Guide to Student Planning & Online Registration

CONTENTS

WHAT IS STUDENT PLANNING?

Student Planning is a module of Self-Service that allows you to register for classes, plan for future semesters, and review your progress toward completing graduation requirements.

Self-Service is a new platform that makes it easier for you to view information about your Washington College profile all in one place. You can also find Financial Aid, Billing, and Tax Information here. To access Student Planning, you must be logged into Self-Service.

To login to Self-Service, visit:
https://colleague-ss.washcoll.edu/Student/Account/Login

Your user ID and password will be the same as your WC email and WebAdvisor.

To follow along with this guide, choose the **Student Planning** category from the menu options.

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

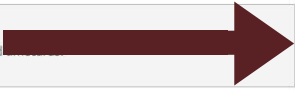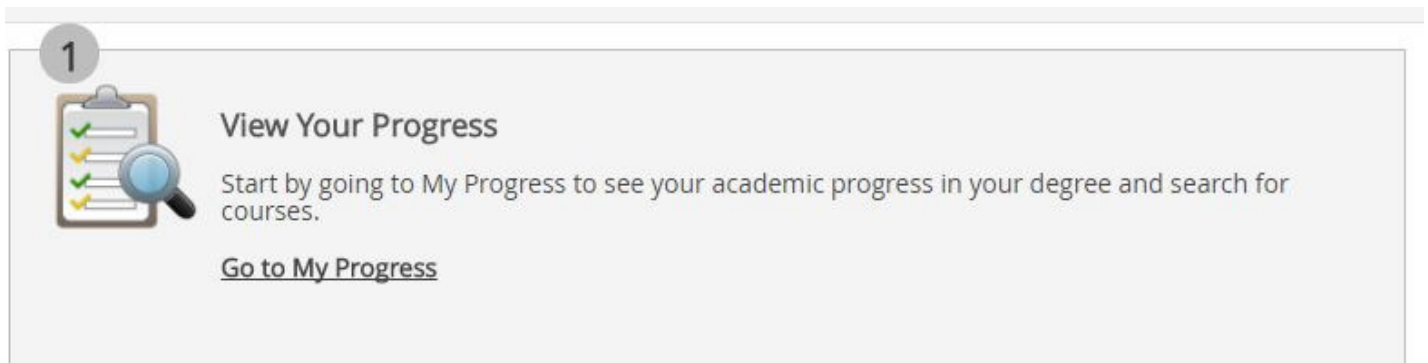|	
Student Finance — Here you can view your latest statement and make a payment online.	**Financial Aid** — Here you can access financial aid data, forms, etc.
Tax Information — Here you can change your consent for e-delivery of tax information.	**Banking Information** — Here you can view and update your banking information.
Employee — Here you can view your tax form consents, banking information, and ...	**Student Planning** — Here you can search for courses, plan your terms, and schedule & register your course sections.
Grades — Here you can view your grades by term.	**Graduation Overview** — Here you can view and submit a graduation application.

VIEWING YOUR PROGRESS

The first thing you will see when you login is your current schedule, your cumulative GPA, and information about your current program. From here, choose **"View Your Progress"**

The View Your Progress page allows you to view the progress you have made toward completing graduation requirements.

On this page you can view your cumulative GPA, your declared majors and minors, the number of credits you have completed, and the list of college-wide graduation requirements, including details on whether you have completed the requirements.

Please note, although major and minor audits are available, these are provided as a complement to the advice of your faculty advisor. Department chairs and program directors will confirm that you have completed all major or minor requirements.

IMPORTANT: The first step to take when viewing the Progress page is to HIDE DETAILS for any requirement you have not yet completed. !

The default setting is to show you every possible combination of courses you can take to complete a requirement. While this is helpful, it can also be overwhelming.

For easier viewing, scroll down and click **"Hide Details"** anywhere you see those words. (Requirements that are incomplete will appear red. Requirements that are complete will appear green).

My Progress   Search for courses...   🔍

| ‹ › | **Bachelor of Arts** (1 of 1 programs) | + View a New Program | Load Sample Course Plan |

At a Glance

Cumulative GPA: (2.000 required)
Institution GPA: (2.000 required)
Degree: Bachelor of Arts
Majors: Liberal Arts
Departments: Administrator/Faculty
Catalog: 2017

Description

Program Notes
Show Program Notes

ℹ Program Completion must be verified by the Registrar.

