

Getting Started

Once you login to Colleague's Self-Service, you will see a start screen as shown in Image 1. The tiles for your Self-Service screen may vary.

Begin by clicking on "Student Planning" which will take you to the summary page.

Hello, Welcome to Colleague Self-Service! Choose a category to get started.	
Register Now Click the button to see available terms and sections.	
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.
Student Planning Here you can search for courses. plan your terms, and schedule & register your course sections.	Grades Here you can view your grades by term.

Image 1- Self Service Home Screen

Steps to Getting Started Search for courses.. here are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started 2 1 View Your Progress Plan your Degree & Register for Classes Next, take a look at your plan to see what you've toward your degree. Start by going to My Progress to see your academic progress in your deg Go to My Progress Go to Plan & Schedule Programs Cumulative GPA Progress Special Credit Summer 2022 Schedule Sun Wed Fri 8am 9am

You will now see "My Progress" as well as "Plan & Schedule" as shown in Image 2 below.

Image 2- Student Planning Screen

You can also use the menu at the top to navigate to either place in Student Planning.



My Progress

My Progress

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Begin by click on "My Progress". This page shows:

- 1. Current CUM GPA
- 2. Declared program
- 3. Catalog Year
- 4. Program Requirements

Associate in Arts Degree 🗙

5. Program progress

(3 of 3 programs)



Institution GPA: Degree: Majors: Departments: Catalog: Description The Associate in Arts degree shall be granted for more Program Notes Show Program Notes Requirements Expand All ~ 4	00 (2.000 required) 00 (2.000 required) vociate in Arts vociate in Arts manities 22 5	Program Completion must be verified by the Registrar. Progress
General Education Requirements Complete all of the following items. A 1 of 6 Completed .	Show Details	

Image 3- Self Service "My Progress"

To view all required courses in your program of study, you can click "Expand all".

Program Notes Show Program Notes
Requirements Expand All ~
General Education Requirements
Complete all of the following items. \Lambda 0 of 6 Completed. Show Details
Other Required Hours
Complete all of the following items. \Lambda 0 of 2 Completed. Show Details
Other Courses

Image 4- Program Requirements



View a New Program

If you think you may be interested in completing a different credential, you can view how your courses may apply to different credentials by clicking on "View a New Program" (Image 5).

You can then choose any credential you may be interested in to see how your courses may apply to that credential.

Hautening · Succent rialining · my rivgress	
Use WebAdvisor userID and password for this site.	
My Progress	Search,
Image: Associate in Arts Degree (x) (3 of 3 programs)	
3 You are not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.	
At a Glance	

Image 5- My Progress Page- View a New Program

Load Sample Course Plan

From this screen, you can also view and load a sample course plan.

- 1. Click on "Load Sample Course Plan"
- 2. Choose the term you want the plan to begin
- 3. Choose the program you are interested in viewing a plan for
- 4. Click on "Preview Plan"

Load Sample Course Plan					
The course plan will assist you in sequencing your academic goals.	courses, providing the ideal path in meeting	your	Search for courses.		Q
First, choose the first term to use for your course plan:	Select a term V	Prog	gram	Load Sample Course Plan	
Next, select from one of your enrolled programs:	2			1	
O Special Credit			1		
Accounting and Finance			<u> </u>		
🔿 Associate in Arts Degree 🛛 🗧 🔒					
Associate in Science Degree					🖨 Pri
Or, choose a different program:					
Accounting and Finance		Q			
O Accounting and Finance Diploma					
O ACHR Tech Basic Certificate					
O ACHR Tech Core I Certificate					
O ACHR Tech Intermediate Certificate	4				
O Advanced Medical Coding Diploma	⇒	-			
Cancel	Preview Plan				

Image 6- Load Sample Course Plan



You will then see a sample plan for the program you chose. You can then choose to load this plan, cancel out of the screen, or go back to choose a different program.

