How to Register

Ellucian Student Self-Service
How to Register

After speaking with your advisor, log in to Self-Service and select Student Planning.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.
How to Register

Search for the course you need.

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 Progress
   Start by going to My Progress to see your academic progress in your degree and search for courses.
   
   Go to My Progress

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
How to Register

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 Progress
   Start by going to My Progress to see your academic progress in your degree and search for courses.
   Go to My Progress

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

Search for the course you need.
Type the course and press enter.
How to Register

SAMPLE COURSE

ENG-111 Writing and Inquiry (3 Credits)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. In order to pass this course, a student must earn at least a "C" average on required oral presentations.

Requisites: Take DRE-098 - Must be completed prior to taking this course. Take 1 group; # Take DRE-098(523643); # Take ENG-090 RED-090; - Must be completed prior to taking this course. Take 1 group #ACA-111 #ACA-115 #ACA-122(524018); - Recommended to be taken either prior to or at the same time as this course, but is not required.

Locations: Rust College Campus

View Available Sections for ENG-111
How to Register

Scroll through the available sections and find the best fit for your schedule.

<table>
<thead>
<tr>
<th>Writing and Inquiry 01</th>
<th>Add Section to Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seats</strong></td>
<td><strong>Times</strong></td>
</tr>
<tr>
<td>24</td>
<td>M/T/W/Th 8:00 AM - 9:15 AM</td>
</tr>
<tr>
<td></td>
<td>5/22/2017 - 7/18/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing and Inquiry HS1</th>
<th>Add Section to Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seats</strong></td>
<td><strong>Times</strong></td>
</tr>
<tr>
<td>24</td>
<td>T/Th 9:45 AM - 11:00 AM</td>
</tr>
<tr>
<td></td>
<td>5/22/2017 - 7/18/2017</td>
</tr>
<tr>
<td></td>
<td>T/Th</td>
</tr>
<tr>
<td></td>
<td>5/22/2017 - 7/18/2017</td>
</tr>
</tbody>
</table>
How to Register

After finding the best fit for your schedule, select Add Section to Schedule.
How to Register

A window will open with information on the section you selected.
How to Register

If you would like to schedule this course, select Add Section. If not, select Close and repeat the previous steps until you have selected the course you want to schedule.
How to Register

Selecting Add Section in the previous step only adds the course as a planned course. In order to complete the registration process, you must select Plan and Schedule from the Student Planning drop down at the top of the screen.
How to Register

Confirm the correct semester is selected. If not, use the arrows to change to the correct semester.
How to Register

Plan your Degree and Schedule your courses

The course you previously planned should appear. If you are satisfied with this course, select Register.
How to Register

Plan your Degree and Schedule your courses

If you have more than one course planned and you would like to schedule them all at one time, select Register Now.
How to Register

Plan your Degree and Schedule your courses

Registered courses will appear in green and you will receive a confirmation email in your student email account.
How to Register

Plan your Degree and Schedule your courses

If you decide to drop a course prior to the semester start date, select Drop. If you decide to drop a course after the semester start date, you must complete and submit the Drop/Add Form to the Registrar’s Office.
How to Register

Plan your Degree and Schedule your courses

After you Drop the course in Self-Service, it is placed back as a planned course. To remove it from planned, click the X.
How to Register

Plan your Degree and Schedule your courses

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Timeline</th>
<th>Advising</th>
<th>Petitions &amp; Waivers</th>
</tr>
</thead>
</table>

**Summer Semester 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>7am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **ENG-111-01: Writing and Inquiry**
  - Registered, but not started
  - Credits: 3
  - Grading: Graded
  - **Instructor**
  - 5/22/2017 to 7/18/2017
  - Meeting Information
  - Drop
  - View other sections

To view all of your scheduled courses, select Timeline.
How to Register

You can view the courses by semester.
How to Register

Plan your Degree and Schedule your courses

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Timeline</th>
<th>Advising</th>
<th>Petitions &amp; Waivers</th>
</tr>
</thead>
</table>

You can scroll between semesters by clicking the arrows.
How to Register - Troubleshooting

Error messages that will prevent you from registering

- Must See Advisor For Registration Approval

- Can not complete transaction. See Business Office.

Contact your advisor prior to scheduling.

Balance Due to the Business Office
662-252-8000, Ext. 4026
How to Register - Troubleshooting

Error messages that will prevent you from registering

Contact the Registrar's Office
(662) 252-8000, Ext 4056

Academic Suspension
A student may re-enroll at the College after one semester of academic suspension by contacting a counselor to update his/her plan for improving academic performance. The student who is re-enrolling after academic suspension must follow the conditions required during academic probation and meet with his/her advisor. The student will be required to retake courses where he/she has a D, F, or F to increase his/her GPA and will be limited to a reduced load of no more than nine (9) credit hours.