Progress

Total Credits (28 of 128)
| 8 | 20 | | 128 |

Total Credits from this School (28 of 56)
| 8 | 20 | | 56 |
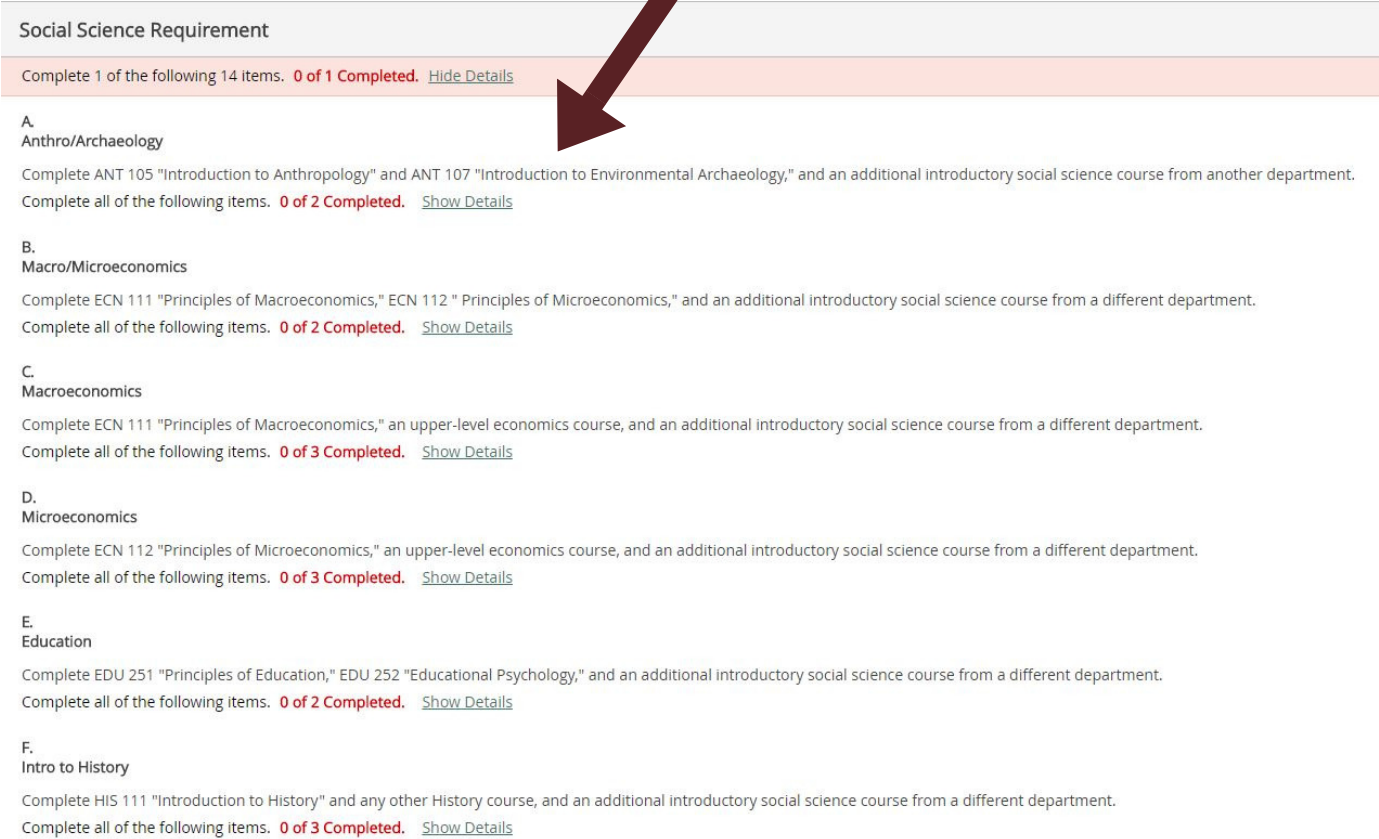
Requirements

First-Year Seminar

Complete the following item. 0 of 1 Completed.   ✓ Fully Planned Hide Details

A.
FYS 101

Complete any section of FYS 101.
Complete all of the following items. 0 of 1 Completed.   ✓ Fully Planned Hide Details

   ✓ Fully Planned 0 of 1 Courses Completed. Hide Details

      Course

Once you have hidden the details, you should see a simplified list of graduation requirements. (The SCE requirement will not appear until you have declared a major).

