

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's navigation bar with 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. The main heading is 'Current Students'. Underneath is the 'System Logins' section, which contains two columns of links, each with a right-pointing arrow icon. A large red arrow points from the right towards the 'My SE' link in the left column.

Blackboard	→	CampusConnect	→
My SE	→	CIDT	→
Email Login	→	Chalk and Wire	→
LinkedIn Learning (formerly Lynda.com)	→	Tutor.com	→
SE Alert	→	Incident Reporting Form	→

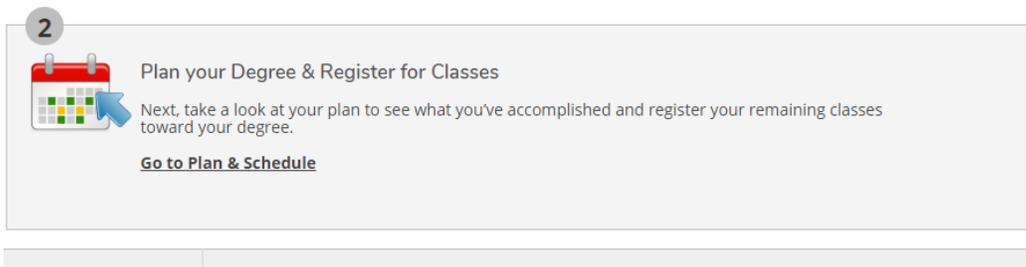
- a. You will use your single sign-on credentials to log in to Colleague Self Service

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

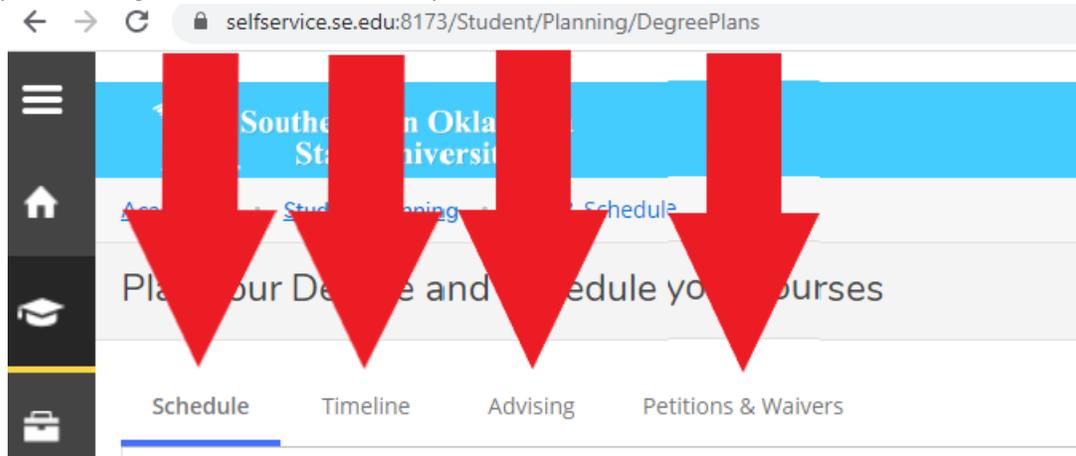
The screenshot shows the 'Colleague Self-Service' home screen. At the top, there is a blue header with the university logo and name, and a user profile for 'sgamgee37' with 'Sign out' and 'Help' buttons. Below the header is a greeting: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' The main content area features a grid of service tiles. A large red arrow points from the right towards the 'Student Planning' tile. The tiles include: Register Now, Student Finance, Financial Aid, Tax Information, Banking Information, Student Planning, Grades, Graduation Overview, Enrollment Verifications, and Academic Attendance.

