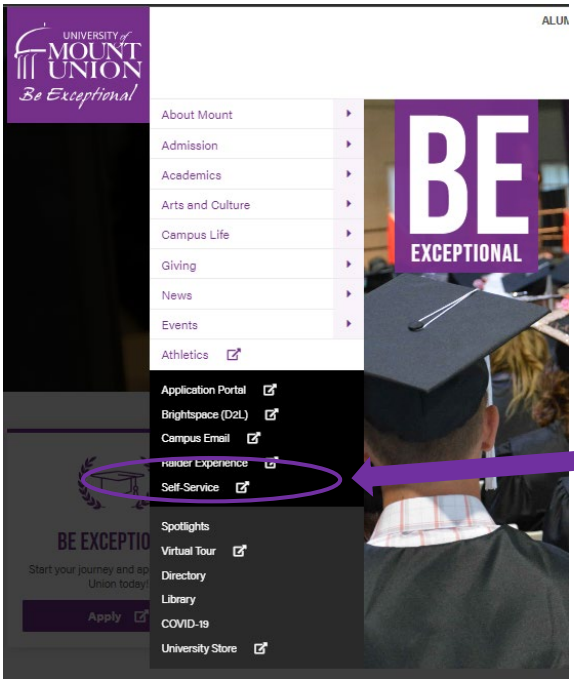
Colleague Student Self-Service

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….

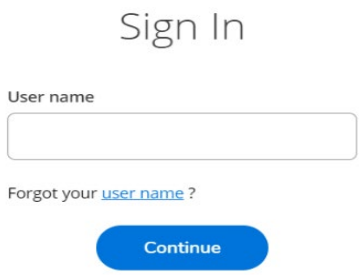
Getting Started with Colleague

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



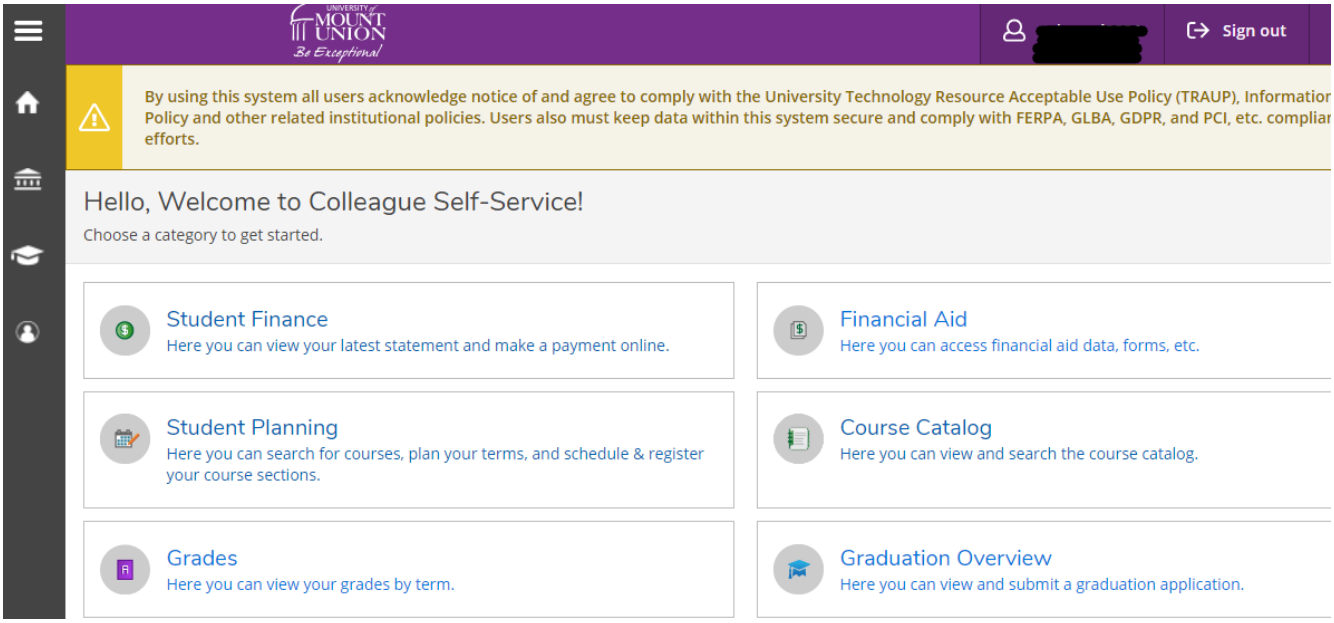
This will take you to the Colleague Self-Service "Home" page.

Next you will be asked to login to Colleague.



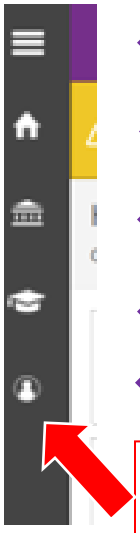
Navigation – Academics

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.



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**.

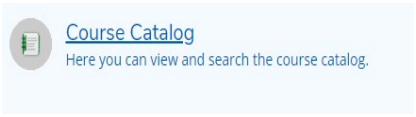
Click on this to display the **Academic Menu**.

Click on this to display the **User Options Menu.**

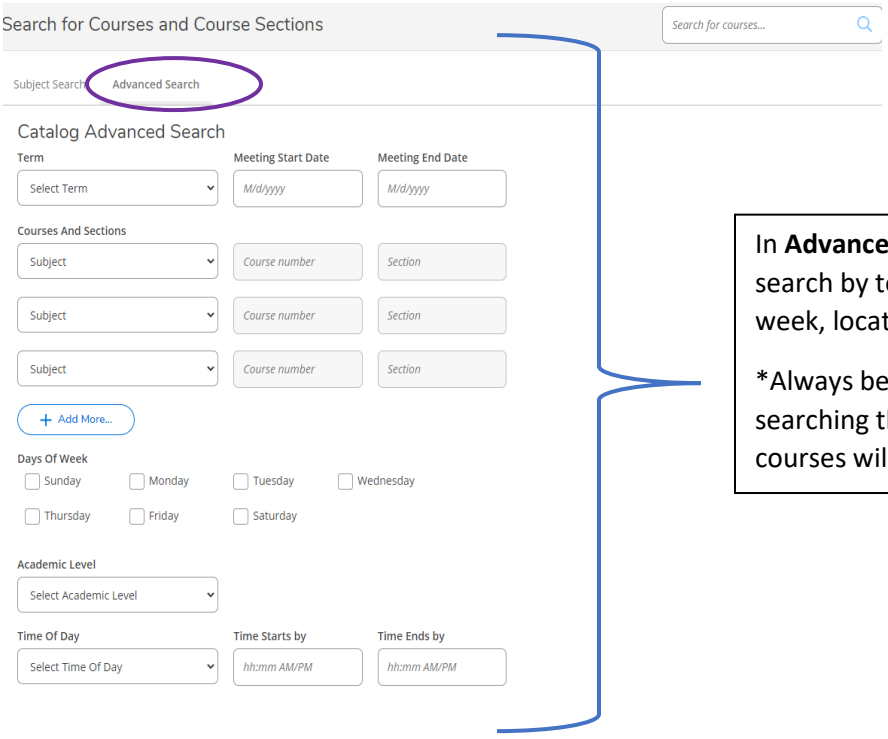
You can view your name, address, e-mail, phone, personal identity, emergency contacts, and allow access to others and choose what access you give them under view/add proxy access.

