



# Guide to Student Planning

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

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## What is Self Service?

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**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:

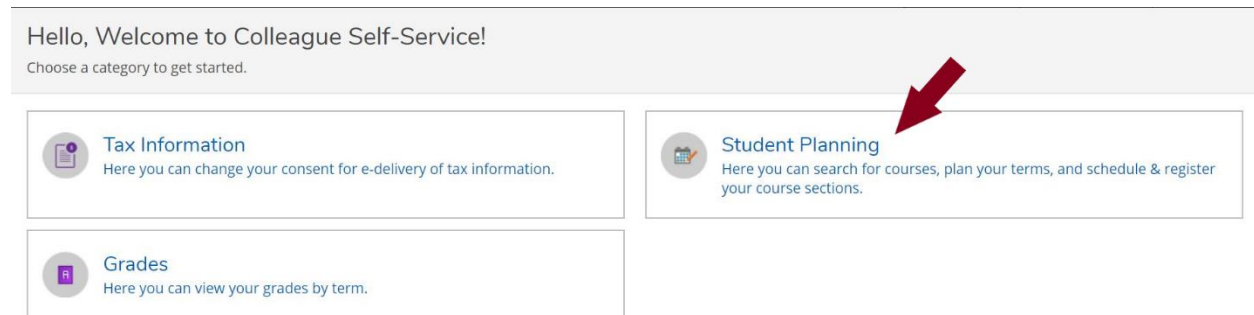
- View registration requirements and holds/restrictions
- View grades and unofficial transcript
- Plan your courses for current and future semesters

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

## Log in to Student Planning

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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

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**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.

## Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to...

**1**




**View Your Progress**

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

**2**



**Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
BA.Strategic Communication - Professional Track	3.944 (2.000 required)	<div style="width: 75%; height: 15px; background-color: #008000;"></div>

### Fall 2018 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am		PSYC-151-E		PSYC-151-E		PSYC-151-E	

## 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.

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**BSE.Mechanical Engineering**  
(1 of 1 programs)

### At a Glance

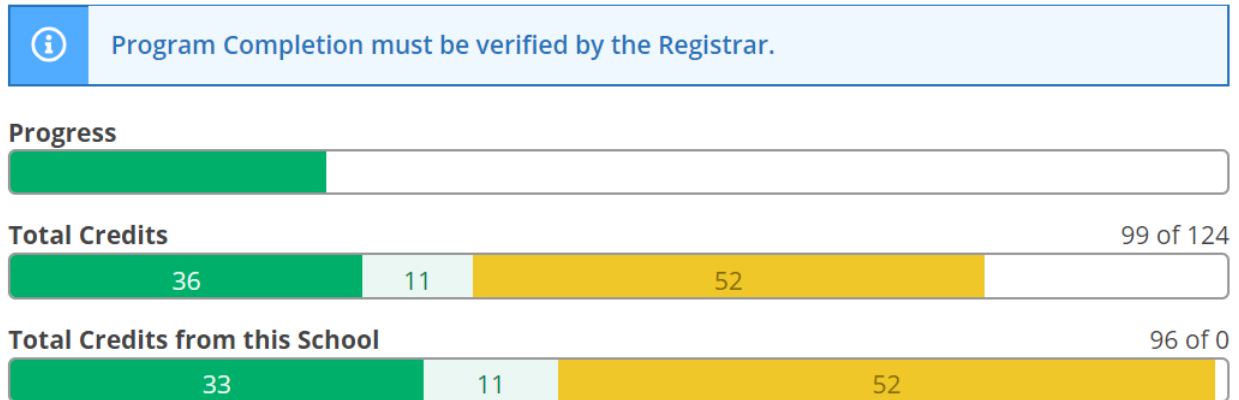
<b>Cumulative GPA:</b>	3.264 (2.000 required)
<b>Institution GPA:</b>	3.264 (0.000 required)
<b>Degree:</b>	B.S. in Engineering
<b>Majors:</b>	Engr-Mechanical Concentration
<b>Departments:</b>	Engineering
<b>Catalog:</b>	2016
<b>Anticipated Completion Date:</b>	5/31/2020

