

# Self-Service: Your Guide to Planning and Registering for Courses

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## Schedule Tab – Planning Your Upcoming Term

With this tool, you can see a visual of your schedule when you are planning your preferred courses. To get to your plan and schedule from the main Self-Service page, go to Student Planning.

Hello, Welcome to Whitworth Self-Service!  
Choose a category to get started.

<b>Student Finance</b> Here you can view your latest statement and make a payment online.	<b>Financial Aid</b> Here you can access financial aid data, forms, etc.
<b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	<b>Banking Information</b> Here you can view and update your banking information.
<b>Employee</b> Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	<b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
<b>Courses &amp; Sections</b> Here you can view and search Courses & Sections.	<b>Grades</b> Here students can view their grades by term.
<b>Graduation Overview</b> Here you can view and submit a graduation application.	<b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.
<b>Faculty</b> Here you can view your active classes and submit grades and waivers for students.	<b>Financial Management</b> Here you can view the financial health of your cost centers and your projects.

Then click “Go to Plan & Schedule.”

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

Use arrows to navigate to other terms

Schedule Timeline Advising Petitions & Waivers

< 2023 Fall Semester >

Filter Sections Save to iCal Print

Planned: 12 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			HL105.1		HL305.1		
9am		CS273.1 SN311.2		CS273.1 SN311.2		CS273.1 SN311.2	
10am		AR324.1		AR324.1			
11am							
12pm							
1pm		PL110.1		PL110.1			
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

**AR-324-1: Graphic Design I**  
Complete AR-120 and AR-124 - Must be completed prior to taking this course.  
Planned  
Credits: 3 Credits  
Grading: Graded  
Instructor: Necochea, B  
9/6/2023 to 12/15/2023  
Seats Available: 7  
Meeting Information  
View other sections

**CS-273-1: Data Structures**  
Complete CS-172 - Must be completed prior to taking this course.  
Planned  
Credits: 3 Credits  
Grading: Graded

The main center section of your schedule contains an overview of the particular semester you are looking at. Navigate to the semester you are planning for a calendar view of planned sections.

- A red box around a course indicates the section conflicts with another section, the section is waitlisted, or another registration issue
- A yellow warning symbol indicates a class has one or more unmet prerequisites
- Have a back-up plan for courses that conflict or have a waitlist

Schedule
Timeline
Advising
Petitions & Waivers

2023 Fall Semester

Filter Sections
Save to iCal
Print

Planned: 13 Credits
Enrolled: 0 Credits
Waitlisted: 0 Credits

AR-324-1: Graphic Design I

Complete AR-120 and AR-124 - Must be completed prior to taking this course.

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Necocha, B  
9/6/2023 to 12/15/2023  
Seats Available: 7

Meeting Information

View other sections

CS-273-1: Data Structures

Complete CS-172 - Must be completed prior to taking this course.

Planned

Credits: 3 Credits  
Grading: Graded

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			HI-105-1		HI-105-1		
9am		CS-273-1	SN-311-2	CS-273-1	SN-311-2	CS-273-1	SN-311-2
10am		AR-324-1		AR-324-1			
11am							
12pm							
1pm		PE-110-1		PE-110-1			
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

The lefthand scroll area shows details of the courses you have planned or registered for.

## Courses & Sections

Whether you want to look through courses available next term or look through ALL courses potentially offered at Whitworth, the Courses & Sections lets you to plan the perfect schedule.

Student Planning gives you two easy ways to look for courses in **Courses & Sections**:

1. Click on a search button in the **Program Evaluation Tab**. This will direct you to **Courses & Sections** and all courses that fit that search criteria
2. Search directly by using the **Search for courses** or **Search for Subjects** search boxes

## Searching for courses from Program Evaluation

The Program Evaluation feature is a GREAT tool to track your degree requirements and progress during your time at Whitworth (learn more in the Program Evaluation document). Even more, you can interactively search for courses with this tool!

If you need to fulfill particular requirement, but aren't sure which classes will fulfill it, click on the **Search** button next to the requirement

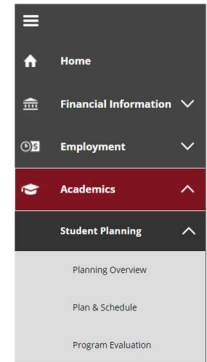
### C. Expressive Inquiry

Complete all of the following items. **2 of 4 Completed.** [Hide Details](#)

1. TAKE ONE COURSE FROM EACH OF THE FOLLOWING REQUIREMENTS WRITTEN COMMUNICATION <b>0 of 3 Credits Completed.</b> <a href="#">Hide Details</a>					
Status	Course	Search	Grade	Term	Credits
Not Started					

2. ORAL COMMUNICATION <b>0 of 3 Credits Completed.</b> <a href="#">Hide Details</a>					
Status	Course	Search	Grade	Term	Credits
Not Started					



This search button will direct you to the Courses & Sections if the requirement has not been fulfilled. You can then see all courses that fulfill this requirement. If you have already met that requirement, you cannot use the search button.

