Colleague Self-Service Student Planning Guide

When you first log into Colleague Self-Service, the following screen may display – depended on your setup in the preference menu. If you are not an instructor and an employee, your screen will not display the “Faculty” and “Employee” menus.

Click on the “Student Planning” menu takes you to the “Student Planning Summary” page. It may take several minutes to display the page. Please be patient.

This page shows all classes that you’re current taking and links to “My Progress”, and “Plan & Schedule.”
Click on the “Student Planning” tab displays its submenus that can be accessible by clicking on it.

- **My Progress** – This page shows the requirement courses that the student need to complete his/her academic program. It also shows those classes that he/she have been taken and those that he/she will need for his/her degree, etc… sample screenshot of the “My Progress” page shown below.
- **Plan & Schedule** - This page displays four tabs (Schedule, Timeline, Advising, and Petitions & Waivers).

- **Schedule** – shows all classes that the student is current taking and those classes that he/she have already taken in the past – sample screenshot below.

- **Timeline** – displays courses that student has already taken or current taking - sample screenshot.

- **Advising** – display the student’s advisor name and any notes.