First-Year Student Overview for Self-Service

Go to my.allegheny.edu and click on the “Self-Service” icon.

To access Student Planning from the main screen, click on the “Student Planning” tile.

Here you will have several options as to how you continue. This is a short version of the full document available here and there are some short training videos available here.

1. Search for Courses
   ○ Add Course to Plan
2. Plan and Schedule
   ○ Add Section to Schedule so you can register
3. Registration
   ○ Registration Warning Messages
   ○ Register and Drop Sections
4. Error & Warning Messages
   ○ Emergency Information
   ○ User Profile
   ○ Financial Holds
   ○ Student Financial Agreement
You can use the “Search for courses” box at the top right to search for specific courses. You can search by course prefix and number (e.g., COMRT 150), by keyword (e.g., “acting,” by department (e.g., “Economics”). You cannot search by faulty name or the day and time of the course from this search box.

Depending on how general your initial search was (e.g. Economics), you may use the “Filter Results” box on the left of the screen to further filter the selections, including by day, time, and instructor.

Add Course to Plan: From the search results, you may add a specific course to your plan by clicking on “Add Course to Plan” to the right of the course title.

ECON-248 Law and Economics (4 Credits)

This will bring up an informational box that gives you the course description and other relevant information, as well as information about the course prerequisites. If you have not already met these pre-reqs, there will be an orange warning box. You should consult with the faculty teaching the class before you proceed.

You will also need to select the term for which you wish to plan the course. You may select several terms into the future. Once you have reviewed this material and made the appropriate selections, you can click on “Add Course to Plan” to proceed.

If successful, you will see a green box pop up in the top right of the screen. This box will appear for just a few seconds. If you have already planned this course for a different term, you will see a box to that effect as well. While you may plan the same course for different terms, you should consult with the faculty teaching the class before proceeding.
course for multiple terms, it is probably not a good idea to do so, as it might lead to confusion later on!!

Your search results will also show you if a course is in progress for the current semester, or is already planned, which in this case means either that the course was completed in a prior semester or is planned for a future semester.

Plan and Schedule

To review your course selections, add specific sections, and eventually register, you will need to go to “Plan Your Schedule.” Again, this can be accessed either from the “Student Planning” main screen or by using the drop down menu accessed from the “Student Planning” link at the top left.

“Plan Your Schedule” will default to the current term, so to plan and register for a future term, you will need to select the appropriate term via the arrows at the top of the schedule window.

In the box to the left of the screen you will see all of your planned courses for the semester. If you have selected specific sections, they will appear on the calendar.
view to the right of the screen. For a future term, in which the institution has not yet formally scheduled courses, you will not be able to select specific sections or add courses to your calendar. Once that term is formally scheduled, you will be able to select specific sections and add courses to the schedule.

**Add Section to Schedule:** In the “Plan and Schedule” view, assuming you have added courses to your plan, you will see the details in the box on the right of the screen. This will include the pre-req box if appropriate. To select a specific section, click the arrow next to “View other sections” for the course you wish to plan. This will bring up a list of the available sections and will show all of them, in grayed out form, on the calendar. Select the section you wish to plan and you will be taken to a “Section Details” window that will give you contact information for the instructor, meeting information, the prereq information (again), and the course description. Select “Add Section” to add the chosen section to your plan.

<table>
<thead>
<tr>
<th>CMPSC-300: Bioinformatics</th>
</tr>
</thead>
<tbody>
<tr>
<td>No sections available.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>CMPSC-600: Senior Thesis I</td>
</tr>
<tr>
<td>!</td>
</tr>
<tr>
<td>CMPSC*580 - Must be completed prior to taking this course.</td>
</tr>
<tr>
<td>No sections available.</td>
</tr>
</tbody>
</table>

If there are no sections of the course available in the selected term, then you will see “No sections available” under the course name.

