



UNIVERSITY OF REDLANDS  

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SCHOOL OF BUSINESS

# Student Planning

## Self-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



[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     ([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**

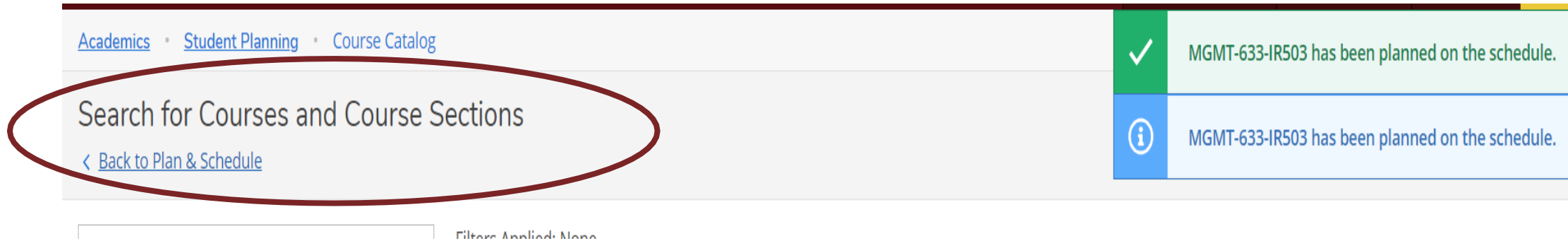
[Bookstore Information](#)

Close

Add Section

# Registration Walkthrough

## Step 7: Go back to plan



The screenshot displays a web interface for course registration. At the top, a breadcrumb trail shows 'Academics' > 'Student Planning' > 'Course Catalog'. Below this, a search bar is labeled 'Search for Courses and Course Sections' and contains a link '< Back to Plan & Schedule'. A red oval highlights this search bar area. On the right side, there are two stacked notification boxes. The top box is green with a white checkmark icon and the text 'MGMT-633-IR503 has been planned on the schedule.' The bottom box is blue with a white information icon (i) and the same text. Below the search bar, there is a text input field and a button labeled 'Filters Applied: None'.

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



# Registration Walkthrough

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

The screenshot shows a university registration system interface. At the top, there are navigation links: [Academics](#), [Student Planning](#), and [Plan & Schedule](#). Below these is a header bar with the text "Plan your Degree and Schedule your courses" and a search bar labeled "Search for courses...".

Under the header, there are tabs for "Schedule", "Timeline", and "Advising". The "Schedule" tab is active. Below the tabs, there are navigation buttons: a left arrow, a right arrow, "Business Spring 2019", and a plus sign. To the right of these buttons is a large blue button labeled "Register Now", which is circled in red.

Below the navigation buttons are three buttons: "Filter Sections", "Save to iCal", and "Print". To the right of these buttons, the status is displayed: "Planned: 1 Credits", "Enrolled: 8 Credits", and "Waitlisted: 0 Credits".

On the left side, a course card for "MGMT-633-IR503: Assessment 21st Century Skills" is shown. The card has a "Planned" status and a "Register" button, both of which are circled in red. The course details include: Credits: 1 Credits, Grading: Graded, Instructor: Dinmore, I, 1/7/2019 to 4/28/2019, and Seats Available: 30. There is also a link for "Meeting Information" and a link for "View other sections".

On the right side, there is a calendar grid showing the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and the times (9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm). The grid shows that the course is scheduled for Saturday from 10am to 11am.