Planning Your Schedule

1. Go to Plan & Schedule

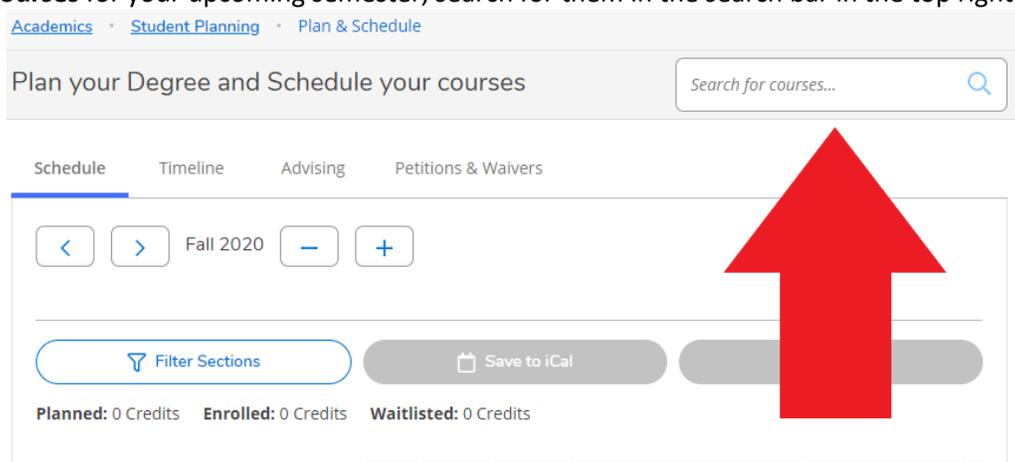


2. Next, you will be given four different tab options



- 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 hours of 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](#)

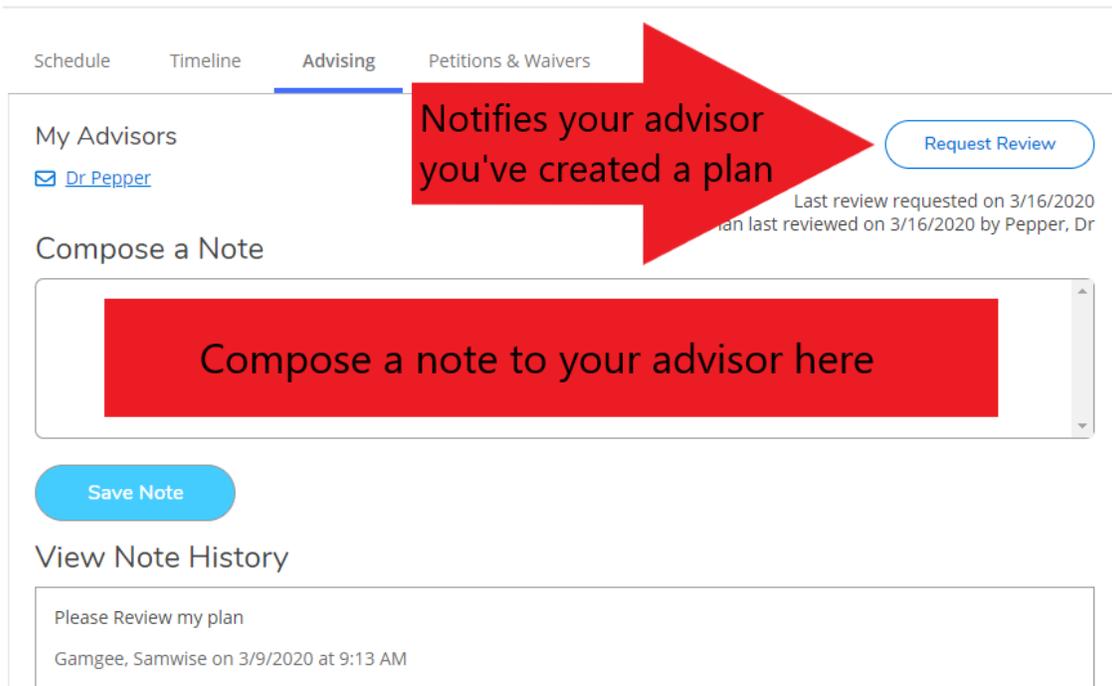
Comp...