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



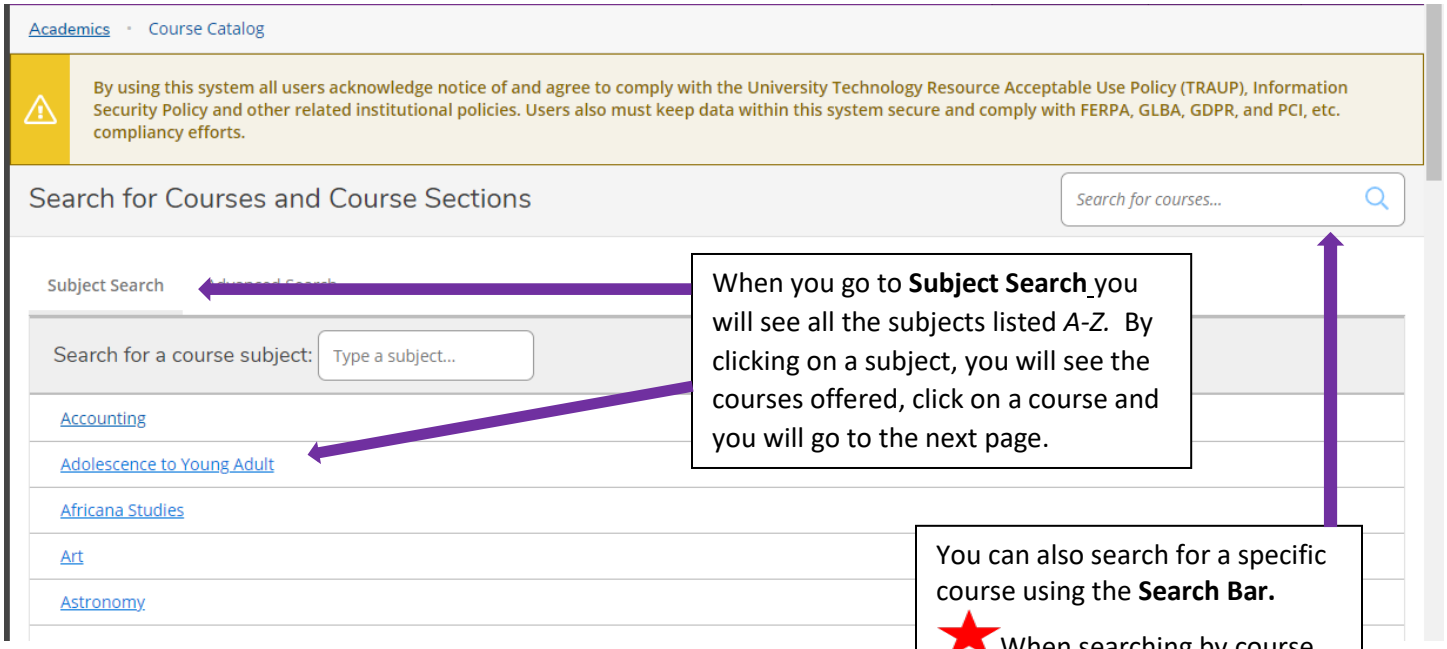
Advanced Search - Default opening page of the Course Catalog



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.

Subject Search



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**

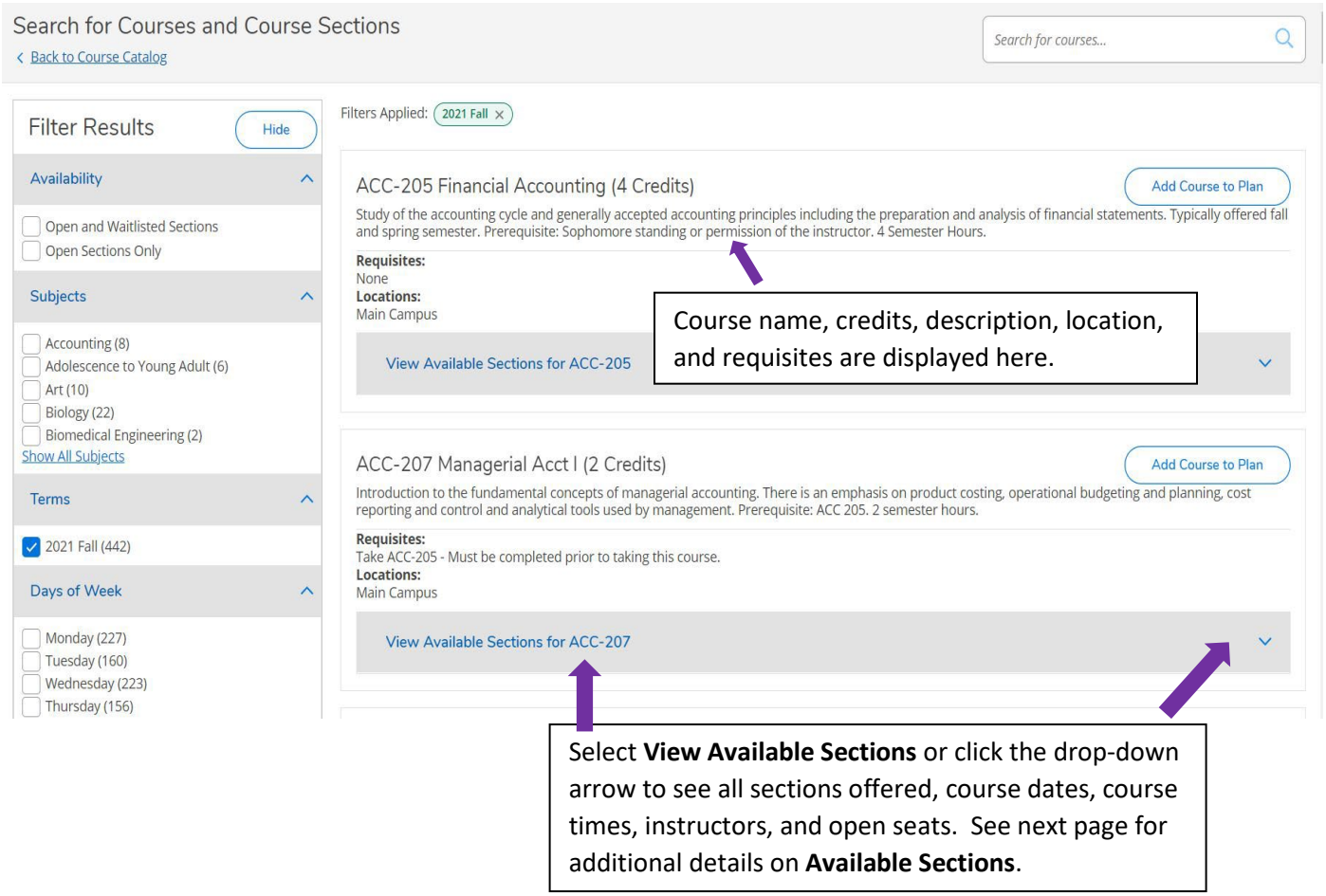
This will add the course to your overall **Student Plan** for the current or upcoming semesters and allows you to see how it affects your path to graduation.