# Registration Walkthrough

## Step 9: Confirm registration

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

✓ **Registered, but not started**

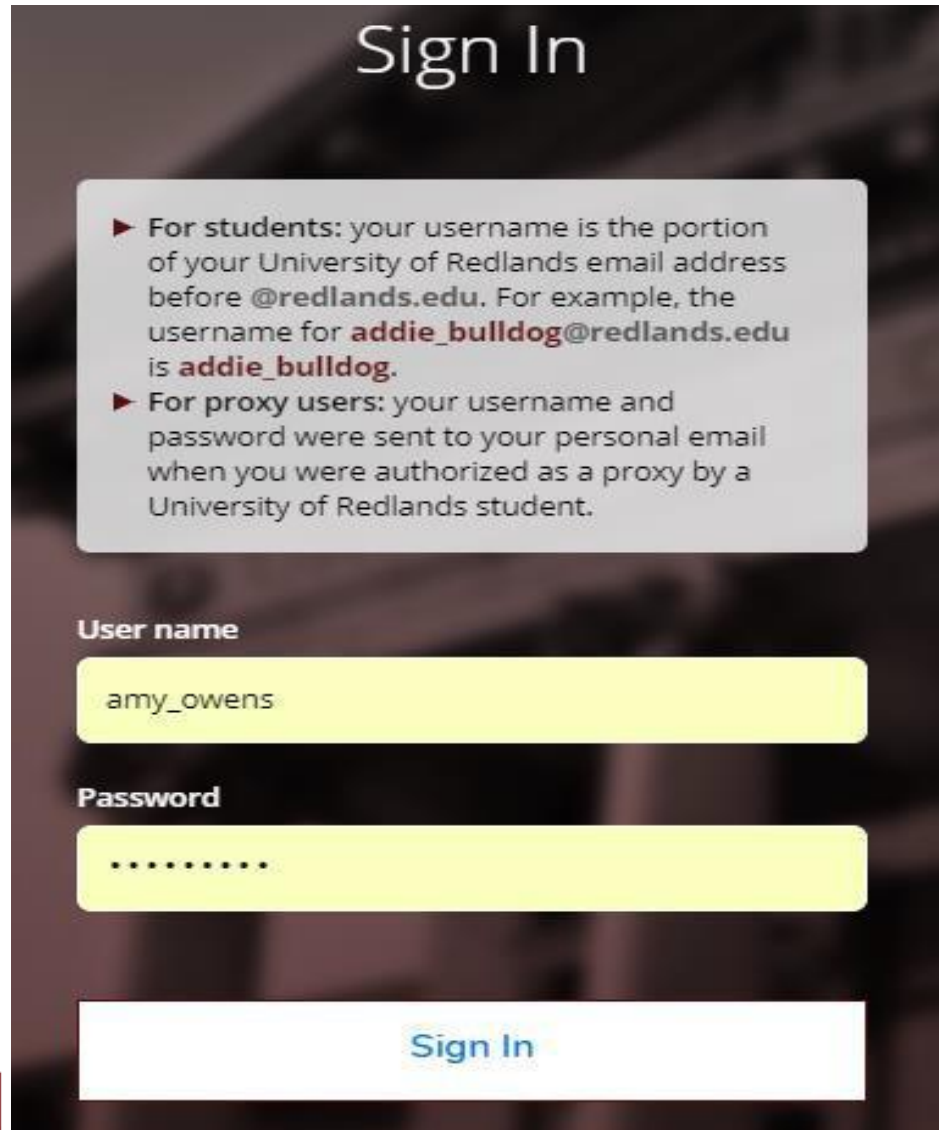
Credits: 1 Credits  
Grading: Graded  
Instructor: Dinmore, I  
1/7/2019 to 4/28/2019

✓ Meeting Information

Drop

✓ View other sections

# Common Registration Issues: Logging In



The screenshot shows a 'Sign In' page for the University of Redlands. At the top, the text 'Sign In' is displayed. Below it, a grey box contains instructions for students and proxy users. The 'User name' field is highlighted in yellow and contains the text 'amy\_owens'. The 'Password' field is also highlighted in yellow and contains a series of dots. At the bottom, there is a white button with the text 'Sign In' in blue. In the bottom left corner, there is a small red square logo with a white 'R'.

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

amy\_owens

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, a navigation bar includes links for [Daily Work](#), [Advising](#), and [Advising Overview](#). Below this, the main content area is titled "Advisee Details" with a link to [Back to Advisees](#). A large grey rectangular area is present on the left side of the main content. On the right side, there is a red notification banner with a white exclamation mark icon and the text "Registration Hold: Contact your Student Services Advisor". An orange arrow points from the navigation bar to this banner. Below the banner, there is a search bar with the placeholder text "Search for courses...". Further down, there are two buttons: "Registration Advisor Approval" and "Review Complete". At the bottom of the main content area, there is a "Notifications" section with a red circle containing the number "1". An orange arrow points from the left side to this section. Below the "Notifications" header, there is a table with three columns: "Title", "Details", and "Link". The table contains one row with the following data: "SSM Reg Hold" (with an information icon), "Please call your SSM at 909-748-8924.", and a blank link. At the bottom of the page, there is a navigation bar with links for [Course Plan](#), [Timeline](#), [Progress](#), [Course Catalog](#), [Notes](#), [Plan Archive](#), [Test Scores](#), [Unofficial Transcript](#), [Grades](#), and [Graduation Application](#). Below this, there is a section for the "2018W10 October Term" with navigation arrows and a "+" button. A "Register Now" button is located at the bottom right.

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 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](#) X

✓ **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

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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

**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).





# Need Help?

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For assistance with Student Planning, please contact:

**Naoje (Nay) Williams**

Student Services Assistant

Phone: (909) 748-8103

Email: [SBStudentServices@Redlands.edu](mailto:SBStudentServices@Redlands.edu)

Online: Moodle Online Advising Center

For academic advising assistance, please contact your **Student Services Manager**.

Phone: (877) 879-6413

Email: [SBStudentServices@Redlands.edu](mailto:SBStudentServices@Redlands.edu)

