

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 (firstname.lastname – ex: john.doe) 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, address, phone and personal email
- Select View/Add Proxy Access to give proxy access to personal financial or academic information

How to Complete a Course Catalog Search (similar to former Search for Sections in WebAdvisor)

- 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
- OR**
- Select the schedule tab and choose a term to view
- 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 appropriate term to view grades

To make schedule changes prior to the start of a term during announced schedule change windows

- Select course catalog and choose the advanced search option
- Select the term and any other relevant filters
- Once you identify a course to add, use the grey drop down arrow to view available sections for the course
- Once you have identified the section you want to add, select the ADD SECTION TO SCHEDULE option
- Navigate back to the main SS screen and select student planning, you will see the course outlined in YELLOW on your schedule. YELLOW indicates a planned course only (not registered). A planned course must be added or removed. To register for the course, click the register button under the course. To remove the course, click the X to the right beside the name of the course. NOTE: Courses outlined in green mean that you are successfully registered for the course.

TERM CODES

2022FA (Fall 2022)

2023SP (Spring 2023)