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

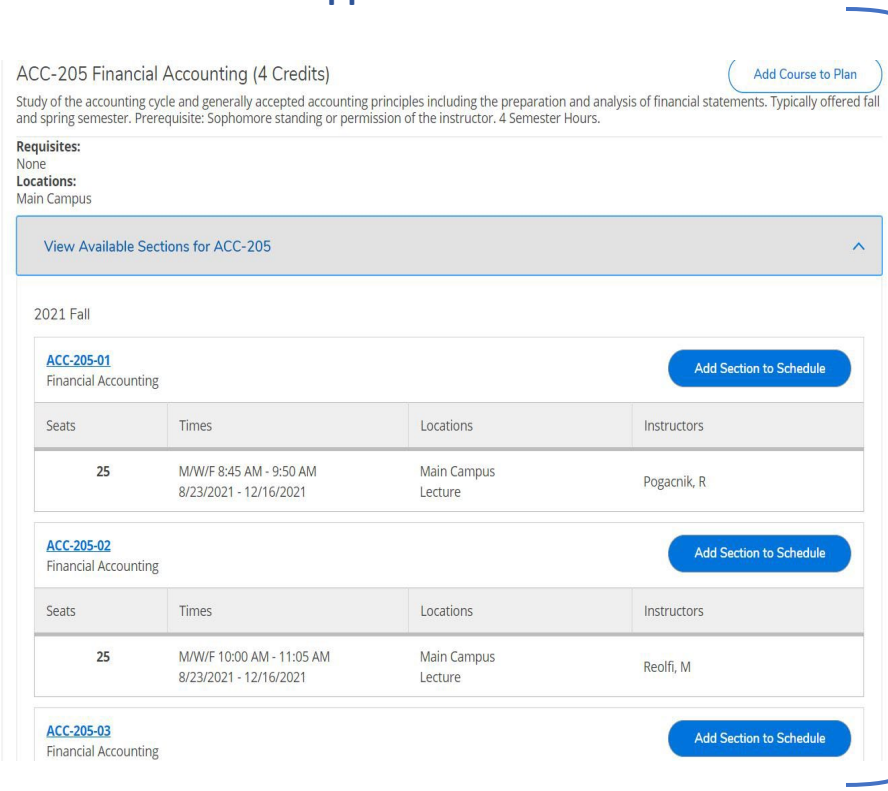
Colleague Student Self-Service

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.



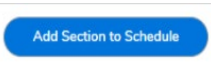
Available sections will appear like this.



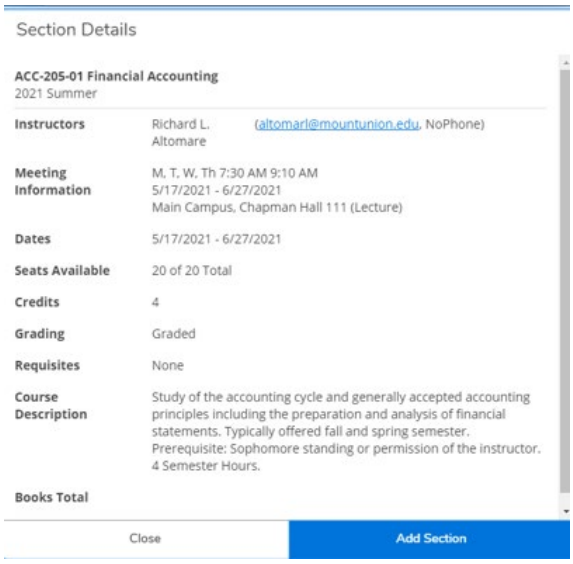
You can now scroll through the available sections and find the best fit for your schedule.

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

Step 2:

Once you find the section and click on 

the Section Details window will open with the section information.

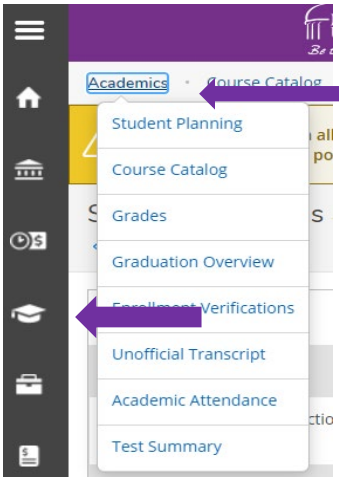


If you would like to schedule this course, select **Add Section**. If not, select **Close** and repeat previous steps until you have selected the course you want to schedule.

★ 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.

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.



