

Planning & Registering with Self Service for Students

1. ACCESSING SELF-SERVICE

You can access Self Service through the SVC portal; the home page will appear similar to the image below.

To SEARCH FOR CLASSES, click on the [Course Catalog](#) button.

Use the [Student Planning Button](#) to PLAN, SCHEDULE and REGISTER for courses.

<p>Student Finance Here you can view your latest statement and make a payment online.</p>	<p>Financial Aid Here you can access financial aid data, forms, etc.</p>
<p>Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.</p>	<p>Course Catalog Here you can view and search the course catalog.</p>
<p>Grades Here you can view your grades by term.</p>	<p>Graduation Overview Here you can view and submit a graduation application.</p>

3. UTILIZING THE TIMELINE FEATURE

With this feature you can review past terms, modify active terms, and plan future terms before registration opens.

Plan your Degree and Schedule your courses

Search for courses...

Add a Term

Current Term

Previous Term

10 Enrolled Credits, 3 Planned Credits

2. VIEWING YOUR PROGRESS

[Student Planning](#) > [Go to My Progress](#)

View your Program Evaluation in an interactive format. This will show you all the requirements you need for your degree and will help you in course planning.

At a Glance

Cumulative GPA: 3.292 (2,000 required)

Program Notes

Requirements

CORE CURRICULUM

Complete all of the following terms: 4 of 3 Completed

A. REQUIRED COMPLETE REQUIRED COURSES

Status	Course	Grade	Term	Credits	
Completed	COBE 1500	Care Writing	A	2023FA	3
Completed	COBE 1600	Listening Seminar	C-	2023FA	3
Not Started	COBE 2600	LEARNING SEMINAR			
Not Started	COBE 5800	LOVING SEMINAR			

4. SEARCHING FOR COURSES

The [Course Search](#) screen will offer you several options on how to search for classes.

Academics - Course Catalog

Search for Courses and Course Sections

Search for courses...

Subject Search Advanced Search

Search for a course subject: Type a subject...

- [Anthropology](#)
- [Arabic At Seton Hill](#)
- [Art](#)
- [Art Therapy](#)
- [Benedictine Leadership 5](#)
- [Biology](#)
- [Biology At Seton Hill](#)
- [Business](#)

5. ADDING A COURSE TO YOUR PLAN

Go to [Course Catalog](#) and there are a number of different ways to filter so you can easily refine your search. You can [click Add Course to Plan](#) and see more details about the class or if you know you'd like to take the course, click [View Available Sections](#) to see when and where the course is being offered.

7. PLANNING & SCHEDULING

Once you have added courses and /or sections to your plan, select [Plan and Schedule](#) from the Student Planning drop down in the left-hand navigation pane.

[Academics > Student Planning > Plan & Schedule](#)

6. ADDING A COURSE TO YOUR PLAN pt.2

To add a class to your plan, simply select the add course to plan button to the right of the course. When you have selected a course make sure the correct semester has been selected and click [Add Course to Plan](#).

Please note that adding a course to your plan DOES NOT register you for the course

Course Details

AN-101 INTRODUCTION TO ANTHROPOLOGY

This course presents an introduction to anthropology as a holistic discipline that studies the human condition across space and time, employing comparative and evolutionary perspectives. Students will develop a fundamental grasp of the principles, methods and theories that define each of the four fields of anthropology as well as appreciation of how the discipline offers tools for a holistic study of the human condition. Typically offered fall semester. Three credits.

Credits 3
Locations Offered Main Campus
Requisites None
Term Fall 2023

8. REGISTERING

First, confirm the semester you selected is the semester you are planning for. Now you can [REGISTER](#) for the courses that you planned for earlier.

9. REGISTERING pt. 2

In this navigation pane you can [REGISTER](#) – [WAITLIST](#) - [DROP](#) – and [CHANGE SECTIONS](#).

Once registered, you will see the message 'registered but not started'.

[CA-120-01: PUBLIC PRESENTATION](#)

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: [Harvey, J](#)
8/28/2023 to 12/14/2023

✓ **Meeting Information**

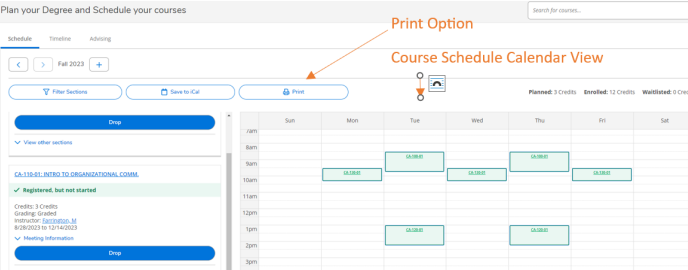
[Drop](#)

No other sections available.

10. VIEWING YOUR SCHEDULE

Once registered for classes, please review your schedule to confirm you successfully added all the courses you need.

The calendar view will be displayed on screen upon registering. There is also an option to [Print](#) your schedule as well.



Plan your Degree and Schedule your courses

Print Option

Course Schedule Calendar View

Print

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am							
10am		CA-120-01	CA-120-01	CA-120-01	CA-120-01	CA-120-01	
11am							
12pm							
1pm			CA-120-01		CA-120-01		
2pm							
3pm							
4pm							

THINGS TO REMEMBER:

- Self Service uses a two-step process, you will **PLAN** and then **REGISTER** for courses.
- To register for classes the **REGISTRATION PERIOD** must be open for that term.
- Planned and waitlisted courses will appear in **YELLOW** on your calendar. Registered courses will appear in **GREEN**.

IF YOU HAVE TROUBLE REGISTERING:

- Check to see if you have a HOLD on your account and follow the instructions on the screen to resolve the hold. Once the hold has been removed you will be able to schedule.
- Look to see if there might be a prerequisite. Those will display when you are choosing sections/courses.
- If a course is closed and waitlists are open, please add yourself to the waitlist.