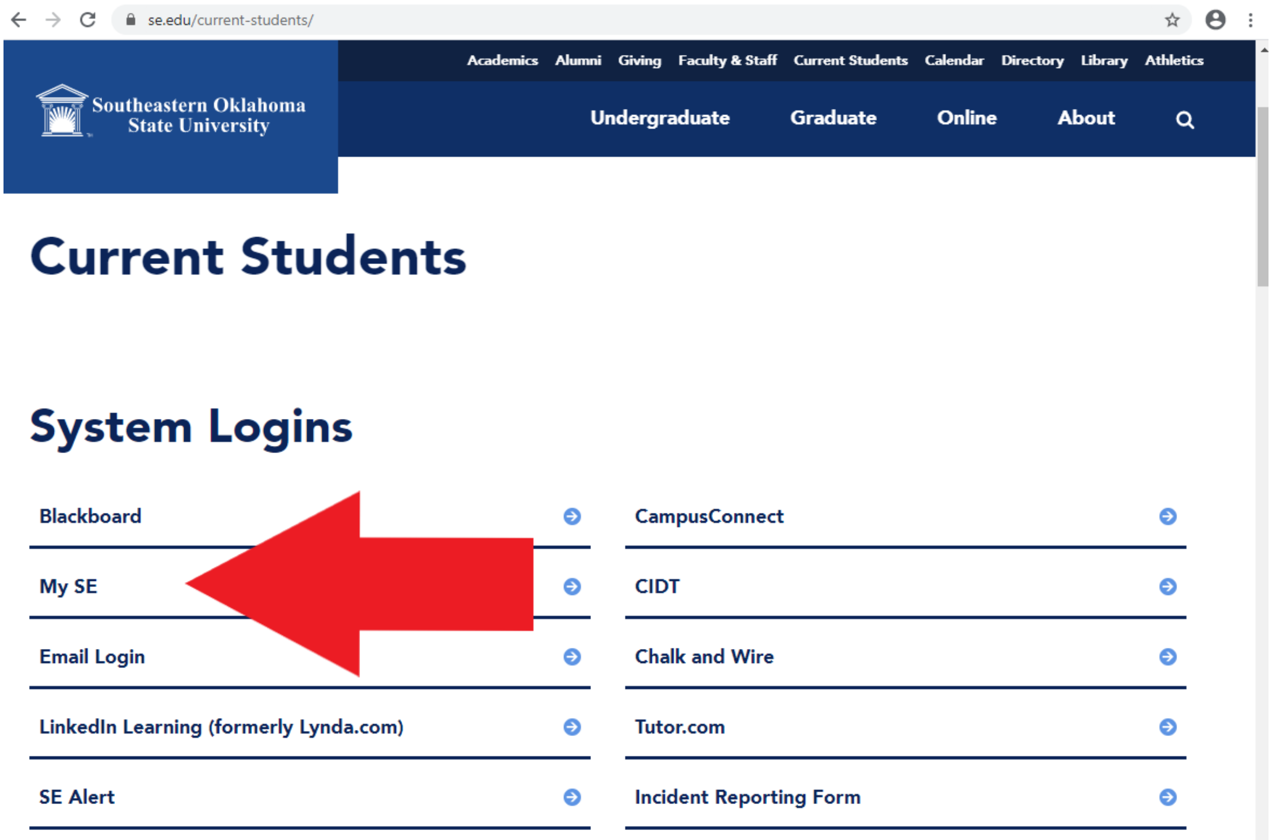