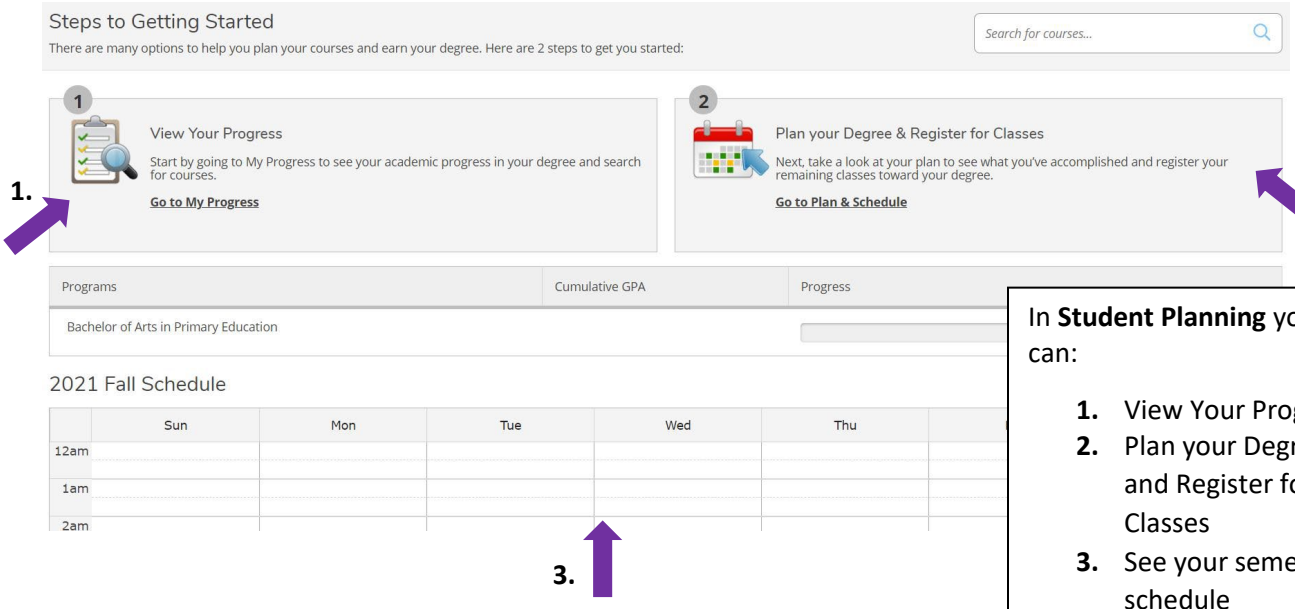
Step 4:

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.

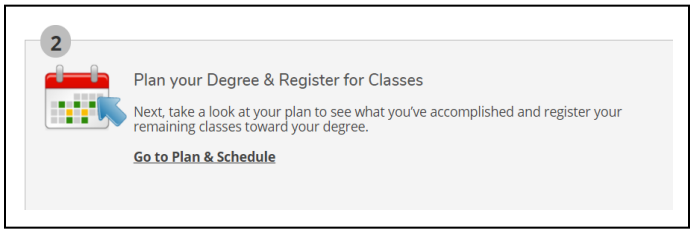
There is also a quick search function at the top of the page to look up courses in the Course Catalog.



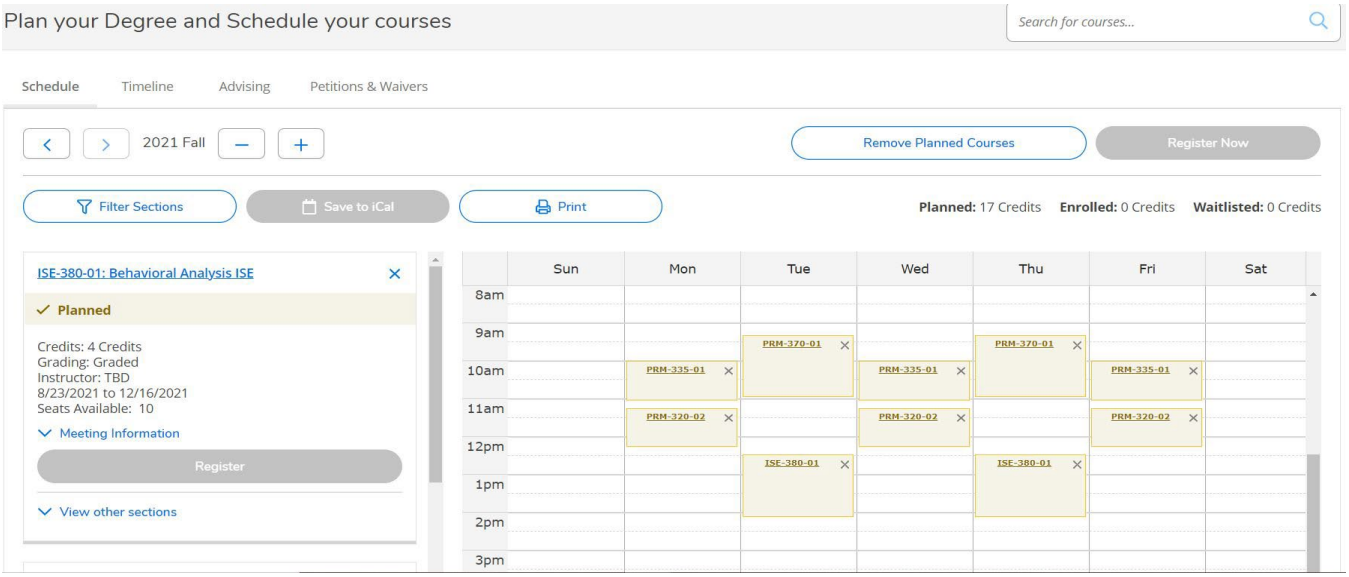
In **Student Planning** you can:

