

Student Planning for Registration

- Open Self-Service
- Go to Student Planning under Self-Service

The screenshot shows a grid of six service tiles. The 'Student Planning' tile is circled in red. The tiles are:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- 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 course sections.
- Course Catalog**: Here you can view and search the course catalog.

- Under Plan your Degree & Register for Classes – Go to Plan & Schedule

The screenshot shows two numbered steps:

- 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](#)
- 2 Plan your Degree & Register for Classes**: Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree. [Go to Plan & Schedule](#)

- Go to Timeline (Timeline has the current semester and previous semesters)

The screenshot shows a navigation bar with the following elements:

- Buttons: Schedule, **Timeline** (circled in red), Advising, Petitions & Waivers
- Term selection: < > Fall 2022 +
- Register Now button

- Click on Timeline to add a new term

The screenshot shows the 'Add a Term' button circled in red, followed by a list of courses for the selected term, 'Fall 2022':

- BIO-415L-A: Ecology Lab** (Credits: 0 Credits) ✓
- BIO-415W-A: Ecology** (Credits: 4 Credits) ✓
- HEP-202-A: Public Health** (Credits: 4 Credits) ✓

- Choose the term to add and click Add Term

Add a Term to Your Plan

Please select a term to be added to your plan:

Spring 2023

Cancel Add Term

Plan the next semester

- Click Schedule

Schedule Timeline Advising Petitions & Waivers

Add a Term

Spring 2023

- Search for class to add on the course search bar

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Spring 2023 - +

Your registration period for Spring 2023 begins on 11/11/2022 at 12:00 AM Refresh

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

No Courses Selected For This Term

8am
9am

- When the class you are looking for is found - click “Add Course to Plan”

Search for Courses and Course Sections

[Back to Plan & Schedule](#)

Filter Results Hide

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- American Studies (1)
- Common Intellectual Experience (4)
- Gender,Wmn's&SexualityStudies (1)
- Interdivisional Studies (2)

Filters Applied: None

CIE-200 CIE II (4 Credits) Add Course to Plan

CIE-200. Common Intellectual Experience II. This course continues the inquiry into the four core questions begun in CIE-100 (CIE I) through the study of influential primary texts. The second semester focuses on texts from the modern era through contemporary times. Four hours per week. Four semester hours. (CIE.)

i This course was attempted or already completed.

Requisites:
None

[View Available Sections for CIE-200](#)

Make sure you have the correct term chosen before clicking Add Course to Plan

- Repeat until you add the courses for a full schedule to the Plan
- Click Back to Plan & Schedule

Search for Courses and Course Sections

[< Back to Plan & Schedule](#)

- Use the arrows to look at the correct term

Schedule **Timeline** Advising Petition

< > Fall 2022 +

- Next you will have to choose sections for each course
- You **MUST CHOOSE SECTIONS** in order to register online when your registration window opens.

- Click View other sections on the left and the sections will populate in the grid

Filter Sections Save to iCal Print Planned: 4 Credits Enrolled: 0 Credits Waitlisted: 0

CIE-200: CIE II

View other sections

1 of 4

CIE-200-A CIE II
Seats Available: 16 / 16 / 0
Instructor: Dienstfrey, E
Time: MWF 3:00 PM - 3:50 PM
Dates: 1/18/2023 - 5/3/2023
Location: F. W. Olin Hall 103 (Lecture)

CIE-200-B CIE II
Seats Available: 16 / 16 / 0
Instructor: Dienstfrey, E
Time: MWF 2:00 PM - 2:50 PM
Dates: 1/18/2023 - 5/3/2023
Location: F. W. Olin Hall 103 (Lecture)

CIE-200-C CIE II
Seats Available: 16 / 16 / 0
Instructor: Edwards, L
Time: WF 1:30 PM - 2:45 PM

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm		CIE-200-F				CIE-200-F	
1pm							
2pm		CIE-200-D, CIE-200-E, CIE-200-B		CIE-200-C, CIE-200-D, CIE-200-E, CIE-200-F		CIE-200-C, CIE-200-B	
3pm		CIE-200-A		CIE-200-A		CIE-200-A	
4pm							
5pm							
6pm							

