

# 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			HL:105-1		HL:105-1		
9am		CS:273-1 SN:311-2		CS:273-1 SN:311-2		CS:273-1 SN:311-2	
10am							
11am		AR:324-1		AR:324-1			
12pm							
1pm		PE:118-1		PE:118-1			
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

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: Necochea, B  
9/6/2023 to 12/15/2023  
Seats Available: 7

Meeting Information

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			HI-195-1		HI-195-1		
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							

**CS-273-1: Data Structures**

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

Planned

Credits: 3 Credits  
Grading: Graded

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](#)

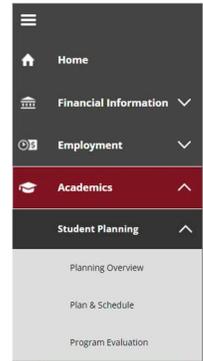
Status	Course	Search	Grade	Term	Credits
ⓘ Not Started					

1. TAKE ONE COURSE FROM EACH OF THE FOLLOWING REQUIREMENTS WRITTEN COMMUNICATION ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
ⓘ Not Started					

2. ORAL COMMUNICATION ⚠ 0 of 3 Credits Completed. [Hide Details](#)

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**

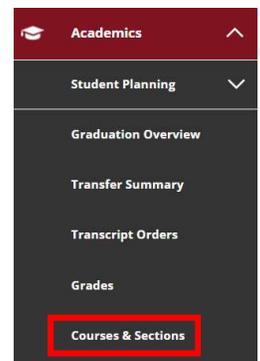
Begin typing a subject in the **“Search for a course subject”** box to bring up all subjects that match.

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'. 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 course listings: VC-120 2-D Design (3 Credits), VC-124 Adobe Creative Suite (3 Credits), and VC-125 Writing for Mass Media (3 Credits). Each listing includes a description, prerequisites, and location information. 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 a search bar at the top right of the page, containing the text 'CH 101'. The search bar is highlighted with a red box. Below the search bar, there are tabs for 'Subject Search' and 'Advanced Search', and a search input field with the placeholder text 'Type a subject...'. Below the search input field, there are several subject categories listed: 'Admin & Nonprofit Leadership', 'Aerospace Studies', and 'American Sign Language'.

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

The screenshot shows a search results page for 'CH-101 Introduction to Chemistry'. At the top, there is a search bar with the text 'CH 101' and a search icon. Below the search bar, there are tabs for 'Subject Search' and 'Advanced Search', and a search input field with the placeholder text 'Type a subject...'. Below the search input field, there are several subject categories listed: 'Admin & Nonprofit Leadership', 'Aerospace Studies', and 'American Sign Language'. The main content area shows a single course listing: CH-101 Introduction to Chemistry (3 Credits). The course listing is highlighted with a red box. It includes a description, prerequisites, and location information. A red box highlights the 'CH-101 Introduction to Chemistry' course listing 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

The screenshot shows two course cards in a scrollable list. The first card is for 'NS-101-2: Earth and Sky' and the second is for 'PE-110-1: Introduction to Dance'. Both cards have a 'Planned' status indicated by a green checkmark and the word 'Planned' in bold. Each card also displays course details such as credits, grading, instructor, dates, and seats available, along with expandable sections for 'Meeting Information' and 'View other sections'.

**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

The screenshot shows three course cards in a scrollable list. The first card is for 'NS-101: Earth and Sky', the second for 'PE-110-1: Introduction to Dance', and the third for 'SN-311-2: Advanced Spanish Lang and Comp'. The first card has a 'View other sections' link highlighted with a red box, indicating that no section is currently planned for this course. The other two cards show a 'Planned' status.

**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** ✕

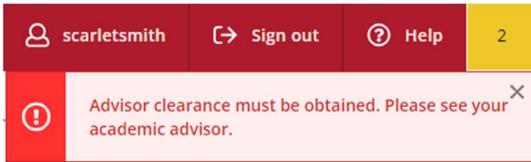
✓ **Planned**

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

## Holds on Your Account

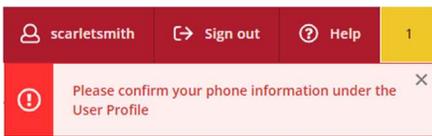
There are several types of holds that could be on your account and prevent you from registering. Two of the most common are advisor holds and phone number holds. Until these are cleared, you will be unable to register for classes.

### 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.

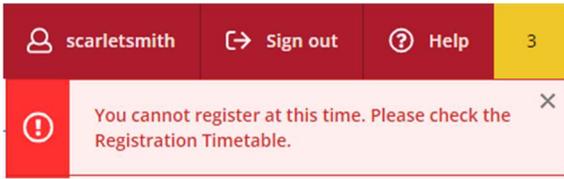


Scroll down until you see the section below. Then click “Confirm.”

