

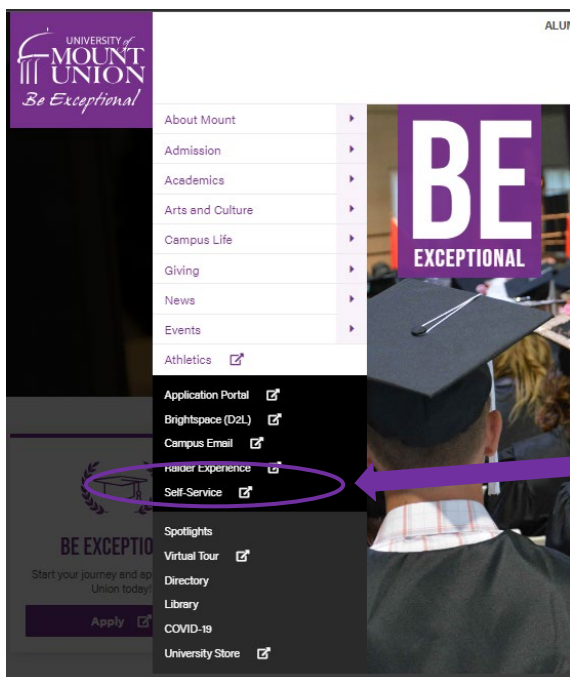
Colleague Student Self-Service

Some of the features available in Self-Service:

- View/Update Personal Profile
- Course Catalog
- Registration
- Student Planning
- Grades
- Financial Aid Information
- Make Online Payments
- Apply for Graduation
- Unofficial Transcript Requests
- and more....

Getting Started with Colleague

Login to Colleague Self-Service (you can find the link on Raider Experience or the Mount Union website:



This will take you to the
Colleague Self-Service
“Home” page.

Colleague Student Self-Service

Sign In

Next you will be asked to login to Colleague.

User name

Forgot your [user name](#) ?

Continue

Navigation – Academics

This is your “Home” page. You can click on a **category** to get started or you can expand the **menu** on the left-hand side to access common pages.











By using this system all users acknowledge notice of and agree to comply with the University Technology Resource Acceptable Use Policy (TRAUP), Information Policy and other related institutional policies. Users also must keep data within this system secure and comply with FERPA, GLBA, GDPR, and PCI, etc. compliance efforts.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



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.



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.



Grades
Here you can view your grades by term.



Graduation Overview
Here you can view and submit a graduation application.

Colleague Student Self-Service

Menu Icons



- Click on this to expand the icons column. Click on it again to shrink the column.
- Click on this to display the **Home Page**.
- Click on this to display the **Financial Information Menu**.
- Click on this to display the **Academic Menu**.
- Click on this to display the **User Options Menu**.

 You can view your name, address, e-mail, phone, personal identity, emergency contacts, and allow access to others and choose what access you give them under view/add proxy access.

You will be required to confirm your information is correct before registration each semester. You will confirm/update in the User Options Menu.

Using the Course Catalog



[Course Catalog](#)

Here you can view and search the course catalog.

Advanced Search - Default opening page of the Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term Meeting Start Date Meeting End Date

Courses And Sections

Subject Course number Section

Subject Course number Section

Subject Course number Section

[+ Add More...](#)

Days Of Week

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

Academic Level

Time Of Day Time Starts by Time Ends by

In **Advanced Search**, you can search by term, course, day of week, location, subject, etc.

*Always be sure you are searching the **correct term** or all courses will be displayed.

Colleague Student Self-Service

Subject Search

[Academics](#) · [Course Catalog](#)



By using this system all users acknowledge notice of and agree to comply with the University Technology Resource Acceptable Use Policy (TRAUP), Information Security Policy and other related institutional policies. Users also must keep data within this system secure and comply with FERPA, GLBA, GDPR, and PCI, etc. compliance efforts.

Search for Courses and Course Sections

Subject Search

Advanced Search

Search for a course subject:

- [Accounting](#)
- [Adolescence to Young Adult](#)
- [Africana Studies](#)
- [Art](#)
- [Astronomy](#)

When you go to **Subject Search** you will see all the subjects listed A-Z. By clicking on a subject, you will see the courses offered, click on a course and you will go to the next page.

You can also search for a specific course using the **Search Bar**.