## Searching for courses directly from the Courses & Sections

You can search by subject or by course in the **Courses & Sections**

Begin typing a subject in the **"Search for a course subject"** box to bring up all subjects that match.

Search for Courses and Course Sections

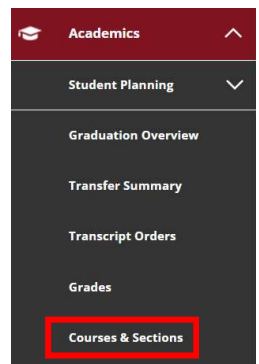
Subject Search Advanced Search

Search for a course subject:

Communication Studies

Computer Science

Visual Communication



This will bring up all courses in that subject.

The screenshot shows a search results page for Visual Communication courses. On the left, a 'Filter Results' sidebar is highlighted with a red box. It includes sections for Availability, Subjects (with 'Visual Communication (9)' selected), Locations, Terms, Days of Week, and Time of Day. The main content area shows three courses: VC-120 2-D Design (3 Credits), VC-124 Adobe Creative Suite (3 Credits), and VC-125 Writing for Mass Media (3 Credits). Each course entry includes a description, prerequisites, locations, and a 'Typically Offered' note. A red box highlights the 'Visual Communication' filter in the sidebar.

Are you looking for a course on a particular day of the week or instructor? You can filter courses like this by checking boxes on the lefthand side!

You can also type a specific course in the **Search for courses** box.

The screenshot shows the top of the search interface. A search bar at the top right contains the text 'CH 101' and is highlighted with a red box. Below the search bar, there are tabs for 'Subject Search' and 'Advanced Search'. Under 'Subject Search', there is a list of subjects: 'Admin & Nonprofit Leadership', 'Aerospace Studies', and 'American Sign Language'.

This will bring up all courses that match the course name.

The screenshot shows the search results for 'CH-101 Introduction to Chemistry (3 Credits)'. The search bar at the top right contains the text 'CH 101'. The main content area shows the course entry for CH-101, which is highlighted with a red box. The course entry includes a description, prerequisites, locations, and a 'Typically Offered' note. A red box highlights the course entry in the main content area.

## Planning a Section

Make sure you have a section planned for each course and that no sections overlap. You will be unable to register for any sections that overlap with each other.

Below is what a course in the scroll section looks like with a section planned and without one.

### Section Planned

NS-101-2: Earth and Sky

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Muntwyler, A  
9/6/2023 to 12/15/2023  
Seats Available: 9

Meeting Information

View other sections

PE-110-1: Introduction to Dance

✓ Planned

Credits: 1 Credits  
Grading: Graded  
Instructor: Glesk, S  
9/6/2023 to 10/20/2023  
Seats Available: 3

Meeting Information

View other sections

### No Section Planned

NS-101: Earth and Sky

View other sections

PE-110-1: Introduction to Dance

✓ Planned

Credits: 1 Credits  
Grading: Graded  
Instructor: Glesk, S  
9/6/2023 to 10/20/2023  
Seats Available: 3

Meeting Information

View other sections

SN-311-2: Advanced Spanish Lang and Comp

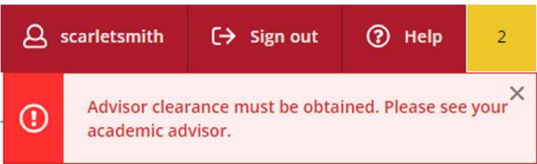
✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Hernandez, V

# Holds on Your Account

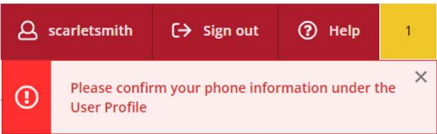
There are several types of holds that could be on your account and prevent you from registering. Two of the most common are advisor holds and phone number holds. Until these are cleared, you will be unable to register for classes.

