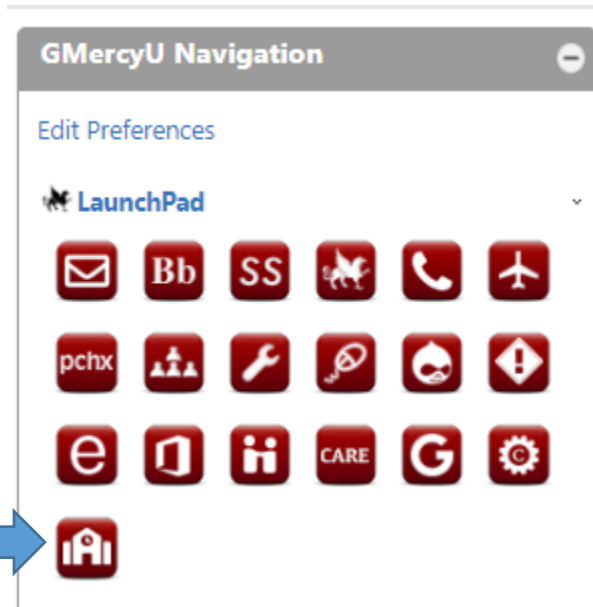
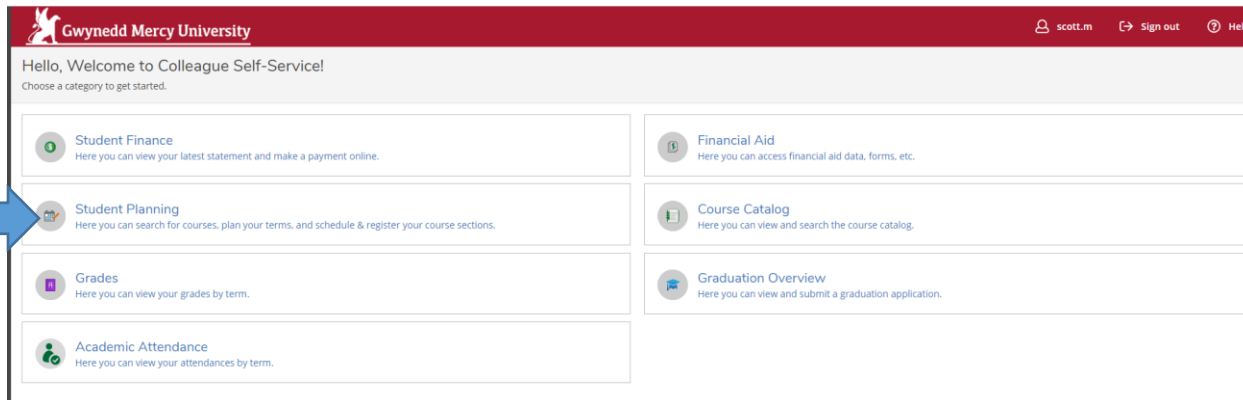


How to register for course sections in Colleague Self-Service

Log into Colleague Self-Service from the portal



Click onto "Student Planning" tile



There are two parts to planning your degree: 1. Plan your courses onto you Timeline; 2. Add your sections to your Schedule.

Step 1: Click on "Go to My Progress" to see your degree audit

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 started:

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](#)

View Degree Audit

Academics · Student Planning · My Progress

My Progress Search for co

< > History, BA (1 of 1 programs) View a New Program

At a Glance

Cumulative GPA:	(2,000 required)
Institution GPA:	(2,000 required)
Degree:	Bachelor of Arts
Majors:	History
Departments:	Humanities
Catalog:	2019

Anticipated Completion Date:

Description

Program Notes
[Show Program Notes](#)

Requirements

BA History General Education

Complete all of the following items. 0 of 15 Completed. [Hide Details](#)

A. Skills for Exploring

Click search button for complete list of courses

Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 3 Courses Completed. [Hide Details](#)

Status	Course	Grade
Planned	ENG-101 College English	
Not Started	FYE-1000 First Year Exp I	
Not Started	FYE-1001 First Yr Exp Service	

Click on courses or search for subjects to find courses

Not Started	FYE-1000	First Year Exp I
Not Started	FYE-1001	First Yr Exp Service

B. Signature Seminar

Click search button for complete list of SEM courses

Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 6 Credits Completed. [Hide Details](#)

Status	Course
Not Started	

C. Soc/Global Diversity

Click search button for complete list of ECN courses

Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 3 Credits Completed. [Hide Details](#)

Status	Course
Not Started	

Takes you to the Course Catalog; you can filter using the menus to the left to find the courses that fit your program best.

When you find the course that you want to plan, click on the “Add Course to Plan” button and then select the term in which you would like to take this course and click “Add Course to Plan”.

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

Filter Results

Subjects

First Year Experience (1)

Locations

Main Campus (1)

Show All Terms

Fall 2020 (1)

Filters Applied: None

FYE-1000 First Year Exp I (2 Credits)

This course is the first in the core curriculum and will transition students into the Gwynedd Mercy University community. It has three main goals including educating students in the Mercy tradition and the mission of the university, fostering the development of academic skills, and supporting the positive growth of interpersonal and social skills, all of which are necessary for success in the collegiate environment and beyond. In addition, this course introduces students to the concept of service to society reflective of the Mercy charism. Components of this course are sponsored by the Academic Affairs and Student Services divisions of the university. Therefore, co-curricular events are required. Attendance at the first class, which is held during new student orientation, is mandatory.

