Self-Service

your guide to planning & registering for courses

WHITWORTH
UNIVERSITY

Office of the University Registrar

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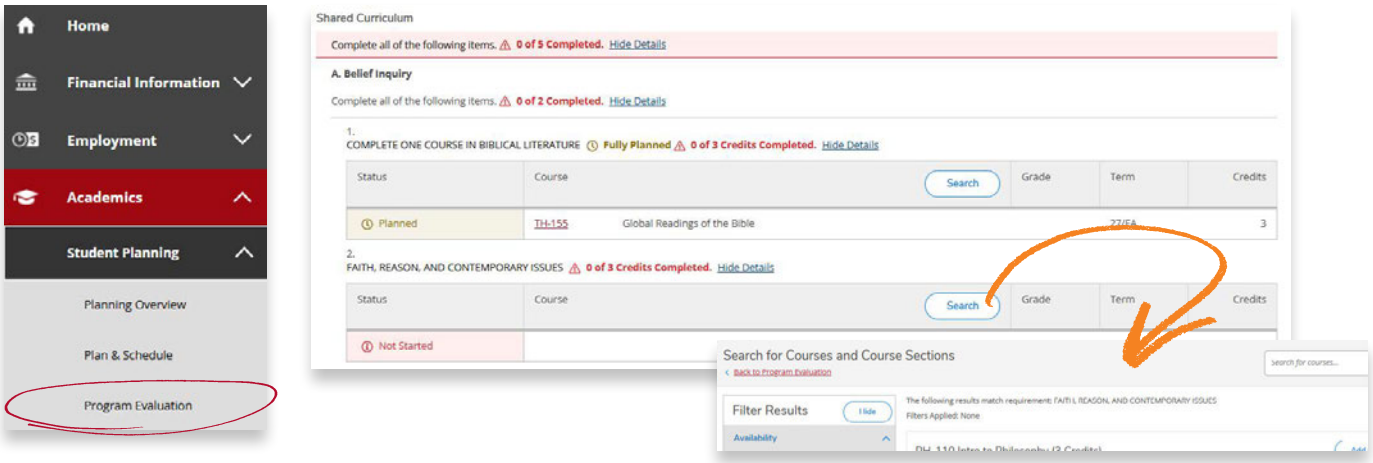
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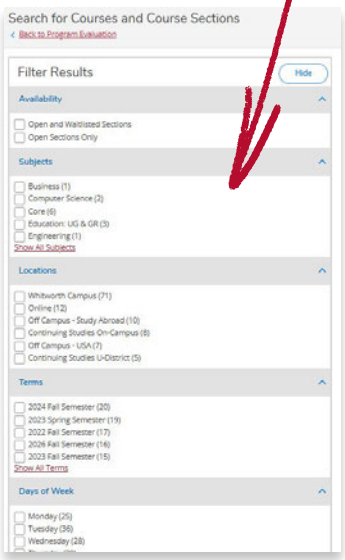
Program Evaluation

searching for courses

The Program Evaluation is a GREAT tool to track your degree requirements and progress during your time at Whitworth. Even more, you can interactively search for courses with this tool, ensuring that the courses you have planned will meet program requirements.

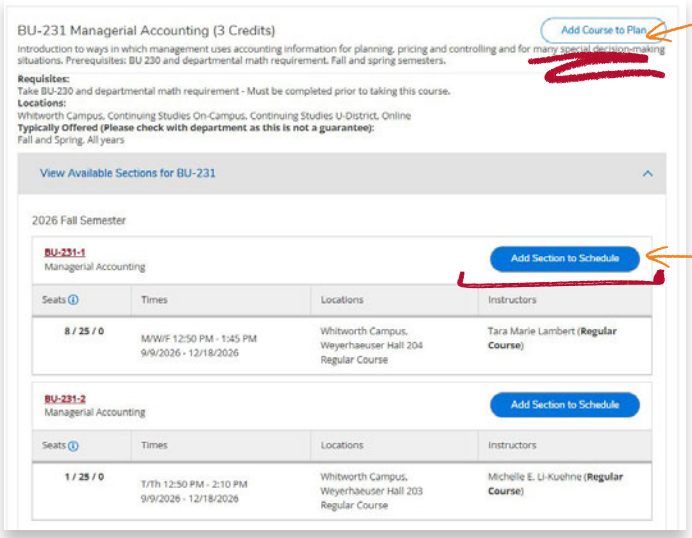


Search for specific program requirements by clicking the Search button next to the requirement. This will direct you to all of the Courses & Sections that will fulfill the requirement. Note that if you have already fulfilled the requirement, you cannot use this search button.



Use the Filter Results menu on the left to filter by a variety of options. Use the Term filter if you are planning sections for the next term or semester.

You can add a **course** to your plan for any term, or add a **section** to your schedule for upcoming or current terms once the schedule has been posted.



Course

General name for a subject offering - cannot be added to a term schedule or registered for

Section

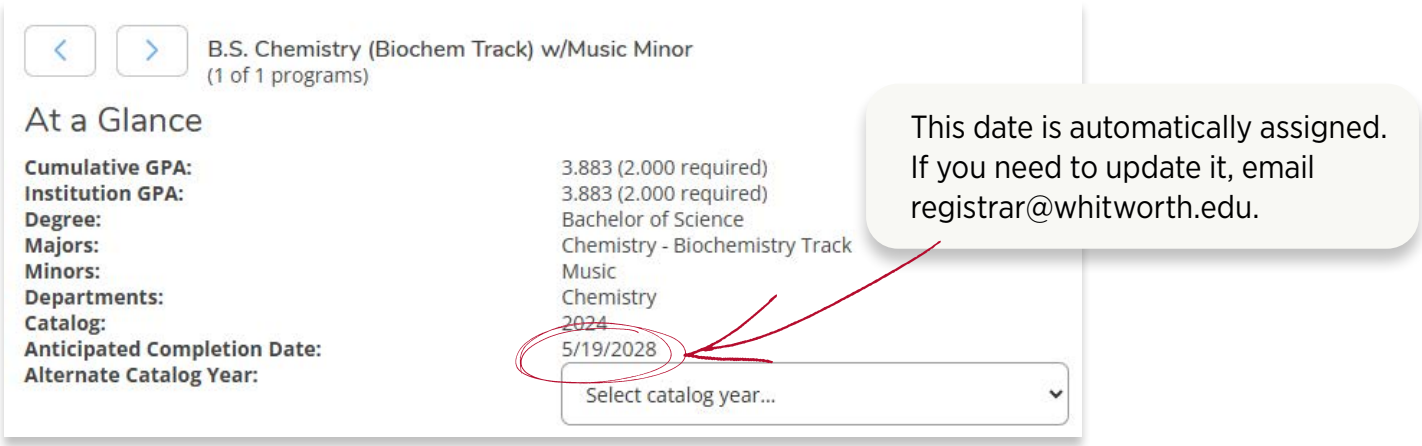
A specific offering of a course in a specific time and place - can be added to a term schedule and registered for