## Advisor Holds

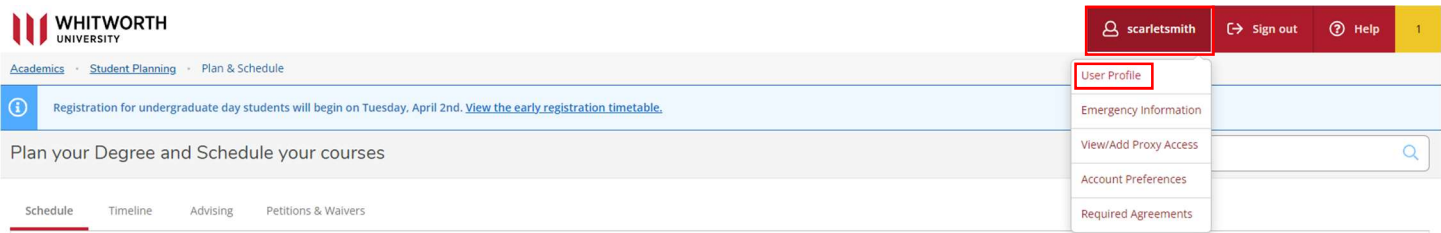


Advisor clearance means that your advisor has not reviewed your course plan and cleared you to register. If you receive this notification, you will need to contact your advisor.

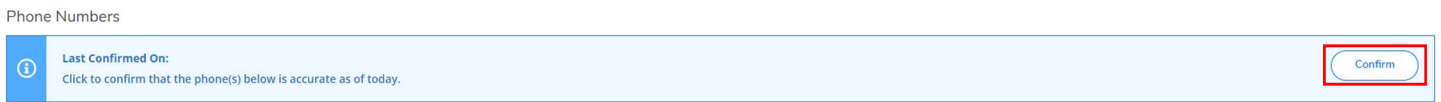
## Phone Number Holds



A phone number hold means you have not confirmed your phone number in Self-Service. To do this, go to your user profile.





Scroll down until you see the section below. Then click “Confirm.”




## Time to Register

Before it is your time to register, you will receive the following notification at the top of your screen.

 scarletsmith

 Sign out

 Help

3

 You cannot register at this time. Please check the Registration Timetable.

Once it is your time to register, click on the Register Now button to register for all planned courses at the same time.

Schedule Timeline Advising Petitions & Waivers

< 2024 Fall Semester +

Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

Planned: 13 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

AR-261-1: Hist Renaissance/Baroque Art

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Meredith Shimizu  
9/4/2024 to 12/13/2024  
Seats Available: 25

Meeting Information

Register

View other sections

CS-273-1: Data Structures

⚠ Complete CS-172 - Must be completed prior to taking this course.

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Bell, M  
9/4/2024 to 12/13/2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		MA-327-1		MA-327-1		MA-327-1	
9am		AR-261-1		AR-261-1		AR-261-1	
10am		HS-326-1		HS-326-1		HS-326-1	
11am							
12pm							
1pm		CS-273-1		CS-273-1		CS-273-1	
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

*Note: This will not guarantee you will be registered for the planned sections. If the section is full, there is a time conflict, you do not meet the prerequisites, or you have a hold on your account, you will not be registered for the planned section.*

Courses that were successfully registered will be turned to green in the calendar area and on the lefthand scroll area. Courses that you were not registered for will remain in yellow.

Schedule Timeline Advising Petitions & Waivers

< 2019 Fall Semester +

Filter Sections

Save to iCal

Print

Planned: 0 Credits Enrolled: 15 Credits Waitlisted: 0 Credits

PO-223-1: Law and Society

✓ Completed

Credits: 3 Credits  
Grading: Graded  
Instructor: Lee, K  
9/4/2019 to 12/13/2019

Meeting Information

View other sections

PO-396-1: British Politics

✓ Completed

Credits: 3 Credits  
Grading: Graded  
Instructor: Swan, S  
9/4/2019 to 12/13/2019

Meeting Information

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm			PO-223-1		PO-223-1		
2pm		TH-363-1	PO-396-1	PO-396-1	PO-396-1	TH-363-1	
3pm							
4pm							
5pm							
6pm							
7pm		PO-466W-1					
8pm							
9pm							
10pm							
11pm							

You can also double check the planned, enrolled and waitlisted credits at the top. Any credits that remain planned or waitlisted, mean you are *not* registered for them.

You can also put yourself on the waitlist or register for individual classes by clicking on the respective buttons from the lefthand side scroll area.

