



SELF SERVICE

STUDENT PLANNING & REGISTRATION GUIDE

TABLE OF CONTENTS

(Easily navigate to what you need by clicking on it below)

STUDENT PLANNING

- * [Adding Courses to Plan with My Progress](#)
- * [Adding Courses to Plan with Course Catalog](#)
- * [Removing Courses from Plan](#)

REGISTRATION

- * [Adding Courses](#)
- * [Dropping Courses](#)

COMMON ERRORS & FAQs

- * [The “Register” button is not appearing, what should I do?](#)
- * [I placed into a Math or World Language course but cannot register. What should I do?](#)
- * [I am registering for a course that requires a lab, but keep getting an error. What should I do?](#)
- * [A course I need to register for is full and/or I am missing the pre-req for it. How can I enroll?](#)
- * [How can I register for a course overload \(enroll in more than 4.75 credits\)?](#)



STUDENT PLANNING

Adding Courses to Plan with My Progress

STEP 1: On the home page of Self Service, select “Student Planning” then “Go to My Progress”. Students can then view completed and remaining requirements for their degree.

Hello, welcome to Colleague Self-Service!
Choose a category to get started.

Notifications		
Title	Details	Link
Education Approval	Education Approval	

- Student Account**
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.
- Employment Banking Information**
Here you can view and update your banking information.
- Student Planning** (Circled in red)
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.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.

© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Academics > Student Planning > Planning Overview

22-23 Registration And Records Important Dates Calendar

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 start...

Search for courses...

- 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 (Circled in red)
- 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

Programs	Cumulative GPA	Progress
Elementary Teacher Education BA		<div style="width: 100%; height: 10px; background-color: green;"></div>

Spring Term 2023 Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat

STEP 2: Select “Search” by a requirement that is not yet completed. This will open the catalog and allow the student to view available courses that fulfill the requirement.



On the left-hand side, the student can filter by term, subject, open courses or sections only etc.

The screenshot shows a student's progress page with a sidebar on the left. The main content area is divided into sections: Proficiencies, Skill/Value Tagged Courses, and two tags (A and B). Each section shows completion status and a 'Show Details' link. A table with columns for Status, Course, Grade, Term, and Credits is visible. A red circle highlights a 'Search' button in the table header.

The screenshot shows a course catalog search results page. On the left, a 'Filter Results' sidebar is visible with sections for Availability, Subjects, Terms, and Days of Week, each with a red circle around its header. The main content area shows a list of courses with details for three courses: ES-100 Intro to EnvironmentalStudies (1 Credits), HON-105 HonSem:COM114 InterpersonComm (1 Credits), and COM-113 Communicatn in Contexts (1 Credits). Each course entry includes a description, prerequisites, and a 'View Available Sections' button.

STEP 3: To add course to plan, click “View Available Sections” under the course. Next pick a section, click “Add Section to Schedule” button, then “Add Section”. A notification will appear in the top right corner confirming the course has been added to the student’s plan.



Academic Levels

- Undergraduate Academic Level (18)

Course Levels

- 400 (8)
- 300 (6)
- 100 (2)
- 200 (2)

CPP-299 Prof Fndatns for Career Devlp (0.5 Credits) Add Course to Plan

This course provides first and second-year students with a fundamental grounding in making career and academic decisions. Using career development theory as a background, students perform personal and skills assessments, research majors, conduct career and library searches, learn to set obtainable goals and explore professional and graduate school choices. Prerequisite(s): No prerequisite.

Requisites:
None

View Available Sections for CPP-299

FRN-302 Adv French Conversation & Comp (1 Credits) Add Course to Plan



View Available Sections for CPP-299

CPP-299 Prof Fndatns for Career Devlp (0.5 Credits) Add Course to Plan

This course provides first and second-year students with a fundamental grounding in making career and academic decisions. Using career development theory as a background, students perform personal and skills assessments, research majors, conduct career and library searches, learn to set obtainable goals and explore professional and graduate school choices. Prerequisite(s): No prerequisite.