You can view details on specific requirements by choosing **"Show Details."** The details will show you all of the courses you could possibly take the fulfill the requirement.

For example, there are 14 different ways you could complete the Social Science requirement. Each option is listed under the alphabetical bullet points. These are called "items." Under the Social Science Requirement heading, you are instructed to "Complete 1 of the following 14 items."

Your first option (or, "item") **A.** is to take ANT 105, ANT 107, and one course from an additional department. The second option **B.** is to complete ECN 111, ECN 112, and one course from another department. And the list continues. Once you have completed one of these combinations of courses, the requirement will be complete.

Social Science Requirement

Complete 1 of the following 14 items. **0 of 1 Completed.** Hide Details

A.
Anthro/Archaeology

Complete ANT 105 "Introduction to Anthropology" and ANT 107 "Introduction to Environmental Archaeology," and an additional introductory social science course from another department.
Complete all of the following items. **0 of 2 Completed.** Show Details

B.
Macro/Microeconomics

Complete ECN 111 "Principles of Macroeconomics," ECN 112 " Principles of Microeconomics," and an additional introductory social science course from a different department.
Complete all of the following items. **0 of 2 Completed.** Show Details

C.
Macroeconomics

Complete ECN 111 "Principles of Macroeconomics," an upper-level economics course, and an additional introductory social science course from a different department.
Complete all of the following items. **0 of 3 Completed.** Show Details

D.
Microeconomics

Complete ECN 112 "Principles of Microeconomics," an upper-level economics course, and an additional introductory social science course from a different department.
Complete all of the following items. **0 of 3 Completed.** Show Details

E.
Education

Complete EDU 251 "Principles of Education," EDU 252 "Educational Psychology," and an additional introductory social science course from a different department.
Complete all of the following items. **0 of 2 Completed.** Show Details

F.
Intro to History

Complete HIS 111 "Introduction to History" and any other History course, and an additional introductory social science course from a different department.
Complete all of the following items. **0 of 3 Completed.** Show Details

Another example is included in the "Additional Information" section of this guide.

Please take the time to review your progress and do not hesitate to contact the Registrar's Office if you have any questions.

HOW TO REGISTER FOR CLASSES

When you are ready to select courses to enroll in for the upcoming semester, you can search for them by choosing **"Course Catalog"** from the Student Planning drop down menu at the top of your page.
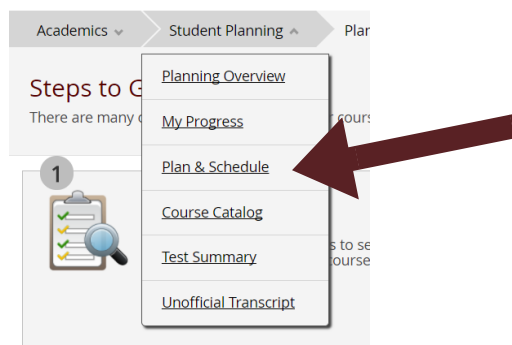
You can search by subject, or do an advanced search.

To **search by subject**, choose the subject you would like to view from the list provided or type in the subject name.

If you choose to search for courses using the Subject Search option, you will need to narrow down your choices by term on the next screen. Make sure to choose the term you plan to enroll in.

The **advanced search** option is very similar to how you would search for courses on WebAdvisor. Choose the term you would like to enroll in and then narrow down the courses you would like to view by choosing subjects and any additional filters: course numbers, days of the week, or course types.

Once you have chosen the courses you would like to view, click **Search** and the results will appear on the next screen.

The results will list the courses offered at Washington College that meet your filters, and will include details about the courses: course description, prerequisites (if any), and the terms that the course is typically offered. You can further narrow down your options using the filters on the left side of the screen.

Please note, although most courses have prerequisites listed in the "Requisite" field, some may be listed in the course descriptions. You should pay attention to both areas for prerequisite information.

