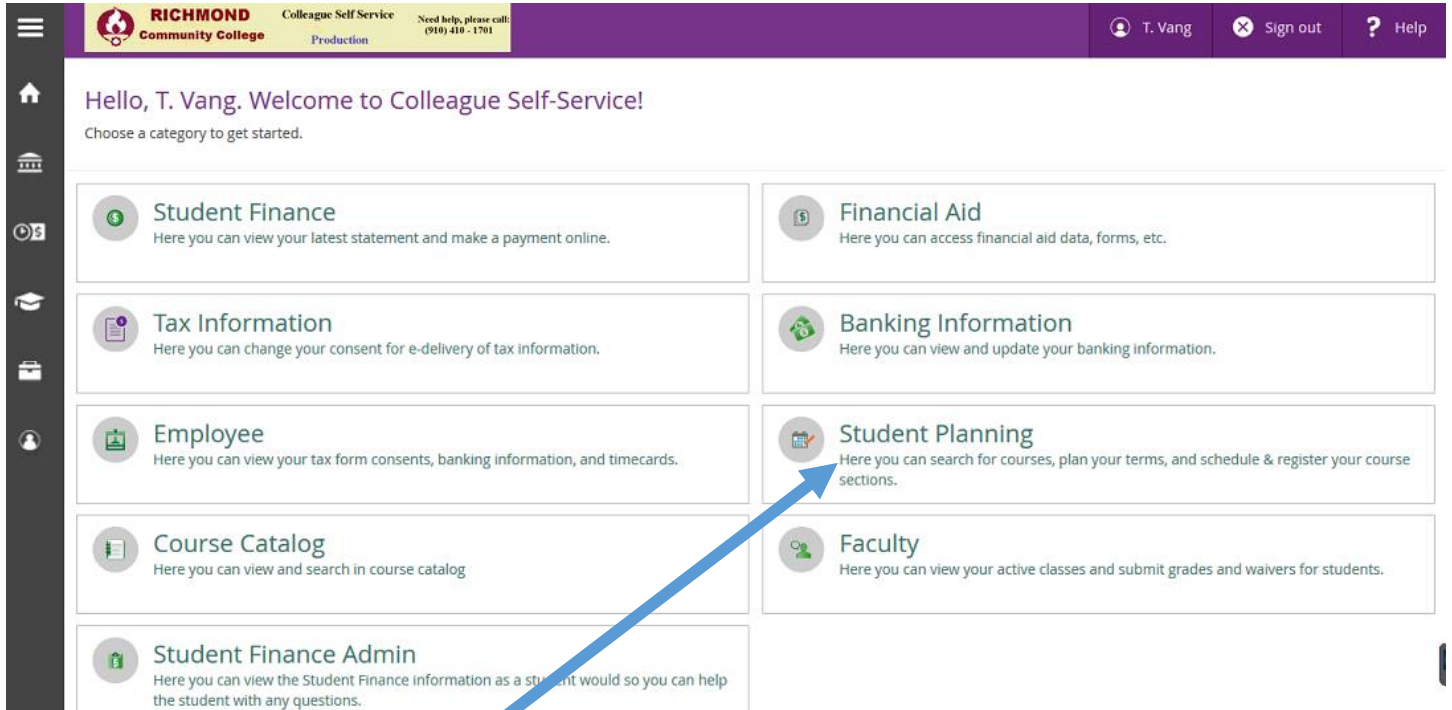# Colleague Self-Service Student Planning Guide

