Self-Service Faculty Preregistration Instructions

These instructions assume that the advisee has entered his or her schedule through their Self-Service account and is in an active preregistration window based on the student cumulative hours earned.

#1) The first step is to access and review the courses that the student has added to their schedule for approval

- Select Advising

- Identify the advisee you want to preregister and select the view details button to the right of the name

- Select the term – Spring Term 2023SP by using the right toggle button

- Under the Course Plan tab, you should see all of the courses that the student has added for your review

- To the left of each course is a box

- Click the box so that a checkmark appears beside the course and choose either approval or deny

- Courses that you approve will show with a thumbs up and courses you deny will show with a thumbs down
- Click the register now button
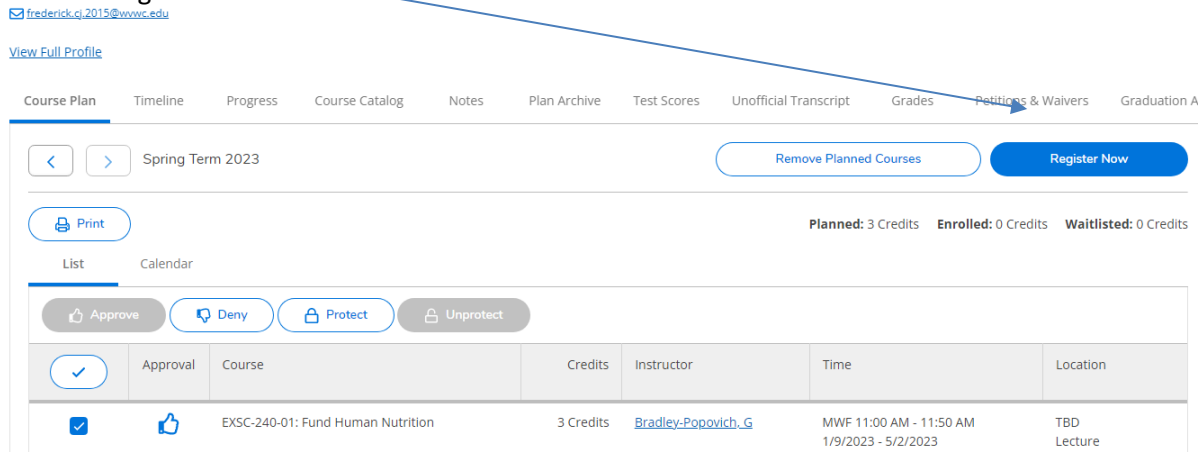
  NOTE: If the register now button is <u>not blue</u>, the student is not in their active registration window.
- Please note any restrictions, holds or errors will be outlined in yellow in the upper right-hand corner of the screen with a triangle exclamation point. If that occurs, you should remove the course from the schedule.

>>Once you have approved the course, please verify the student is preregistered as a full-time student:
- Select Advising
- Identify the student and select the view details button
- Select the Spring 2023 Term
- Under Course Plan, the **_list_** view will show courses that has been successfully registered with a blue thumbs up
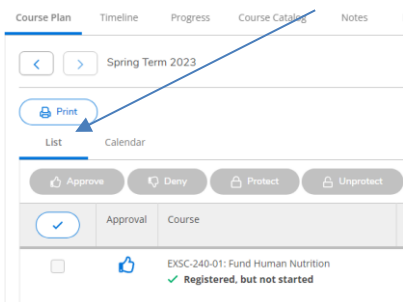
- Under Course Plan, the **_calendar_** view will show all registered courses in green on the calendar grid - If the courses do not appear in green, it is an indication that these courses have not been preregistered.
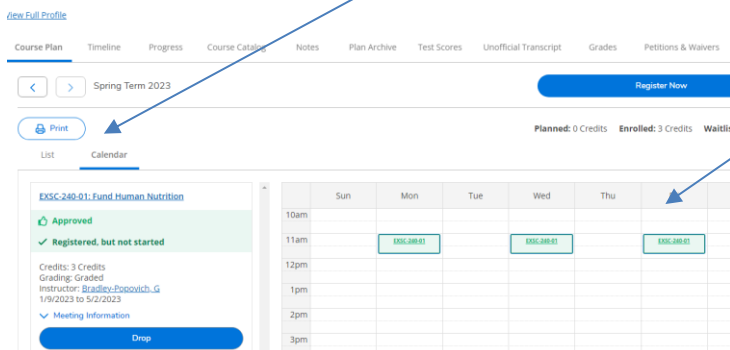
HELPFUL HINTS

>>If you want to see if a student has a hold and cannot preregister:
- Select Advising
- To the right of the student, select view details
- Select the term – 2023SP by using the right toggle button
- At the top right of the screen, check for a yellow square with a number in it and click to view
- The student must follow directions to resolve any holds prior to preregistering. Until your hold is resolved you will not be permitted to preregister the student.
- NOTE that the student also sees the holds through their Self-Service account

>>If you want to add a course to a student's schedule directly through your Self-Service account, you can do the following:
- Select Advising
- Identify student and select review details button to the right of the name
- On the top right of the screen you will see a search for courses box. Enter the name of the course you want to register for (Example: ENGL-101). You will then see the course you selected.