Program Evaluation
monitoring degree requirements

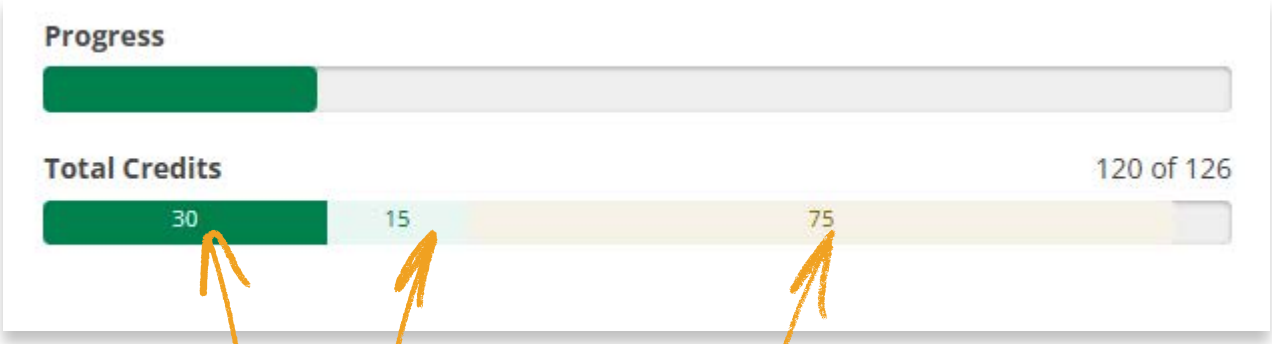
The Program Evaluation is an interactive tool to help you plan your degree. It can be used to:

- **Monitor degree requirements (completed, in progress, planned and not started)**
- **Search for a courses to fulfill a particular requirement**
- **View a new program to discover other potential majors**

At the top of your Program Evaluation you'll find a summary of your program information including GPA, current academic program and anticipated completion date.



You can also view your completed, in progress & planned credits on the progress bar. Your earned credits determine when your registration day is during fall and spring.



earned credits
these are completed!

in-progress credits
what you are currently registered for

planned credits
anything on your plan that you haven't taken

back to top

Program Evaluation
monitoring degree requirements

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

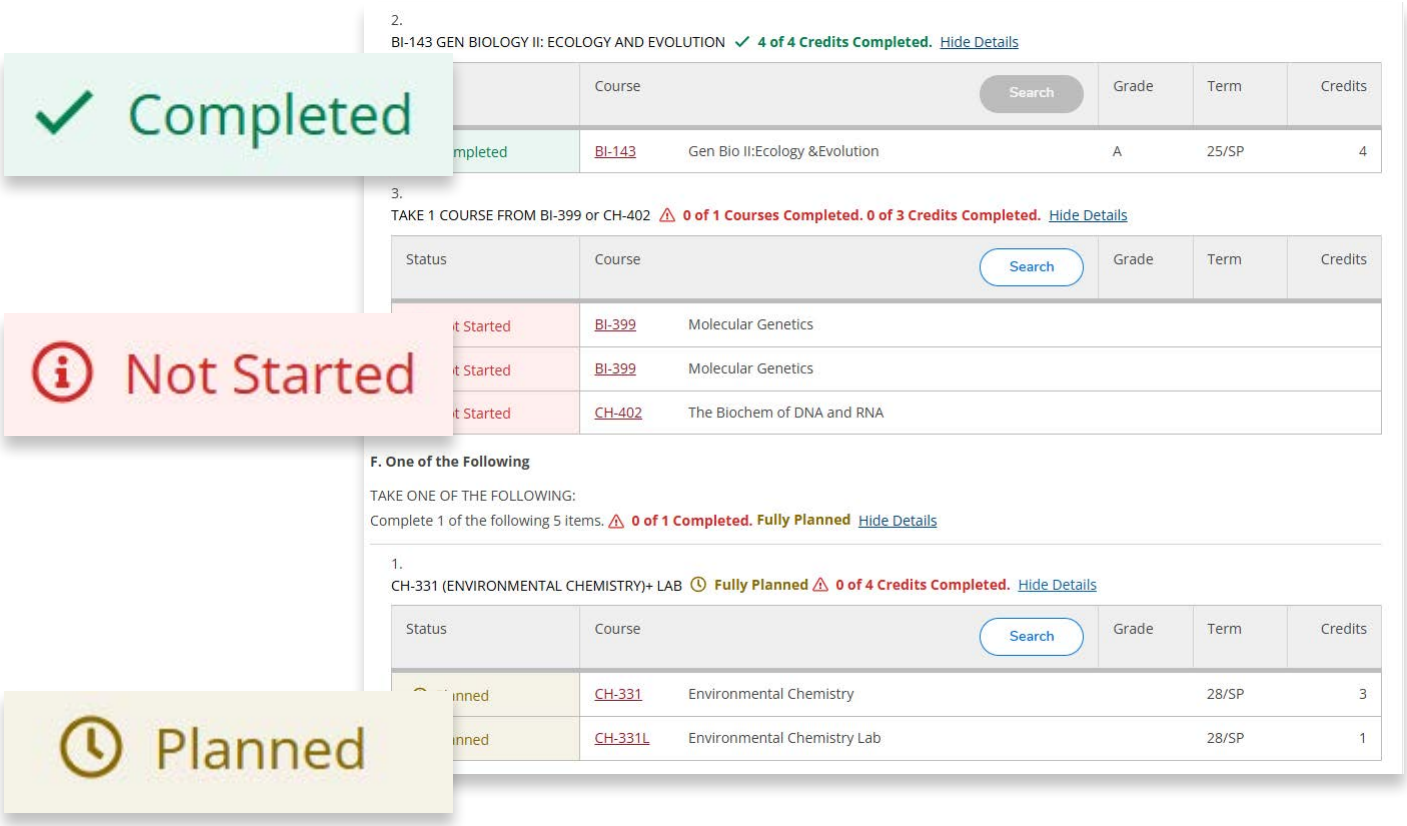
This symbol means that you have not completed, registered for, or planned a course that meets this requirement.

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.

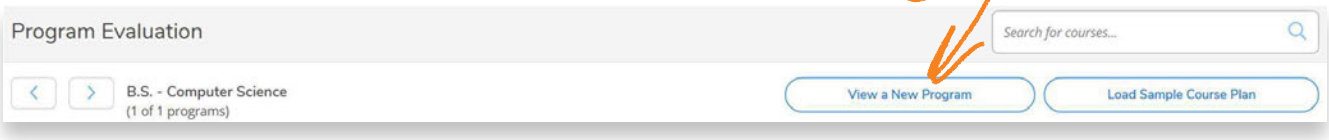
This symbol means that a course in this requirement is currently in progress.