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

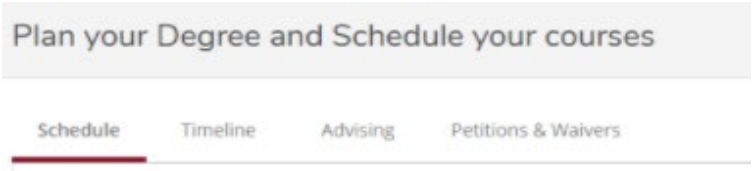
Step 5: Select Plan & Register



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



Schedule Tab

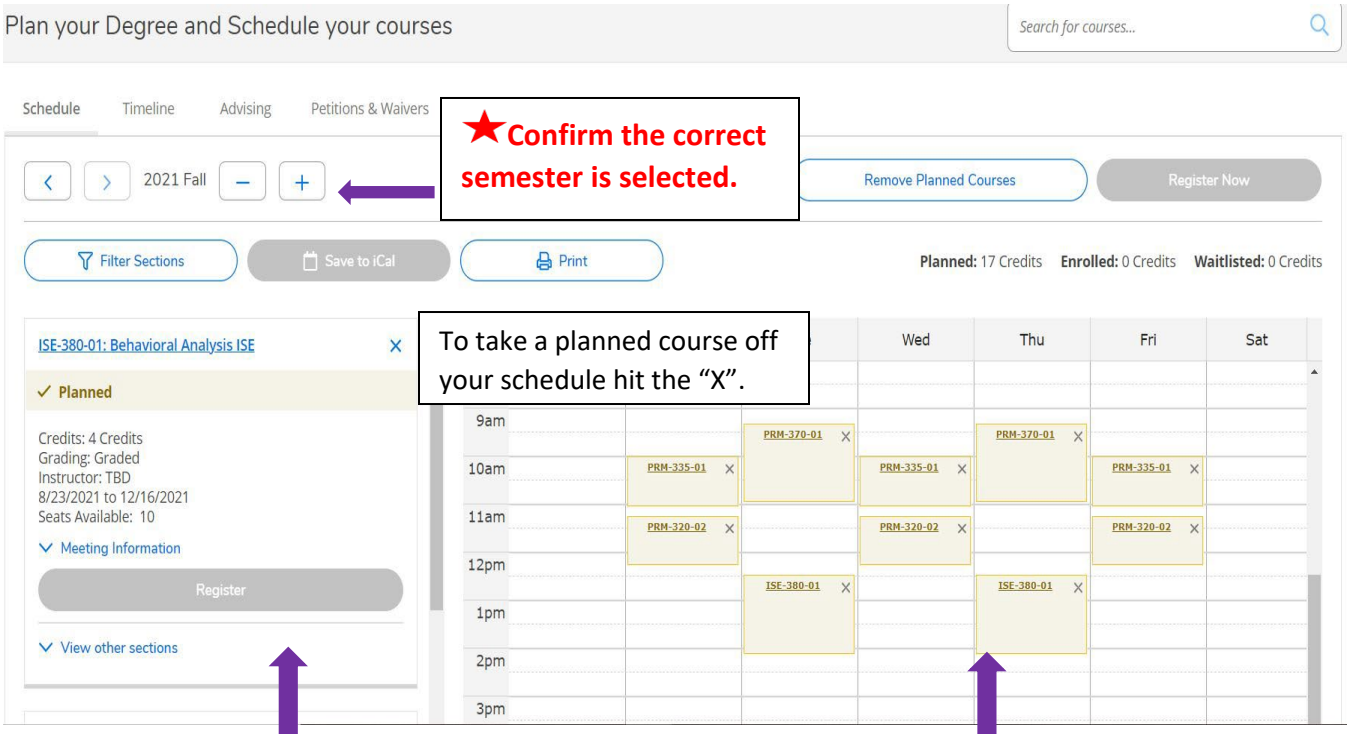


Under Plan & Schedule, the **Schedule** tab is where you get a more detailed look at the sections you are registered in or planning to enroll in. You can browse by semester using the Back and Forward buttons

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.

Step 6:



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

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

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.

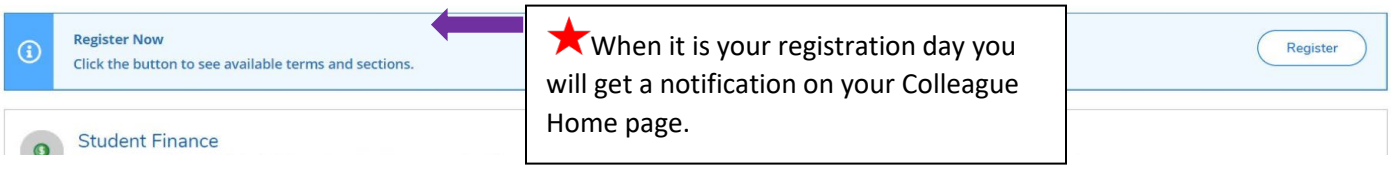
To put the courses on your schedule you must hit **REGISTER** for each course.

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

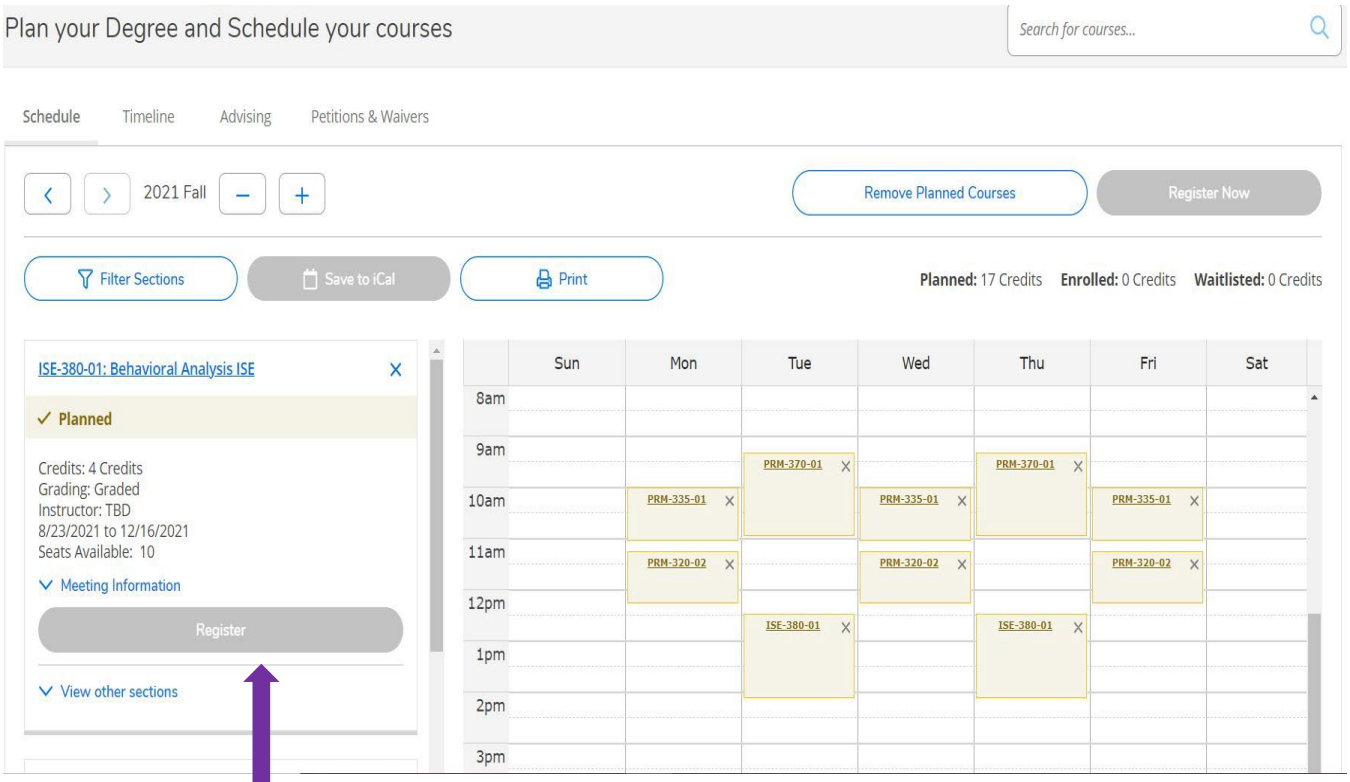


★When it is your registration day you will get a notification on your Colleague Home page.