After you have determined the courses you would like to enroll in, you need to add the section you would prefer to your schedule. To do this choose **"View Available Sections for..."**

A menu of the sections available will then appear. Choose your preferred section, and click **"Add Section to Schedule."**

By adding sections to your schedule, you are planning your upcoming semester. You can add as many courses as you would like to your plan and can also choose multiple sections of the same course.

After clicking "Add Section to Schedule," a new screen will pop up detailing the meeting times, the number of seats available in the course, and the course description. You need to confirm that you would like to add the section to your schedule by clicking **"Add Section."**

Section Details

FRS-101-10: Elementary French I
Fall 2017

|	
Instructors	Pears (ppears2@washcoll.edu, 410-778-2800)
Meeting Information	M, W, F 9:30 AM 10:20 AM 8/28/2017 - 12/15/2017 On Campus, Goldstein 218 (Lecture) Tu 6:30 PM 7:15 PM 8/28/2017 - 12/15/2017 On Campus, Goldstein 201 (Laboratory)
Dates	8/28/2017 - 12/15/2017
Seats Available	1 of 10 Total
Credits	4
Grading	Graded ▼
Requisites	None
Course Description	Designed for beginning students and aimed at developing skill in listening, speaking, reading, and writing in French. Emphasis on communication through intensive aural/oral practice and awareness of cultural context. Three class meetings and one or two laboratory sessions per week at the discretion of the instructor.
Books Total	

Close	Add Section

This screen gives you the option to choose a Grading option: Graded or Pass/Fail. *Always choose Graded.* **Students may only elect to take courses Pass/Fail by filling out the form in the Registrar's Office.**

After you have chosen all of your courses and added the sections to your schedule, you can see your planned schedule by choosing **"Plan & Schedule"** from the Student Planning drop down menu.
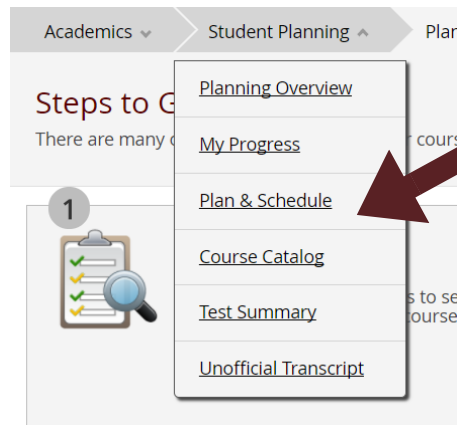
The courses you have selected will appear in calendar format on a schedule (make sure you are looking at the correct semester! You may need to scroll to see the semester you plan to register for).

Planned courses will be in yellow. When registration begins, you can enroll in all of your planned courses by choosing **"Register Now"** from the top right of your screen. You could also register for each course individually by choosing **"Register"** under each course on the left of your screen.
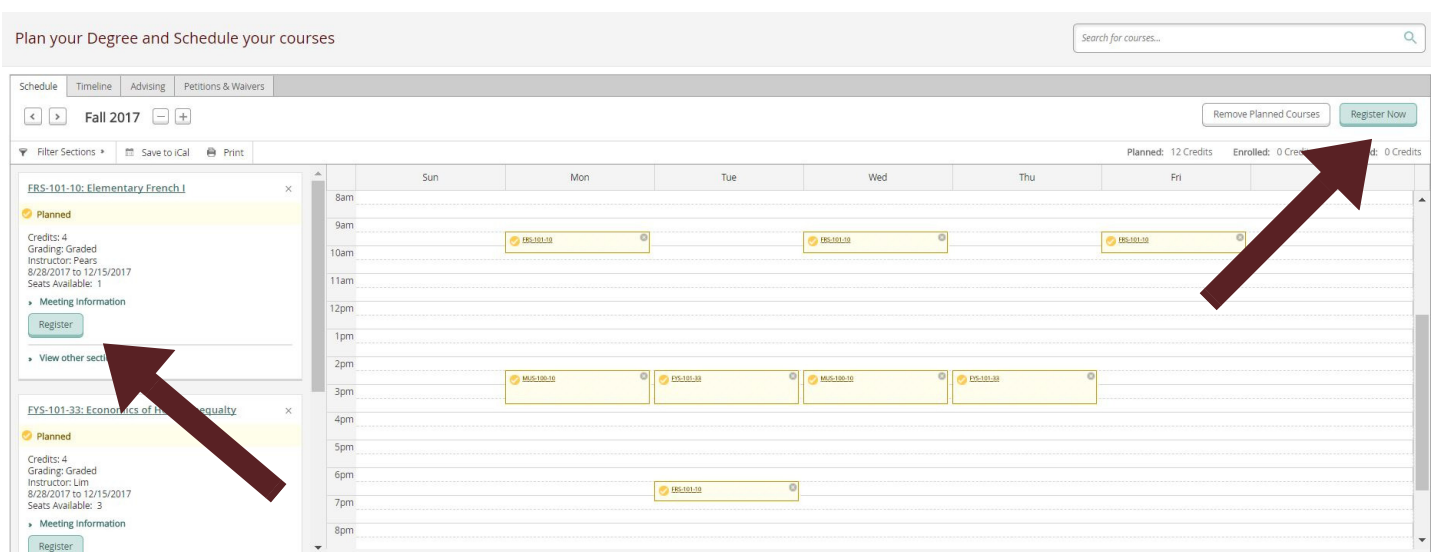
Please note, if you have added multiple sections of the same course or courses that have conflicting times, you can only register using the option on the left.