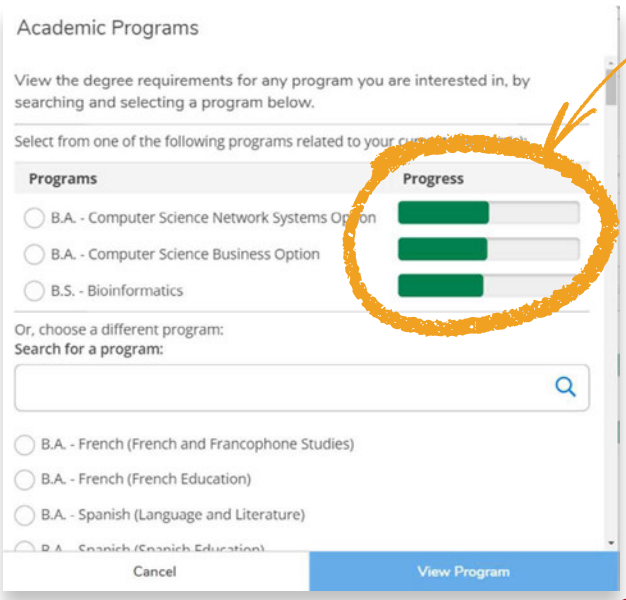
Regularly check your Program Evaluation to ensure you are meeting all of your major requirements. After you've planned a course, have a look at your Program Evaluation to see that it is fulfilling the requirement you planned it to.



Program Evaluation
viewing new programs

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.





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 to one of these majors.

This estimated progress only includes your ***completed*** courses, not your ***planned*** or ***registered*** courses.

Note: Viewing a new program does not show course substitutions or waivers from your current program, including waivers for an AA degree. If you switch majors, applicable substitutions & waivers will carry forward.

To request a major change, fill out the online form found on Forms & Resources.

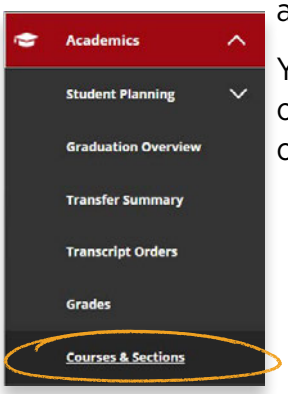
Pro-Tip

viewing a new program in Self-Service does not change your major

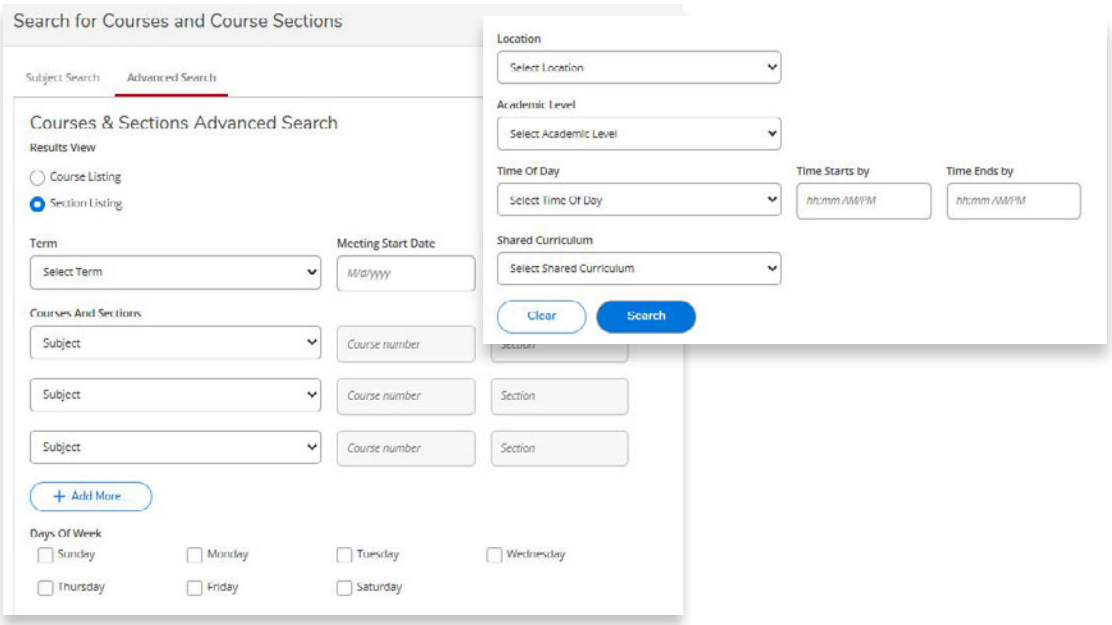
Courses & Sections

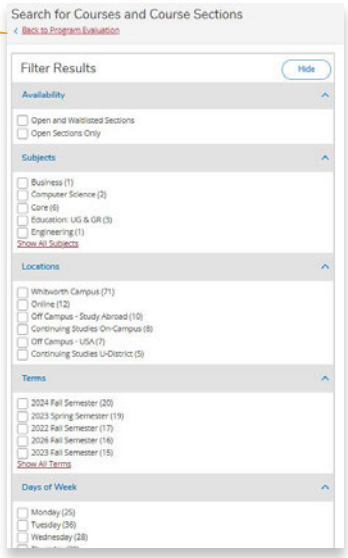
searching for courses from Courses & Sections

An additional tool for planning is the Courses & Sections menu. You can use the Subject Search to see all courses offered in a specific area, or use the Advanced Search option to filter courses & sections according to your criteria.



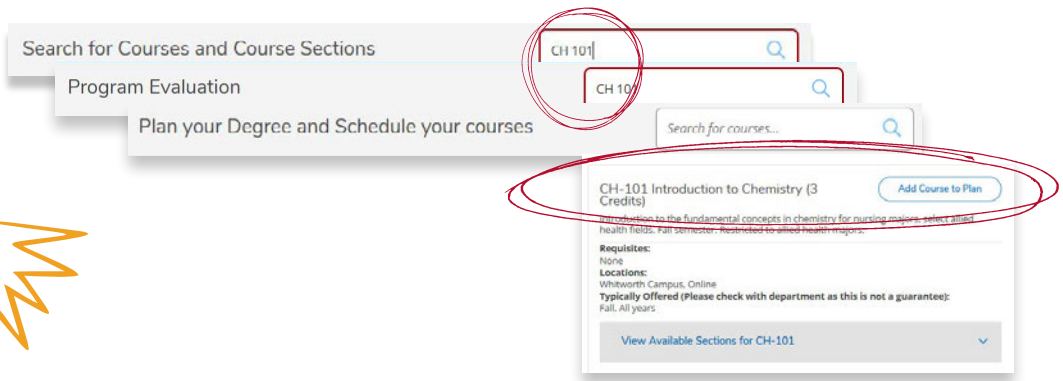
You can search by subject, filter sections by days of the week, look at all courses offered in a given term, search by location (Whitworth campus or online!), if the course or section fulfills Shared Curriculum & more.





