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
View Degree Audit

Click on courses or search for subjects to find courses

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”.

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
FYE-1000 First Year Exp (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 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 leadership and effective communication. Components of this course are sponsored by the Academic Affairs and Student Services divisions of the university. Therefore, co-curricular events are required. Attendance is the first class, which is held during new student orientation, is mandatory.

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| Credits | 2 |
| Locations Offered | Main Campus |
| Requisites | None |
| Term | Select a term |

Add Course to Plan

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

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”

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

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.

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.