- Click on the section in the grid to add that section to your plan (Or you can use the boxes on the left)
- Click Add Section

Section Details

CIE-200-A CIE II
Spring 2023

Instructors Dienstfrey, E (edienstfrey@ursinus.edu)

Meeting Information M, W, F 3:00 PM - 3:50 PM
1/18/2023 - 5/3/2023
F. W. Olin Hall 103 (Lecture)

Dates 1/18/2023 - 5/11/2023

Seats Available 16 / 16 / 0

Credits 4

Grading Graded

Requisites None

Course Description CIE-200. Common Intellectual Experience II. This course continues the inquiry into the four core questions begun in CIE-100 (CIE I) through the study of influential primary texts. The second semester focuses on texts from the modern era through contemporary times. Four hours per

Close Add Section

- A “Planned” class shows that you have successfully added that section to your plan.

CIE-200-A: CIE II ✕

✓ Planned

Credits: 4 Credits
 Grading: Graded
 Instructor: Dienstfrey, E
 1/18/2023 to 5/11/2023
 Seats Available: 16

✓ Meeting Information

✓ View other sections

Sample Schedule ready for registration

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

Schedule | Timeline | Advising

Spring 2016 Remove Planned Courses

Filter Sections | Print | Save to iCal | Planned: 15 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		✓ CHEM-106-C		✓ CHEM-106-C		✓ CHEM-106-C	
10am			✓ ENV-272-A		✓ ENV-272-A		
11am							
12pm							
1pm							
2pm			✓ CIE-300-A		✓ CIE-300-A		
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

CHEM-106-C: Organic Chem I ✕

✓ Planned

Credits: 3
 Grading: Graded
 Instructor: Hess, R
 1/18/2016 to 5/11/2016
 Seats Available: 10

> Meeting Information

> View other sections

CHEM-201W: Effect Comm Chem ✕

Must be enrolled in or completed CHEM205 with a minimum grade of D-; Must be taken either prior to or at the same time as this course.

> View other sections

CHEM-101Q: Env Chem Lab ✕

> View other sections

CIE-300-A: What Is Love? ✕

✓ Planned

Credits: 4
 Grading: Graded
 Instructor: Marks, J
 1/18/2016 to 5/11/2016
 Seats Available: 12

> Meeting Information

> View other sections



Registration

When your registration window is open you can use the Register Now button for all courses or you can register one course at a time using the buttons on the left.

(During your planning the Register Now button says Refresh.)

The screenshot displays a registration interface for Spring 2016. At the top, there are tabs for 'Schedule', 'Timeline', and 'Advising'. A search bar is located in the top right corner. Below the tabs, there are navigation buttons for 'Filter Sections', 'Print', and 'Save to iCal'. The main area is a grid showing the schedule for the semester, with columns for days of the week (Sun-Sat) and rows for time slots (8am-9pm). A 'Register now' button is highlighted in the top right corner with a red circle and a red arrow pointing to it. On the left side, there is a list of courses with 'Register' buttons circled in red for each course. The courses listed are CHEM 106-C: Organic Chem I, CHEM 201W: Effect Comm Chem, and CIE 300-A: What Is Love?. The schedule grid shows classes for CHEM 106-C, ENV 272-A, and CIE 300-A.

If a course is full, you will have the opportunity to waitlist. (The button on the left will change to and you can click the button to waitlist.) Once you are registered for a class the button will change to and green and the box on the left will say Registered instead of Planned. (It will look like your current fall

schedule in the grid.)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		✓ MGT-200-A	✓ MGT-200-A	✓ MGT-200-A		✓ AC 141	✓ ECON-201-B
10am		✓ ACCT-140-A		✓ ACCT-140-A		✓ EN 101	
11am						✓ AC 141	
12pm			✓ ECON-201-B		✓ ECON-201-B		
1pm		✓ ENGL-106-B		✓ ENGL-106-B			✓ ECON-202-B
2pm							
3pm		✓ ACCT-140L-L	✓ ECON-202-B		✓ ECON-202-B		
4pm							
5pm							
6pm							

Registered

Credits: 4
Grading: Graded
Instructor: Harris, C
8/31/2015 to 12/19/2015

> Meeting Information

Drop

> View other sections

ACCT-140L-L: Fin Acct Lab

Registered

Credits: 0
Grading: Graded
Instructor: Harris, C
8/31/2015 to 12/19/2015

> Meeting Information

Drop

> View other sections

ECON-201-B: Intermed Micro

Waitlisted

Credits: 4
Grading: Graded





➤ YOU MUST CHOOSE SECTIONS TO BE ABLE TO REGISTER!