Requisites:
None
Locations:
Main Campus

[View Available Sections for FYE-1000](#)

[Add Course to Plan](#)



Filters Applied: None

FYE-1000 First Year Exp I (2 Credits)

This course is the first in the core curriculum and will transition students into the Gwynedd Mercy University community. It has three main goals including educating students in the Mercy tradition and the mission of the university, fostering the development of academic skills, and supporting the positive growth of interpersonal and social skills, all of which are necessary for success in the collegiate environment and beyond. In addition, this course introduces students to the concept of service to society reflective of the Mercy charism. Components of this course are sponsored by the Academic Affairs and Student Services divisions of the university. Therefore, co-curricular events are required. Attendance at the first class, which is held during new student orientation, is mandatory.

Course Details

Requisites:
None

Locations:
Main Campus

FYE-1000 First Year Exp I
This course is the first in the core curriculum and will transition students into the Gwynedd Mercy University community. It has three main goals including educating students in the Mercy tradition and the mission of the university, fostering the development of academic skills, and supporting the positive growth of interpersonal and social skills, all of which are necessary for success in the collegiate environment and beyond. In addition, this course introduces students to the concept of service to society reflective of the Mercy charism. Components of this course are sponsored by the Academic Affairs and Student Services divisions of the university. Therefore, co-curricular events are required. Attendance at the first class, which is held during new student orientation, is mandatory.

Credits: 2

Locations Offered: Main Campus

Requisites: None

Term:

[Close](#)

[Add Course to Plan](#)

[Add Course to Plan](#)

Here is what the courses will look like on the Timeline:

Academics • Student Planning • Plan & Schedule

Plan sections on the Schedule tab. Click Advising tab, leave your advisor a note if you choose. Then click Request Review button, so your advisor can be notified.

Drop Alert
Dropping could impact financial aid and billing, progress towards degree completion, residential status, and athletic standings if applicable.

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

Add a Term Remove Planned Courses

Spring 2020	Fall 2020	Spring 2021
<p>ACC-106-22: Principles of Accounting II Credits: 3 Credits ✓</p>	<p>ENG-101-DA: College English Credits: 3 Credits ✕</p> <p>FYE-1000: First Year Exp I Credits: 2 Credits ✕</p> <p>GEO-101-OL: Cultural Geography Credits: 3 Credits ✕</p> <p>HIS-107-DB: World History I Credits: 3 Credits ✕</p>	<p>FYE-1001: First Yr Exp Service Credits: 1 Credits ✕</p>
3 Enrolled Credits	11 Planned Credits	1 Planned Credits

Go back to “My Progress” and continue planning all of your required courses onto your Timeline.

Step 2: Go back to Student Planning and Click on “Go to Plan & Schedule”

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, there is a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this, a red alert box states: 'Drop Alert: Dropping could impact financial aid and billing, progress towards degree completion, residential status, and athletic standings if applicable.' The main area is titled 'Plan your Degree and Schedule your courses' and includes a search bar for courses. The 'Schedule' tab is active, showing a calendar for Fall 2020. A course card for 'ENG-101-DA: College English' is visible on the left, with details such as 'Credits: 3 Credits', 'Grading: Graded', and 'Instructor: Raudenbush, J'. The calendar shows two sections of this course planned for Tuesday and Thursday at 11am. Buttons for 'Remove Planned Courses' and 'Register Now' are present. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status bar indicates 'Planned: 5 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

Click the “View Other Sections” button to view sections on the Calendar.

Once you have all of your semester sections planned, click on the “Advising” header


The screenshot shows the 'Plan your Degree and Schedule your courses' interface with the 'Advising' tab selected. A blue arrow points from the 'Advising' header to the 'Advising' tab. The interface includes a navigation bar with 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this, there are navigation controls for the semester (Fall 2020) and buttons for 'Filter Sections' and 'Save to iCal'. The 'Request Review' button is visible in the top right corner.

You can enter a note here to send to your advisor or just click the “Request Review” button to send your requested schedule to your advisor.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface in the 'Advising' tab. The 'Request Review' button is highlighted. Below it, there is a section for 'My Advisors' listing 'Michelle Simms' and 'Joanna Raudenbush'. A 'Compose a Note' text area is provided for sending a message to the advisor. A 'Save Note' button is located at the bottom left. The status bar at the bottom right indicates 'Last review requested on 2/13/2020' and 'Course Plan last reviewed on 2/13/2020 by Raudenbush, Joanna V.'.

Your Advisor must approve each course in order for you to be able to register for it. You will receive an email letting you know that your advisor has reviewed your schedule. Once the advisor review is complete and your courses have been approved, you can register at your scheduled registration day/time. See the Registrar’s Office website for registration days/times.

You will also see the “Approved” green thumbs up next to courses that are approved on your Schedule. You can either click the “Register Now” button to register for all approved courses, or you can click on the “Register” button below each approved course.


Plan your Degree and Schedule your courses Search for courses... 


Schedule **Timeline** Advising Petitions & Waivers

< > Fall 2020 - + Remove Planned Courses Register Now

Filter Sections Save to iCal Print Planned: 5 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENG-101-DA: College English ×

 Approved





 Planned

Credits: 3 Credits
Grading: Graded
Instructor: Finocchiaro, D
Instructor: Raudenbush, J
8/21/2020 to 12/19/2020
Seats Available: 1

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am			ENG-101-DA  		ENG-101-DA  		
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							