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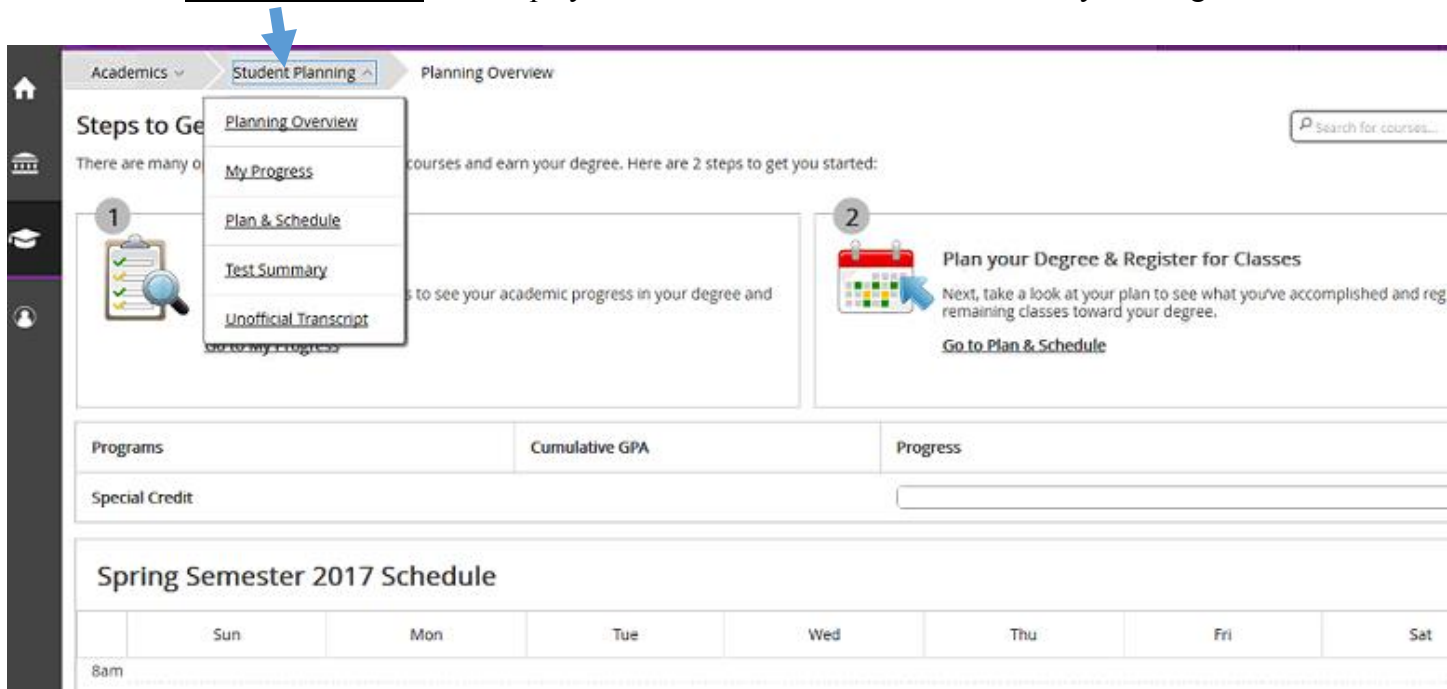
❖ **My Progress** – This page shows the requirement courses that the student need to complete his/her academic program. It also shows those classes that he/she have been taken and those that he/she will need for his/her degree, etc… sample screenshot of the "**My Progress**" page shown below
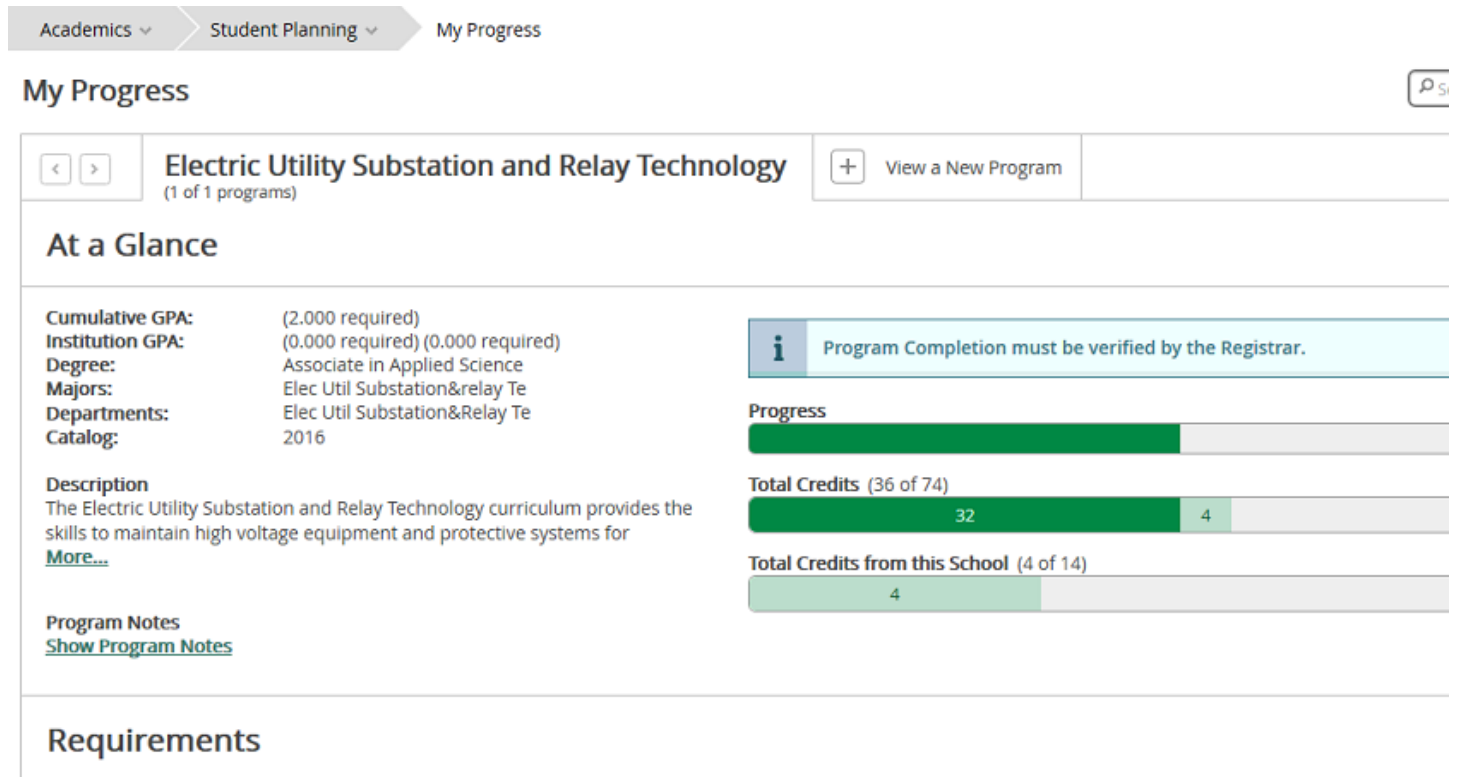
❖ **Plan & Schedule** - This page displays four tabs (Schedule, Timeline, Advising, and Petitions & Waivers".

❖ **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.

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 Cred

	Sun	Mon	Tue	Wed	Thu
PHY-122-H1: Applied Physics II	7am				
✅ Registered	8am				
Credits: 4 Grading: Graded Instructor: Howald, C 1/6/2017 to 5/8/2017	9am		✅ PHY-122-H1		✅ PHY-122-H1
› Meeting Information	10am				
[Drop]	11am				

❖ **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 |

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

Fall 2015 ▬	**Spring 2016** ▬	**Summer 2016** ▬	**Spring Semest**
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-H1: 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	

❖ **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.