



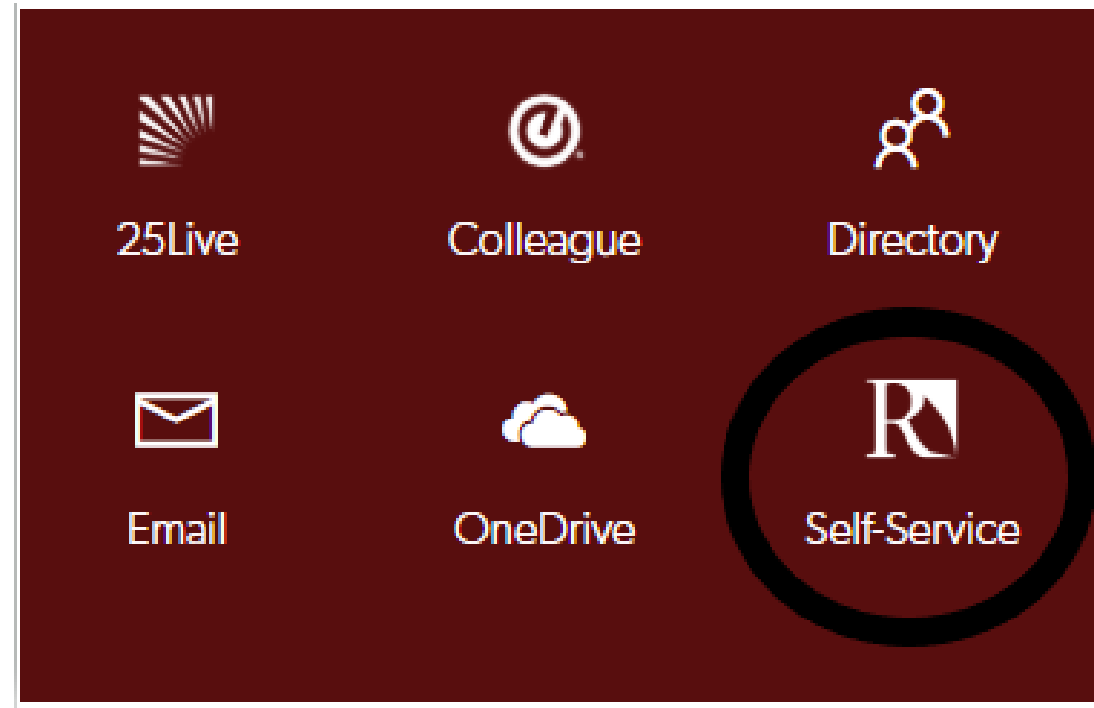
REGISTRATION INFORMATION

Self-Registration
Information

REGISTRATION WALKTHROUGH

Step 1: Log into My.Redlands.edu

- Click on “Self-Service”



REGISTRATION WALKTHROUGH

Step 2: Log into Student Planning

- Click on “Student Planning”

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.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Grades

Here you can view your grades by term.



Enrollment Verifications

Here you can view and request an enrollment verification.



Course Catalog

Here you can view and search in course catalog

REGISTRATION WALKTHROUGH

Step 3: 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:



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

MS Organizational Leadership

(3.000 required)

REGISTRATION WALKTHROUGH

Step 4: Search for course

- Through search bar (no spaces)
- Through Course Catalog

[Academics](#) · [Student Planning](#) · [Plan & Schedule](#)

Plan your Degree and Schedule your courses

mgmt633IR503

Schedule Timeline Advising

REGISTRATION WALKTHROUGH

Step 5: View the available sections of the course

Filters Applied: None

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](#)

REGISTRATION WALKTHROUGH

Step 6: Add course 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	

REGISTRATION WALKTHROUGH

Step 7: Confirm course selection

Section Details	
MGMT-633-IR503 Assessment 21st Century Skills Business Spring 2019	
Instructors	Dinmore, I (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

REGISTRATION WALKTHROUGH

Step 8: Go back to plan

The screenshot displays a navigation breadcrumb at the top: [Academics](#) · [Student Planning](#) · [Course Catalog](#). Below this is a search bar with the text "Search for Courses and Course Sections" and a link "[Back to Plan & Schedule](#)". A red oval highlights the search bar area. On the right side, there are two notification boxes: a green one with a checkmark icon and a blue one with an information icon, both containing the text "MGMT-633-IR503 has been planned on the schedule." Below the search bar, there is a filter dropdown menu labeled "Filters Applied: None".

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

REGISTRATION WALKTHROUGH

Step 9: Click “Register” or “Register Now”

The screenshot displays a university registration system interface. At the top, there are navigation links for "Academics", "Student Planning", and "Plan & Schedule". Below this is a header "Plan your Degree and Schedule your courses" with a search bar labeled "Search for courses...".

The main content area has tabs for "Schedule", "Timeline", and "Advising". Under "Schedule", there are navigation arrows and the text "Business Spring 2019". A prominent blue button labeled "Register Now" is circled in red. Below this are buttons for "Filter Sections", "Save to iCal", and "Print".

On the right side, there is a summary: "Planned: 1 Credits", "Enrolled: 8 Credits", and "Waitlisted: 0 Credits".

The central part of the interface is a calendar grid. The columns represent days of the week (Sun to Sat) and the rows represent time slots (9am to 3pm). A course section, "MGMT-633-IR503: Assessment 21st Century Skills", is highlighted in yellow. This section is also circled in red. It includes details: "Credits: 1 Credits", "Grading: Graded", "Instructor: Dinmore, I", "1/7/2019 to 4/28/2019", and "Seats Available: 30". A blue "Register" button is located at the bottom of this section. Below the details is a link "View other sections".