The Filter Results menu is available to narrow down courses or sections further. Filter by open sections only, a favorite instructor, day of the week and more.

You can search for a specific course in the Search bar that appears at the top of student planning pages, bringing up all courses that match the search.

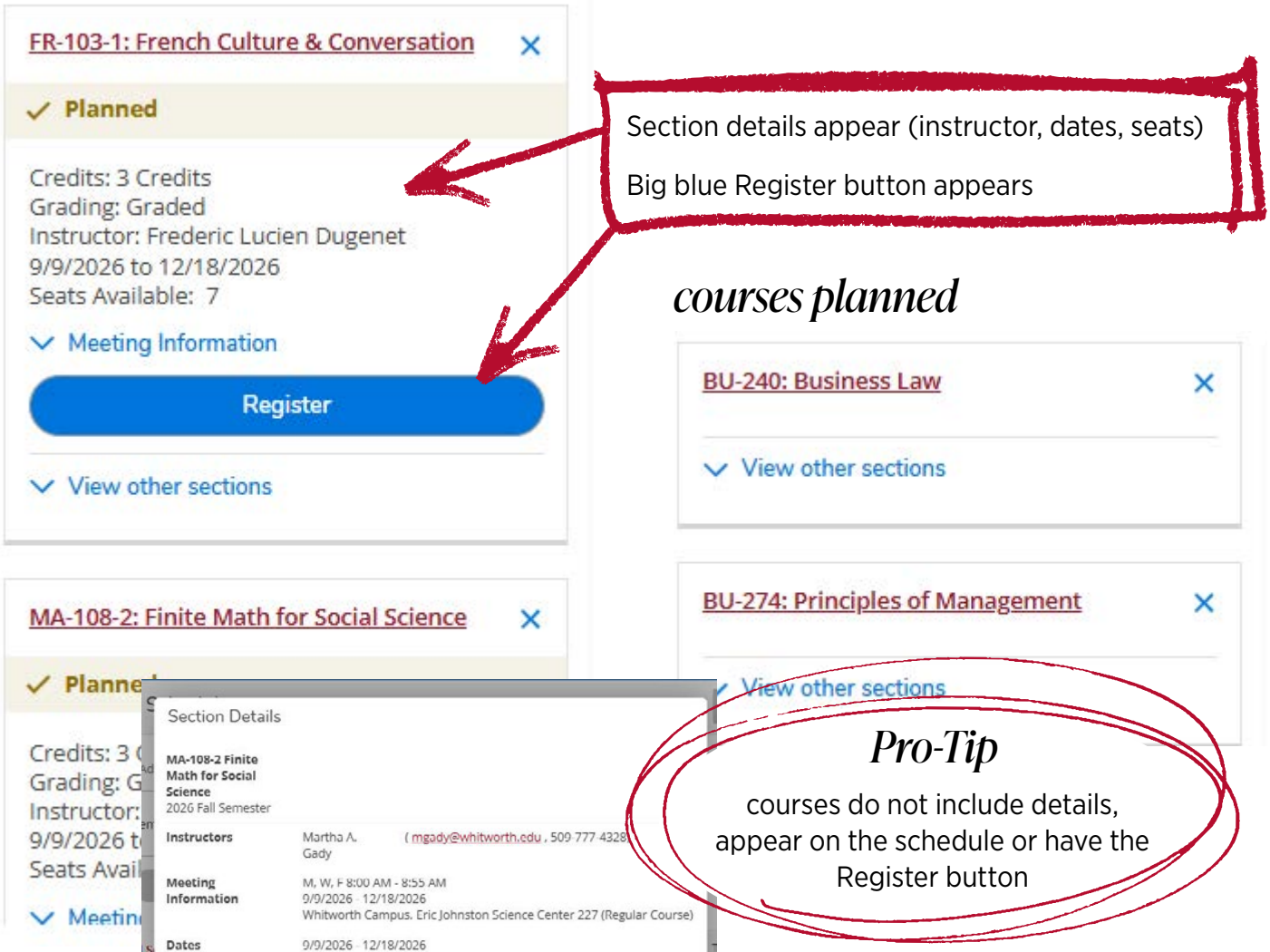


Courses & Sections

planning a section

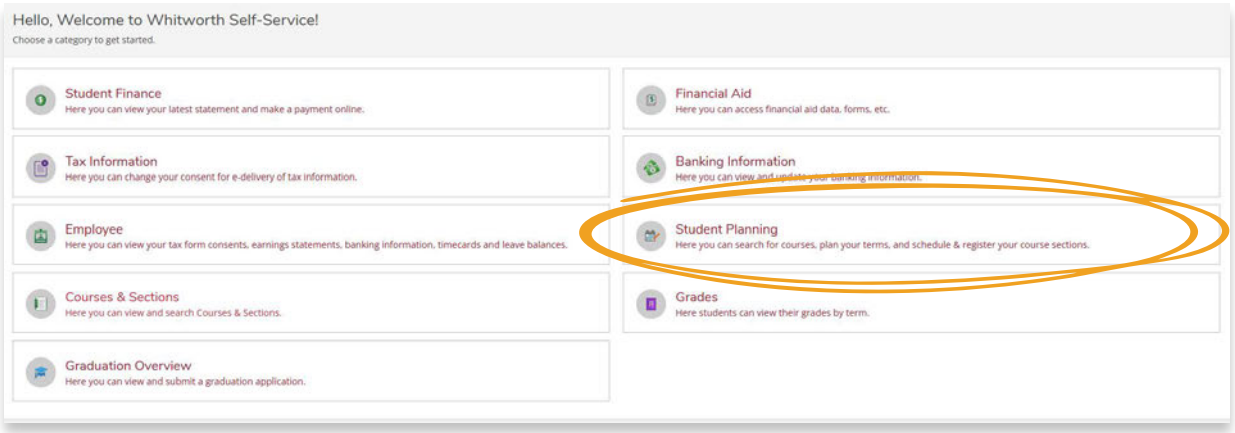
Before you can register for courses, you must plan **sections** for the upcoming term(s). A course section will have an instructor assigned, meeting days & times listed, a classroom assignment and the number of seats available. Each section will also have a section number: e.g. EL 110-**9.**

