

# GST Student Planning: Self-Registration Information

## Step 1: Log into Self-Service

- Click on **Student Planning**

UNIVERSITY OF  
**Redlands**

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started. Self-Service is the unified portal for Student Planning, Financial Aid Information, and Student Account Information.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Tax Information**  
Here you can change your consent for e-delivery of tax information.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**  
Here you can view and search in course catalog
- Grades**  
Here you can view your grades by term.
- Enrollment Verifications**  
Here you can view and request an enrollment verification.

## Step 2: Click on **Plan your Degree & Register for Classes**

Academics · Student Planning · Planning Overview

### Steps to Getting Started

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

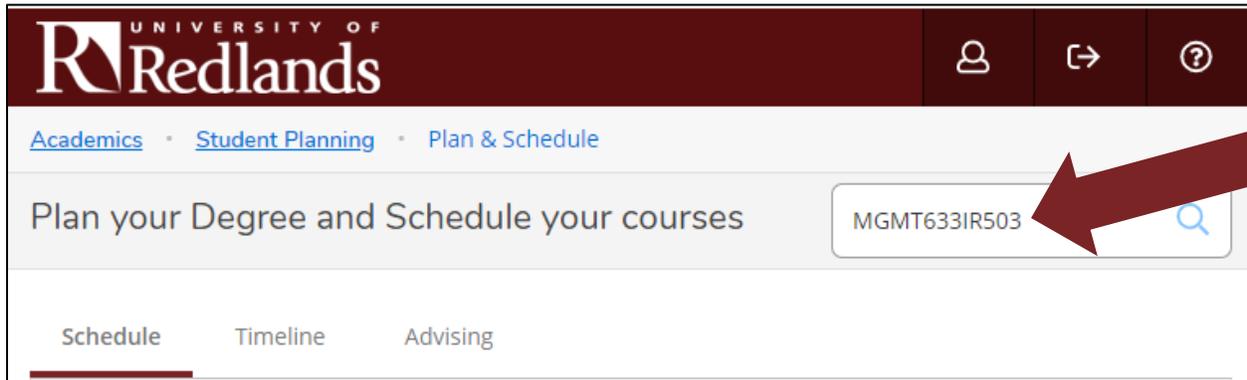
Search for courses...

- 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 what remaining classes toward your degree.  
[Go to Plan & Schedule](#)

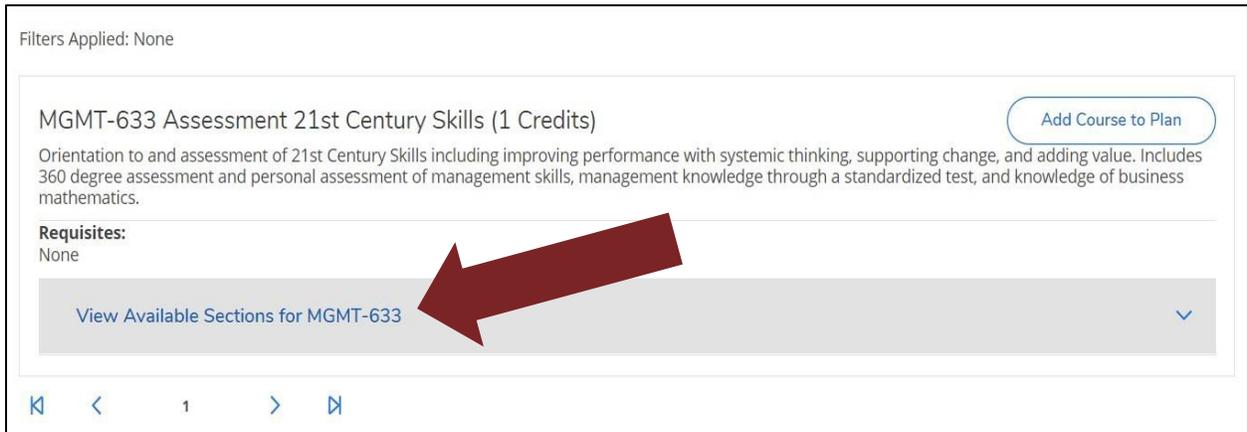
Programs	Cumulative GPA	Progress
Master of Business Administration: Location Analytics Conc	4.000 (3.000 required)	

### Step 3: Search for course

- Via search bar (no spaces)
- Or via Course Catalog



### Step 4: View the available sections of the course



## Step 5: Add correct section to schedule

MGMT-633 Assessment 21st Century Skills (1 Credits) [Add Course to Plan](#)

Orientation to and assessment of 21st Century Skills including improving performance with systemic thinking, supporting change, and adding value. Includes 360 degree assessment and personal assessment of management skills, management knowledge through a standardized test, and knowledge of business mathematics.