In the calendar grid, the course is scheduled for Saturday from 10am to 11am. The grid also shows other courses: "MGMT-633-IR503" on Saturday from 10am to 11am and "MGMT-633-IR503" on Saturday from 11am to 12pm.

At the bottom right, the University of Redlands logo is visible, with the text "UNIVERSITY OF Redlands BUSINESS & SOCIETY".

REGISTRATION WALKTHROUGH

Step 10: Confirm registration

[MGMT-633-IR503: Assessment 21st Century Skills](#)

✓ **Registered, but not started**

Credits: 1 Credits
Grading: Graded
Instructor: Dinmore, I
1/7/2019 to 4/28/2019

✓ Meeting Information

Drop

✓ View other sections

COMMON REGISTRATION ISSUES: 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

“Add Course to Plan”

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

✓ [View other sections](#)

“Add Section to Schedule”

[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](#)

COMMON REGISTRATION ISSUES: NOTIFICATIONS

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

The screenshot displays a student portal interface. At the top, there is a breadcrumb trail: [Daily Work](#) · [Advising](#) · [Advising Overview](#). Below this is the "Advisee Details" section, which includes a "Back to Advisees" link, a profile picture, and text indicating the program is "Master of Business Administration" and the advisor is "Nguyen Le". To the right of this section are two buttons: "Registration Advisor Approval" and "Review Complete".

In the top right corner, a red notification banner with a white exclamation mark icon contains the text: "Registration Hold: Contact your Student Services Advisor". An orange arrow points from the breadcrumb trail to this notification.

At the bottom of the page, a grey notification bar is titled "Notifications" with a red circle containing the number "1". An orange arrow points from the left side of the page to this bar. Below the title is a table with the following content:

Title	Details	Link
SSM Reg Hold	Please call your SSM at 909-748-8924.	

Below the notification bar is a navigation menu with the following items: [Course Plan](#), [Timeline](#), [Progress](#), [Course Catalog](#), [Notes](#), [Plan Archive](#), [Test Scores](#), [Unofficial Transcript](#), [Grades](#), and [Graduation Application](#). At the bottom of the page, there are navigation controls for the term "2018W10 October Term" (with left and right arrows and a plus sign) and a "Register Now" button.

COMMON REGISTRATION ISSUES: NOT CLICKING “REGISTER NOW”

When students haven't clicked “Register Now”, you will notice that there is no green check mark next to the course registration(s) and it doesn't state “Registered, but not started”

[GISB-694W-IR45: Contemp Plng of Business GIS](#) ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Pick, J
1/7/2019 to 4/28/2019
Seats Available: 20

✓ Meeting Information

Register

[MGMT-633-IR503: Assessment 21st Century Skills](#)

✓ **Registered, but not started**

Credits: 1 Credits
Grading: Graded
Instructor: Dinmore, I
1/7/2019 to 4/28/2019

✓ Meeting Information

Drop

✓ View other sections

COMMON REGISTRATION ISSUES: DON'T KNOW WHAT TO REGISTER FOR

If you don't know what to Register for:

- Find your Schedule or Degree Planner you were given
- Review “Progress” screen to see courses needed
- If you don't have a Degree Planner please contact your academic advisor

NOTE: School of Business courses are 8 weeks in length and each semester is 16 weeks in length. Therefore, a full semester course load is two courses each semester (1 course the first 8 weeks and 1 course the last 8 weeks).

COMMON QUESTION

When does my course meet?
Am I taking 2 courses at once?

BUSB-301-IR22A: Crit Analysis: Writ & Oral

✓ Registered

Credits: 4 Credits

Grading: Graded

Instructor: Sarigiani, L

4/27/2020 to 8/16/2020

Meeting Information

Drop

BUSB-301-IR22A: Crit Analysis: Writ & Oral

✓ Registered

Credits: 4 Credits

Grading: Graded

Instructor: Sarigiani, L

4/27/2020 to 8/16/2020

Meeting Information

Time: W 6:00 PM - 10:00 PM

Dates: 6/24/2020 - 8/12/2020

Location: Redlands Hentschke Hall 201 TEC (Lecture)

Drop

COMMON QUESTION

Why does my class meet 2 nights a week?

List **Calendar**

[View other sections](#)

[BUSB-370-IV18: Managing Quality & Operations](#)

✓ Registered, but not started

Credits: 4 Credits
Grading: Graded
Instructor: Hayath, I
8/31/2020 to 12/20/2020

[Meeting Information](#)

Time: Th 6:00 PM - 10:00 PM
Dates: 10/29/2020 - 11/19/2020
Location: Riverside (Online)

Time: T 6:00 PM - 10:00 PM
Dates: 11/24/2020 - 11/24/2020
Location: Riverside (Online)

Time: Th 6:00 PM - 10:00 PM
Dates: 12/3/2020 - 12/17/2020
Location: Riverside (Online)

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm			BUSB-330-IV22			BU 333 IR2	
7pm			BUSB-370-IV18			BU 333 IR2	
8pm			BUSB-433-IV20			BU 333 IR2	
9pm						BU 370 IV1	
10pm							

COMMON QUESTION

I can't find the section I am supposed to register for?

- Locate the sections that are available
- Choose one based on the night of the week and/or Professor, and/or teaching modality
- Moving forward not all the original sections that may be on your schedule will be available.



Q&A

Questions?
Submit questions
to the Meeting
Organizer through
the chat box



UNIVERSITY OF
R Redlands
SCHOOL OF BUSINESS & SOCIETY

WE'RE HERE TO ASSIST YOU



Harmonie Carr,
Assistant Director of Student Success



Khanhvy Philadelphia,
Assistant Director of Student Success



Christine Taitano,
Director of Student Success

For assistance, please contact us at SBSSStudentSuccess@redlands.edu or call toll-free at (877) 879-6413.