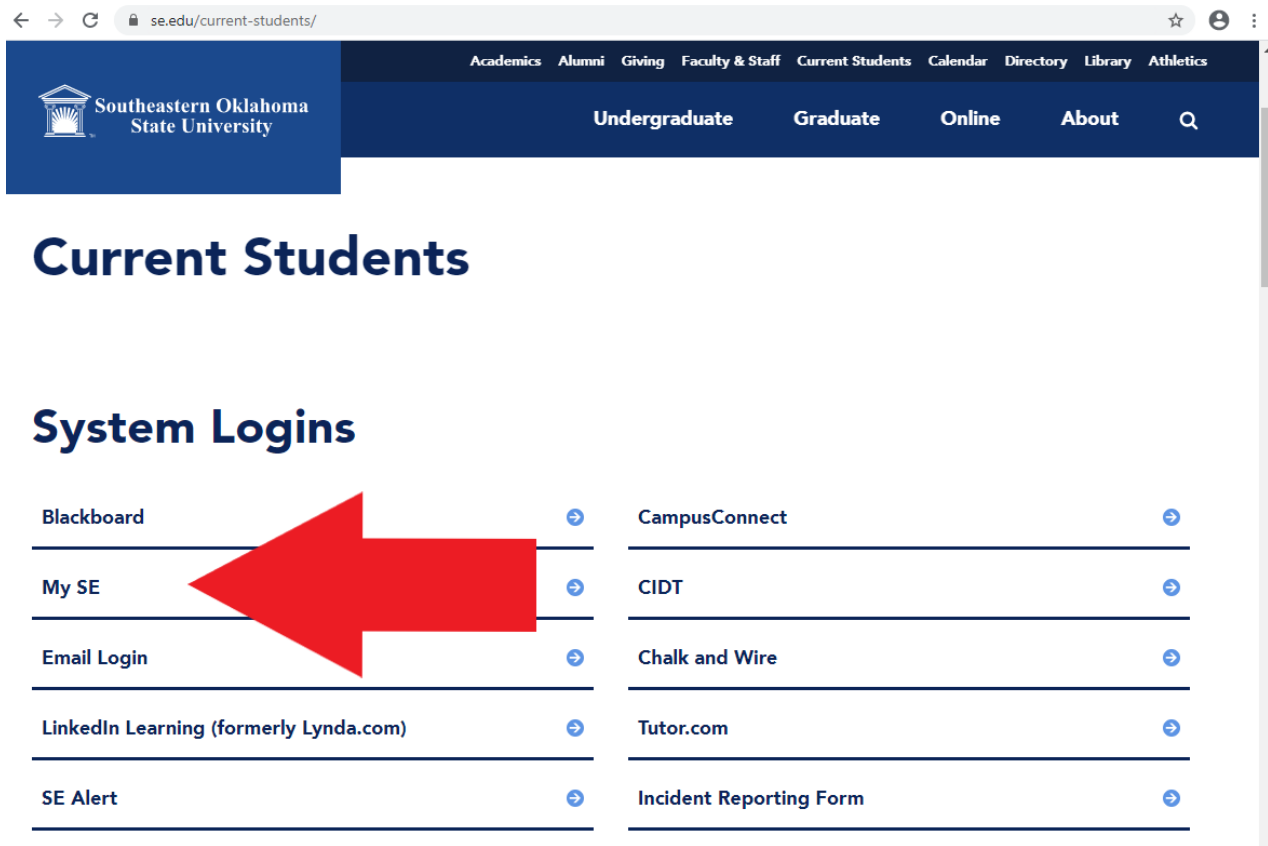


Logging in to Self Service

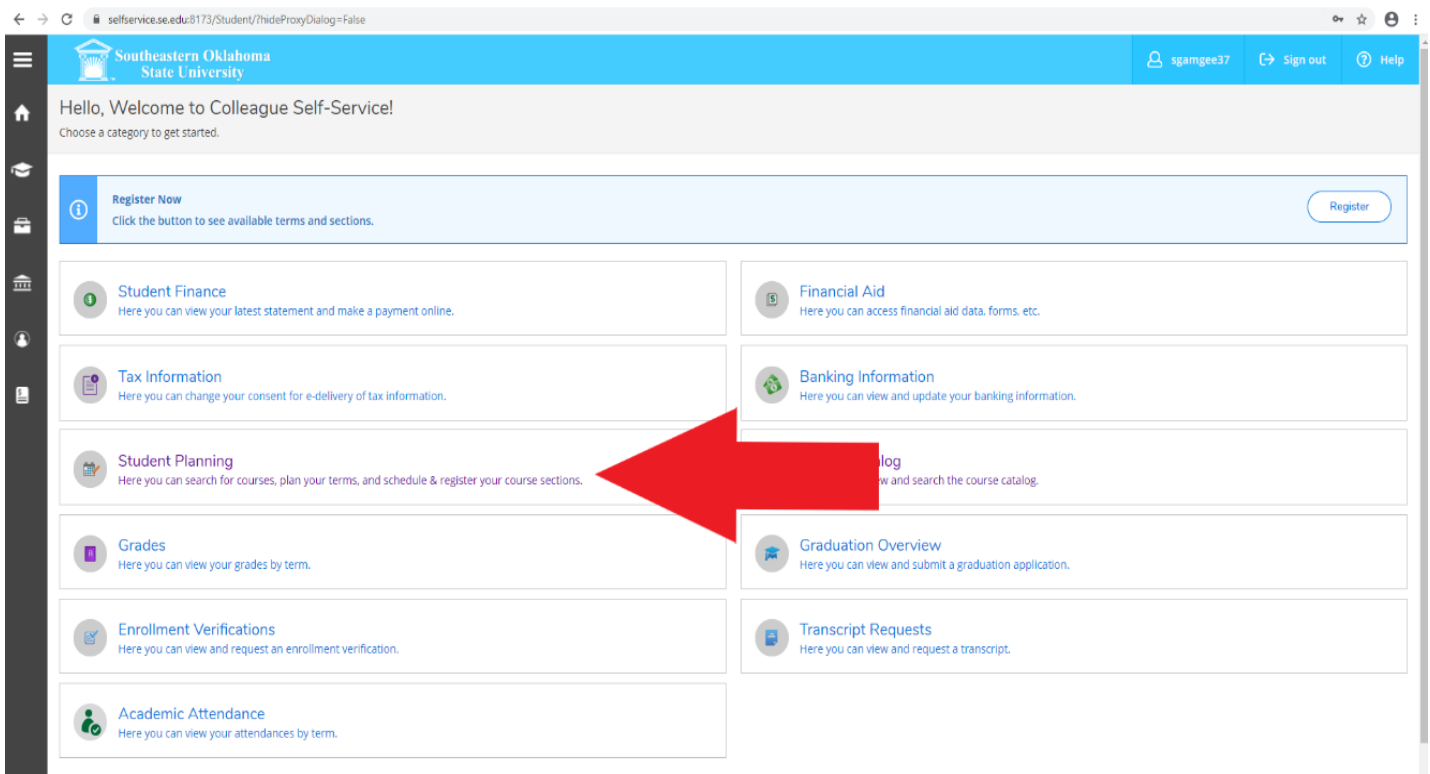
1. **Log in to Self Service** by going to www.se.edu – Current Students – My SE – Select Colleague Self Service log in option



The screenshot shows the website for Southeastern Oklahoma State University. The top navigation bar includes links for Academics, Alumni, Giving, Faculty & Staff, Current Students, Calendar, Directory, Library, and Athletics. Below this is a secondary navigation bar with Undergraduate, Graduate, Online, and About, along