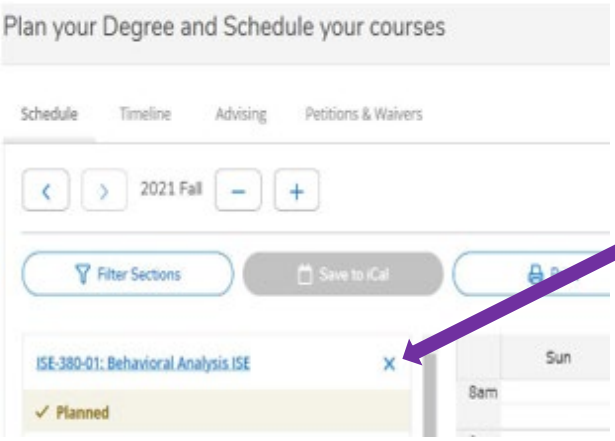


★The **Register Now** button in the right corner will turn from gray to **BLUE**. Click on it to Register. Courses registered will turn to green in grid view.

Schedule Tab continued

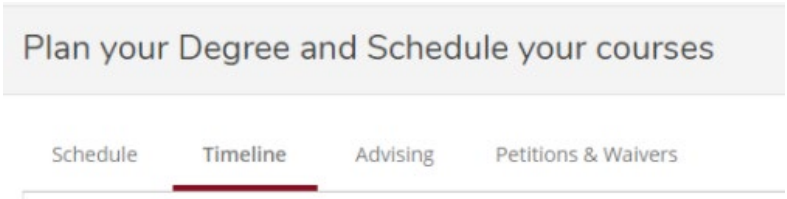


If you decide to Drop a course during the **add/drop period ONLY,** there will be a drop button here, in place of the Register button.

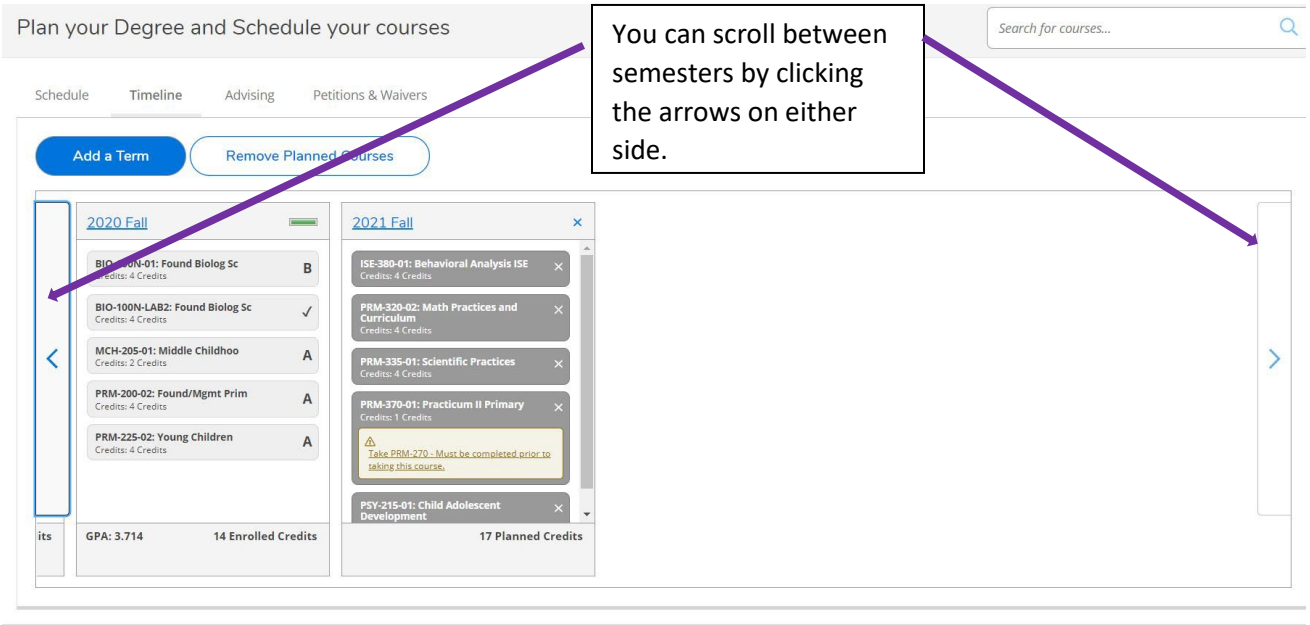


After you Drop a course it is placed back as a planned course. To remove it from the planned, click the X.

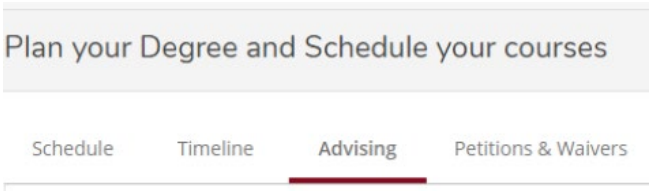
Timeline Tab



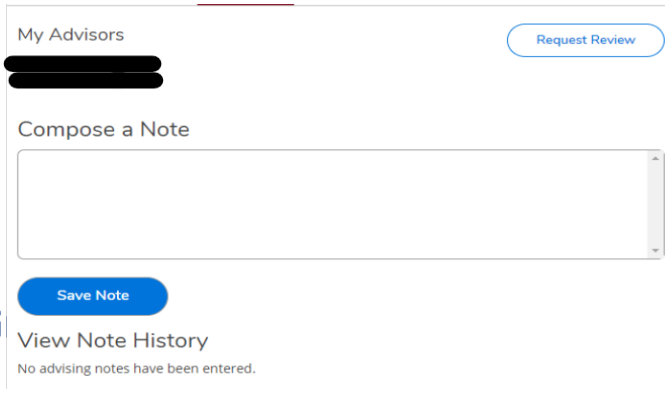
The **Timeline** tab allows you to see all the courses you have taken by semester. In the past semesters, you will see your grades. For upcoming semesters, it allows you to easily remove courses from your plan if you are not registered for them.



Advising Tab

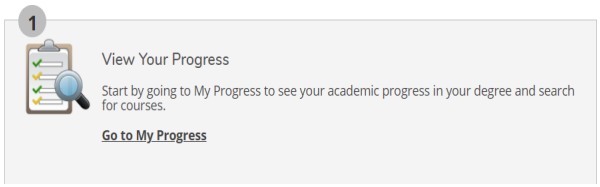


Under the Advising tab, you can see your advisor and e-mail address, and can compose a note for them to review.