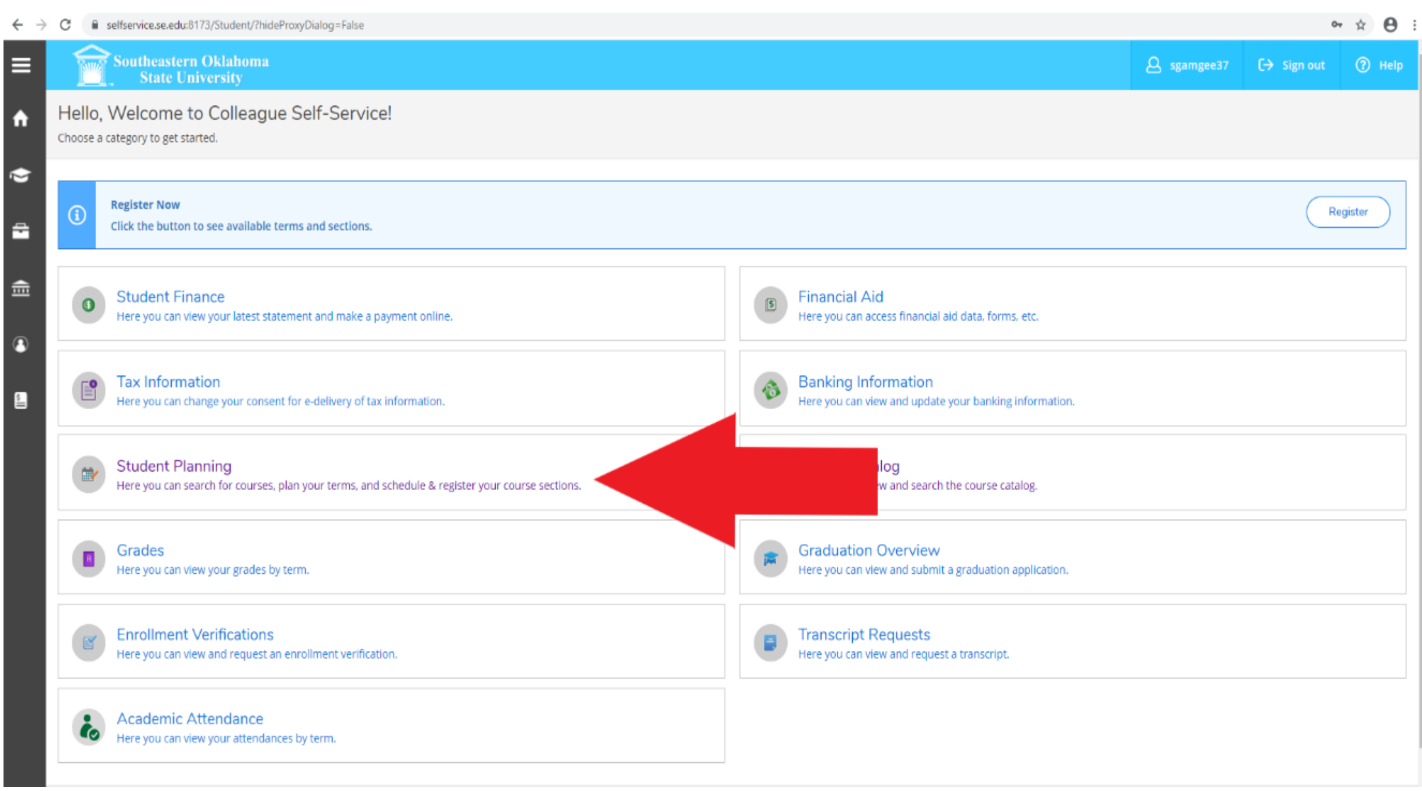
Logging in to Self Service