If you do not have the prerequisite for the course, you will see the same message, even if there ARE sections of the course scheduled for that term. You do not see them because you are not eligible to register. If you believe that you should be able to register for a class for which you do not have the prereqs, you should contact the instructor.
To register for class, you will also need to use “Plan and Schedule.” Select “Plan and Schedule” either from the “Student Planning” main screen or by using the drop down menu accessed from the “Student Planning” link at the top left.

You can either register for classes one-by-one, using the “Register” button that appears under each planned course or you can register for all planned sections at once using the “Register Now” button at the top right of the screen.

**Registration Warning Messages:** If you attempt to plan a class that is full, you will see a warning to that effect and the course will appear in red on your calendar view.

If you attempt to add a full class, you will not be able to do so.

If you attempt to add a signature-restricted course, you will not be able to do so. You will need to contact the instructor to add this course. After the instructor grants you permission to add the course, you can repeat the registration steps and you will be able to successfully register for the course.

If you attempt to add a course for which you do not have the appropriate pre-requisite, you will not be able to do so. You will need to contact the instructor to add this course. After the instructor grants you permission to add the course, you can repeat the registration steps and you will be able to successfully register for the course.
Register and Drop Sections: You may either register for classes one at a time, using the “Register” button under each course on the left side of the screen, or you may register for all sections at once using the “Register Now” button on the right of the screen. “Register Now” will only work if your schedule is “clean,” if there are no conflicts, no signatures required, or other restrictions.

If you select “Register Now” to register for all planned sections at the same time, you MUST pay attention to the warning messages that appear at the top right of the screen.

You can also review the status of your registrations. Courses with scheduled time will appear in green on the calendar view, while courses without scheduled times (such as independent studies) will appear below the calendar view.

Once you have registered for class, and assuming you are within the approved registration period, you may drop a course from “Plan and Schedule” by selecting the “Drop” button below your course. Selecting the “Drop” button will open a warning screen that will double-check your intentions and, if alternate sections of the same course are available, and you are otherwise eligible to register, will allow you to swap one course section for another.
If you see a **RED** message appear in the top right of your screen, you need to pay attention to it. It usually means that you cannot register for classes.

In the example to the right, the messages are telling you that you do not have advisor approval to register and that you need to confirm your emergency contacts, personal email, address, and phone number. You will need to complete all of these tasks prior to registration.

**Emergency Information:** To confirm your emergency contacts, click on your User ID at the top of the screen and select the “Emergency Information” link. To confirm your personal email, address, and phone number, click on the “User Profile” link.

Clicking on the “Emergency Information” link will show you the person(s) you have designated that the College contact in case of emergency. It is VERY IMPORTANT that this information be up-to-date. If you need to add a new contact, you can select “+ Add New Contact,” and once you have completed the new entry, you can click “Confirm.” If the information is already up-to-date, just click “Confirm.”

**User Profile:** Clicking on the “User Profile” link will show you the information we have on record about your address, personal e-mail, and phone number. It is also important that this information be accurate, in case we need to contact you via one of these methods.
For each section (address is the example here), you will need to review and confirm the information. If you need to add a new address, use the “+ Add New Address” button. Once you have done that, or if everything is correct, select the “Confirm” button.

Once you have confirmed the information, you will get a green confirmation notification and the date “Last Confirmed On” will change.

**Financial Holds:** If you see a red warning message about a balance due, you will need to contact Financial Services.
**Student Financial Agreement:** If you see an orange warning message about a financial agreement, you will need to confirm your acceptance of the agreement prior to registration.

Clicking on the “Agreements’ link will take you to the page where you may view various documents. The ONLY one that you need to confirm prior to registration is titled “Student Agreement - Required in order to register.”

You will see in the example below that the “Student Agreement” is listed as “Incomplete.”

You will need to click on “View” to the far right of the screen, and the “Accept.” You will be given a chance to print the document for your records and the “Incomplete” icon will change to “Accepted” with a date.