Requisites:
None

View Available Sections for CPP-299

Spring Term 2023

CPP-299-01 Prof Fndatns for Career Devlp
Runs from 3/27/2023 - 5/20/2023

Seats	Times	Locations	Instructors
12 / 8 / 20 / 0	M/W 1:00 PM - 2:40 PM 3/27/2023 - 5/13/2023	Daniels Hall 211 Lecture	Nosal, Julie A. (Lecture)
	W 1:00 PM - 3:00 PM 5/15/2023 - 5/20/2023	Daniels Hall 211 Final Exam	

Add Section to Schedule

Section Details

CPP-299-01 Prof Fndatns for Career Devlp
Spring Term 2023

Instructors Nosal, Julie (julien@elmhurst.edu)
A.

Meeting Information M, W 1:00 PM - 2:40 PM
3/27/2023 - 5/13/2023
Daniels Hall 211 (Lecture)
W 1:00 PM - 3:00 PM
5/15/2023 - 5/20/2023
Daniels Hall 211 (Final Exam)

Dates 3/27/2023 - 5/20/2023

Seats Available 12 / 8 / 20 / 0

Credits 0.5

Grading Graded

Requisites None

Add Section

Education Approval
Education Approval

CPP-299-01 has been planned on the schedule.

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

STUDENT PLANNING

Adding Courses to Plan with Course Catalog

STEP 1: On the home page of Self Service, select “Course Catalog”.



STEP 2: Search by term, subject, academic level and course type.

A screenshot of the Elmhurst University Self-Service home page. The page features a dark blue header with the university logo and navigation links for 'sign out' and 'help'. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' A prominent blue banner contains a 'Register Now' button. The main content area is titled 'Notifications' and displays a grid of service tiles. The 'Course Catalog' tile, which includes the text 'Here you can view and search the course catalog.', is circled in red. Other visible tiles include 'Student Account', 'Financial Aid', 'Tax Information', 'Employment Banking Information', 'Student Planning', 'Grades', and 'Graduation Overview'.

A screenshot of the 'Catalog Advanced Search' page. The page has a white background with a dark blue sidebar on the left. The search interface includes several input fields and checkboxes. The 'Term' dropdown menu, the 'Subject' dropdown menu, the 'Academic Level' dropdown menu, and the 'Course Type' dropdown menu are all circled in red. Other search criteria include 'Meeting Start Date', 'Meeting End Date', 'Days Of Week' (with checkboxes for Sunday through Wednesday), 'Time Of Day', 'Time Starts by', and 'Time Ends by'. At the bottom of the search form are 'Clear' and 'Search' buttons.

STEP 3: Next pick a section, by clicking “Add Section to Schedule”, then “Add Section”. A notification will appear in the top right corner confirming the course has been added to the student’s plan.



VIEW AVAILABLE SECTIONS FOR COM-213

CPP-299 Prof Fndatns for Career Devlp (0.5 Credits) Add Course to Plan

This course provides first and second-year students with a fundamental grounding in making career and academic decisions. Using career development theory as a background, students perform personal and skills assessments, research majors, conduct career and library searches, learn to set obtainable goals and explore professional and graduate school choices. Prerequisite(s): No prerequisite.

Requisites:
None

View Available Sections for CPP-299

Spring Term 2023

CPP-299-01
Prof Fndatns for Career Devlp
Runs from 3/27/2023 - 5/20/2023

Add Section to Schedule

Seats	Times	Locations	Instructors
12 / 8 / 20 / 0	M/W 1:00 PM - 2:40 PM 3/27/2023 - 5/13/2023	Daniels Hall 211 Lecture	Nosal, Julie A. (Lecture)
	W 1:00 PM - 3:00 PM 5/15/2023 - 5/20/2023	Daniels Hall 211 Final Exam	



Section Details

CPP-299-01 Prof Fndatns for Career Devlp
Spring Term 2023

Instructors: Nosal, Julie (julien@simhurst.edu)
A.