with a search icon. The main heading is 'Current Students'. Underneath is the 'System Logins' section, which lists several services with right-pointing arrows: Blackboard, My SE, Email Login, LinkedIn Learning (formerly Lynda.com), SE Alert, CampusConnect, CIDT, Chalk and Wire, Tutor.com, and Incident Reporting Form. A large red arrow points from the right towards the 'My SE' link.

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

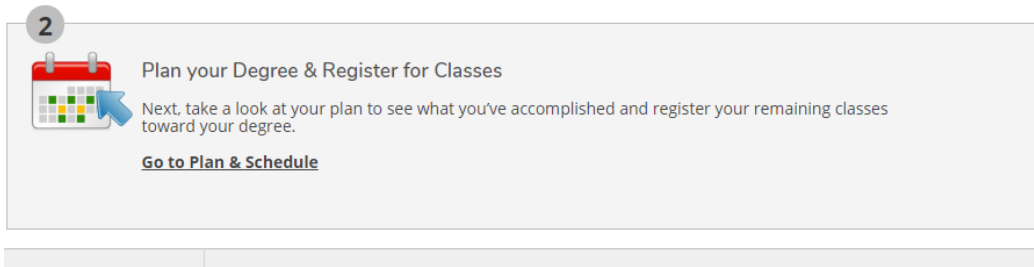
2. From your home screen in Self Service, **Go to Student Planning**



