on this filter!

ACC-0XX Acc Non College Transfer (0 to 5 Credits)

No description available.

Requisites:
None

Add Course to Plan

Once you have found the course you are interested in, click this button to add the course to your Plan!

ACC-221 Financial Accounting (3 Credits)

An introduction to the field of accounting, emphasizing double-entry record keeping, preparation of balance sheets and income statements, and the uses and limitations of internal financial reporting.

Prerequisites: MAT-125, MAT-212 or MAT-150 or higher-level calculus course.



This course was attempted or already completed.

Requisites:

MAT-125 or MAT-212 or MAT-150 or Higher-level calculus course must be completed prior to registering for this course. - Must be completed prior to taking this course.

Offered:

Fall & Spring, All Years

Add Course to Plan

[View Available Sections for ACC-221](#)

ACC-222 Managerial Accounting (3 Credits)

A study of the role of accounting information in decision-making emphasizing the use of accounting data for internal management decisions. The course includes an introduction to cash flows, cost accounting, cost-volume-profit relationships and budgeting in business decisions. Prerequisite: ACC-221



This course was attempted or already completed.

Requisites:

ACC-221 must be completed prior to registering for this course. - Must be completed prior to taking this course.

Add Course to Plan

Overview of Student Planning cont.

Course Details

MUS-100 Music Fundamentals
A study of the rudiments of music including notation, vocabulary, basic instrumental families and understand music. Not open to music majors.

Credits
Locations Offered
Requisites

Term

Select a term...

- 2020 Summer Term
- 2020 Fall Semester
- 2021 Winter Term
- 2021 Spring Semester
- 2021 Fall Term
- 2022 Winter Term
- 2022 Spring Term

Select a term... ▼

Close Add Course to Plan

Select the appropriate term and then go back to your "Plan and Schedule" screen

ally offered: Fall & Winter

ally offered: All Years

Overview of Student Planning cont.

The screenshot displays a student planning interface. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these, a navigation bar shows '2020 Fall Semester' with left and right arrows, and a 'Register Now' button. A secondary bar contains 'Filter Sections', 'Save to iCal', and 'Print' buttons. On the right, it shows 'Planned: 16 Credits', 'Enrolled: 16 Credits', and 'Waitlisted: 0 Credits'.

On the left, a sidebar for 'MUS-100: Music Fundamentals' is open. It includes a 'View other sections' link and a pagination control showing '1 of 1'. A yellow box highlights the following details for the selected section:

- MUS-100-01 Music Fundamentals
- Seats Available: 8
- Instructor: Johnson, D
- Time: MW 9:10 AM - 10:10 AM
- Dates: 8/26/2020 - 12/8/2020
- Location: TBD (Lecture)

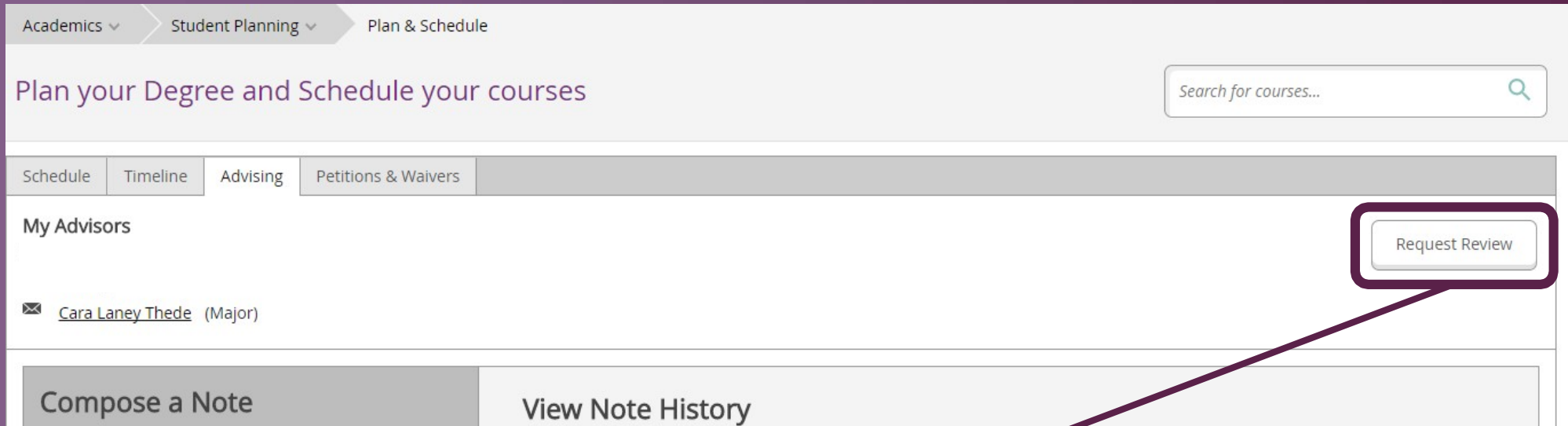
The main area is a weekly calendar grid with columns for Sun through Sat and rows for time slots from 8am to 1pm. The grid shows the following sections:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		MUS-100-01		MUS-100-01			
10am		THE-115-01	CSC-150-02	THE-115-01	CSC-150-02	THE-115-01	
11am		BUS-432-01		BUS-432-01		BUS-432-01	
12pm							
1pm		BUS-350-01		BUS-350-01		BUS-350-01	

Yellow arrows point from the highlighted text in the sidebar to the corresponding 'MUS-100-01' entries in the Monday and Wednesday 9am slots of the calendar grid.

You have to select the course section number you are wanting for it to show up on your planning calendar

Getting Advisor Approval



You must submit your semester plan to your major/academic advisor for approval PRIOR to registration.

Using this button will notify your advisor that your plan needs to be approved.

Registering your Plan

The screenshot shows the 'Plan & Schedule' section of a student planning tool. At the top, there are navigation tabs: 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this is a header 'Plan your Degree and Schedule your courses' with a search bar. A sub-header shows '2018 Spring Semester' with navigation arrows and a 'Remove Planned Courses' button. A light blue message box states: 'Your registration period for 2018 Spring Semester begins on 10/30/2017 at 12:00 AM'. A 'Refresh' button is highlighted with a red box and a red arrow pointing to it. Below the message box are links for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. At the bottom, a table shows the days of the week (Sun-Sat) and a course 'THE-315: Principles of Directing' is listed with a time slot of 12am.

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > 2018 Spring Semester - + Remove Planned Courses

i Your registration period for 2018 Spring Semester begins on 10/30/2017 at 12:00 AM Refresh

Filter Sections > Save to iCal Print Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
THE-315: Principles of Directing							
12am							
1pm							

Until your registration period is open, you will see this message.
When it is open, this button will change to one that reads **“Register”**.

When you have your courses both added to your plan and approved by your advisor, you may register for your course plan using this button.