**Description**  
Work in teams with other professional mechanical e ... [more](#)

**Program Notes**  
[Show Program Notes](#)

**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.



**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.

**D. ELEM EDUC 4**

Take EDUC 303 (minimum grade of C required)

Complete all of the following items. ⚠ 0 of 1 Completed. ✅ Fully Planned [Hide Details](#)

⚠ Fully Planned ⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course
<span style="color: brown;">🕒 Planned</span>	<a href="#">EDUC-303</a> Curr & Instr Practicum

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.

The screenshot shows a web interface for searching courses. At the top, there are navigation links for 'Academics', 'Student Planning', and 'Course Catalog'. Below this is a search bar with the text 'Search for Courses and Course Sections' and a search input field containing 'Search for courses...'. A 'Back to Course Catalog' link is also present. On the left, a 'Filter Results' sidebar is visible, with sections for 'Subjects' (showing 'Comm Arts & Sciences (1)'), 'Show All Terms' (showing 'Fall 2018 (1)' and 'Spring 2019 (1)'), 'Days of Week' (showing 'Tuesday (1)' and 'Thursday (1)'), and 'Time of Day'. The main content area shows 'Filters Applied: None' and a course listing for 'CAS-399 Senior Seminar (3 to 4 Credits)'. The course description states: '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 communication-related professions define professional activity and on the responsibilities that Christians have to work in and through professions. It also examines a Christian view of success, the importance of understanding one's gifts, finding and using mentors, committing to a location, mastering persuasive, honest interviewing and resume-writing, networking with reciprocity, overcoming Christian tribalism in a world economy, and being patiently flexible in the face of economic and cultural changes.' Below the description, the 'Requisites' are listed as 'None', 'Locations' as 'Calvin College - Main Campus', and 'Offered' as 'Both Fall and Spring, All Years'. Two buttons are highlighted with red boxes: 'Add Course to Plan' and 'View Available Sections for CAS-399'.

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

<a href="#">Senior Seminar A</a>			
Seats	Times	Locations	Instructors
0	T/Th 1:30 PM - 2:45 PM 9/4/2018 - 12/18/2018	Calvin College - Main Campus, DeVos Communication Center 130 Lecture	Garth Pauley

Spring 2019

<a href="#">Senior Seminar A</a>			
Seats	Times	Locations	Instructors
18	T/Th 1:30 PM - 2:45 PM 1/28/2019 - 5/16/2019	Calvin College - Main Campus, DeVos Communication Center 150 Lecture	William Romanowski

### Section Details

**CAS-399-A Senior Seminar**  
Spring 2019

**Instructors** William Romanowski ([romw@calvin.edu](mailto: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**

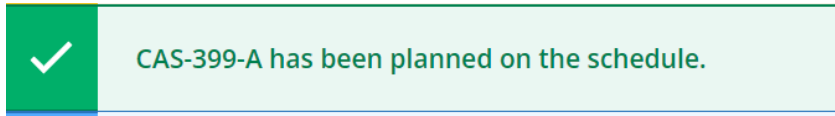
**Requisites** None

**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

Close

Add Section

Your planned course confirmation will appear in the notification area in the upper right-hand corner.