AR-231-N: Digital Photography I

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Rackham, M  
2/1/2024 to 5/17/2024  
Waitlisted: 1

Meeting Information

This section has a waitlist

Waitlist

USCS-231-1: US Latino/a Film

✓ Planned

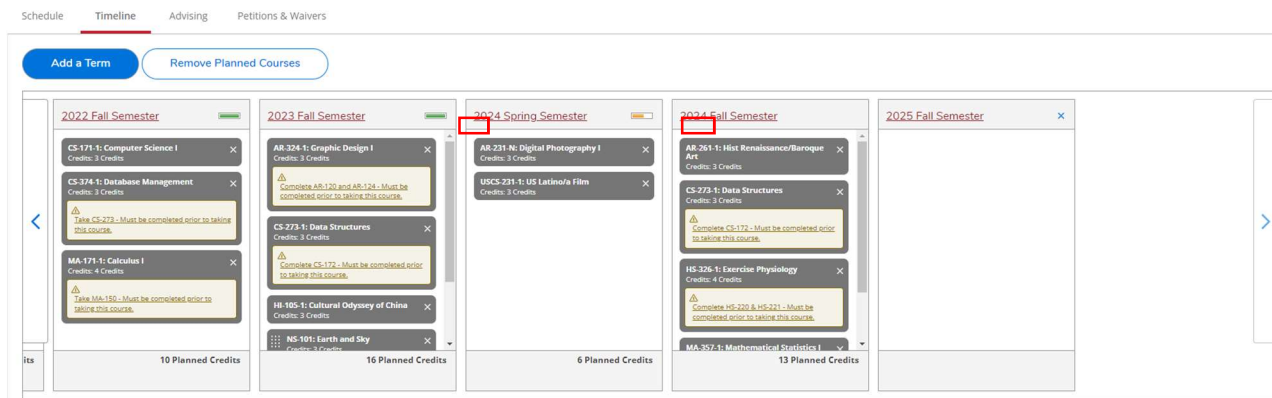
Credits: 3 Credits  
Grading: Graded  
Instructor: Vigil, J  
2/1/2024 to 5/17/2024  
Seats Available: 13

Meeting Information

Register

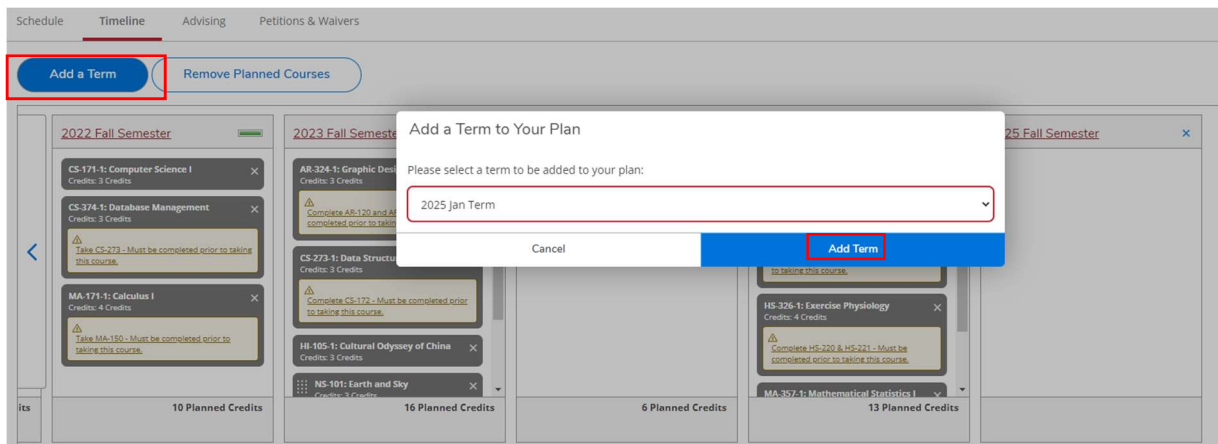
## Timeline Tab

This tab gives an overview of what you have taken and what you are planning on taking.



The **green bar** in the timeline indicates the term is completed. The **yellow bar** indicates the term is in progress.

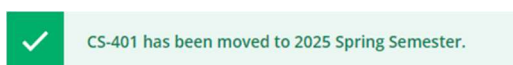
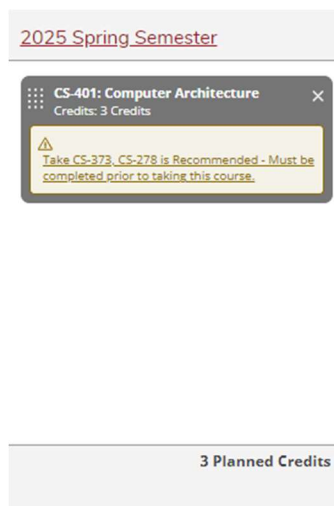
You have the ability to plan courses four years in advance. To add a term to your timeline, click the “Add a Term” button and choose a particular term. This term will now be available to add courses to.