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

Registering for Courses

1. Adding courses to your plan does not register you for courses. To register, you will go to back to Plan & Schedule then click **“Register Now”** to register for all courses you have planned

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Fall 2020

Planned: Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		ENG-1113-01		ENG-1113-01		ENG-1113-01	
10am							
11am							
12pm							
2pm							
3pm							

ENG-1113-01: Composition I

Approved

Planned

Credits: 3 Credits
Grading: Graded
Instructor: Garza, K
8/17/2020 to 12/13/2020
Seats Available: 9

Meeting Information

View other sections

- a. You can also register for individual courses by clicking **“Register”** under each course to the left

2. You can simply click the **“drop”** button on each course and then **“update”** to drop course

ENG-1113-01: Composition I

Approved

Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Garza, K
8/17/2020 to 12/13/2020

Meeting Information

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		ENG-1113-01		ENG-1113-01		ENG-1113-01	
10am							
11am							
12pm							
2pm							
3pm							
4pm							

Petitions/Consent and Waitlist

1. If a course requires faculty consent to get into the course, you can still add the course to your plan but cannot register until the professor gives consent for you to do so. When you try to register for a course that requires consent, you will receive a notification

The screenshot shows the top navigation bar of the Southeastern Oklahoma State University portal. A red arrow points from the notification area to the 'Petitions & Waivers' tab. A notification box in the top right corner reads: 'ENG-1113-Z2 - Student requires instructors consent to register in ENG-1113-Z2.' Below the navigation bar, the 'Petitions & Waivers' tab is selected. The main content area shows a course schedule for Fall 2020. A course card for 'ENG-1113-Z2: Composition I' is highlighted, showing it is 'Approved' and 'Planned'. The course details include: Credits: 3 Credits, Grading: Graded, Instructor: Maple, K, 8/17/2020 to 12/13/2020, Seats Available: 14. A 'Register' button is visible on the course card. The schedule grid shows the course is planned for Monday, Wednesday, and Friday mornings.

- a. To request consent from the professor, click the course ID and title

This is a close-up of the course card for 'ENG-1113-Z2: Composition I'. A red arrow points to the course title and ID. The card shows the course is 'Approved' and 'Planned'. The details listed are: Credits: 3 Credits, Grading: Graded, Instructor: Maple, K, 8/17/2020 to 12/13/2020, Seats Available: 14. There are expandable sections for 'Meeting Information' and 'View other sections', and a prominent blue 'Register' button.

- b. Then the email address of the professor to send them an email

The screenshot shows the 'Section Details' page for 'ENG-1113-Z2 Composition I' for Fall 2020. A red arrow points to the instructor's email address, 'kmaple@se.edu'. The page lists the following information: Instructors: Maple, K (kmaple@se.edu); Meeting Information: M, W, F 10:00 AM 10:50 AM, 8/17/2020 - 12/13/2020, Durant, Morrison 301; Dates: 8/17/2020 - 12/13/2020; Seats Available: 14 of 18 Total; Credits: 3; Grading: Graded; Requisites: None; Course Description: Practice of the fundamentals of the writing process in personal and expository writing. Emphasis is on supporting a thesis with specific detail, writing for a particular audience, sentence structure, and revising and editing. (Fulfills three hours of general education requirement in grammar and composition.); Additional Course Fees: Remedial Fee: \$30.00.

2. If a course is full, you will receive a notification when you try to add the course to your plan

Search for Courses and Course Sections

[Back to Plan & Schedule](#)

Filter Results

Availability

Open and Waitlisted Sections
 Open Sections Only

Subjects

Business Info Management (1)

Locations

Durant (1)
 Online Only (1)

Show All Terms

Fall 2020 (1)

Days of Week

Thursday (1)

Time of Day

Section Details

BIM-1553-01 Business Computer Applications
Fall 2020

Instructors Metts, S (smetts@se.edu)

Meeting Information Th 9:30 AM 10:45 AM
8/17/2020 - 12/13/2020
Durant, Russell 115 (On-site)

Dates 8/17/2020 - 12/13/2020

Seats Available 1 of 34 Total

Waitlisted 2

Credits 3

Grading

Requisites None

Course Description This course introduces the use of the computer in a business setting. Office applications, the use of the Internet, and searching online database are introduced and discussed. Applications included word processing, spreadsheet, database and...

...ions, the use of the Internet, an d
d processing, spreadsheet, database and
asic business problems.

Instructors
Metts, S

Instructors

- a. You can still add the course to your plan, and if a spot opens up you will receive an email notification that you can now register for the course. You will have 24 hours to do so before the option is given to the next student in line
- b. **Adding courses to your plan does not register you. You must click "Register" to actually enroll in the course**