

Student Planning Registration Information



Registration Walkthrough


Step 1: 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 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:



- **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)	<input type="text"/>

Registration Walkthrough

Step 3: 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 4: 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 5: 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 6: Confirm course selection

Section Details

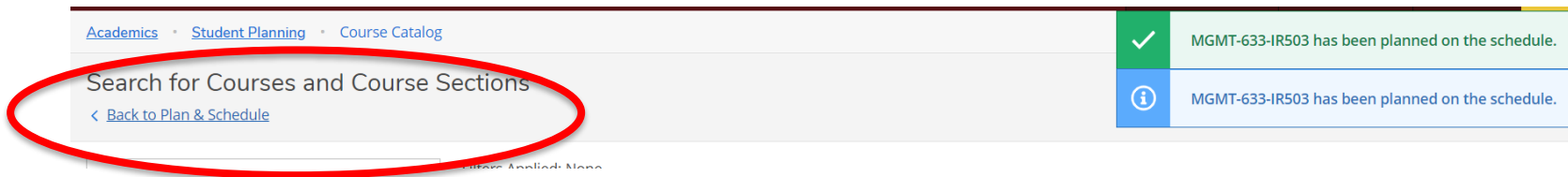
MGMT-633-IR503 Assessment 21st Century Skills
Business Spring 2019

Instructors	Dinmore, I (lan_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 7: Go back to plan



The screenshot shows a navigation bar with links for [Academics](#), [Student Planning](#), and [Course Catalog](#). Below the navigation bar is a search bar with the text "Search for Courses and Course Sections" and a link "[Back to Plan & Schedule](#)". A red circle highlights the search bar area. To the right of the search bar, there are two notification boxes: a green one with a checkmark and a blue one with an information icon, both containing the message "MGMT-633-IR503 has been planned on the schedule."

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

Registration Walkthrough

Step 8: Click “Register” or “Register Now”

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising

Business Spring 2019

Filter Sections Save iCal Print

Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

MGMT-633-IR503: Assessment 21st Century Skills

✓ Planned

Credits: 1 Credits
Grading: Graded
Instructor: Dinmore, I
1/7/2019 to 4/28/2019
Seats Available: 30

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am							
11am							
2pm							
1pm							
2pm							
3pm							

Registration Walkthrough

Step 9: Confirm Registration

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

✓ Registered, but not started

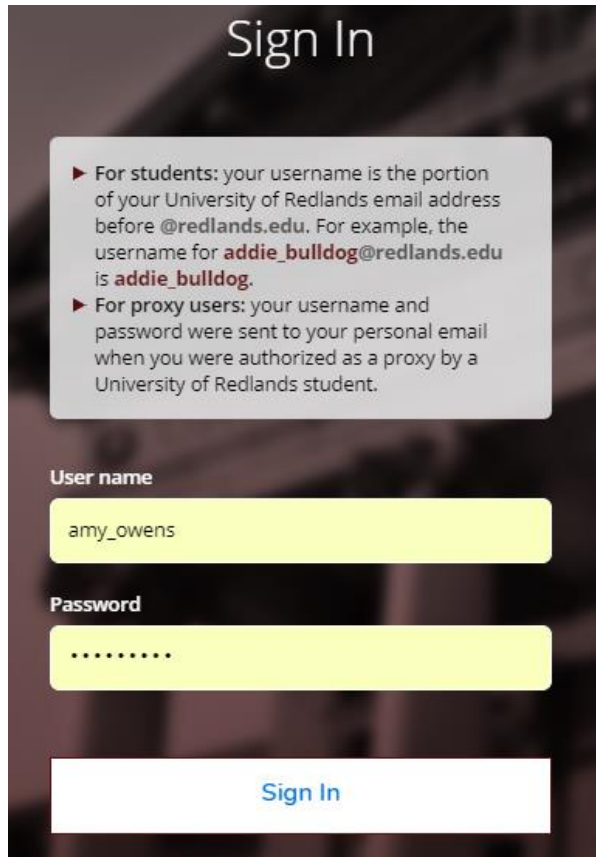
Credits: 1 Credits
Grading: Graded
Instructor: Dinmore, I
1/7/2019 to 4/28/2019

∨ Meeting Information

Drop

∨ View other sections

Common Registration Issues: Logging In



Sign In

- ▶ 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**.
- ▶ 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.

User name

Password

[Sign In](#)

Username: University email address
without @Redlands.edu

Password: Same as all others

Common Registration Issues: Planning Placeholders

If students click “Add Course to Plan” instead of “Add Section to Plan”, 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 Plan”