## Moving courses to different terms in the timeline

To move planned courses between different terms, click the name of the course you would like to move, and drag it to the term you want to move it to. The new term will appear green when you drag the planned course over it.

You should receive a notification in the top right of the screen saying this course has been planned for a new term. You should also see the course planned for that new term.




## Advising Tab

You will need to meet with your advisor before registration every term. The Advising Tab gives another avenue for communication in between advising meetings when your plan may be changing.

To send a note to your advisor, type a message in the text box and click “Save Note”

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

 Advising Office

[View Plan Archive](#)

Course Plan last reviewed on 11/3/2020 by George, Stacy M.  
Advisor hold last removed on 11/3/2020 by George, Stacy M.

Compose a Note

Save Note

View Note History

Switch pop for globalization  
George, Stacy M. on 11/1/2018 at 11:41 AM

***Both you and your advisor(s) can see this message inside Student Planning and a history of notes will always be saved.***

On this screen you can also see when your course plan was last reviewed and when your advisor hold was last removed.





## Program Evaluation

The Program Evaluation tool is an interactive tool to help you plan your degree. It can be used to:

- Monitor **Completed** degree requirements
- Monitor **Incomplete** degree requirements
- Search for a course to fulfill a particular requirement
- View a new program to discover other potential majors

## Monitoring Degree Requirements

Degree requirements are coded with colors and symbols depending on the status of that requirement

-  This symbol means that you have not completed, registered for, or planned a course that meets this requirement.
-  This symbol means that this requirement has been completed.
-  This symbol means that you have planned a course for this requirement in a future semester. Remember, this does not mean this course will be offered in the term that you planned it.
-  This symbol means that a course in this requirement is currently in progress.

### D. Cultural Inquiry

Complete all of the following items.  2 of 3 Completed. Fully Planned [Hide Details](#)

1. COMPLETE ONE COURSE WITHIN EACH OF THE FOLLOWING REQUIREMENTS HISTORICAL ANALYSIS  Fully Planned  0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
 Planned	AR-261 Hist Renaissance/Baroque Art			24/FA	3

2. LITERATURE AND STORYTELLING  3 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
 Completed	SN-301 Adv Spanish Grammar Thru Lit		A-	18/FA	3

3. CULTURE AND DIVERSITY  3 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
 Completed	SO-252 Sociology of Gender		A	18/JA	3

It is a good idea to check the Program Evaluation tab after planning courses to make sure they are fulfilling the requirements you are planning for.

## Interactive Course Searches

If you need to know what course(s) will fulfill a specific requirement, use the Search button.

1. COMPLETE ONE COURSE WITHIN EACH OF THE FOLLOWING REQUIREMENTS HISTORICAL ANALYSIS  0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
 Not Started					

Clicking on the Search button will take you to **Courses & Sections**. From here you can look at courses that meet this requirement, as well as if they are offered in the upcoming semester.

## View a New Program – “What if I change my major?”

If you are thinking about changing your major and wondering which of your current courses will go towards a new program, use the “View a New Program” tool.

Program Evaluation Search for courses...

<
>
 B.S. - Computer Science  
 (1 of 1 programs)
 View a New Program
Load Sample Course Plan

Click the “View a New Program” button.

Academic Programs

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Select from one of the following programs related to your current program(s):

Programs	Progress
<input type="radio"/> B.A. - Computer Science Network Systems Option	<div><div></div></div>
<input type="radio"/> B.A. - Computer Science Business Option	<div><div></div></div>
<input type="radio"/> B.S. - Bioinformatics	<div><div></div></div>

Or, choose a different program:  
Search for a program:

Q

☐ B.A. - French (French and Francophone Studies)  
☐ B.A. - French (French Education)  
☐ B.A. - Spanish (Language and Literature)  
☐ B.A. - Spanish (Spanish Education)

Cancel
View Program

The first options you will see are those that are most like your current program. For these, you will be able to see an estimate of your progress if you were to switch. This estimated progress only includes your **completed** courses, not your **planned** or **registered** courses.

Program Evaluation Search for courses...

<
>
 B.B.A. - Economics Concentration X  
 (2 of 2 programs)
 View a New Program
Load Sample Course Plan

i You are not enrolled in this program. The display of this program information is temporary and it will be removed as you leave or refresh this page.

Note: When you are viewing a new program, if there were course substitutions or waivers in your previous program, Self-Service will not copy them over automatically when you view the new one. However, if you officially change your major, any applicable substitutions and waivers will be carried forward.

Remember, viewing a new program in Self-Service **does not** change your major. To officially change your major, you will need to fill out a Major/Minor form and turn it into the registrar’s office.

When you refresh the page or exit out of the program, the new program requirements will disappear.