sections planned

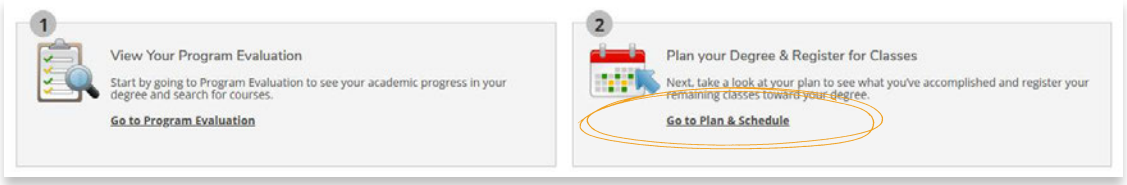


Schedule Tab
planning your upcoming term

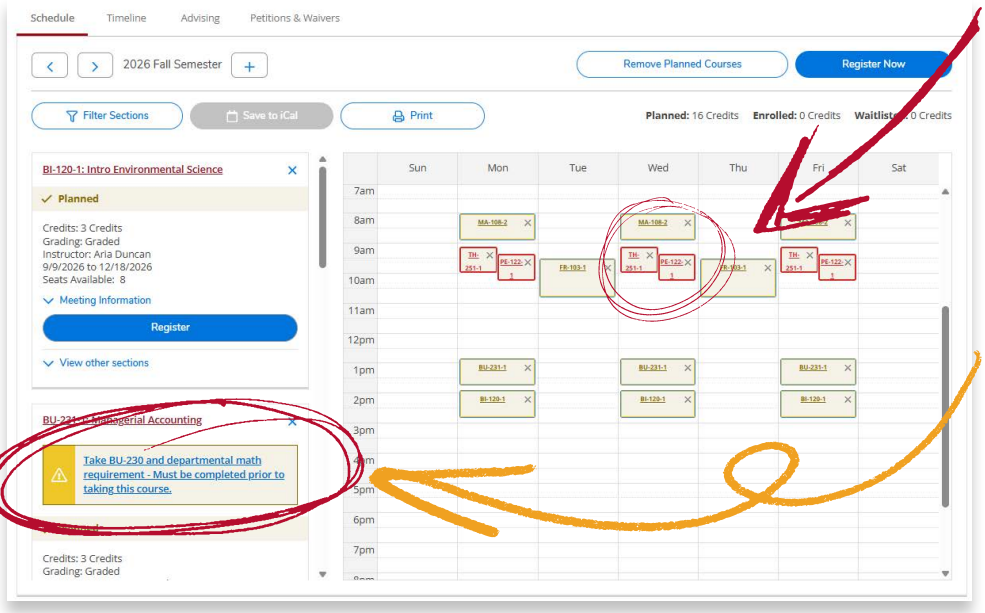
With this tool, you can see a visual of your schedule when you are planning your preferred courses. To get to your plan and schedule from the main Self-Service page, go to Student Planning.



Click "Go to Plan & Schedule"



The calendar 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.



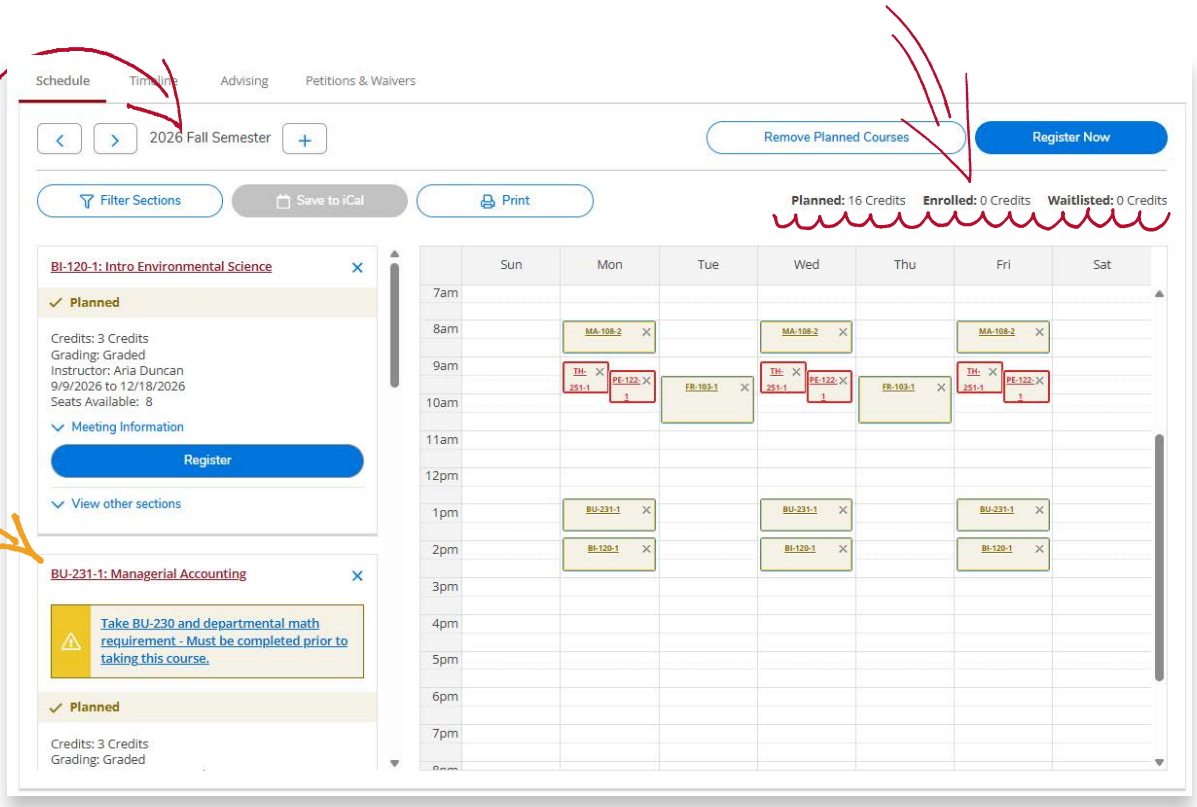
A **red box** around a course indicates the section conflicts with another section, the section is waitlisted, or another registration issue. You cannot register for sections that overlap.

A **yellow warning symbol** indicates a class has one or more unmet prerequisites

Schedule Tab
planning your upcoming term

In calendar view, you can see **planned, enrolled** & **waitlisted** credits for each term.