Meeting Information: M, W 1:00 PM - 2:40 PM
3/27/2023 - 5/13/2023
Daniels Hall 211 (Lecture)
W 1:00 PM - 3:00 PM
5/15/2023 - 5/20/2023
Daniels Hall 211 (Final Exam)

Dates: 3/27/2023 - 5/20/2023

Seats Available: 12 / 8 / 20 / 0

Credits: 0.5

Grading: Graded

Requisites: None

Add Section

Education Approval
Education Approval

✓ **CPP-299-01 has been planned on the schedule.**

Instructional Method Key (found in Section Availability)
 Traditional In-Person - This is our traditional course. Students will be expected to attend the class at the time listed.
 Hybrid Synchronous - Students will attend in-person some days; on days they are not in-person in class, students are expected to engage remotely at the assigned time.
 Hybrid Asynchronous - Students will attend in-person some days; students are NOT expected to engage remotely in the class at any specified time when not in person.
 Online Synchronous - No in-person meetings; students are expected to engage remotely in the class at a specified time (usually the assigned time).
 Online Asynchronous - No in-person meetings; students are NOT expected to engage remotely in the course at any specified time.

Search for Courses and Course Sections
 < Back to My Progress Search for courses...

STUDENT PLANNING

Removing Courses from Plan

STEP 1: Select the Schedule or the Timeline view from the Plan & Schedule tab.



STEP 2: Click the “x” next to the course or section names to remove the item from the plan.

REGISTRATION

Adding Courses

STEP 1: To register for planned course(s) go to “Academics” then “Register for Classes”.



STEP 2: Select the “Register” button to individually add a course. Or select the “Register Now” button to add all planned courses at once (choose this option when adding a course that requires a lab).

Academics - Course Catalog

Instructional Method Key (found in Section Availability)

Traditional In-Person - This is our traditional course. Students will be expected to attend the class at the time listed.
Hybrid Synchronous - Students will attend in-person some days; on days they are not in-person in class, students are expected to engage remotely in the class at a specified time (usually the assigned time).
Hybrid Asynchronous - Students will attend in-person some days; students are NOT expected to engage remotely in the class at any specified time when not in person.
Online Synchronous - No in-person meetings; students are expected to engage remotely in the class at a specified time (usually the assigned time).
Online Asynchronous - No in-person meetings; students are NOT expected to engage remotely in the course at any specified time.

Search for Courses and Course Sections

Filter Results Hide

Availability

Open Courses Only (20)

Subjects

Center for Prof Excellence (1)
 Chemistry (2)
 Communication (1)
 CSIS: Computer Science (1)
 CSIS: Game & Ent Technology (1)

The following results match requirement: Oral Communication

Filters Applied: Spring Term 2023 X Open Courses Only X

ES-100 Intro to Environmental Studies (1 Credits) Add Course to Plan

This course introduces students to an interdisciplinary academic field that focuses on the interrelationships and complexities of environmental processes and problems. The course combines ideas from many disciplines including physical and biological sciences; social sciences; and humanities (e.g. ecology, political science, ethics, biology, philosophy, economics, sociology) to better understand environmental affairs. Special attention is given to understanding how the student, his/her society, and humanity are connected to the environment. The environmental impact of people's consumptive lifestyles will also be highlighted.

Requisites: None

Schedule Timeline Advising

Home

Spring Term 2023

Register Now

Planned: 3.50 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

Filter Sections Save to iCal Print

View other sections

BIO-104: Human Biology X

View other sections

CPP-299-01: Prof Endatns for Career Devlp X

Planned

Credits: 0.50 Credits
Grading: Graded
Instructor: Nosal, Julie A.
3/27/2023 to 5/20/2023
Seats Available: 12

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am			ES-100-211-01	ES-100-211-01			
9am					ES-100-211-01		
10am							

STEP 3: Double check schedule. Courses will appear in green when successfully registered for and will state registered instead of planned.

The screenshot displays a university course schedule interface. At the top, there are navigation tabs for "Schedule", "Timeline", and "Advising". Below these, the current term is "Spring Term 2023", with navigation arrows and a "+" button. A prominent blue "Register Now" button is located in the top right. Below the navigation, there are buttons for "Filter Sections", "Save to iCal", and "Print". A summary of credit status is shown: "Planned: 3 Credits", "Enrolled: 3.50 Credits", and "Waitlisted: 0 Credits".

The left sidebar shows course details for "CPP-299-01: Prof Fndatns for Career Devlp". This entry is circled in red. The status is "Registered, but not started" with a green checkmark. Below this, it lists "Credits: 0.50 Credits", "Grading: Graded", and "Instructor: Nosal, Julie A." with dates "3/27/2023 to 5/20/2023". There is a "Drop" button and a "View other sections" link.