★ When searching by course number you must use the hyphen in between. ex. **ACC-205**

REGISTERING FOR CLASSES

Once you find a course and section you are interested in enrolling, you can choose **Add Section to Schedule** or **Add Course to Plan**.

Selecting Add Section to Schedule

This will add the section to your schedule, assuming you have met all the requirements for that course. You must choose a section, even if only one section is available.

Selecting Add Course to Plan

This will add the course to your overall **Student Plan** for the current or upcoming semesters and allows you to see how it affects your path to graduation.

★ You can select either of the two options, but you **MUST** go to the **Plan & Schedule** page on **Student Planning** to **REGISTER** for classes.

Colleague Student Self-Service

Step 1:

Step 1 shows you how courses/sections are viewed when searching for courses. Learn how to **Add Course/Section to Schedule** in Step 2.

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filters Applied: 2021 Fall x

Filter Results [Hide](#)

Availability ^

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects ^

☐ Accounting (8)

☐ Adolescence to Young Adult (6)

☐ Art (10)

☐ Biology (22)

☐ Biomedical Engineering (2)

[Show All Subjects](#)

Terms ^

☒ 2021 Fall (442)

Days of Week ^

☐ Monday (227)

☐ Tuesday (160)

☐ Wednesday (223)

☐ Thursday (156)

ACC-205 Financial Accounting (4 Credits) [Add Course to Plan](#)

Study of the accounting cycle and generally accepted accounting principles including the preparation and analysis of financial statements. Typically offered fall and spring semester. Prerequisite: Sophomore standing or permission of the instructor. 4 Semester Hours.

Requisites:
None

Locations:
Main Campus

[View Available Sections for ACC-205](#) v

ACC-207 Managerial Acct I (2 Credits) [Add Course to Plan](#)

Introduction to the fundamental concepts of managerial accounting. There is an emphasis on product costing, operational budgeting and planning, cost reporting and control and analytical tools used by management. Prerequisite: ACC 205. 2 semester hours.

Requisites:
Take ACC-205 - Must be completed prior to taking this course.

Locations:
Main Campus

[View Available Sections for ACC-207](#) v

Course name, credits, description, location, and requisites are displayed here.

Select **View Available Sections** or click the drop-down arrow to see all sections offered, course dates, course times, instructors, and open seats. See next page for additional details on **Available Sections**.

Colleague Student Self-Service

Available sections will appear like this.

ACC-205 Financial Accounting (4 Credits) [Add Course to Plan](#)

Study of the accounting cycle and generally accepted accounting principles including the preparation and analysis of financial statements. Typically offered fall and spring semester. Prerequisite: Sophomore standing or permission of the instructor. 4 Semester Hours.

Requisites:
None
Locations:
Main Campus

[View Available Sections for ACC-205](#)

2021 Fall

Seats	Times	Locations	Instructors
ACC-205-01 Financial Accounting	Add Section to Schedule		
25	M/W/F 8:45 AM - 9:50 AM 8/23/2021 - 12/16/2021	Main Campus Lecture	Pogacnik, R
ACC-205-02 Financial Accounting	Add Section to Schedule		
25	M/W/F 10:00 AM - 11:05 AM 8/23/2021 - 12/16/2021	Main Campus Lecture	Reolfi, M
ACC-205-03 Financial Accounting	Add Section to Schedule		

You can now scroll through the available sections and find the best fit for your schedule.

Click on the title of the course in **blue** to get more information.

Step 2:

Once you find the section and click on

[Add Section to Schedule](#)

the Section Details window will open with the section

Section Details

ACC-205-01 Financial Accounting
2021 Summer

Instructors	Richard L. Altomare (altomarl@mountunion.edu , NoPhone)
Meeting Information	M, T, W, Th 7:30 AM 9:10 AM 5/17/2021 - 6/27/2021 Main Campus, Chapman Hall 111 (Lecture)
Dates	5/17/2021 - 6/27/2021
Seats Available	20 of 20 Total
Credits	4
Grading	Graded
Requisites	None
Course Description	Study of the accounting cycle and generally accepted accounting principles including the preparation and analysis of financial statements. Typically offered fall and spring semester. Prerequisite: Sophomore standing or permission of the instructor. 4 Semester Hours.
Books Total	

[Close](#) [Add Section](#)

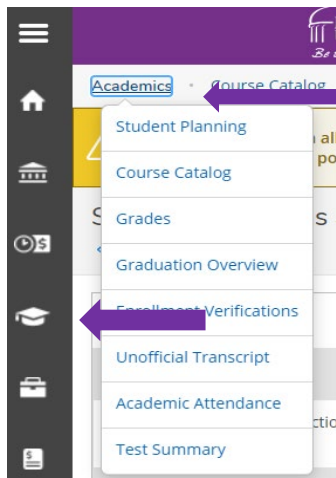
If you would like to schedule this course, select **Add Section**. If not, select **Close** and repeat previous steps until you have selected the course you want to schedule.