If you register successfully, the courses will turn from yellow to green and the status of the course will change from "Planned" to "Registered, but not started." (This means that you are now enrolled in the course, but the semester hasn't started yet). At this point, you are done registering!

When there are problems with the course you are attempting to enroll in you will receive an error message at the top right of your screen. For example, if you do not meet the prerequisite, or the course is full. If you need to waitlist yourself for a course, you can do so from this screen as well.

The Plan & Schedule page is where you will make ALL changes to your schedule. This is where you will register, manage your waitlists, and drop courses.

To drop courses from your schedule, choose **"Drop"** under the course information on the left of your screen.

PLANNING FOR FUTURE SEMESTERS

In addition to registering for an upcoming semester, you also have the option to place for future semesters. To do this, start by searching for courses using the **Course Catalog** link you used earlier.

This time choose, **"Add Course to Plan."**

Another pop up will appear and you will need to select the term you would like to add the course to. Once you've chosen the term you plan to take the course in click **"Add Course to Plan."**

To view the courses you have planned for future semester, choose the same **"Plan & Schedule"** link you would use to register. Your current schedule will appear, but choose **Timeline** from the tabs. Here, you can view the courses you have added to your plan for future semesters.

You can remove courses by clicking the 'x' next to the title. You can switch terms around by clicking on the course and changing the term.

When it's time to register for a semester you have planned, your planned courses will appear automatically. If the course is being offered that semester, you can choose to add an available section right from this screen (without needing to do a new search through the Course Catalog link).

| Schedule | Timeline | Advising | Petitions & Waivers |

Fall 2017	Spring 2018 ×	Fall 2018 ×	Spring 2019 ×
FRS*101-10: Elementary French I Credits: 4 ✓	ANT-104: Intro to World Music & Ethno Credits: 4 ×	ANT-234: Human Evol & Bio Anthropology Credits: 4 ×	ANT-215: Sex, Gender, and Culture Credits: 4 ×
FYS*101-33: Economics of Health Inequalty Credits: 4 ✓	ANT-109: Intro to GIS Credits: 4 ×	ANT-282: Prim Tech & Experimental Arch Credits: 4 ×	ANT-312: Contemp Issues in Archeology Credits: 4 ×
MUS*100-10: Introduction to Music Credits: 4 ✓	ANT-210: Intermediate GIS Credits: 4 ×		
12 Enrolled Credits	12 Planned Credits	8 Planned Credits	8 Planned Credits

Using the Planning component of Student Planning is not a college-wide requirement, however individual departments may require that you plan future semesters prior to advising appointments. This would likely not go into affect until Spring 2018

It is important to note: adding courses to your plan does not guarantee you a seat in the course. You must actually register for classes each semester.

Additionally, it is not guaranteed that the courses you have added to your plan will be offered in those semesters. Although the course catalog provides information about when courses are typically offered, that information is subject to change.

