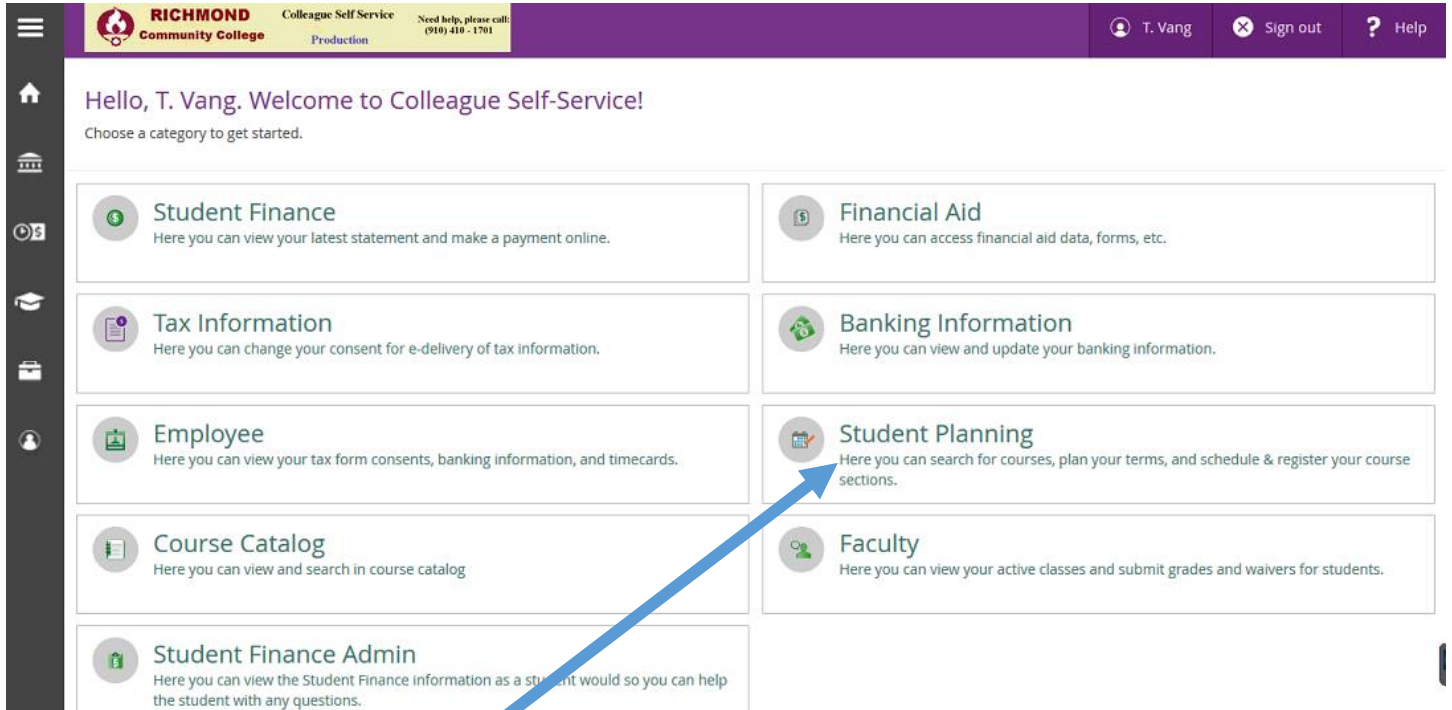


Colleague Self-Service Student Planning Guide

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”.

Academics > Student Planning > Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