★ Selecting **Add Section** adds the course as a planned course. Once you select your courses, in order to complete the registration process, you must go to **Student Planning** (Step 3).

★ Repeat these steps for all courses you want to register.

Colleague Student Self-Service

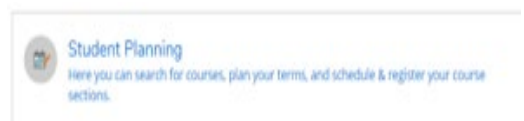
Step 3:



From the Course Catalog page, you will go to the left-hand, top of the screen and either click on **Academics** or go to the menu **Academic icon** and select **Student Planning**.

OR

You can also close the Course Catalog and return to the Colleague Home page and select the **Student Planning** category.



Step 4:

What is Student Planning

Planning Overview is a look at your individual student plan and will show you the progress you are making towards your degree, as well as your current and upcoming semester schedule in a calendar format.

When you are beginning to plan out your future terms as far as what courses to take and requirements you need to meet, this is the place to get started. If you have questions about your program of study or your student plan, schedule a meeting with your advisor.

There is also a quick search function at the top of the page to look up courses in the Course Catalog.

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

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

Search for courses...

Programs

Cumulative GPA

Progress

Bachelor of Arts in Primary Education

2021 Fall Schedule

	Sun	Mon	Tue	Wed	Thu
12am					
1am					
2am					

In **Student Planning** you can:

1. View Your Progress
2. Plan your Degree and Register for Classes
3. See your semester schedule

Colleague Student Self-Service

Step 5: Select Plan & Register

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](#)

When you select **Plan & Schedule/Go to Plan & Schedule**, this is the screen that appears.

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

Schedule
Timeline
Advising
Petitions & Waivers

<
>
2021 Fall
–
+

Remove Planned Courses
Register Now

ISE-380-01: Behavioral Analysis ISE
×

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: TBD
8/23/2021 to 12/16/2021
Seats Available: 10

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		PRM-335-01 ×	PRM-370-01 ×	PRM-335-01 ×	PRM-370-01 ×	PRM-335-01 ×	
11am		PRM-320-02 ×		PRM-320-02 ×		PRM-320-02 ×	
12pm							
1pm			ISE-380-01 ×		ISE-380-01 ×		
2pm							
3pm							

Planned: 17 Credits
Enrolled: 0 Credits
Waitlisted: 0 Credits

Schedule Tab

Plan your Degree and Schedule your courses

Schedule
Timeline
Advising
Petitions & Waivers

Under Plan & Schedule, the **Schedule** tab is where you get a more detailed look at the sections you are registered in or planning to enroll in. You can browse by semester using the Back and Forward buttons

It is easy to visualize your school week with the calendar grid view and identify any potential time conflicts. To make it easier to resolve conflicts, each section in your list will have the option to “View other sections,” which will show if the same course is offered at a different time.

This is where you confirm registration of your planned courses or drop them if you are still in the add/drop period.

Colleague Student Self-Service

Step 6:

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

Schedule Timeline Advising Petitions & Waivers

2021 Fall ← → + −

★ **Confirm the correct semester is selected.**

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 17 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ISE-380-01: Behavioral Analysis ISE

✓ Planned

Credits: 4 Credits
Grading: Graded
Instructor: TBD
8/23/2021 to 12/16/2021
Seats Available: 10

Meeting Information

Register

View other sections

To take a planned course off your schedule hit the "X".

	Wed	Thu	Fri	Sat
9am				
10am	PRM-335-01 X	PRM-370-01 X	PRM-335-01 X	PRM-335-01 X
11am	PRM-320-02 X	PRM-320-02 X	PRM-320-02 X	
12pm		ISE-380-01 X	ISE-380-01 X	
1pm				
2pm				
3pm				

Here it will show all your courses that you are planned to take and all the information about the courses. Click on any of the writing in **Blue** to get more information.