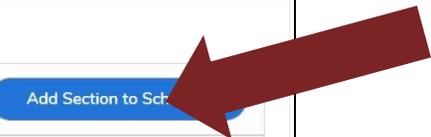
**Requisites:**  
None

[View Available Sections for MGMT-633](#)

Business Spring 2019

[Assessment 21st Century Skills IR503](#) [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
30	Sa 10:00 AM - 5:00 PM 1/12/2019 - 1/12/2019	Redlands, Hentschke Hall 102 TEC Lecture	Dinmore, I
	Sa 10:00 AM - 5:00 PM 2/23/2019 - 2/23/2019	Redlands, Hentschke Hall 102 TEC Lecture	



## Step 6: Confirm course section

**Section Details**

**MGMT-633-IR503 Assessment 21st Century Skills**  
Business Spring 2019

**Instructors** Dinmore, I ([ian\\_Dinmore@redlands.edu](mailto:ian_Dinmore@redlands.edu), 909-798-5423)

**Meeting Information** Sa 10:00 AM 5:00 PM  
1/12/2019 - 1/12/2019  
Redlands, Hentschke Hall 102 TEC (Lecture)  
Sa 10:00 AM 5:00 PM  
2/23/2019 - 2/23/2019  
Redlands, Hentschke Hall 102 TEC (Lecture)

**Dates** 1/7/2019 - 4/28/2019

**Seats Available** 30 of 30 Total

**Credits** 1

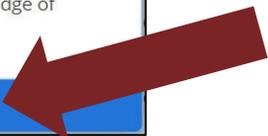
**Grading** Graded

**Requisites** None

**Course Description** Orientation to and assessment of 21st Century Skills including improving performance with systemic thinking, supporting change, and adding value. Includes 360 degree assessment and personal assessment of management skills, management knowledge through a standardized test, and knowledge of business mathematics.

