NOTE: This guide has inserted comments for Master of Education students

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View your Plan
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What is Self Service?

Self Service is a new platform for students to view information about their Calvin profile in one place.

Student Planning is a module of Self Service that will allow you to:

- View registration requirements and holds/restrictions
- View grades and unofficial transcript
- Plan your courses for current and future semesters

You must plan courses before you can register for them. Planned courses are not yet registered courses.

Log in to Student Planning

1. Access Student Planning at https://calvin.edu/go/selfservice
2. Log in using your Calvin name and passphrase
3. A menu will display with links you can use to view different information.
4. Select the Student Planning tab from the home screen

Planning Overview

Planning Overview is accessed from the Student Planning tab.

From Planning Overview, you can:

- View a snapshot of your current program including progress and cumulative GPA
- View your schedule for the current term
- Access a detailed view of your academic progress in your degree and your academic plan

From the Student Planning homepage, there are multiple options to get started.

- Use the View Your Progress section to look at your degree progress by view your degree plan evaluation.
- Use the Plan your Degree & Register for Classes section to search for courses, plan your semesters and register for courses.
Find your Advisor

You will find your advisor name and email from the Advising tab of the Plan & Register page.

View your Progress

My Progress will display the degree plan evaluation for your current major. The Progress bar provides a quick glance at the completed (dark green), registered (light green, and planned (yellow) hours that are applicable to your degree plan.

NOTE: Your degree is Master of Education (M.Ed.)
You do not have a distinct "major"
Your department is "Education"
The Progress bar provides a quick glance at the completed (dark green), registered (light green), and planned (yellow) hours that are applicable to your degree plan.

![Program Completion must be verified by the Registrar.]

**Note:** Master of Education total credits is between 30 - 33

The specific requirements for your degree are itemized below the progress bars in the Requirements section. Courses that do not fall into a specific category are listed under Other Courses at the end of the requirements list.

The My Progress tab uses the traffic light color scheme to highlight requirements that are completed in green, planned or in progress in yellow, and not yet started in red. Each requirement will show your status for that requirement.

In this example, the requirement is fully planned -- indicated in brown -- and shows that 0 of 1 courses for this requirement have been completed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>EDUC-303</td>
</tr>
<tr>
<td></td>
<td>Curr &amp; Instr Practicum</td>
</tr>
</tbody>
</table>

Courses are considered planned until they are successfully completed, at which point the status will appear in green and the course will be marked completed.
Build your Plan

To begin building your plan, find a requirement in red that you need to plan. Click the Search button from within the requirement to bring up only the specific courses that fulfill the degree requirement.

View the course descriptions and any requisites for the courses that meet your interest.

Click Add Course to Plan to add the course to a term without section information. To plan section information, click View Available Sections for the selected course. Any course section information indicates that sections of this course are offered for registration.
To add a specific section to your plan, click on Add Section to Schedule. A Section Details window will be displayed. Review the details and click Add Section to schedule.

Fall 2018

<table>
<thead>
<tr>
<th>Seats</th>
<th>Times</th>
<th>Locations</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>T/Th 1:30 PM - 2:45 PM</td>
<td>Calvin College - Main Campus, DeVos Communication Center 130 Lecture</td>
<td>Garth Pauley</td>
</tr>
</tbody>
</table>

Spring 2019

<table>
<thead>
<tr>
<th>Seats</th>
<th>Times</th>
<th>Locations</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>T/Th 1:30 PM - 2:45 PM</td>
<td>Calvin College - Main Campus, DeVos Communication Center 150 Lecture</td>
<td>William Romanowski</td>
</tr>
</tbody>
</table>

Section Details

CAS-399-A Senior Seminar
Spring 2019

Instructors: William Romanowski (romw@calvin.edu)

Meeting Information:
Tu, Th 1:30 PM - 2:45 PM
1/28/2019 - 5/16/2019
Calvin College - Main Campus, DeVos Communication Center 150 Lecture

Dates:
1/28/2019 - 5/16/2019

Seats Available:
18 of 18 Total

Credits:
3

Grading:
Graded

Requisites:
None

Course Description:
This capstone course examines the application of a Reformed worldview to understanding communication and culture, especially communication-related vocations. It concentrates on the relationships between the Christian faith and professional communication and focuses on the ways in which
Your planned course confirmation will appear in the notification area in the upper right-hand corner.