To put the courses on your schedule you must hit **REGISTER** for each course.

Here it will show you a grid view of your planned schedule. You should see all your courses that you have planned for the semester.

You can also print your schedule by clicking

Step 7: Last step to register

Register Now
Click the button to see available terms and sections.

Student Finance

★ When it is your registration day you will get a notification on your Colleague Home page.

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

Schedule Timeline Advising Petitions & Waivers

2021 Fall ← → + −

★ The **Register Now** button in the right corner will turn from gray to **BLUE**. Click on it to Register. Courses registered will turn to green in grid view.

Planned Courses Register Now

Planned Courses Register Now

Colleague Student Self-Service

Schedule Tab continued

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

Schedule Timeline Advising Petitions & Waivers

2021 Fall Remove Planned Courses Register Now

Filter Sections Save to iCal Print Planned: 17 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ISE-380-01: Behavioral Analysis ISE ×

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: TBD
8/23/2021 to 12/16/2021
Seats Available: 10

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am			PRM-370-01 ×		PRM-370-01 ×		
10am		PRM-335-01 ×		PRM-335-01 ×		PRM-335-01 ×	
11am		PRM-320-02 ×		PRM-320-02 ×		PRM-320-02 ×	
12pm			ISE-380-01 ×		ISE-380-01 ×		
1pm							
2pm							
3pm							

If you decide to Drop a course during the **add/drop period ONLY**, there will be a drop button here, in place of the Register button.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

2021 Fall Filter Sections Save to iCal ×

ISE-380-01: Behavioral Analysis ISE ×

✓ **Planned**

After you Drop a course it is placed back as a planned course. To remove it from the planned, click the X.

Colleague Student Self-Service

Timeline Tab

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

The **Timeline** tab allows you to see all the courses you have taken by semester. In the past semesters, you will see your grades. For upcoming semesters, it allows you to easily remove courses from your plan if you are not registered for them.

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

[Add a Term](#) [Remove Planned Courses](#)

Search for courses...

You can scroll between semesters by clicking the arrows on either side.

2020 Fall	2021 Fall
BIO-100N-01: Found Biolog Sc Credits: 4 Credits	ISE-380-01: Behavioral Analysis ISE Credits: 4 Credits
BIO-100N-LAB2: Found Biolog Sc Credits: 4 Credits	PRM-320-02: Math Practices and Curriculum Credits: 4 Credits
MCH-205-01: Middle Childhoo Credits: 2 Credits	PRM-335-01: Scientific Practices Credits: 4 Credits
PRM-200-02: Found/Mgmt Prim Credits: 4 Credits	PRM-370-01: Practicum II Primary Credits: 1 Credits
PRM-225-02: Young Children Credits: 4 Credits	PSY-215-01: Child Adolescent Development Credits: 4 Credits

its GPA: 3.714 14 Enrolled Credits

17 Planned Credits

Advising Tab

Plan your Degree and Schedule your courses

Schedule Timeline **Advising** Petitions & Waivers

Under the Advising tab, you can see your advisor and e-mail address, and can compose a note for them to review.

My Advisors

[Request Review](#)

Compose a Note

[Save Note](#)

[View Note History](#)

No advising notes have been entered.

Colleague Student Self-Service

View Your Progress

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 Your Progress is another category in **Student Planning**. Currently, it is not complete, but will be coming soon!

Steps to Getting Started

There are many options to help you plan your courses and earn your degree.

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](#)

Programs

Cumulative GPA

Progress

Bachelor of Arts in Primary Education

2021 Fall Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----

When you select **View Your Progress/Go to My Progress**, this is the screen that appears.

My Progress

Search for courses...

<

>

Bachelor of Arts in Primary Education
(1 of 1 programs)

View a New Program

Load Sample Course Plan

i

No requirements specified for Bachelor of Arts in Primary Education

At a Glance

Print

Cumulative GPA:

(0.000 required)

Institution GPA:

(0.000 required) (0.000 required)

Degree:

Bachelor of Arts

Majors:

Primary Education

Minors:

Psychology
Intervention Specialist

Departments:

Department of Education

Catalog:

2019

Anticipated Completion Date:

Description

Program Notes

[Show Program Notes](#)

Colleague Student Self-Service










Sign out



By using this system all users acknowledge notice of and agree to comply with the University Technology Resource Acceptable Use Policy (TRAUP), Information Policy and other related institutional policies. Users also must keep data within this system secure and comply with FERPA, GLBA, GDPR, and PCI, etc. compliar efforts.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



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.



