



## SELF-SERVICE QUICK REFERENCE FOR STUDENTS

### To access Self-Service

The link is located at the bottom of the Wesleyan web page.

### How To Log In

To log in, enter your username in lowercase and password and click SUBMIT button.

### To make updates to personal information

- Access User Options on the left-hand menu
- Select User Profile to make updates to personal identity (including preferred pronoun and chosen name), address, phone, and personal email
- Select View/Add Proxy Access to give proxy access to personal billing, financial aid, or academic information

### How to Complete a Class Search Using Course Catalog

- On the main Self-Service screen, you can access the course catalog
- There are two search options – subject and advanced
- Using the advanced search option, you can search courses by term and filter on a variety of categories such as availability, course types (lens, foundational, etc.).
- Search filters allow a deeper selection based on open sections, instructor name, levels, etc.

### To View Course Schedule (multiple options)

On the main Self-Service screen, select **Student Planning**

- Click the Go to Plan and Schedule option
  - Select the term
  - Click on the blue print button (this will generate a course schedule with classroom assignments)
- OR**
- Select the schedule tab and choose a term to view  
*NOTE: You are enrolled in all courses that are noted as registered, but not started (with a green checkmark)* **OR**
  - Select the timeline tab and scroll through the terms **OR**

Under the Student Finance Section in Self-Service

- Click on the term to access the account activity
- Under account activity, to the right of the term, click on the download icon view statement
- As part of the downloaded PDF statement, the bottom section includes a term course schedule

### To View Unofficial Transcript

- On the main Self-Service screen, select the Academic icon (appears as a mortar board on the left-hand portion of the screen)
- Select unofficial transcript
- Click on the undergraduate or graduate icon (if applicable) – this will download a PDF version to your desktop

### To view grades by term

- On the main screen, select **Grades**
- Select the appropriate term to view grades

### TERM CODES

2025FA (Fall 2025)

2026SP (Spring 2026)