CAS-399-A has been planned on the schedule.

Continue planning additional course from your **My Progress** tab as needed. Once you have completed all courses within a requirement, the search feature is no longer available.

**NOTE:** All program requirements must be completed to receive your degree. Work with your faculty advisor each semester to ensure you are making adequate progress towards graduation.

**View Course Catalog**

You can also use the course catalog to find course offerings and add courses to your plan. Click **Course Catalog** from the **Student Planning** menu to access the complete catalog.

From the **Course Catalog**, you can select a subject, or search for a subject or course.

Once you’ve selected a course, you can use the **Filter Results** feature on the left of the screen to further narrow your search.
View your Plan

To view your plan, click Plan & Register from the Student Planning menu. Your Schedule for the current semester will be displayed.

Use the forward and back arrows to view your courses for past terms and your planned courses for upcoming terms. Use the calendar view to plan out your schedule.

Click View Other Sections to see the term section offering if you did not already select the specific section. As you hover over a section, it becomes darker on the calendar on the right, to show you where it fits in your schedule. To add a selection to your plan, click on the section you want and then select Add Section to Schedule.

To remove a section from your plan, click on the X inside the section itself.

To completely remove a course from the course plan, click on the X to the right of the course name.
You can also view your planned, registered, and completed courses in the Timeline tab.

- Completed courses in a term will include the grade
- Registered and in-progress courses will have a checkmark
- Courses that are planned but not registered will appear in a dark box without the checkmark

NOTE: it is important to plan your entire M.Ed. degree and populate your courses in future academic terms.

NOTE: if you are not taking a course during a particular term, leave it empty. You should check to see if you have "hiatus" status during those terms.
Advising

The **Advising** tab provides you the opportunity to email your advisor or leave a note for your advisor and you to view in Student Planning. Notes from your advisor to you will also be listed here. Your advisor will not be notified if you leave a note here and will not see it until the next time they log into Self Service. If the note contains pressing information, consider emailing your advisor.

**NOTE:** Be mindful of what you type as there is no ability to edit the note once it is saved.

You can also request a review of your planned courses by your advisor by select **Request Review**.

Remember that you have only planned your courses. The next step is to register.

![Plan your Degree and Schedule your courses](image)

Register

Navigate to the appropriate registration term. Once you select the appropriate term, your planned courses will appear in yellow. These are the courses that you will be registering for, so finalize your planned courses before registering.

**NOTE:** You can plan as many courses as you want for the same meeting time, but you may only register for one of them.

Make sure that the courses you plan have seats available and will fit within your schedule.

Click **Register Now** to register for all planned courses at once.
You can also click **Register** button in each individual section to register course by course. Use the registration method that works best for you. If you have distinct course preferences or if you have planned many courses in the same timeslot then you will want to make sure you register course by course to register for your desired first choice selections.

You will not be allowed to register until your assigned registration time. Make sure that your register for a complete schedule to maintain full-time student status.

Any registration errors will appear in the notification area. You know you have successfully registered for a course when it appears in green and there is a drop button on the course.

**NOTE:** registration for M.Ed. students opens at the same time as undergraduates

Fall registration: opens in April

Spring/Summer registration: opens in October
If a course if full and can be waitlisted, click **Waitlist** to add yourself to the list. You know you are successfully wait-listed for a course when the status appears as wait-listed and there is a drop waitlist button. If you’d like to drop yourself form a waitlist, click **Drop Waitlist**. You may add yourself to more than one waitlist, but first consider whether there are alternate courses or sections that you could take instead. You will receive an email with the result of your request to be registered for the section. This may take up to 10 business days.

If you want to drop yourself from a course, click **Drop**. Be aware of the add/drop deadline dates posted on the academic calendar. Once you have finalized your schedule for the term and you are registered in all appropriate courses, remove any planned courses that you no longer need so that your **My Progress** tab will no longer display them.