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.



Grades
Here you can view your grades by term.



Graduation Overview
Here you can view and submit a graduation application.

You can view your grades by going back to the main menu on Colleague.

[Academics](#) > [Grades](#)

Grades



2020 Fall (8/24/2020-12/17/2020)
Term GPA: 3.714

2020 Summer (5/18/2020-8/16/2020)
Term GPA: 3.667

2020 Spring (1/13/2020-5/13/2020)
Term GPA: 3.458

2019 Fall (8/19/2019-12/12/2019)
Term GPA: 3.059

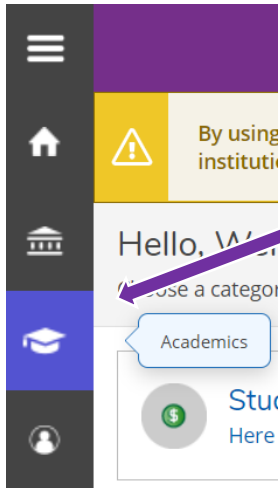
Your grades will be organized by each semester and you can view grades by selecting the arrow.

You can also print your grades by selecting

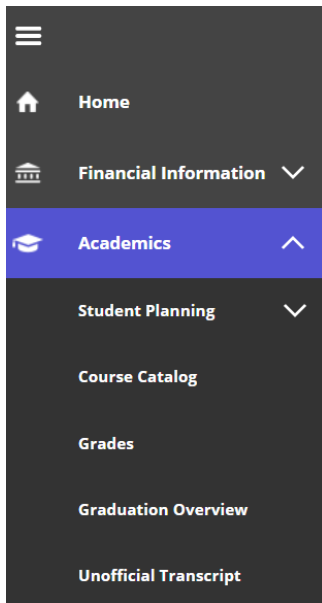
Print

Colleague Student Self-Service

Unofficial Transcript



Using the **Menu** icons, go to Academics and click on it, this will bring down all the Academic menu items.



Go to Unofficial Transcript and click on it.

Unofficial Transcript



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

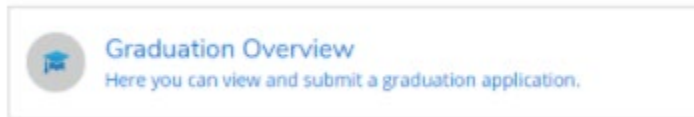


Academic Transcript Transcript

Click on Academic Transcript for a .pdf of your unofficial transcript, which you can print or save.

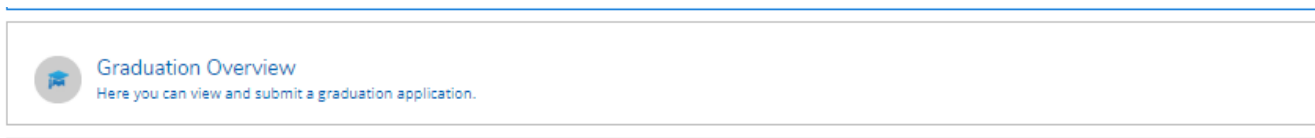
Colleague Student Self-Service

Graduation Overview



When it comes time to think about graduation, you will need to complete an application under **Graduation Overview** on the Home page of Self-Service or under **Academics** on the menu icons. Here you will be able to view your programs of study and begin the application process.

Submit your Graduation Application in Self-Service using this tile.



Messages that could prevent you from registering:

Confirm your name, address, e-mail, or emergency contacts	Go to the Colleague Self-Service home page, click on User Options icon  to update/confirm your information.
Registration Authorization Required by Advisor	Please contact your advisor.
You are not eligible for registration	Please contact the Office of the University Registrar at 330-823-6018.
Registrar Hold	Please contact the Office of the University Registrar at 330-823-6018.
Business Office Hold	Please contact the Office of Business Affairs at 330-823-6554.
Health Center Hold	Please contact the Health Center at 330-823-2850.