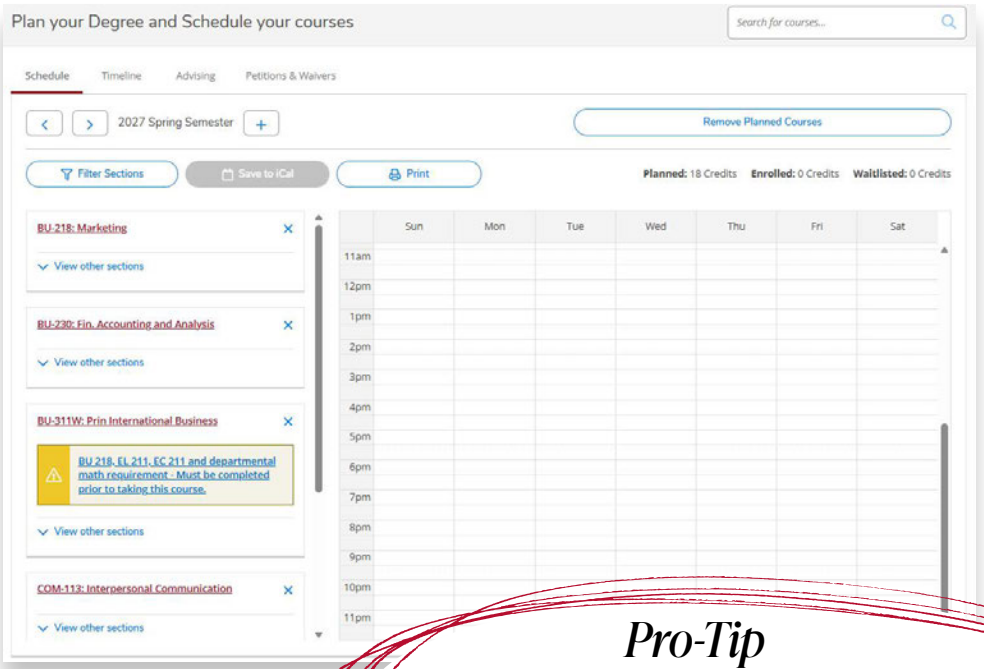
Use arrows to navigate to other terms



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

Note that a planned **course** is not the same as a planned **section**. A section will appear in the calendar view because it has an assigned day & time.

You cannot register for a **course**, you must register for a **section**.



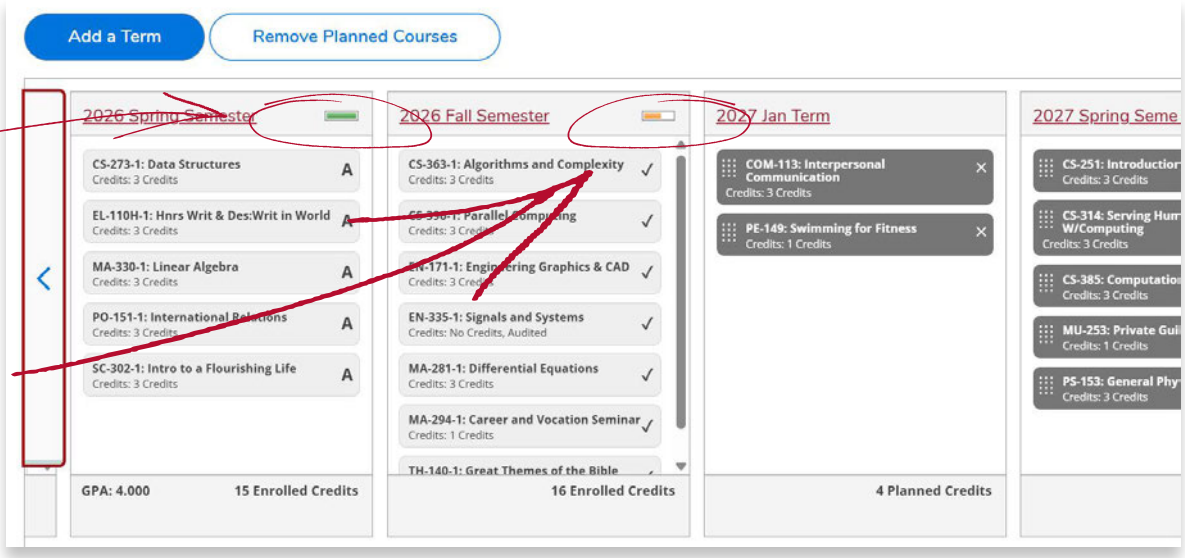
Pro-Tip
have a back-up plan for courses that conflict or have a waitlist

Timeline View
your whole plan in one place

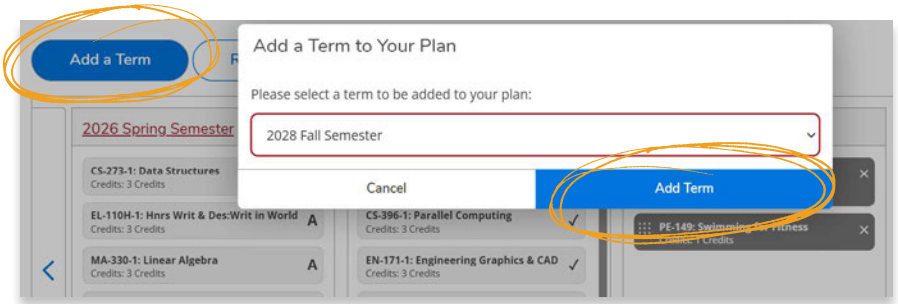
This tab gives an overview of what you have taken and what you are planning on taking. You have the ability to plan courses years in advance, making a graduation plan to complete all your requirements.

The green bar in the timeline indicates a term that was completed.

The yellow bar indicates the term in progress.



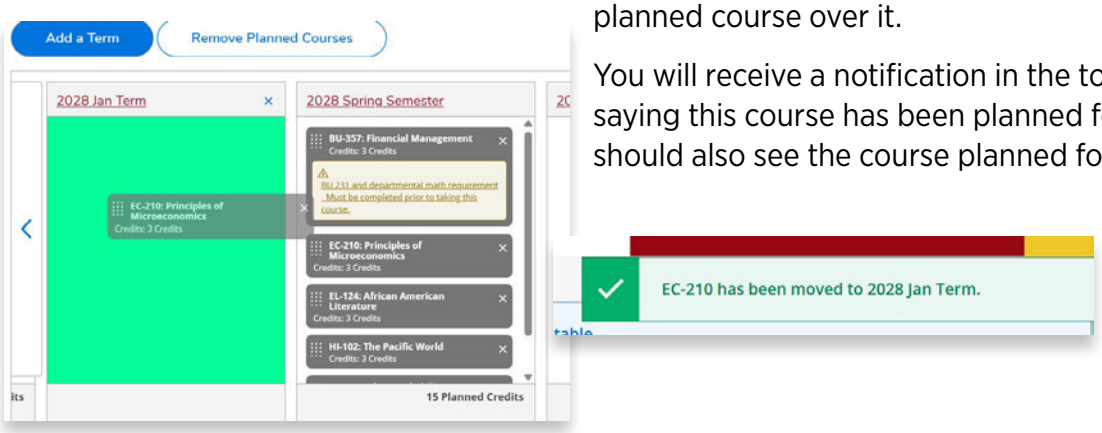
To add a term to your timeline, click the "Add a Term" button and choose a particular term. This term will now be available to add courses to.



moving courses

To move planned courses between different terms, click the "handle" 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.