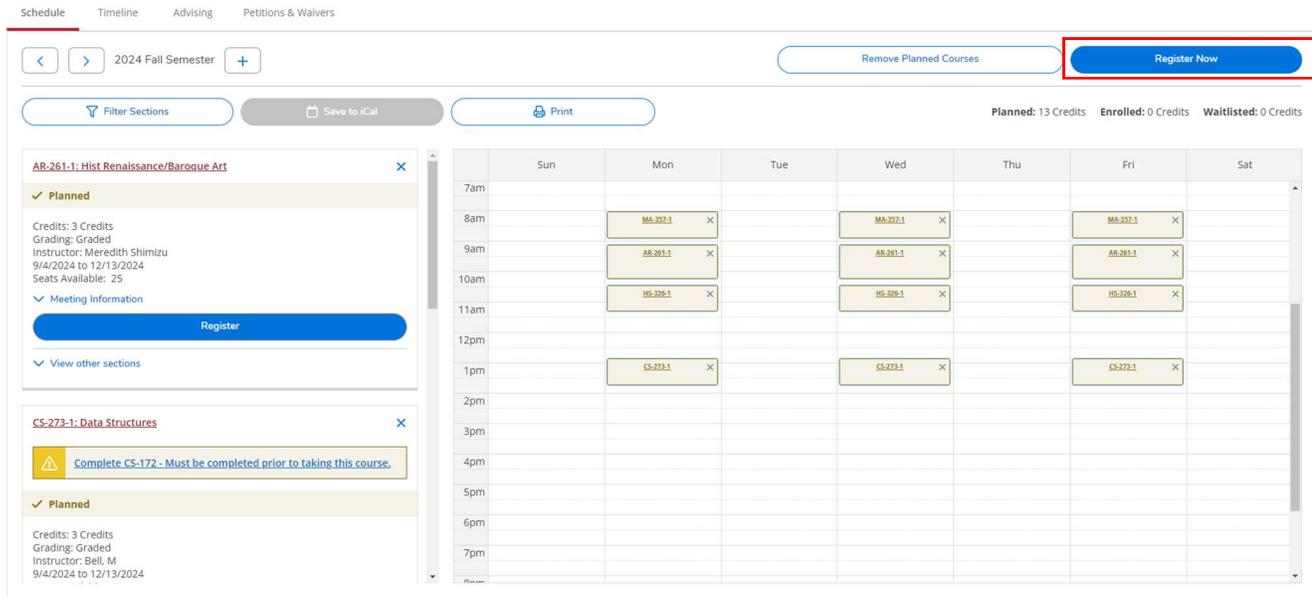


# Time to Register

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

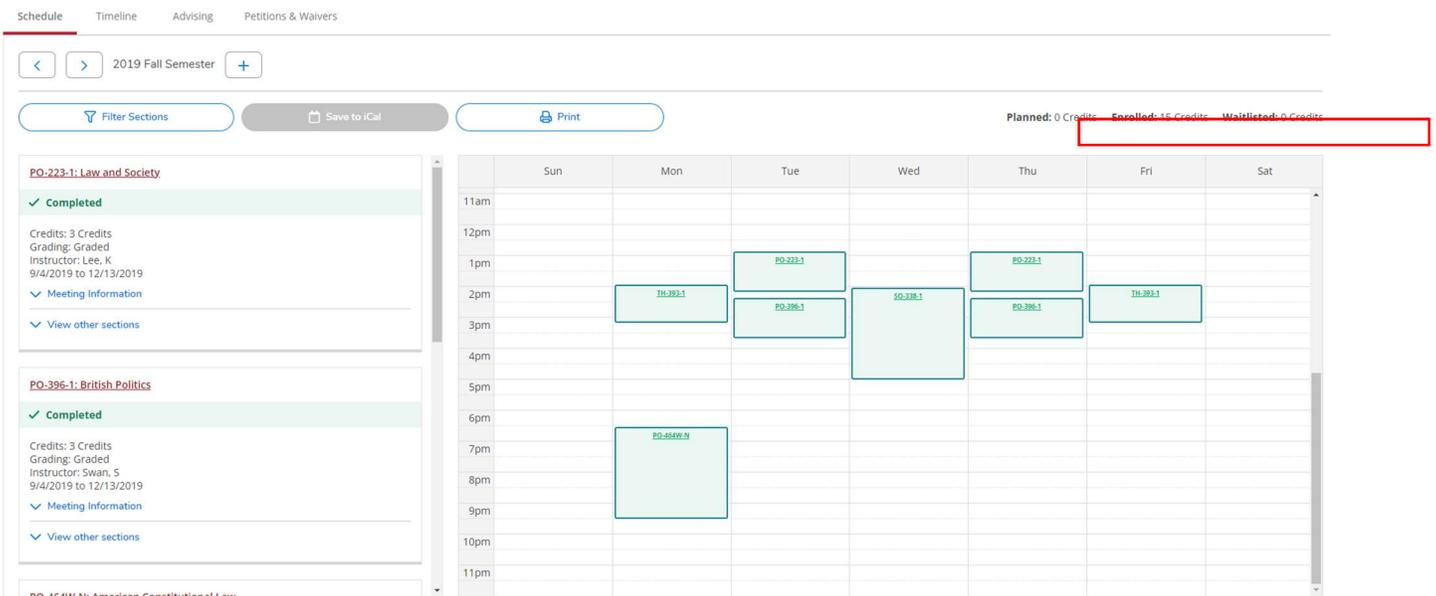


Once it is your time to register, click on the Register Now button to register for all planned courses at the same time.