To View all classes being offered in the term go to Course Catalog

- Open Self-Service
- Choose Course Catalog

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

 <p>Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.</p>	 <p>Course Catalog Here you can view and search the course catalog.</p>
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- You can search by Subject and get descriptions and then look for sections

Subject Search

Advanced Search

Search for a course subject:

[Accounting](#)

[African Am & Africana Studies](#)

[American Studies](#)

[Anthropology](#)

- And use Filters on the left

Search for Courses and Course Sections Search for courses...

[Back to Course Catalog](#)

Filter Results Hide

Availability ^

Open and Waitlisted Sections

Open Sections Only

Subjects ^

Accounting (4)

Locations ^

Terms ^

Spring 2023 (2)

Days of Week ^

Tuesday (2)

Thursday (2)

Time of Day ^

Filters Applied: Accounting x

ACCT-140 Financial Acct (4 Credits)

ACCT-140. Financial Accounting and Reporting. An introduction to financial accounting concepts, standards and reports. Emphasis on relationships between the income statement, balance sheet and statement of cash flows and relevance of accounting information to decision making. Excel applications of accounting problems. Three hours of lecture; two hours of computer laboratory per week. Four semester hours. Students with credit for BE-140 may not enroll in ACCT-140.

Requisites:
None

[View Available Sections for ACCT-140](#) ^

Spring 2023

ACCT-140-A Financial Acct	Seats	Times	Locations	Instructors
	24 / 24 / 0	T/Th 8:35 AM - 9:50 AM 1/18/2023 - 5/3/2023	Bomberger Hall 306 Lecture	Cooper, A (Lecture)
		Th 2:50 PM - 4:30 PM 1/18/2023 - 5/3/2023	Pfahler Hall AUD Laboratory	

- Or you can use the Advanced / Section Listing Option

Search for Courses and Course Sections

Subject Search Advanced Search

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term ^

Meeting Start Date

Meeting End Date

Courses And Sections

^

^

- And get a section listing where you can look up descriptions if you wish

Search for Courses and Course Sections Search for courses...

[Back to Course Catalog](#)

Filter Results Hide

Availability ^

Open and Waitlisted Sections

Open Sections Only

Subjects ^

Accounting (3)

Locations ^

Terms ^

Spring 2023 (3)

Days of Week ^

Tuesday (3)

Thursday (3)

Time of Day ^

Advanced Search Selection: ACCT

Filters Applied: Spring 2023 x

Term	Status	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability	Credits
Spring 2023	Open	ACCT-140-A	Financial Acct	1/18/2023-5/11/2023		Lecture Laboratory Final	T, Th 8:35-9:50 AM 1/18/2023 - 5/3/2023 BOM 306 (LEC) Th 2:50-4:30 PM 1/18/2023 - 5/3/2023 PFA AUD (LAB) 5/3/2023 - 5/11/2023 TBD (FIN)	Cooper, A	24 / 24 / 0	4.00000 C
Spring 2023	Open	ACCT-140-B	Financial Acct	1/18/2023-5/11/2023		Lecture Laboratory Final	T, Th 10:00-11:15 AM 1/18/2023 - 5/3/2023 BOM 306 (LEC) Th 2:50-4:30 PM 1/18/2023 - 5/3/2023 PFA AUD (LAB) 5/5/2023 - 5/11/2023 TBD (FIN)	Cooper, A	24 / 24 / 0	4.00000 C
Spring 2023	Open	ACCT-241-A	Management Acct	1/18/2023-5/11/2023		Lecture Final	T, Th 12:00-1:15 PM 1/18/2023 - 5/3/2023 BOM 228 (LEC) 5/5/2023 - 5/11/2023 TBD (FIN)	Cooper, A	24 / 24 / 0	4.00000 C

- And you can still use Filters on the left