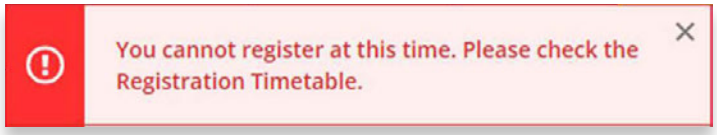
You will receive a notification in the top right of the screen saying this course has been planned for a new term. You should also see the course planned for that new term.



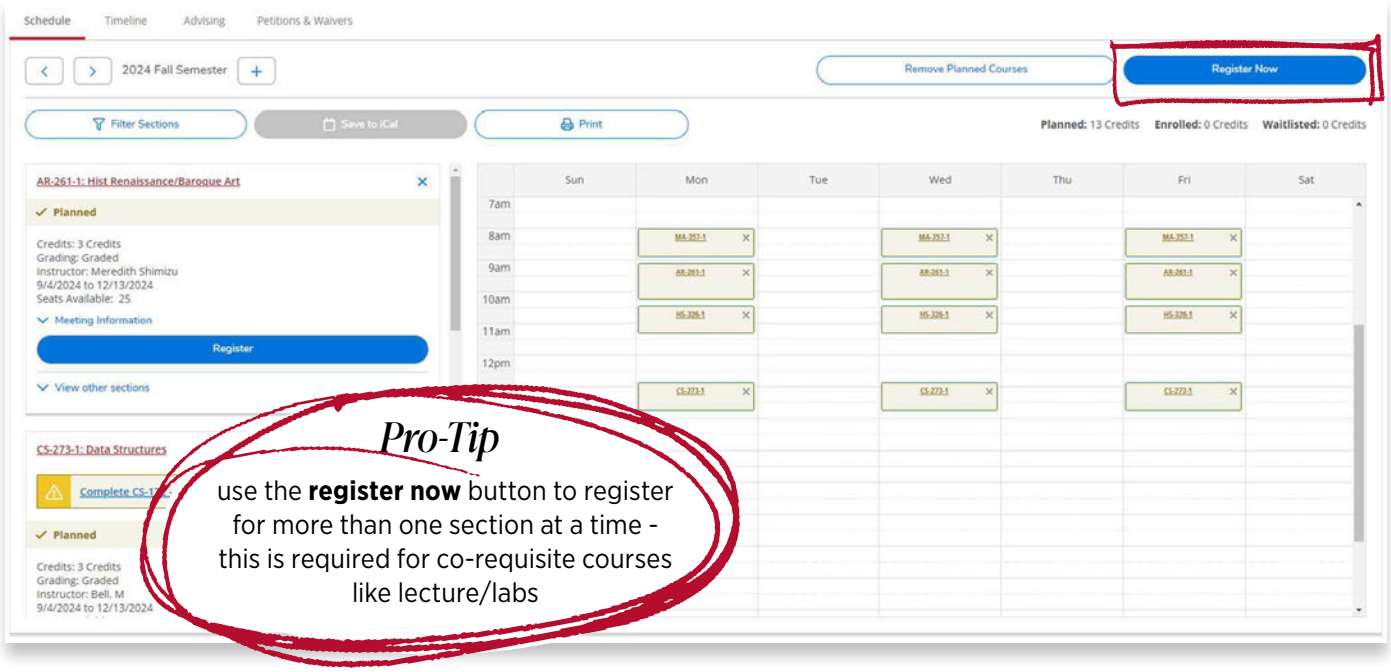
back to top

Registration
scheduling sections for the next term(s)

Registration opens according to a student's earned credits. Always check the registration schedule on Self-Service and note your registration date and time. Before your registration time opens, you will see this warning banner in student planning.



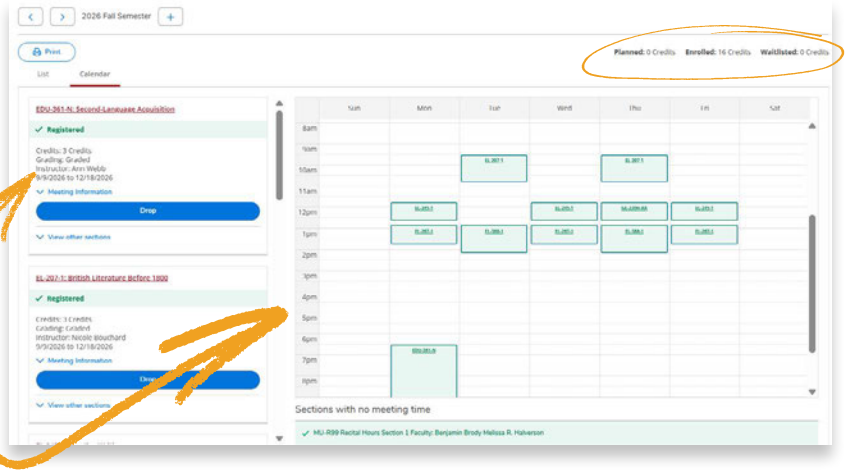
Once it is your time to register, click on the **Register Now** button to register for all planned courses at the same time.



Pro-Tip

use the **register now** button to register for more than one section at a time - this is required for co-requisite courses like lecture/labs

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 green in the calendar area and on the lefthand scroll area.

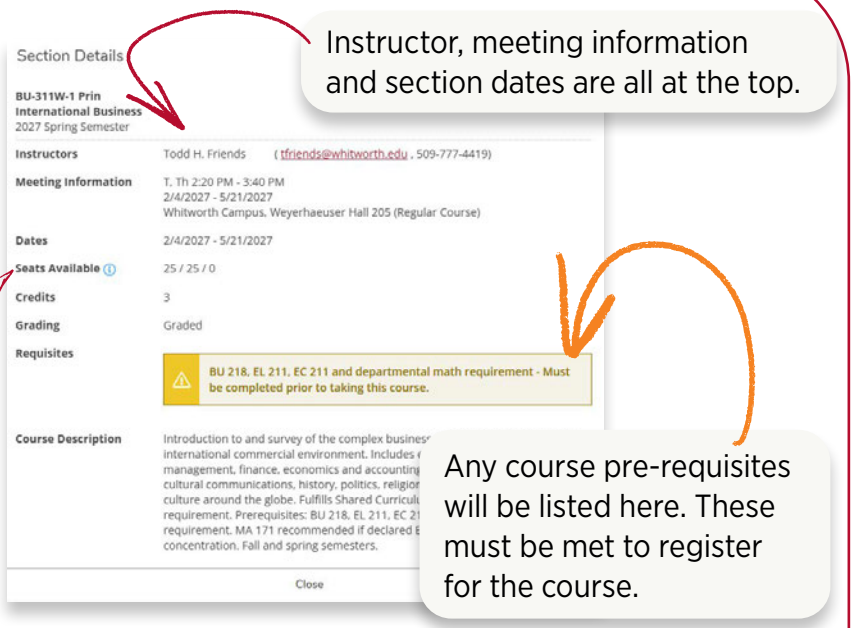
Courses that you were not registered for will remain yellow.