**Books** [Bookstore Information](#)

Close Add Section

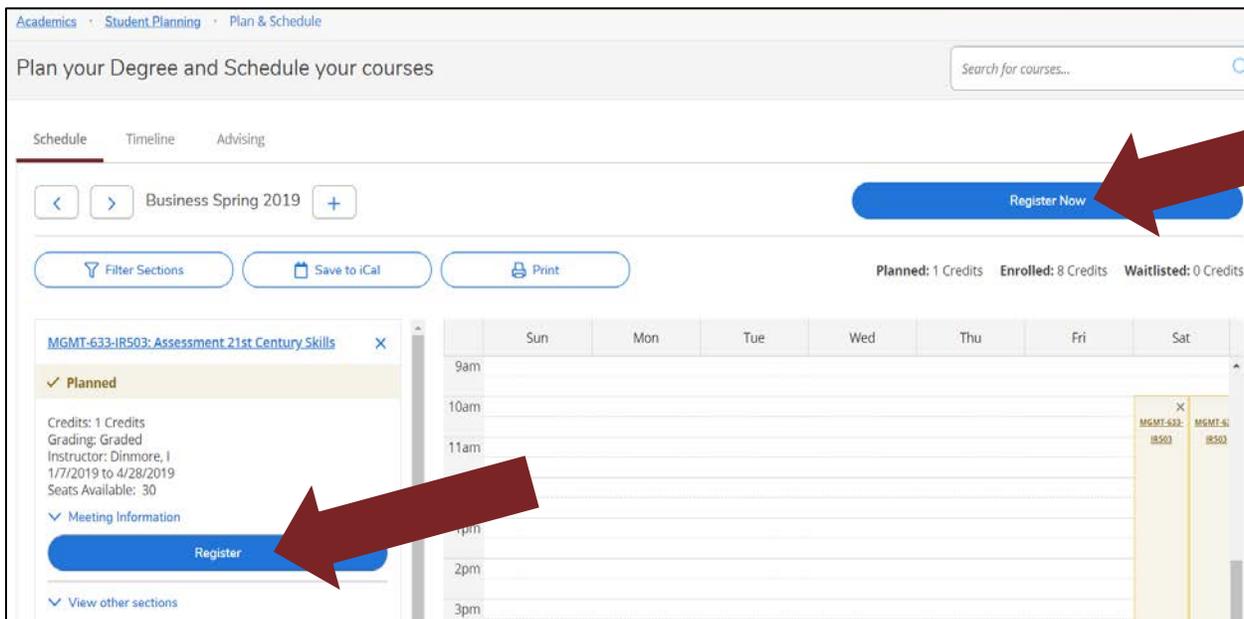


### Step 7: Go back to plan

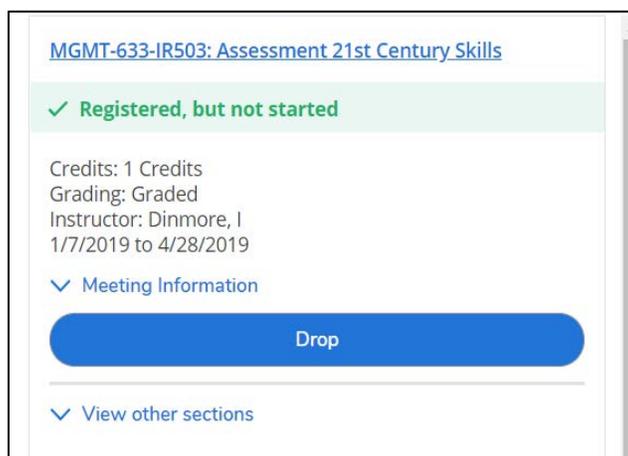


Note: Confirmation notifications will be visible in the upper left-hand corner

### Step 8: Click Register or Register Now



### Step 9: Confirm registration

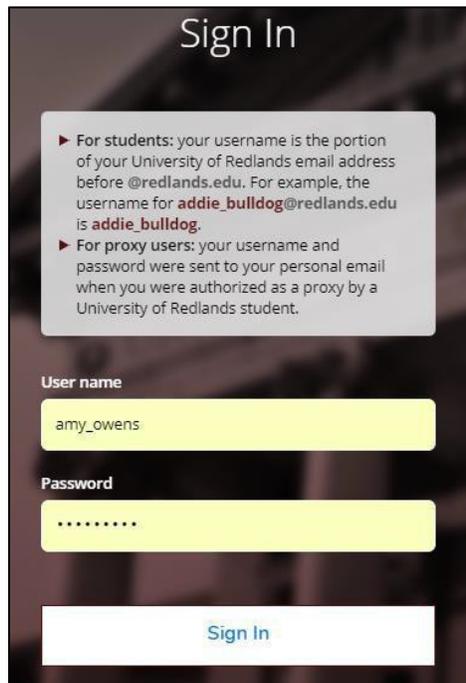


# Common Registration Issues

## Logging In

Username: University email address without @redlands.edu

Password: Same as all others



The image shows a 'Sign In' form with a dark background. At the top, the text 'Sign In' is displayed in white. Below this, a light gray box contains two bullet points: '► For students: your username is the portion of your University of Redlands email address before @redlands.edu. For example, the username for addie\_bulldog@redlands.edu is addie\_bulldog.' and '► For proxy users: your username and password were sent to your personal email when you were authorized as a proxy by a University of Redlands student.' Below the instructions, there are two input fields: 'User name' with the text 'amy\_owens' and 'Password' with a masked password '\*\*\*\*\*'. At the bottom, there is a white button with the text 'Sign In' in blue.

## Planning Placeholders

If students click **Add Course to Plan** instead of **Add Section to Schedule**, Student Planning will only add a placeholder.

MGMT-674 Human Resources Management (4 Credits) Add Course to Plan

Study and critical analysis of theory and practice of the human resource/personnel function in modern, complex organizations. Includes topics such as personnel policies, workforce diversity, HR practices, employee discipline, health and safety, and collective bargaining. Addresses goals of equity, efficiency, and effectiveness in a diverse environment.

✓ This course is planned.

Requisites:  
None

[View Available Sections for MGMT-674](#)

Business Fall 2018

[Human Resources Management IR41](#) Add Section to Schedule

Seats	Times	Locations	Instructors
2	T 6:00 PM - 10:00 PM 10/30/2018 - 12/18/2018	Redlands, Hentschke Hall 102 TEC Lecture	Hammond, J

What clicking **Add Course to Plan** looks like:

[MGMT-674: Human Resources Management](#) ✕

✓ [View other sections](#)

What clicking **Add Section to Schedule** looks like:

[MGMT-674-UC41: Human Resources Management](#) ✕

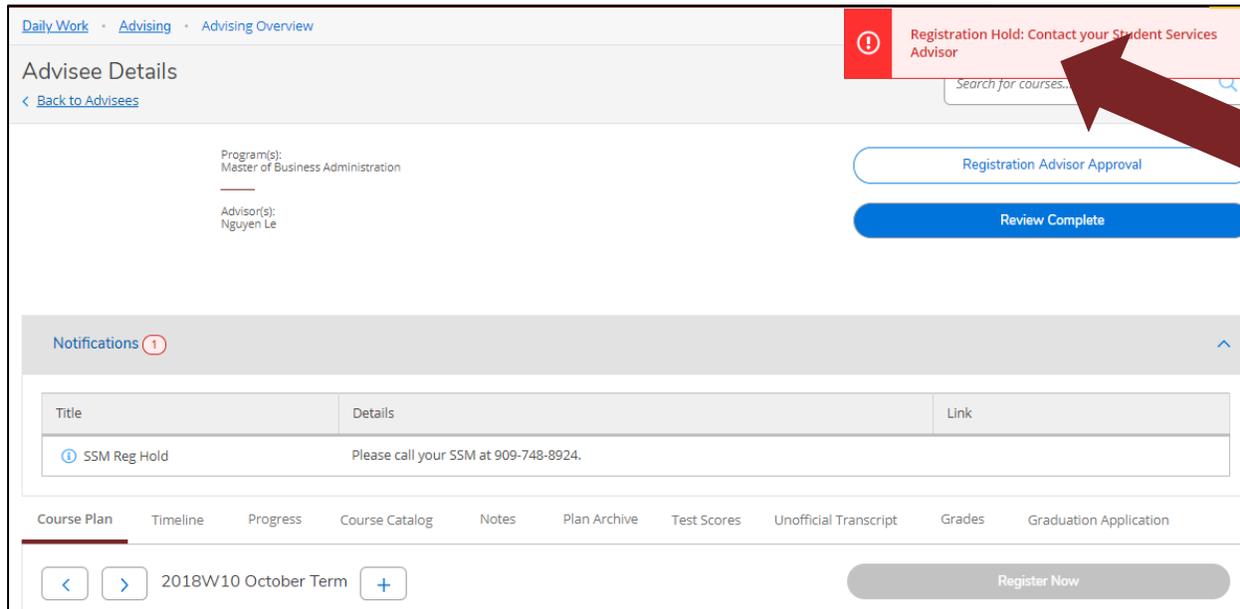
✓ **Planned**

Credits: 4 Credits  
Grading: Graded  
Instructor: Golter, J  
1/7/2019 to 4/28/2019  
Seats Available: 18

✓ [Meeting Information](#)

## Notifications

Account holds are found on the top right corner as well as on the notification bar.



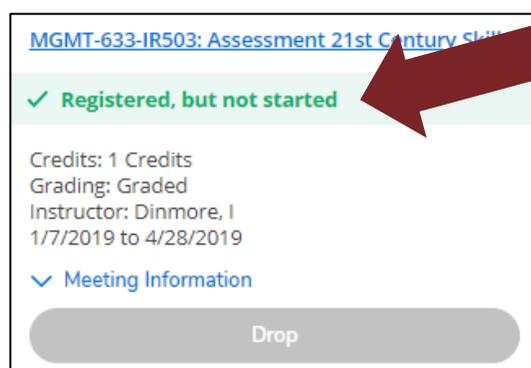
The screenshot shows the 'Advising Overview' page. At the top right, there is a red notification banner that says 'Registration Hold: Contact your Student Services Advisor'. Below this, there is a search bar and two buttons: 'Registration Advisor Approval' and 'Review Complete'. In the center, there is a 'Notifications' section with a table containing one notification: 'SSM Reg Hold' with details 'Please call your SSM at 909-748-8924'. At the bottom, there is a 'Register Now' button.

## Not Clicking Register or Register Now

- Before students click Register or Register Now, the check mark will be gold and it will state **Planned**.
- After you have clicked Register or Register Now, there will be a green check mark next to the course registration(s) and it will state **Registered, but not started**.



The screenshot shows a course card for 'GISB-694W-IR45: Contemp Plng of Business GIS'. The status is 'Planned' with a gold checkmark. The card lists 'Credits: 4 Credits', 'Grading: Graded', 'Instructor: Pick, J', '1/7/2019 to 4/28/2019', and 'Seats Available: 20'. There is a 'Meeting Information' link and a 'Register' button.



The screenshot shows a course card for 'MGMT-633-IR503: Assessment 21st Century Skill'. The status is 'Registered, but not started' with a green checkmark. The card lists 'Credits: 1 Credits', 'Grading: Graded', 'Instructor: Dinmore, I', and '1/7/2019 to 4/28/2019'. There is a 'Meeting Information' link and a 'Drop' button.

## Need Help?

For assistance with Student Planning, please contact the Registrar's Office at:  
[registrar@redlands.edu](mailto:registrar@redlands.edu) or (909) 748-8019

For master's and doctoral program academic advising assistance, please contact:  
Rev. Ruth T. West  
Assistant Dean  
[ruth\\_west@redlands.edu](mailto:ruth_west@redlands.edu) or (415) 451-2838