Load Sample Course Plan				
This is an example of the sequence of course wor button to apply these courses to the course plan. plan.	-			
Fall 2022	Complete	d/Enrolled	Credits	
ENG-111: Writing and Inquiry			3 Credits	
ACA-122: College Transfer Success			1 Credits	
Placeholder AA Science Req			4	
Placeholder AA Humanities Requirement			3	
Placeholder AA History Req			3	
Placeholder AAS Social/Behavioral Sciences List			3	
Spring 2023	Complete	d/Enrolled	Credits	
ENG-112: Writing/Research in the Disc			3 Credits	
Placeholder AA Math				
Placeholder AA Humanities Requirement			3	
Placeholder AA_Social Behavioral			3	
Placeholder AA Gen Ed				
Summer 2023	Complete	d/Enrolled	Credits	
Placeholder Summer Semester placeholder			0	
Fall 2023	Complete	d/Enrolled	Credits	
Placebolder AA Literature Course			3	
Cancel	Back	Load	d	

Image 7- Load Sample Plan

Load my Plan

If you chose "load", you will be redirected to the "Plan & Schedule" area of student planning.



Plan & Schedule

You will see 4 tabs under Plan & Schedule (Image 8)

- 1. Schedule- Shows all classes a student is taking or took in the past (based on the semester selected).
- 2. Timeline- displays courses that are planned or being taken.
- 3. Advising- displays your advisor's name and any notes.
- 4. Petition & Wavers

Plan your Degree and Schedule your courses	
Vou have successfully added courses to the plan.	
1 2 3 4 Schedule Timeline Advising Petitions & Waivers	
< > Summer 2022 - +	

Image 8- Plan & Schedule Screen

Schedule

The schedule tab will show any planned courses for the term you are viewing.

an your Degree and Schedule your courses				
You have successfully added courses to the plan.				
chedule Timeline Advising Use the "<" or ">" to navigate to earlier or later semesters				
< > Fall 2022 +				
		🔒 Print		
AA Science Reg Placeholder X	^	Sun	Mon	Tue
Take 4 credits of science Take 4 credits of science Take 4 credits of science Take	11am			
4 credits of science Take 4 credits of science Take 4 credits of science Take 4 credits of science	12pm		BUS-110-LC1 X	~
	1pm			Diseased
AA Humanities Requirement Placeholder X				Planned Course
	1pm 2pm			
Take 3 credits from HUM options. Note: 1 course must be Literature Take 3 credits Planned or registered courses will appear				
Take 3 credits from HUM options. Note: 1 course must be Literature Take 3	2pm			

Image 9- Plan & Schedule- Schedule Tab



Timeline

The timeline, as shown in Image 10, will show all planned courses, allow you to add and remove courses from your plan, and move courses between semesters.

Note- when you have successfully registered, your courses will turn green

Plan	your Degree and Schedule	your courses		
Sched	dule Timeline Advising Pe	titions & Waivers		
	Add a Term Remove Planne	d Courses	nned courses	
<	Fall 2022 Placeholder III: An Science Req Value Placeholder II: Credits: 3 Placeholder II: Credits: 3 Placeholder III: Credits: 3 Placeholder III: Credits: 3 Placeholder III: An History Req III: An Social/Behavioral Sciences Kist Credits: 3	Spring_2023 Placeholder AA Math Credits: Placeholder AA Social Behavioral Credits: Placeholder AA Gen Ed Credits: Placeholder AA Gen Ed X Placeholder EMG-El2: Writing/Research in the X 3 Planned Credits	Summer 2023 Placeholder Summer Semester placeholder	Fall 2023 Placeholder ## Af Literature Course x Credits:3 Placeholder ## Af Gen Ed x Credits:

Image 10- Plan & Schedule- Timeline Tab

Advising

The advising tab, shown in Image 11, will show you who your advisor/s are, any notes from your advisor and allow you to request a review of your plan.

Plan your Degree and Schedule your courses	Search for courses
Schedule Timeline Advising Petitions & Waivers	
My Advisors You advisor will appear here Compose a Note	Request a review from your advisor
Save Note View Note History	

Image 11- Plan & Schedule- Advising Tab