Courses without an assigned meeting time will appear below the calendar.

You can also double check your planned, enrolled and waitlisted credits at the top. You are **not registered** for any credits that remain planned or waitlisted.

section details

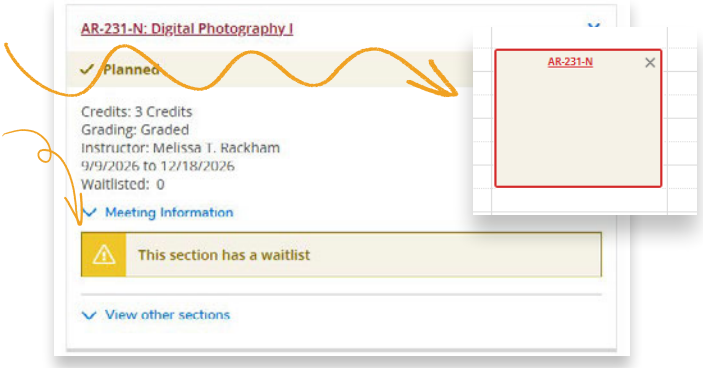
When you click on a section, the section details dialog pops up, providing you with a lot of information.



waitlisted sections

Sections that are already full will appear red on your calendar view and have a yellow warning bar on the lefthand scroll section.

Use the blue button in the lefthand scroll section to add yourself to the waitlist. Remember, you are **not enrolled** in a course that you are waitlisted for.

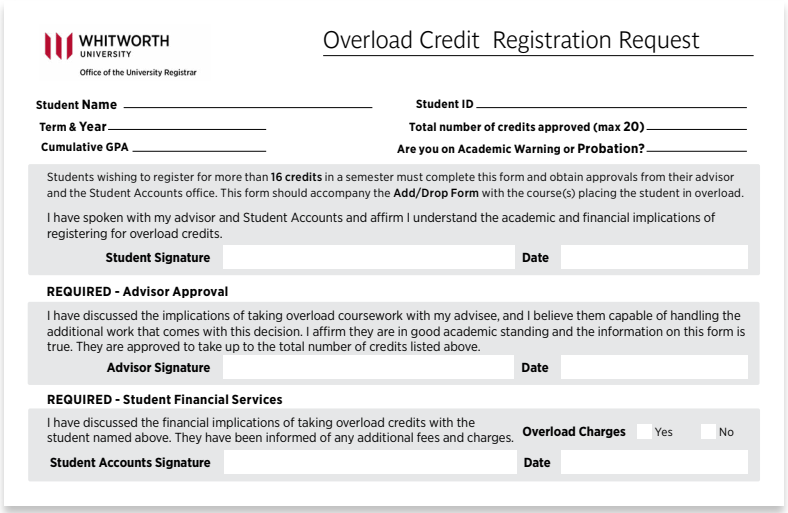


academic overload

Full-time registration is 12-16 credits.

If you plan on taking **more than 16 credits**, you will be in academic overload which requires a form signed by your advisor, Student Financial Services and submitted to the Office of the University Registrar.

You will not be able to register for more than 16 credits on Self-Service.



WHITWORTH UNIVERSITY
Office of the University Registrar

Overload Credit Registration Request

Student Name _____ **Student ID** _____
Term & Year _____ **Total number of credits approved (max 20)** _____
Cumulative GPA _____ **Are you on Academic Warning or Probation?** _____

Students wishing to register for more than **16 credits** in a semester must complete this form and obtain approvals from their advisor and the Student Accounts office. This form should accompany the **Add/Drop Form** with the course(s) placing the student in overload.

I have spoken with my advisor and Student Accounts and affirm I understand the academic and financial implications of registering for overload credits.

Student Signature _____ **Date** _____

REQUIRED - Advisor Approval

I have discussed the implications of taking overload coursework with my advisee, and I believe them capable of handling the additional work that comes with this decision. I affirm they are in good academic standing and the information on this form is true. They are approved to take up to the total number of credits listed above.

Advisor Signature _____ **Date** _____

REQUIRED - Student Financial Services

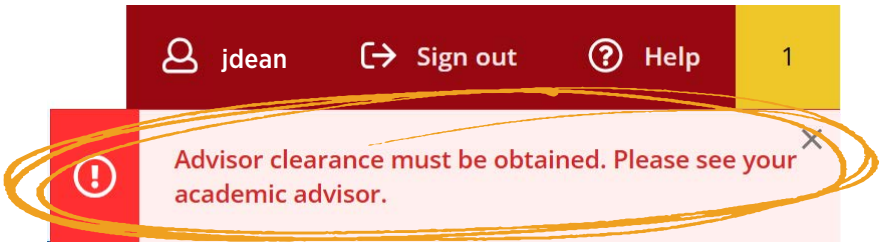
I have discussed the financial implications of taking overload credits with the student named above. They have been informed of any additional fees and charges. **Overload Charges** ☐ Yes ☐ No

Student Accounts Signature _____ **Date** _____

Holds on Your Account
advisor & other holds

There are several types of holds that could be on your account and prevent you from registering. Advisor holds are placed every term before registration and must be cleared by your advisor before you can register for classes.

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.



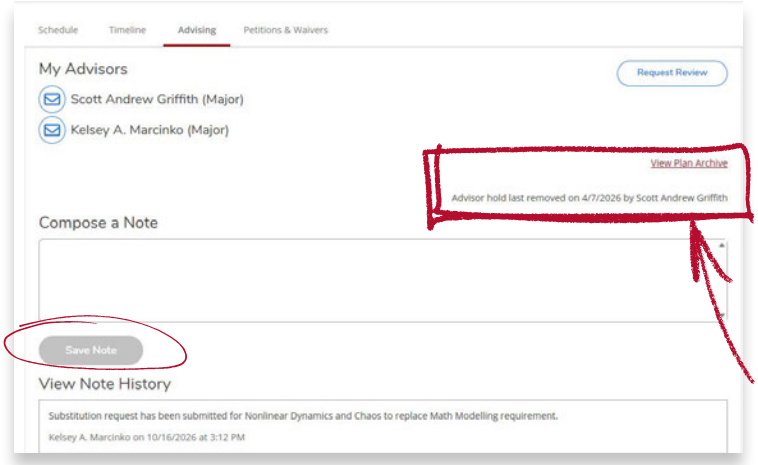
For any hold, make sure to follow the instructions provided and clear your hold before your registration daty.

Pro-Tip

don't wait to schedule your advising appointment until the day before you register

Advising Tab
communication with advisors

You will meet with your advisor before registration every term, but 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."

Both you and your advisor(s) can see these messages and the note history will always be available.

You can also see when your course plan was last reviewed and your advisor hold was last removed.