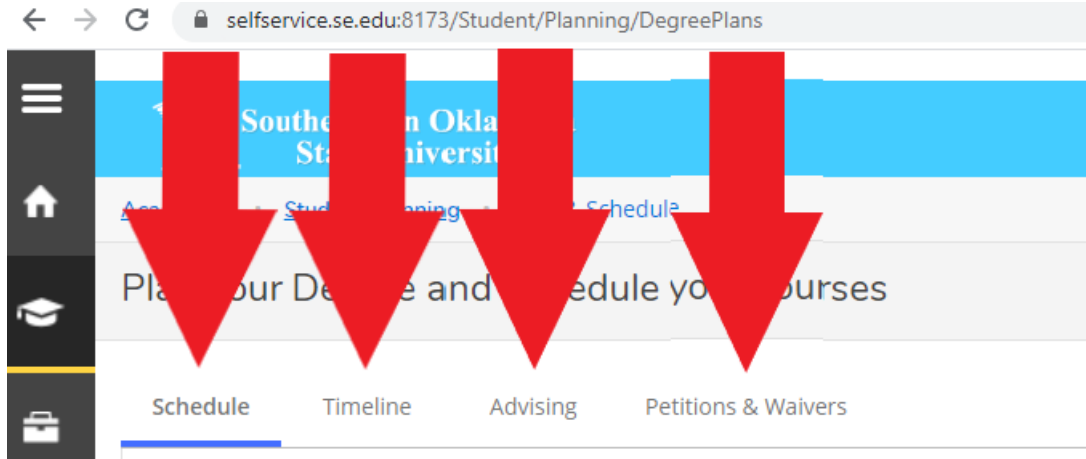
The screenshot shows the 'Colleague Self-Service' home screen. At the top, there is a blue header with the university logo and name, and a user profile for 'sgamgee37' with 'Sign out' and 'Help' options. Below the header, a message says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' There is a 'Register Now' button with a 'Register' button next to it. The main area contains several tiles for different services: Student Finance, Financial Aid, Tax Information, Banking Information, Student Planning, Grades, Graduation Overview, Enrollment Verifications, and Transcript Requests. A large red arrow points from the right towards the 'Student Planning' tile.

Planning Your Schedule

1. Go to Plan & Schedule

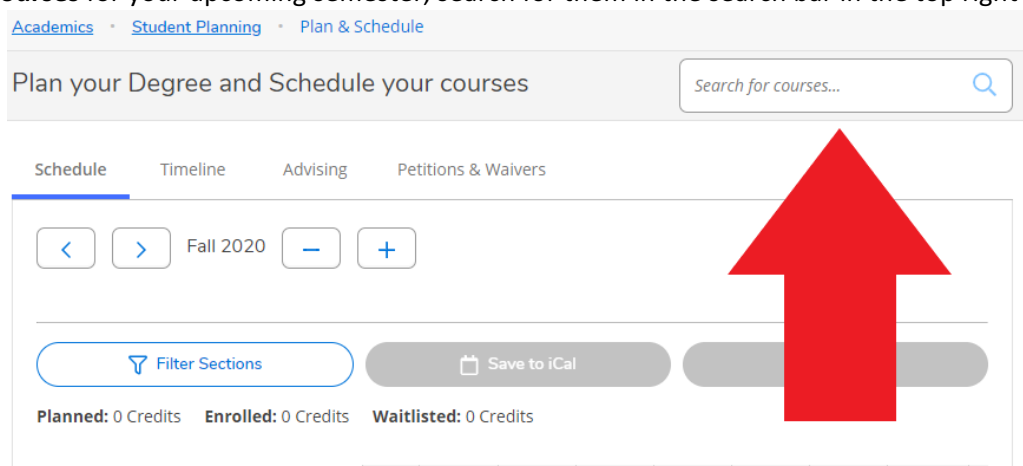


2. Next, you will be given four different tab options



- SCHEDULE gives you an overview of the courses you have planned or are enrolled in
- TIMELINE shows you an overview of courses for previous and upcoming semesters
- 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
- 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.



- You can search by course prefix (ENG, COMM, SFTY)
- Or by course subject (English, Communication)
- Or by keyword (Composition)
- 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"

Filters Applied: None

ENG-1113 **Add Course Here** [Add Course to Plan](#)

Practice of the f... personal and expository writing. Emphasis is on... detail, writing for a particular audience, sentence structure, and revising and... fulfills three hoursof general education requirement in grammar and compos...

Requisites:
None

[View Available Sections for ENG-1113](#) ▾

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

[View Available Sections for ENG-1113](#) ▲

Fall 2020

ENG-1113 **Add Section Here** [Add Section to Schedule](#)

Comp...

Seats	Times	Locations	Instructors
9	M/W/F 9:00 AM - 9:50 AM 8/17/2020 - 12/13/2020	Durant, Morrison 301 On-site	Garza, K

- 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"

The screenshot shows the 'Advising' tab selected in a navigation menu. Below the menu, there are sections for 'My Advisors' (listing 'Dr Pepper'), 'Compose a Note', and 'View Note History'. A red arrow points to the 'Request Review' button, with the text 'Notifies your advisor you've created a plan' overlaid on it. The 'Compose a Note' section contains a red box with the text 'Compose a note to your advisor here'. The 'View Note History' section shows a note: 'Please Review my plan' by 'Gamgee, Samwise' on '3/9/2020 at 9:13 AM'. A 'Request Review' button is also visible in the top right corner of the interface.

- 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