Advisee Details
< Back to Advisees

`Search for courses...`

- Click the grey drop down bar for the course and identify the specific section of the course you want to add for the spring 2023 term. Locate the specific section of the course you want to add and click **"Add Section to Schedule"** button**. IT IS VERY IMPORTANT THAT YOU *DO NOT CLICK ADD COURSE TO PLAN!!***

| Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation |

< Back To Course Catalog

Filter Results [Hide]

Filters Applied: None

Availability
☐ Open and Waitlisted Sections
☐ Open Sections Only

Subjects
☐ Communication (1)

Locations

Terms
☐ Spring Term 2023 (1)

Days of Week
☐ Wednesday (1)

COMM-138 Intro Newspaper Practicum (1 Credits)   [Add Course to Plan]

The student will be trained to become a regular staff member of The Pharos, participating in all paper activities and meetings. Each student will be responsible for compiling a portfolio reflecting the individual contribution he or she made to their assigned area - either reporting, editing, layout and design, photography, public relations/advertising, or a combination thereof. Offered every semester.

Requisites:
None

View Available Sections for COMM-138

Spring Term 2023

COMM-138-01   [Add Section to Schedule]
Intro Newspaper Practicum

Seats ⓘ	Times	Locations	Instructors
15 / 15 / 0	W 2:00 PM - 2:50 PM 1/9/2023 - 5/2/2023	TBD Practicum	Bressler, N (Practicum)

- Verify the section details and click "Add Section"

Section Details

COMM-138-01
Intro Newspaper Practicum
Spring Term 2023

Instructors	Bressler, N (bressler.n@wwc.edu)
Meeting Information	W 2:00 PM - 2:50 PM 1/9/2023 - 5/2/2023 TBD (Practicum)
Dates	1/9/2023 - 5/2/2023
Seats Available ⓘ	15 / 15 / 0
Credits	1
Grading	Graded ▾
Requisites	None
Course Description	The student will be trained to become a regular staff member of The Pharos, participating in all paper activities and meetings. Each student will be responsible for

[Close]   [Add Section]

- Go back to the Course Plan tab
- To the left of each course is a box

- Click the box so that a checkmark appears beside the course and choose either approval or deny

View Full Profile

| Course Plan | Timeline | Progress | Course Catalog | Notes | Plan A |

< > Spring Term 2023

🖨 Print

List   Calendar

👍 Approve   💬 Deny   🔒 Protect   🔓 Unprotect

| ✓ | Approval | Course |
| ☑ | 👍 | COMM-138-01: Intro Newspaper Practicum |

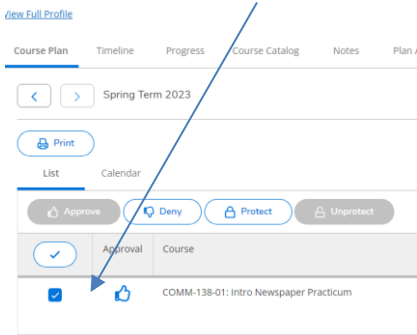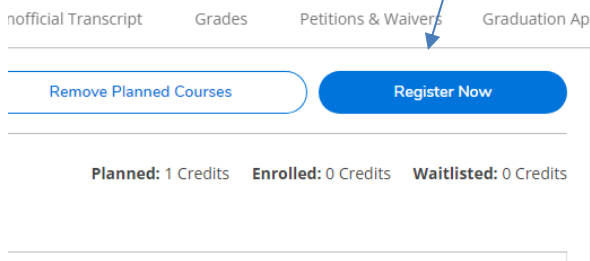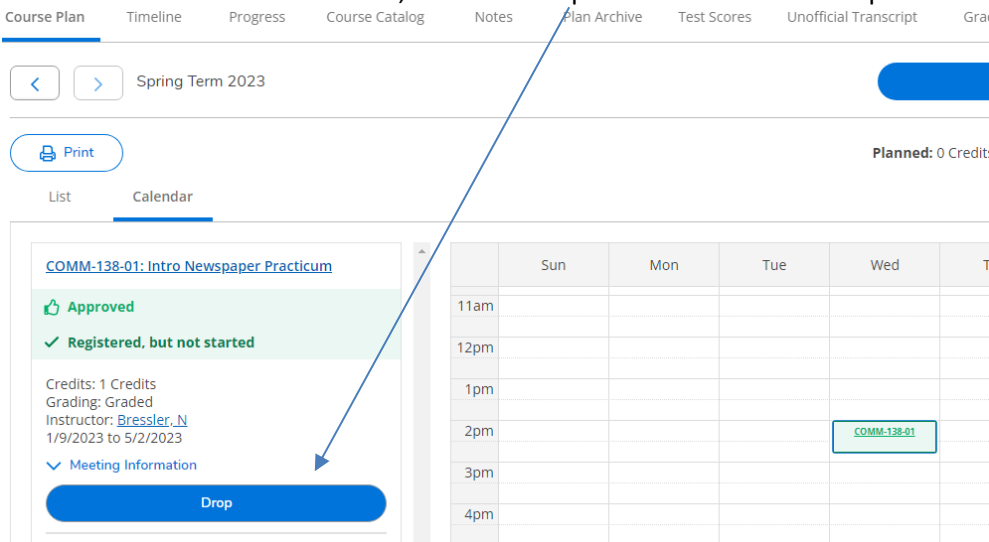- Courses that you approve will show with a thumbs up and courses you deny will show with a thumbs down
- Please note any restrictions, holds or errors will be outlined in yellow in the upper right hand corner of the screen with a triangle exclamation point.
- Click Register Now button in the upper right-hand corner.