1. **Log in to Self Service** by going to www.se.edu – Current Students – My SE – Select Colleague Self Service log in option



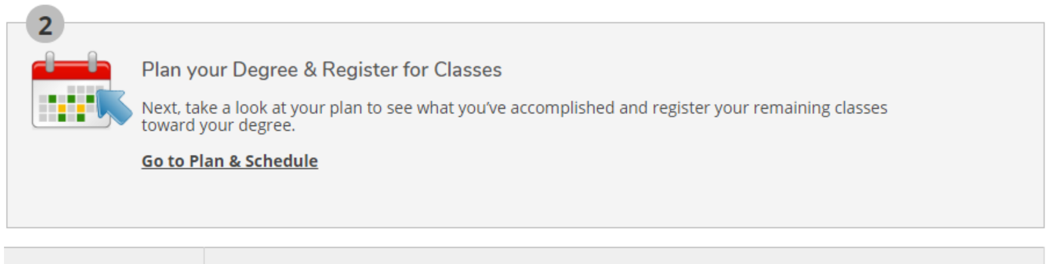
   a. You will use your single sign-on credentials to log in to Colleague Self Service

2. From your home screen in Self Service**, Go to Student Planning**

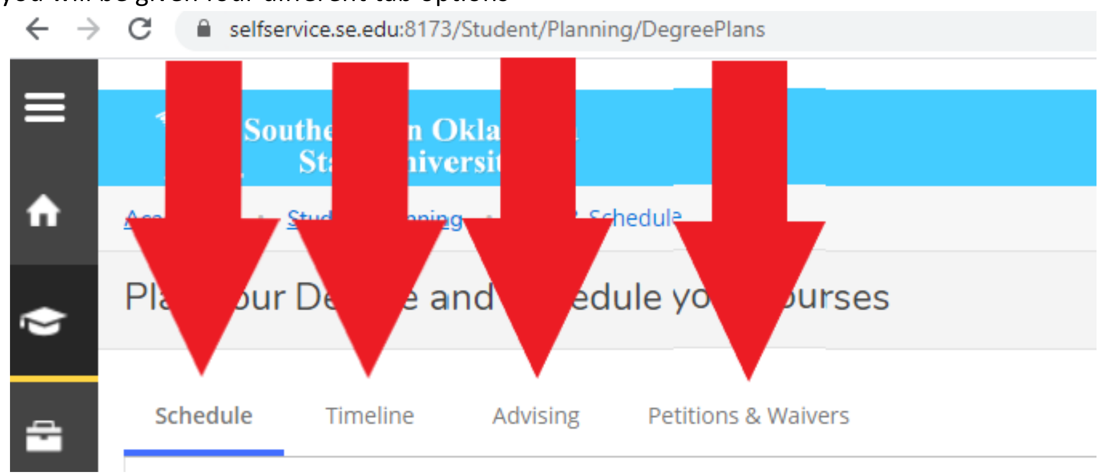


Planning Your Schedule

1. **Go to Plan & Schedule**

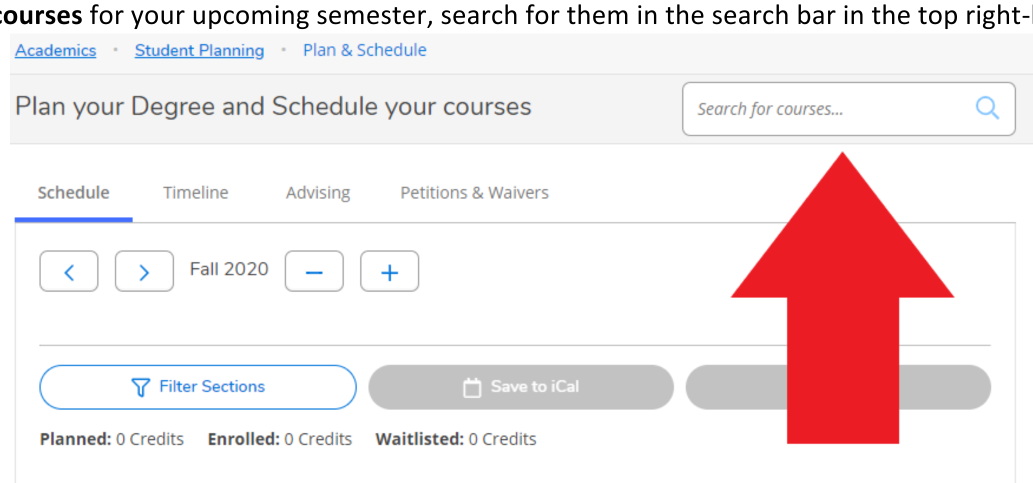


2. Next, you will be given four different tab options



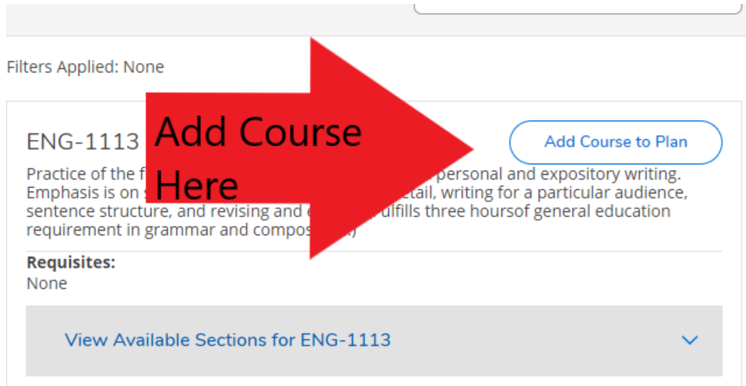
   a. SCHEDULE gives you an overview of the courses you have planned or are enrolled in
   b. TIMELINE shows you an overview of courses for previous and upcoming semesters
   c. ADVISING is where you will request a review of your academic plan each semester and compose notes to your advisor or see notes from your advisor
   d. PETITION & WAIVERS is only needed if a course requires permission for enrollment

3. **To find courses** for your upcoming semester, search for them in the search bar in the top right-hand corner.