The Planning feature is meant to help you map out your future courses at Washington College and to encourage conversation with your faculty advisor.

ADDITIONAL INFORMATION

This guide has covered registration and viewing your progress, but there are other areas of Student Planning that may be useful to you. Explanations of links, an additional way to search for courses, and information on course filters are provided below.

Academics Drop Down Menu

Grades - here you can view all of the final grades you have earned, as well as your term GPA for each semester.

Graduation Application - if you have submitted a graduation application, you can see whether you application has been entered by a member of the Registrar's Office staff. (Official degree audit and graduation memos will be sent via email from the Registrar).

Student Planning Drop Down Menu

Test Summary - SAT and ACT scores are entered by WC Admissions upon your enrollment at the college. Your scores are displayed here. AP, IB, and CLEP scores are also displayed in the Test Summary section.

Unofficial Transcript - you can print or download a copy of your unofficial transcript.

Another Way to Search for Courses

Aside from clicking the "Course Catalog" link, there's an additional way to search for courses.

Begin on the **View My Progress** page. As mentioned before, if you have not completed a requirement the course options for completing it are listed below. If you would like to search for only the courses that will fulfill a specific requirement, choose **"Search"** from this screen.
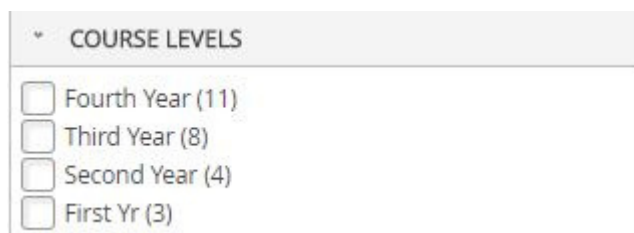
Once the search results appear, you could then filter the courses you see even further using the filter options on the left. You can then add these courses to your schedule or plan, just as you would have done by searching through the Course Catalog link.

Course Filters

When searching for courses in the Course Catalog, you can narrow down the courses you see by choosing filters on the left. You can narrow by term, instructor, days of the week, course level, and course type.

Course Levels are equivalent to the course number. For example, ART 200 is a Second Year course. Please note, sometimes the list may be out of order. Third year may be above fourth year if there are more course offerings at the 300 level.

▾ COURSE LEVELS
☐ Fourth Year (11)
☐ Third Year (8)
☐ Second Year (4)
☐ First Yr (3)

Course Types indicate what requirements the course could count toward, or they may describe a feature of the course.

Honors – if a section is designated as honors, you must have a 3.4 cumulative gpa to enroll

International Studies related – courses that count toward the International Studies major

American Studies related – courses that count toward the American Studies major

Pre-1860 History, Post-1860 History, Early European History, Modern European History, & Global History – courses that count toward the required categories in the History major

Creative Writing – courses that count toward the Creative Writing minor

W2 courses – courses that count toward the W2 Writing requirement

Religion – courses that count toward the Religion minor

Ecology, Cellular, & Organismal – courses that count toward the three categories within the Biology major.

Black Studies – courses that count toward the Black Studies minor

Gender Studies - courses that count toward the Gender Studies minor

Humanities – courses that count toward the Humanities major

Post-1800 Literature & Pre-1800 Literature – courses that count toward the Pre and Post 1800 Literature requirements of the English major.

Asian Studies – courses that count toward the Asian Studies minor

Comparative Politics, American Politics, & International Politics – courses that count toward the requirements of the Political Science major

Ensemble, Applied Music, & Theory - distinguishes between the type of Music courses offered

Comm & Media Studies – courses that count toward the Communication & Media Studies major

Special Session – primarily, a special session is a course offered in the summer or winter term that includes a trip (Cuba Music & Culture, for example)

My Progress Page: Explained in Further Detail

You may be reviewing your progress and wondering what some of the abbreviations are, or what happens when you've planned for future semesters. Here, we've gone a little more in depth on the My Progress Page.

Abbreviations

We only have so much space to type in headings of each requirement. Therefore, each requirement (listed with the alphabetical bullet points) are fairly short. However, explanations of exactly what the requirement is are written right below.