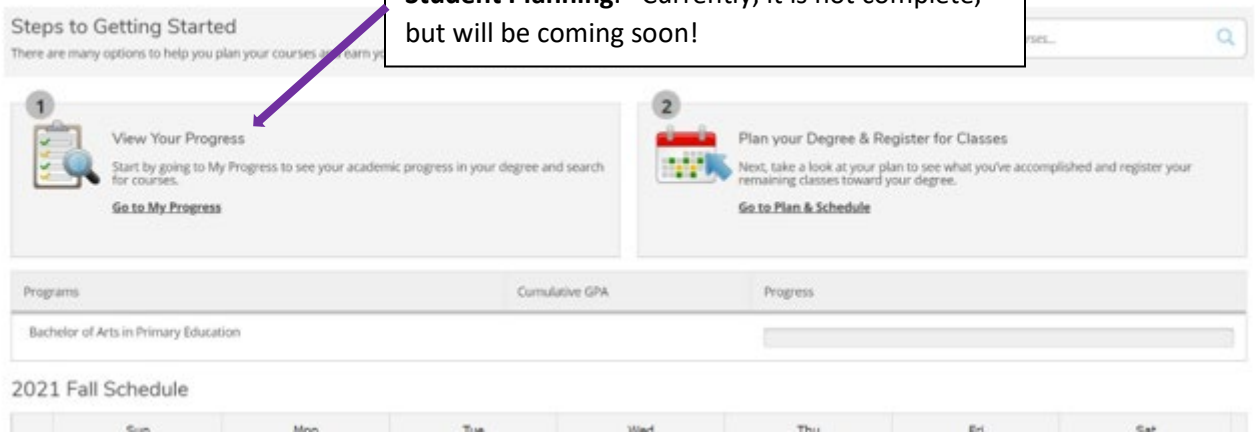


G

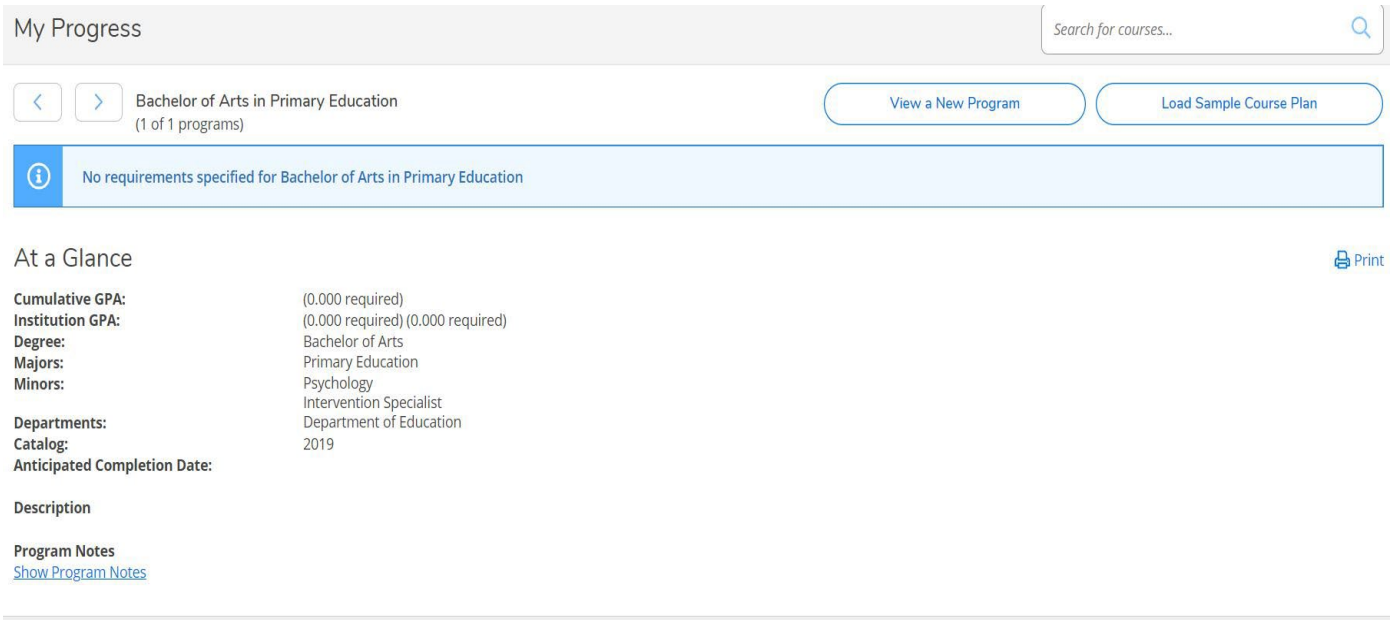
View Your Progress



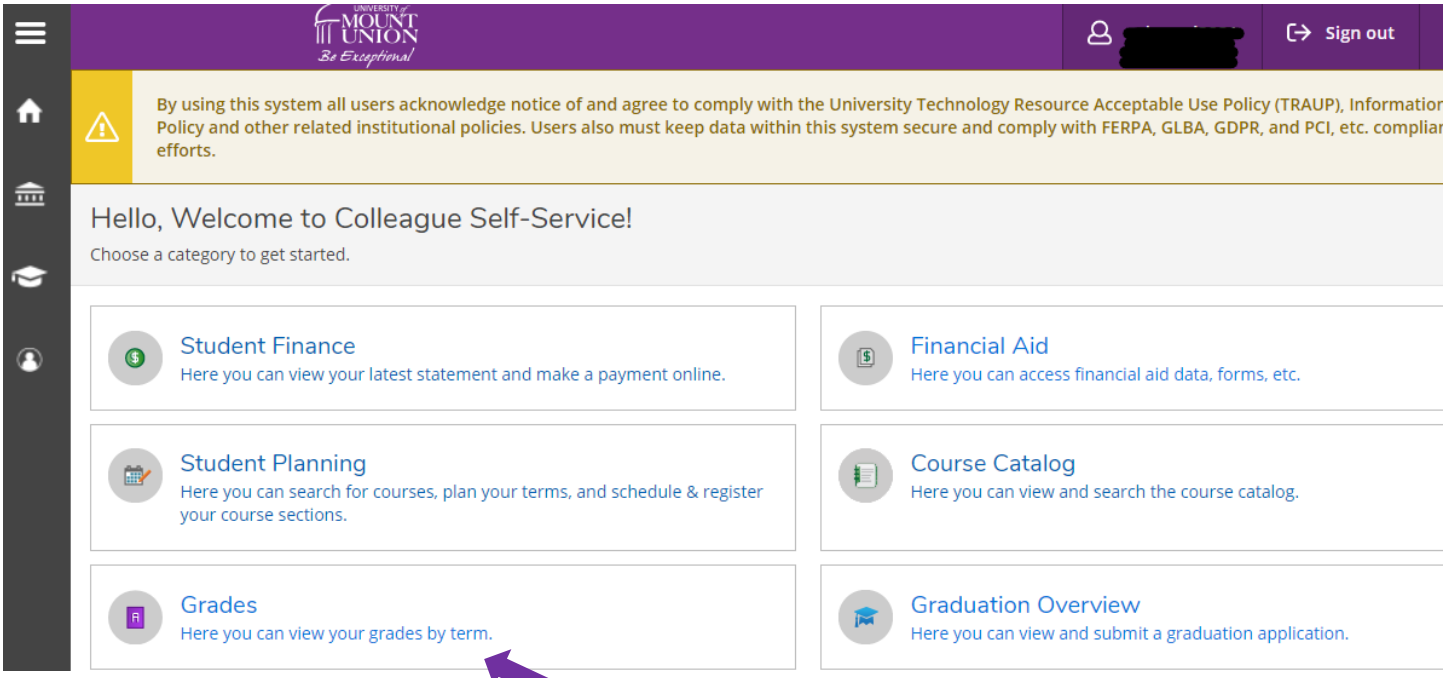
View Your Progress is another category in **Student Planning**. Currently, it is not complete, but will be coming soon!