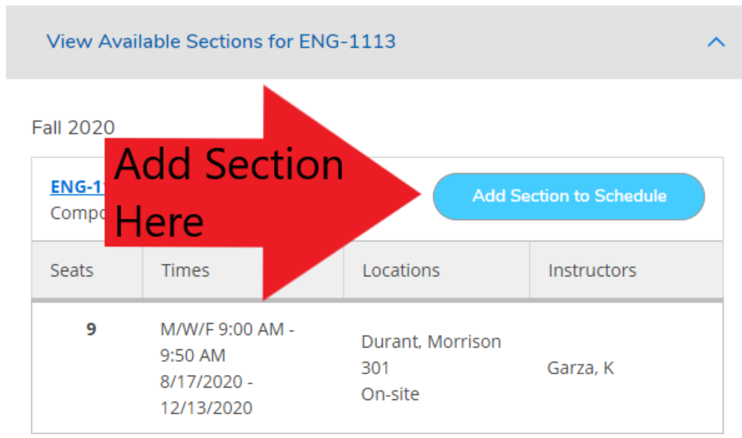


   a. You can search by course prefix (ENG, COMM, SFTY)
   b. Or by course subject (English, Communication)
   c. Or by keyword (Composition)
   d. Or by the course ID if you know it (ENG 1113)

4. One you've found the correct course, you can simply **click "Add Course to Plan"**



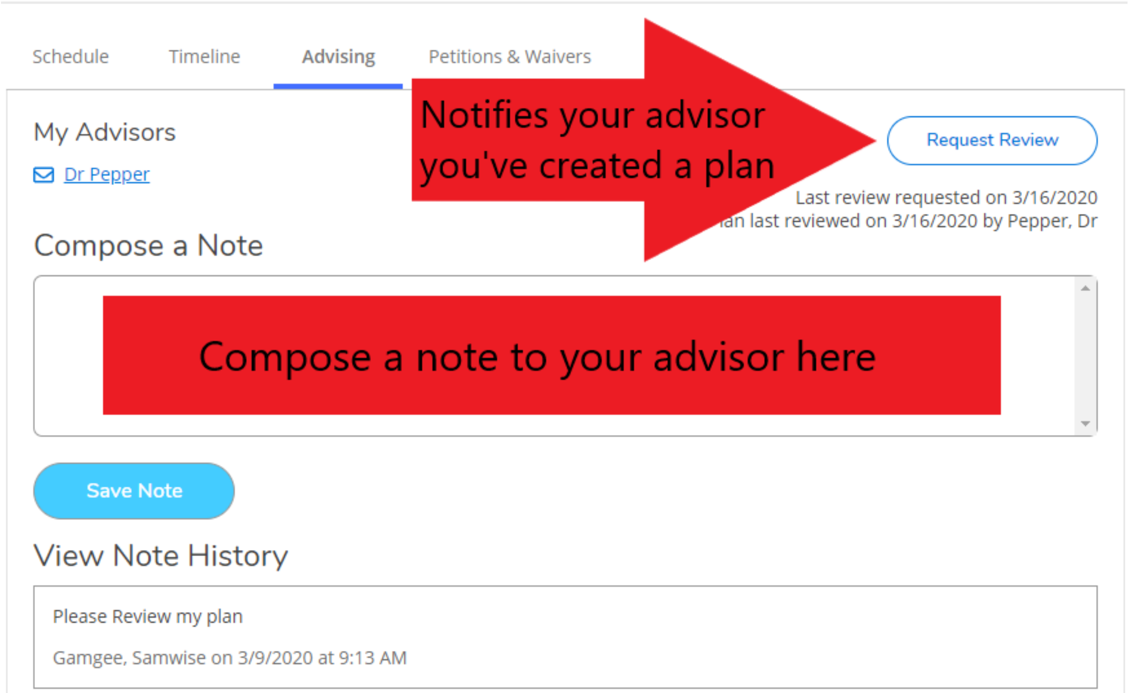
   a. or you can "View Available Sections" to find a specific section with a day/time, then click "Add Section to Schedule" once you've located the day/time you wish to take the course



   b. If you only choose add course to plan, a specific time/date will not be selected and you will eventually need to choose a section before you ***register***
   c. If you detail in to "view available sections", then you can make sure the specific section is added to your plan. ***Adding a course to your plan does not register you***

Advising Approval/Advising Hold

1. Once you've picked out the courses you would like to take, you will need to make sure your advisor approves the courses you have chosen. Go to the ADVISING tab and select "Request Review"



   a. Request Review will send your advisor an email notifying them of your request. Once they have approved your plan, then you will receive an email notification
   b. After your review is complete and your advising hold is removed, then you are able to ***Register*** for the courses