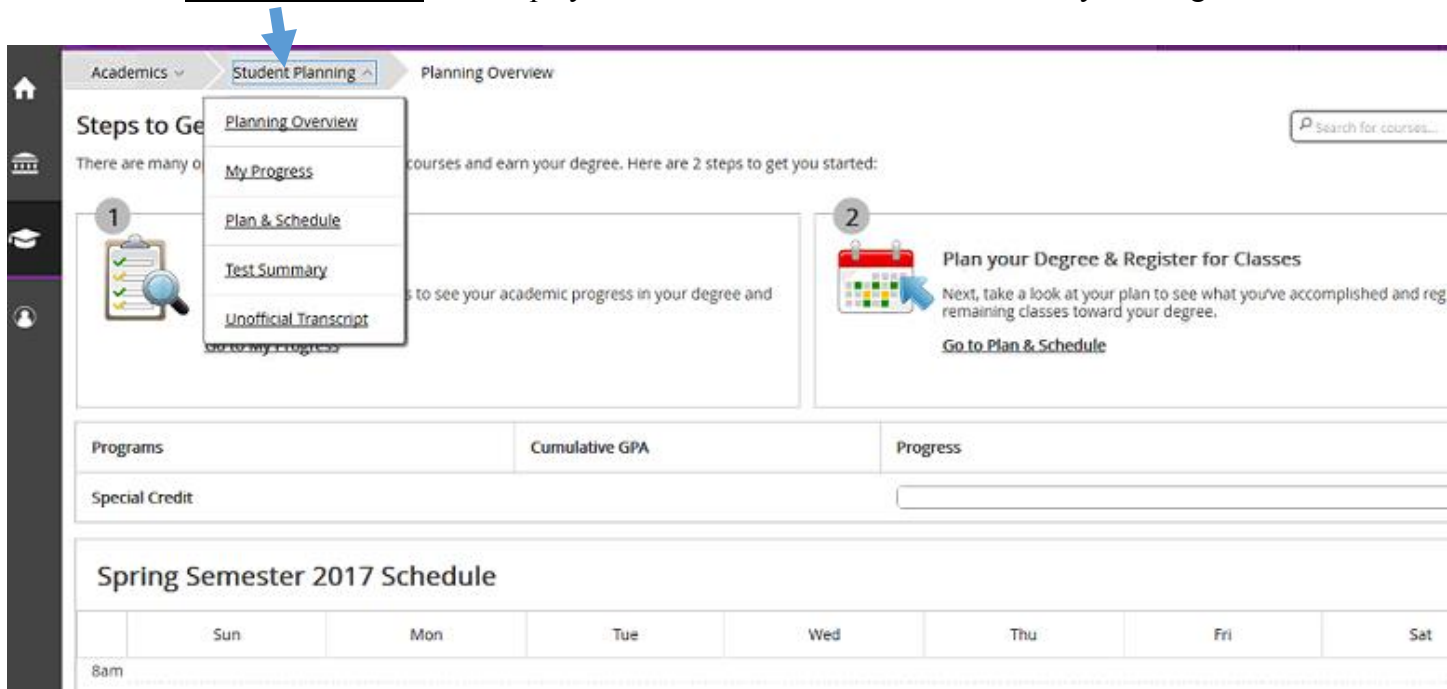
- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Electric Utility Substation and Relay Technology	(2.000 required)	<div style="width: 75%;"></div>