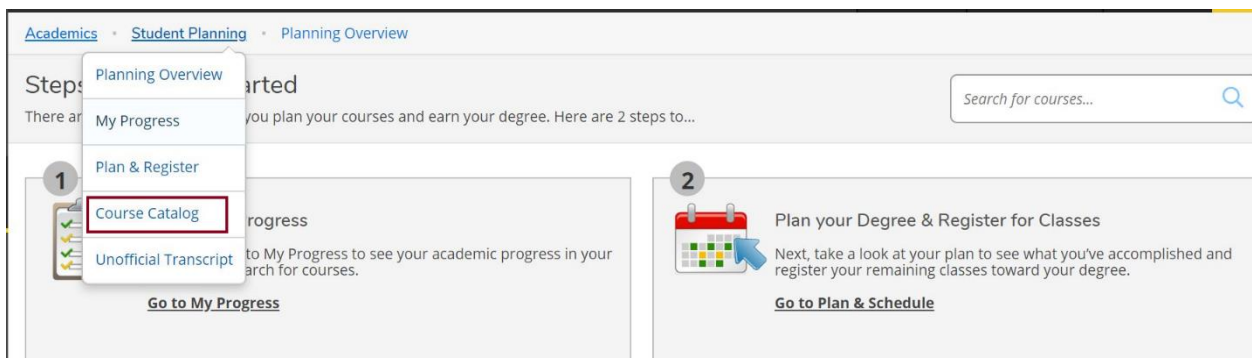


Continue planning additional course from your **My Progress** tab as needed. Once you have completed all courses within a requirement, the search feature is no longer available.

**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.

### Filter Results

**Availability** ^

Open Sections

**Subjects** ^

Art (7)

**Show All Terms** ^

Fall 2018 (1)  
 Spring 2019 (1)

**Days of Week** ^

## View your Plan

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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.



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

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Spring 2019

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 15 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

EDUC-302: Curr & Instr for Diverse Lnrrs

View other sections

EDUC-303: Curr & Instr Practicum

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm			EDUC-305-A		EDUC-305-A		
3pm							

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

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Add a Term Remove Planned Courses

Spring 2018

ART-153-C: Visual Culture Credits: 3 Credits A-

HIST-152-B: Hist of the West & World II Credits: 3 Credits A

PER-161-A: Tap Dance II Credits: 1 Credits A

REL-121-A: Biblical Lit & Theology Credits: 3 Credits A-

SPAN-202-G: Intermediate Spanish II Credits: 4 Credits A

Fall 2018

CAS-200: Advanced Oral Rhetoric Credits: 3 Credits

Take CAS 101 or 141 - Must be completed prior to taking this course.

CAS-264: Comm & Ministry Leadership Credits: 3 Credits

ENGL-101-M: Written Rhetoric Credits: 3 Credits

ENGL-226: Ethnicity in American Lit Credits: 3 Credits

Spring 2019

Credits: 3 Credits

CAS-305: Persuasion & Propaganda Credits: 3 Credits

CAS-311-A: Argumentation and Advocacy Credits: 3 Credits

EDUC-302: Curr & Instr for Diverse Lnrrs Credits: 4 Credits

Take EDUC 202 - Must be completed prior to taking this course.

Take EDUC 303 - Must be taken either prior to

Fall 2019

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

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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.

The screenshot shows the 'Advising' tab selected in a navigation menu. The main content area is titled 'My Advisors' and lists two advisors: Timothy Steele (Primary Adv) and Johanna Kuyvenhoven (Primary Adv). Below the list is a 'Compose a Note' section with a large text input field and a 'Save Note' button. A 'Request Review' button is located in the top right corner of the main content area. The page header includes 'Plan your Degree and Schedule your courses' and a search bar.

## Register


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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.

Plan your Degree and Schedule your courses Search for courses... 

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 - +
Register Now

Filter Sections Save to iCal Print
Planned: 13 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

[CAS-101-C: Oral Rhetoric](#) ×

✓ **Planned**


Credits: 3 Credits  
Grading: Graded  
Instructor: Joy Zoodmsa  
1/28/2019 to 5/16/2019  
Seats Available: 21

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am			CAS-101-C ✕		CAS-101-C ✕		
10am							
11am			CAS-311-A ✕		CAS-311-A ✕		
12pm							

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.

Plan your Degree and Schedule your courses Search for courses... 

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 - +
Register Now

Filter Sections Save to iCal Print
Planned: 13 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

[CAS-101-C: Oral Rhetoric](#) ×

✓ **Planned**

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Meeting Information

Register

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7am							
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9am			CAS-101-C ✕		CAS-101-C ✕		
10am							
11am			CAS-311-A ✕		CAS-311-A ✕		
12pm							

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 is 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 from 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.