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

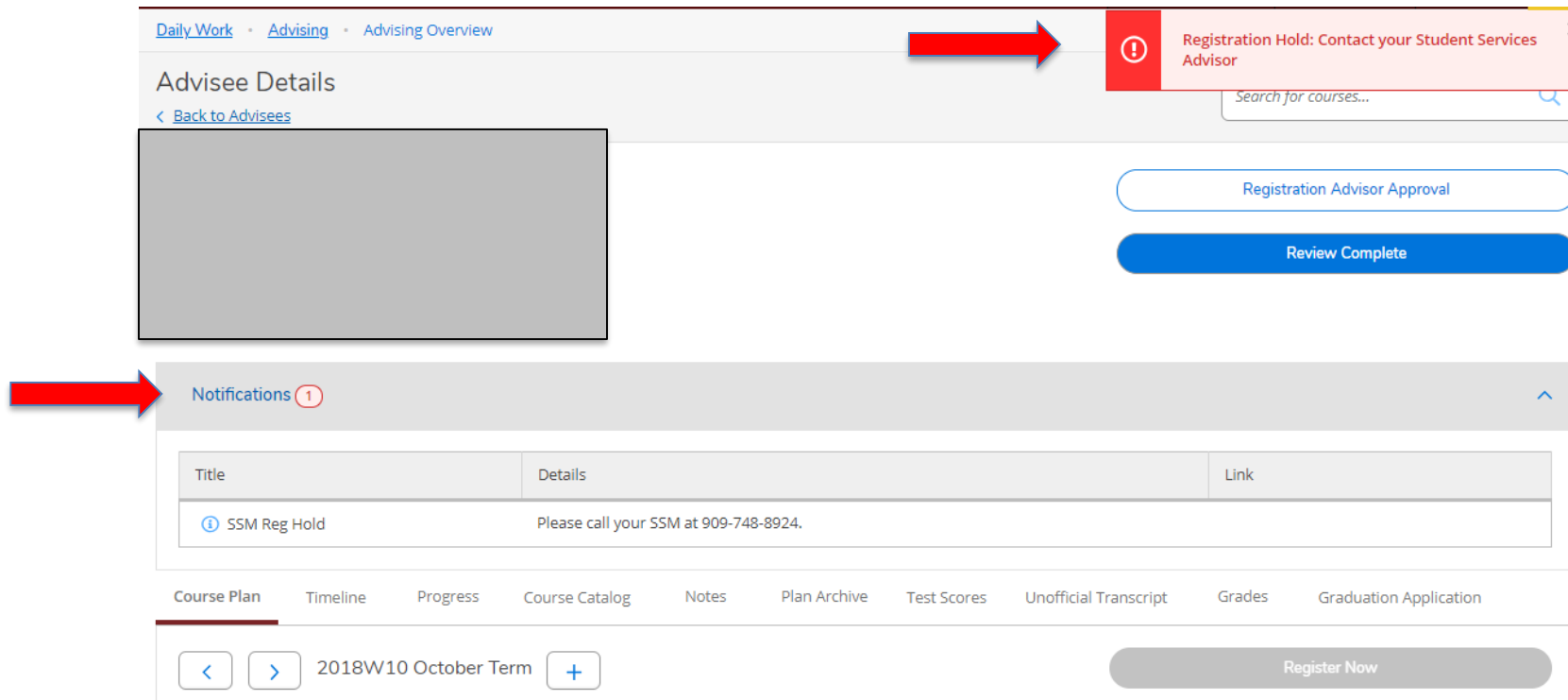
✓ **Planned**

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 and a large greyed-out area. To the right of the "Advisee Details" section, a red arrow points to a notification box that reads "Registration Hold: Contact your Student Services Advisor". Below this notification box are two buttons: "Registration Advisor Approval" and "Review Complete". At the bottom of the page, a "Notifications" bar is highlighted with a red arrow. It shows a notification titled "SSM Reg Hold" with the details "Please call your SSM at 909-748-8924." Below the notification bar is a navigation menu with links for "Course Plan", "Timeline", "Progress", "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript", "Grades", and "Graduation Application". At the very bottom, there is a term selector showing "2018W10 October Term" and a "Register Now" button.

[Daily Work](#) · [Advising](#) · [Advising Overview](#)

Advisee Details

[Back to Advisees](#)

Registration Hold: Contact your Student Services Advisor

Search for courses...

Registration Advisor Approval

Review Complete

Notifications 1

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

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Graduation Application

< > 2018W10 October Term +

Register Now

Common Registration Issues: Not Clicking “Register Now”

When students haven't clicked “Register Now”, you will notice that there is no green checkmark next to the course registrations and it doesn't state “Registered, but not started”

Planned:

[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

Registered:

[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 of Instruction or custom schedule made for you
- Review "Progress" screen to see courses needed
- If you don't have a schedule please contact your Student Services Manager

Registration Help

Student Services Assistant: Naoje (Nay) Williams

909-748-8103

SBStudentServices@Redlands.edu

Chat in Online Advising Center

Availability for Registration Assistance:

- Thursday, December 13: 8:00 am – 5:00 pm
- Monday, December 17: 11:00 am – 5:00 pm
- Tuesday, December 18: 11:00 am – 5:00 pm
- Wednesday, December 19: 8:00 am – 5:00 pm



Questions

For additional information please contact your Student Services Manager (SSM)

Amy Owens

- Student with last names beginning with A - F
- 909-748-8851
- amy_owens@redlands.edu

Autumn McKiernan

- Students with last names beginning with G - M
- 909-748-8828
- autumn_mckiernan@redlands.edu

Nguyen Le

- Students with last names beginning with N - Z
- 909-748-8117
- nguyen_le@redlands.edu