Let's look at the Natural Science and Quantitative Requirement as an example. (Remember, at this point you've clicked Show Details on the main requirement, Nat Sci & Quant, but you've hidden the details for each subrequirement -- the ones listed A., B., C., etc. This will make it much easier for you to view what each requirement is.)

Natural Science and Quantitative Requirement

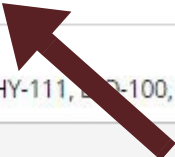Complete 1 of the following 6 items. 0 of 1 Completed. Hide Details

A.
2 BUS + 1 NS

Complete BUS 109 "Managerial Statistics," BUS 209 "Financial Analysis," and one natural science course.
Complete all of the following items. 0 of 2 Completed. Show Details

B.
2 BUS/MAT + 1 NS

Complete MAT 109 "Statistics," BUS 209 "Financial Analysis," and one natural science course.
Complete all of the following items. 0 of 2 Completed. Show Details

C.
2 MUS + 1 NS

Complete two music theory courses, and one natural science course.
Complete all of the following items. 0 of 2 Completed. Hide Details

For this requirement, you must complete one item (there are 6 options).

Your first option is to complete **2 BUS + 1 NS** Course. This means you must complete two specific Business courses, and one Natural Science course. A more detailed description is written below the **"**A. 2 BUS + 1 NS" heading: Complete BUS 109 "Managerial Statistics", BUS 209 "Financial Analysis," and one natural science course.

If you complete all three of these courses, the requirement will be complete.

The most important part of any option, or "item" is to read the text below the heading. It will explain exactly what you need to do to fulfill that requirement.

Please note, for some requirements (most often in the majors and minors), you may need to complete more than one item from a list.

Status of your Requirements

Requirements that are currently incomplete are always in red. If you have completed a requirement it will change to green.

Even if you have planned your requirement, it will appear in red until you have earned passing final grades for the courses.

Additionally, the status will always list your status in writing. For example, if you have completed a requirement, it will "1 of 1 completed." (Or, however many are required).

First-Year Seminar

Complete the following item. ✓ 1 of 1 Completed. Show Details

If you have not completed the requirement but have planned out the courses you need to take, the requirement will still be in red, but the status will be "Fully Planned."

Foreign Language Requirement

Complete 1 of the following 3 items. 0 of 1 Completed. ✓ Fully Planned Hide Details

Completed vs. Fulfilled

As mentioned above, when you have completed an item (A., B., C., etc), it will be displayed as "Completed." The status of the other items you had to chose from will be changed to "Fulfilled."

"Fulfilled" means that you have fulfilled this requirement with another option, and do not need to take courses under the additional options. For example, if you complete Item A., then item A.'s status will be "Completed" and items B. C. D. E and so on will be 'Fulfilled."

Additional Tabs on the Plan & Schedule Screen

The Plan & Schedule link is where you will register for courses and plan future semesters. There are two other tabs on this page:

Advising - you can see who your academic advisor is, and send notes to them on this page. You should check to see if your advisor would prefer to communicate via email or this feature. You can also request that your advisor review a plan you have created by clicking "Request Review." As a reminder, not all departments will require that you submit a plan and some departments may choose to not use this feature. Should departments choose to use the Advising component of Student Planning, it would likely not go into affect until Spring 2018.

Petitions & Waivers - Washington College is not currently using this page.
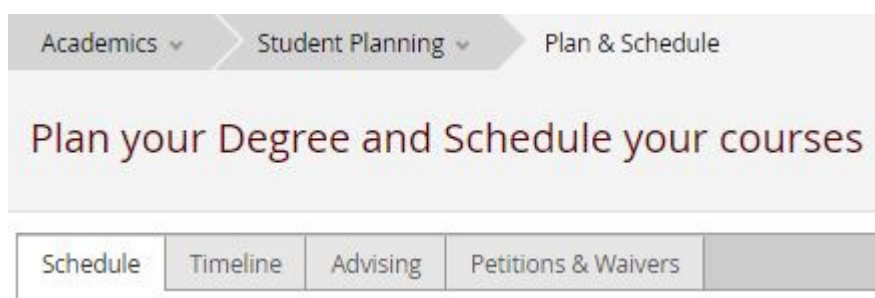
Questions?

Please contact the Registrar's Office by email at registrar@washcoll.edu, or by phone at 410-778-7299.