*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.



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**

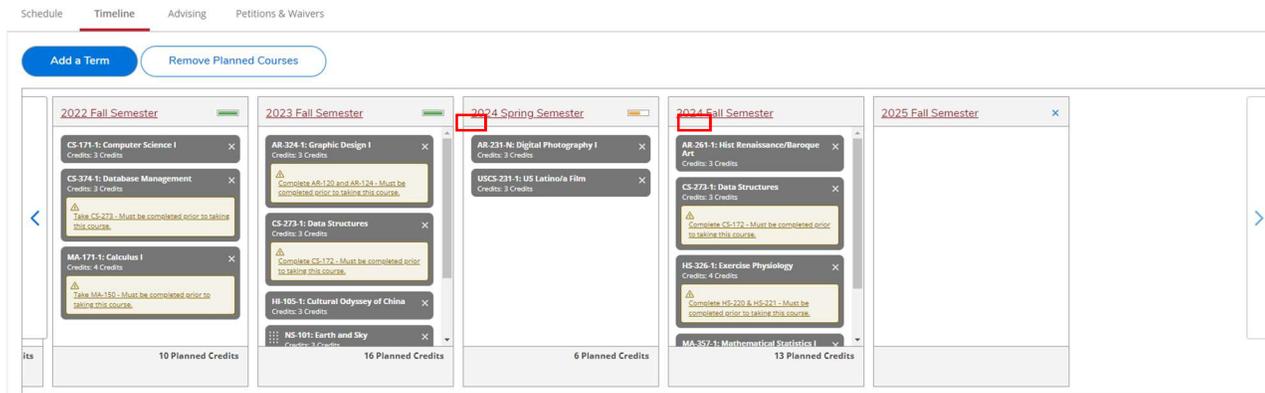
Credits: 3 Credits  
Grading: Graded  
Instructor: Vigil, J  
2/1/2024 to 5/17/2024  
Seats Available: 13

∨ Meeting Information

[Register](#)

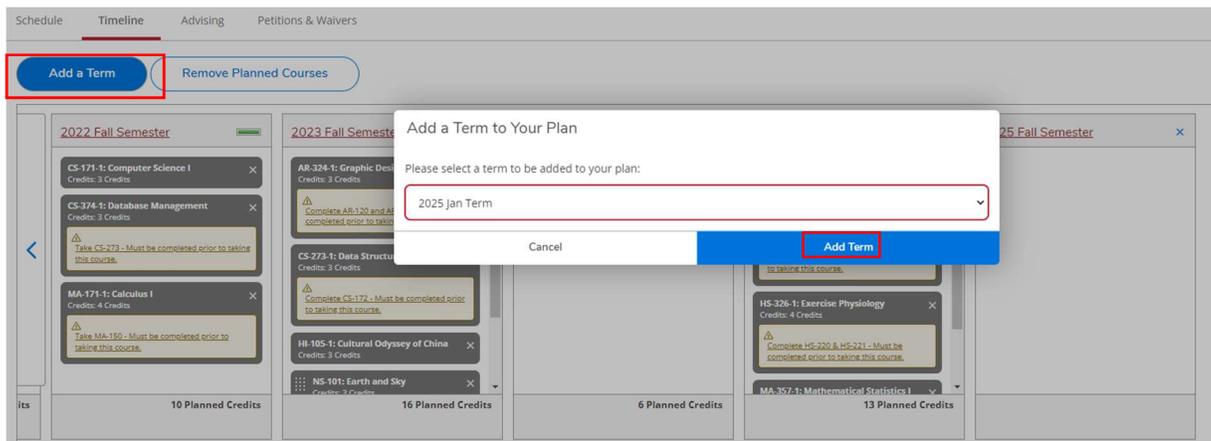
## Timeline Tab

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.

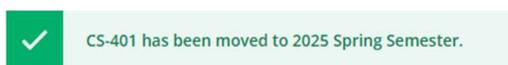
You have the ability to plan courses four years in advance. To add a term to your timeline, click the “Add a Term” button and choose a particular term. This term will now be available to add courses to.



## 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”

The screenshot shows the 'Advising' tab selected in a navigation menu. The main content area is titled 'Advising Office' and contains a 'Compose a Note' section with a large text input field and a 'Save Note' button. A 'View Note History' section below shows a note titled 'Switch pop for globalization' with a timestamp 'George, Stacy M. on 11/1/2018 at 11:41 AM'. A red box highlights the 'Save Note' button. Another red box highlights a text box in the top right corner containing the text: 'Course Plan last reviewed on 11/3/2020 by George, Stacy M. Advisor hold last removed on 11/3/2020 by George, Stacy M.' A 'View Plan Archive' link is also visible in the top right.

***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	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	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	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	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 style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>
<input type="radio"/> B.A. - Computer Science Business Option	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>
<input type="radio"/> B.S. - Bioinformatics	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>

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

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](#)

 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.