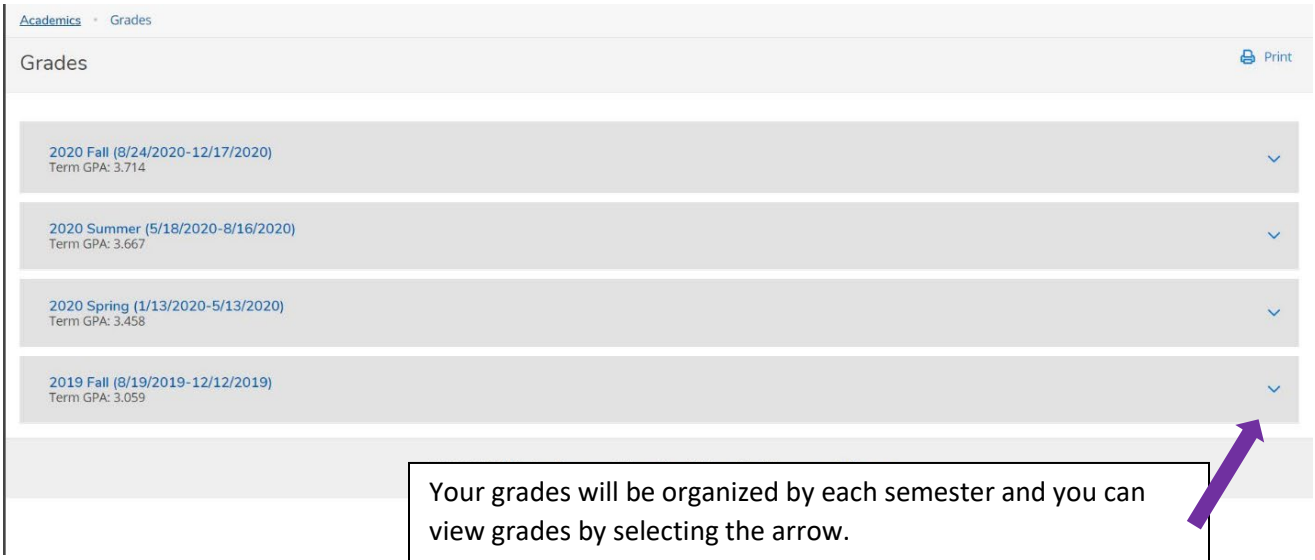
When you select **View Your Progress/Go to My Progress**, this is the screen that appears.



Colleague Student Self-Service



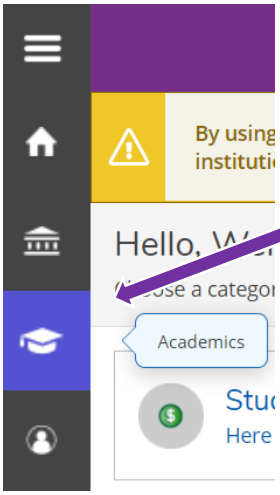
You can view your grades by going back to the main menu on Colleague.



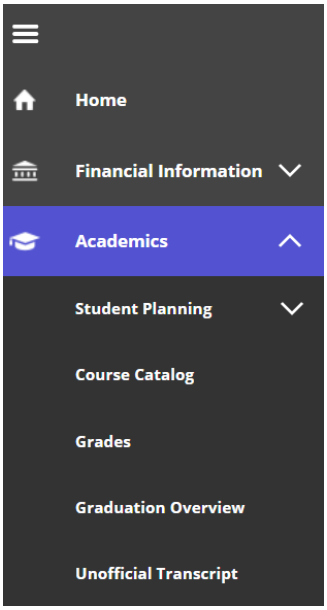
Your grades will be organized by each semester and you can view grades by selecting the arrow.

You can also print your grades by selecting at the top right corner. 

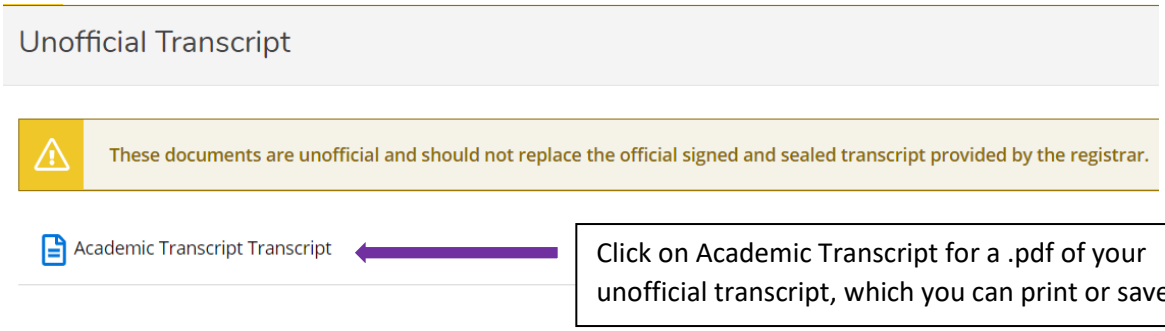
Unofficial Transcript



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

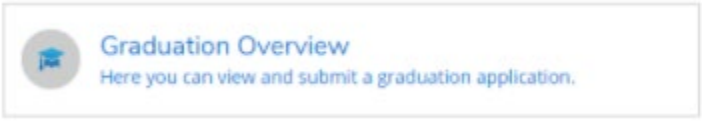


Go to Unofficial Transcript and click on it.



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

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.

Applying for Graduation

All students are expected to apply for graduation at least two semesters prior to their expected date of graduation to ensure that all graduation requirements are identified and completed by that date. The Application for Graduation should be completed on Self-Service.

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.