Unofficial Transcript   Grades   Petitions & Waivers   Graduation Ap

Remove Planned Courses   **Register Now**

Planned: 1 Credits   **Enrolled:** 0 Credits   **Waitlisted:** 0 Credits

>>**If you want to remove a course from a student's schedule after it has been approved, you can do the following:**
- Select Advising
- Select advisee by clicking view details
- Under course plan tab, select 2023SP term
- Select calendar tab
- Under name of course to remove, click blue drop button and then click update to remove

| Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Gra |

< > Spring Term 2023

🖨 Print   **Planned:** 0 Credit

List   Calendar

COMM-138-01: Intro Newspaper Practicum

👍 Approved

✓ Registered, but not started

Credits: 1 Credits
Grading: Graded
Instructor: Bressler, N
1/9/2023 to 5/2/2023
∨ Meeting Information

Drop

	Sun	Mon	Tue	Wed	T
11am					
12pm					
1pm					
2pm				COMM-138-01	
3pm					
4pm					

- Notice the course turns to yellow on the calendar grid (which indicates it has been moved back to the planning phase). Click the X beside the name of the course to remove. The course should disappear from the calendar grid indicating the course has been completely removed.
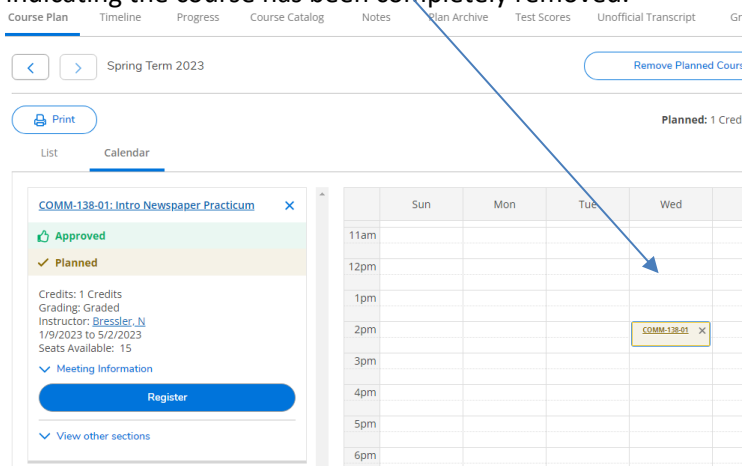
- In the upper right-hand corner, **click the remove planned courses** button to remove it from the planning phase.
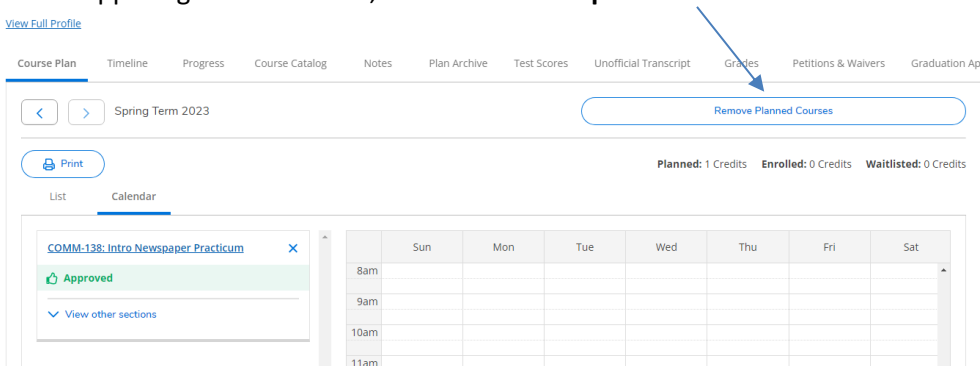
>> If you want to searching for sections to identify a course by a particular characteristic:

- Self-Service gives you the option to filter courses by such as course day/time, department, course level (100, 200, 300, 400), instructor, open sections or course types such as lens courses.
- Under Course Catalog, you can perform an advanced search
- Identify the 2023SP term, and then identify the appropriate filters
- Once the courses have been identified, you can view available sections of the course by using the drop down menu on the gray bar
- If you want to add a course to the student's schedule you can do so
- This option also indicates current enrollment information as well as any course prerequisites.

>>Last, please remember that the student will be able to add and/or change courses as long as they are within an active preregistration window based on cumulative hours earned.