The main area is a weekly grid with days of the week (Sun-Sat) as columns and time slots (7am-5pm) as rows. The grid shows course sections in green boxes. A red circle highlights a section of "CPP-299-01" on Monday from 1pm to 2pm. Other sections include "EDU-311-01" on Tuesday (8am-9am), Wednesday (8am-9am), and Thursday (8am-9am), and another "CPP-299-01" section on Wednesday from 1pm to 2pm.

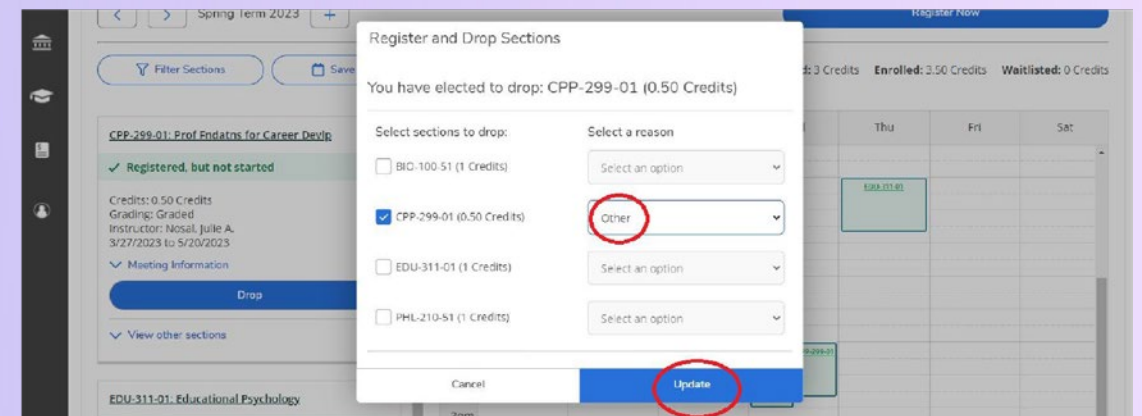
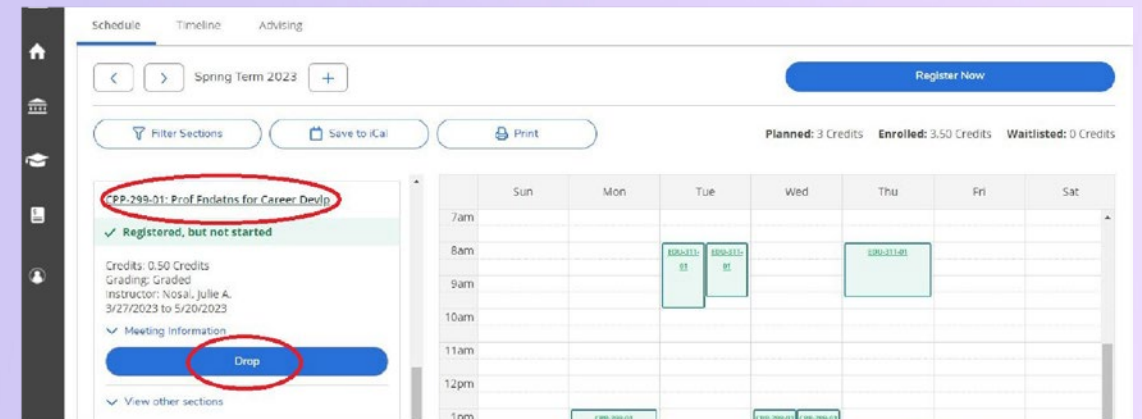
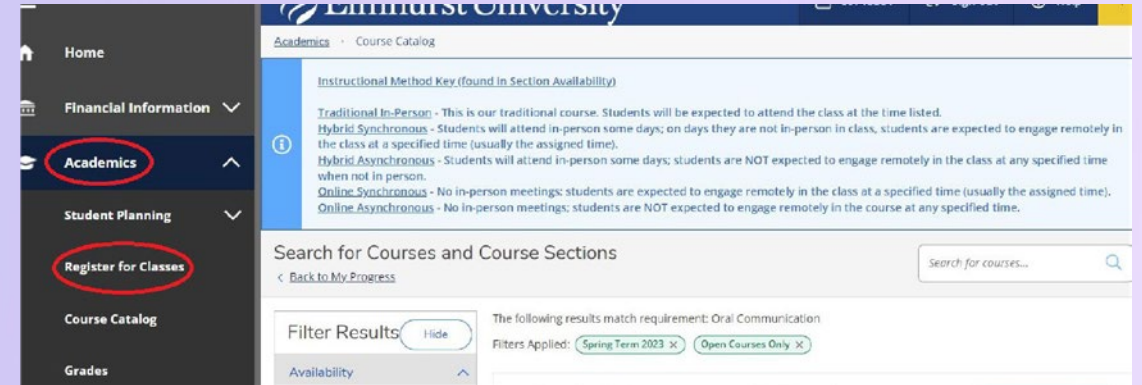
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			EDU-311-01	EDU-311-01	EDU-311-01		
9am							
10am							
11am							
12pm							
1pm		CPP-299-01		CPP-299-01	CPP-299-01		
2pm							
3pm							
4pm							
5pm							