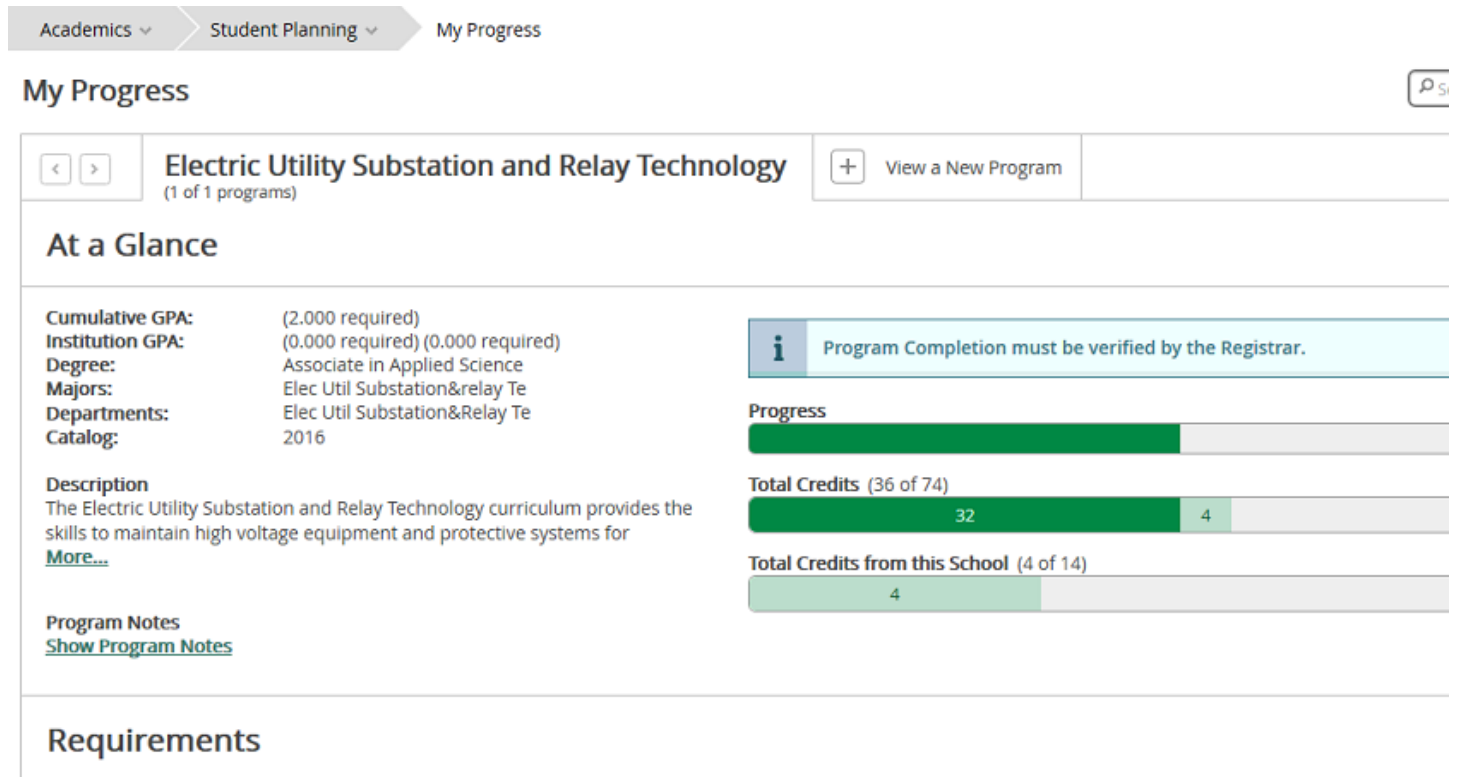
Spring Semester 2017 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am			✓ PEY-122-4H		✓ PEY-122-4H	
9am						

- 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.

Use this “<” or “>”
left or right arrow
to move between
Term or Semester

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

< > Spring Semester 2017

Filter Sections > Save to iCal Print Planned: 0 Credits

	Sun	Mon	Tue	Wed	Thu
7am					
8am					
9am			PHY-122-H1		PHY-122-H1
10am					
11am					

PHY-122-H1: Applied Physics II
 Registered
 Credits: 4
 Grading: Graded
 Instructor: Howald, C
 1/6/2017 to 5/8/2017
 Meeting Information
 Drop

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

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2015	Spring 2016	Summer 2016	Spring Semester
BIO-111-03: General Biology I Credits: 4 B	BIO-112-01: General Biology II Credits: 4 A	MAT-152-W2: Statistical Methods I Credits: 4 B	
BIO-166-01: Anatomy and Physiology II Credits: 4 B	CHM-152-1E: General Chemistry II Credits: 4 C		
BIO-275-H11: Microbiology Credits: 4 B	PED-120-02: Walking for Fitness Credits: 1 A		
DRA-111-H2: Theatre Appreciation Credits: 3 A	SOC-213-W1: Sociology of the Family Credits: 3 B		
MAT-271-01: Calculus I Credits: 4 W			
PED-120-1E: Walking for Fitness Credits: 1 W			
GPA: 3.200 20 Enrolled Credits	GPA: 3.083 12 Enrolled Credits	GPA: 3.000 4 Enrolled Credits	

Click on this “<”
left arrow to move
to the previous
Term or Semester

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

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

My Advisors
 Kevin Parsons (Program)

Compose a Note **View Note History**

No advising notes have been entered