Self-Service: Student Self-Registration

Overview

All students will self-register for courses.

Prior to self-registering for courses, you will have completed the following:

1. Planned your courses in Colleague Self-Service and created a proposed schedule. Note that planned courses are displayed in yellow. In Self-Service, you will see the day and time that your priority registration window opens.
2. Met with your advisor, and your advisor indicated Advisement Complete in Self-Service. If the advisor did not indicate Advisement Complete in Self-Service, then you will not be able to register. If the advisor was unable to indicate Advisement Complete, then you can go to your dean’s office for assistance.
3. Updated your contact information in Self-Service and if you have any registration holds on your account, you took the necessary steps to have those holds removed. You must update your contact information and resolve holds before you can register for courses.
4. Once you have registered, your courses will be displayed in green. Any courses on your plan that are not green are courses that you did NOT or were NOT able to register for.

Log into Colleague Self-Service

Log into Self Service via Connect2U or directly at https://selfservice.wne.edu

Click on Student Planning

You MUST update your contact information before you can register.

BEFORE a student can register for courses, their Advisor MUST mark Advisement Complete in Self-Service. If you log into Colleague Self-Service and see a warning, then you must contact your advisor and request that they complete this step.

If there are any holds on your account, you will not be allowed to register for courses.

Your registration eligibility will open on the date and time indicated in Self-Service. Before you can register, your advisor MUST first approve you for registration by clicking the Advisement Complete button!

If your advisor has marked Advisement Complete, and you have no holds on your account, and you have updated your contact information, then on the day and time that you are eligible to register, the Register button will become active.
Registering for courses
When your registration window opens, the register button will become active. Click **Register Now** (Upper right of screen) to register for all courses.

Courses in green indicate successful registration. Course outlined in red indicates that the class is full – and a warning is given.

A successfully registered course appears in green and there is a drop button on the course on the left side of screen. There is also a message indicating registration.

**If a course is not displayed in green, then you did not register for it!**
If you would like to drop a course, click the **Drop** button for that course in the Planned Courses menu.

Dropped courses change from green back to yellow on your plan.

You cannot drop **ALL** of your courses in Self-Service. If you attempt to drop all courses, a message indicating that you need to go to Registrar’s Office will appear.

If the course you are registering for is at capacity, you can select another section, if available. If the course is a 100 or 200 level, it may have a waitlist. If it does, you will be notified, and you will have the option of being added to the waitlist. If a seat becomes available, the first person on the waitlist will be notified via their WNE email address and will have 1-2 days to register for the course. If that student does not register for the course by the expiration time noted in the email sent to their WNE email address, then the seat will be offered to the next person on the waitlist.

Click the **Waitlist** button if you would like to be added to the waitlist.

If you would like to no longer be on the Waitlist, click **Drop Waitlist**.
Waitlisted courses have a red border on your plan and you are NOT registered for that class. Waitlisted courses do not count towards your Enrolled Courses for the Semester. If you are waitlisted for a course, you are not guaranteed a seat in that course.

Please register for a backup course that you can drop should you get a seat in the course that you are waitlisted for.

Note: If you add yourself to the waitlist for a particular course, you cannot be waitlisted for more than one section of that particular course.

After you have registered for your courses, click on the “X” to remove any courses that you added to your plan but did not register for. This will remove the courses from your timeline for that semester.

Click Print to view your schedule.
Using your mobile device to register for courses

The Self-Service Mobile App is not yet available. However, you can access the desktop version from your mobile device. Just follow same steps as outlined earlier. Accessing Self-Service on your mobile device may be especially useful when your Priority Registration window opens. If you have class when your registration window opens, talk to your instructor to request permission to register for courses while you are in class.

Self-Service Student planning can be accessed at [https://selfservice.wne.edu/](https://selfservice.wne.edu/) or via Connect2u.