REGISTRATION

Dropping Courses

STEP 1: Go to “Academics” then “Register for Classes”.

STEP 2: Select the “Drop” button next to the course. Next select a drop reason and then click Update.



STEP 3: The planned section will remain on the student's schedule, but it will no longer show that they are registered for the course if the drop was successful.

The screenshot displays a student's schedule for the Spring Term 2023. The interface includes navigation tabs for 'Schedule', 'Timeline', and 'Advising'. A 'Register Now' button is visible in the top right. Below the navigation, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The credit status is shown as 'Planned: 3.50 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'. On the left, a course card for 'CPP-299-01: Prof Endatns for Career Devlp' is shown with a 'Planned' status (circled in red) and a 'Register' button. The main calendar grid shows course blocks for 'EDU-311-01' and 'CPP-299-01'. A red oval highlights the 'CPP-299-01' blocks on Monday and Wednesday at 1pm, indicating that the student is no longer registered for this section.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			EDU-311-01	EDU-311-01	EDU-311-01		
9am							
10am							
11am							
12pm							
1pm		CPP-299-01		CPP-299-01	CPP-299-01		
2pm							
3pm							

COMMON ERRORS & FAQs

The “Register” button is not appearing, what should I do?

First make sure you do not have any financial holds on your account. These holds will appear on the top right corner of Self-Service. If you have a financial hold please contact Student Financial Services (sfs@elmhurst.edu) to get it resolved. Once resolved, you will be able to register.

Next, make sure an active course section is selected, if not click the “view other sections” drop down. Select an open section, then a register button will appear.

I placed into a Math or World Language course but cannot register. What should I do?

Submit the [Add, Drop, or Change Course Grading Preference form](#). Registration & Records will enroll you in the course.

I am registering for a course that requires a lab, but keep getting an error. What should I do?

Click the “Register Now” button to add both the lecture and lab at the same time.

A course I need to register for is full and/or I am missing the pre-req for it. How can I enroll?

Undergraduate Students

Email the department chair, school dean (education courses only) for approval. Once approval is received, please forward to regrec@elmhurst.edu for registration.

IMPORTANT: For BUS & ECO courses work with your advisor first to see if an alternative course or section can be taken. If not, your advisor should contact Dean Wan, Dean Wolff or Dr. Wilson in the School of Business.

Department Chair and School Dean contact info can be found in the Employee Directory: <https://www.elmhurst.edu/directory/?department=all>

Graduate Students

Email your program director for approval. Once approval is received, please forward to regrec@elmhurst.edu for registration.

How can I register for a course overload (enroll in more than 4.75 credits)?

The university policy requires that you have a 3.0 GPA to be eligible for an overload. If this is met, you may overload up to 6.0 credits during the Fall and Spring terms. Overloads are not allowed during January or Summer terms.

You will not be able to register for an overload on Self-Service, as the system only allows you to register for 4.75 credits. To register, please submit the [Add, Drop or Change Course Grading Preference form](#).

There are additional financial obligations with overloading. Please speak with the Office of Student Financial Services (sfs@elmhurst.edu) prior to requesting an overload.

**PLEASE REACH OUT WITH ANY
ADDITIONAL QUESTIONS!**

>>> regrec@elmhurst.edu