

Self-Service – Registration from your Schedule

Registration from your Schedule

This method may be helpful if you want to view your schedule and/or select between multiple section offerings, or if you may want to add new courses and sections to your schedule during registration.

- It must be your scheduled time to register.
- You must already have Advisor Approval to register.
- You must not have any registration holds.
- You can search for different sections and can add or drop sections.
- You *cannot* use this method during round 1 of Registration if you intend to register for a section that has a co-requisite lab, discussion or conference section.

At your registration time, login to [Self-Service](#).

- From the hamburger menu (☰) at the top left: Select **Academics**, then **Register**.
- Alternatively, you can choose the **Student Planning tile**, and then navigate to your **Schedule**.

The screenshot displays the ellucian Self-Service portal. On the left is a dark sidebar navigation menu with the following items: Home, Financial Information, Academics, Student Planning, Register for Classes (highlighted with an orange box), Course Catalog, Grades, Graduation Overview, Enrollment Verifications, Unofficial Transcript, and Transfer Summary. The main content area has a blue header with the ellucian logo, user ID 'lc00-0001', and links for Sign out and Help. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' The main area contains a grid of tiles: Student Finance, Financial Aid, Banking Information, Student Planning (highlighted with an orange box), Course Catalog, Grades, Graduation Overview, and Enrollment Verifications. Each tile includes an icon and a brief description of its function. At the bottom of the page, a copyright notice states '© 2000-2026 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

From your **Schedule**, you can:

- Search for additional courses and sections.
- Register for **one section at a time** by choosing the specific section **Register** button.
- Register for all of your scheduled sections at one time by choosing the **Register Now** button at the top of the page.
 - This option will register you for sections in alphabetical order – and only for those sections for which you are eligible to register.
 - It will not register you for conflicting sections. You would have to choose one of the sections and use the Section Register button.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. The 'Schedule' tab is selected. At the top right, there is a search bar labeled 'Search for courses...'. Below the tabs, there are buttons for 'Remove Planned Courses' and 'Register Now'. The main area displays a grid of course sections for 'CAS Fall 2026'. On the left, there are details for two sections: 'ART-115-02: Drawing I' and 'ART-116-02: Ceramics I'. Both are marked as 'Planned'. The 'ART-116-02' section has a conflict warning: 'Conflicting section with IA-340-02'. The grid shows various sections across the week, with some highlighted in red to indicate conflicts. Annotations with arrows point to specific features: 'Search for additional sections.' points to the search bar; 'Registers you for all eligible sections (up to 19 credits) at one time.' points to the 'Register Now' button; 'Allows you to register for one specific section at a time.' points to the 'Register' button for the 'ART-116-02' section.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Permissions Law Exam Numbers

CAS Fall 2026

Remove Planned Courses Register Now

Planned: 21 Credits Enrolled: 0 Credits Waitlist: 0 Credits

Filter Sections Save to iCal Print

ART-115-02: Drawing I

✓ Planned

Credits: 4 Credits
Grading: Graded
Instructor: Staff
8/31/2026 to 12/16/2026
Seats Available: 18

Register

View other sections

ART-116-02: Ceramics I

✓ Planned

Credits: 4 Credits
Grading: Graded
Instructor: Seisler, N
8/31/2026 to 12/16/2026
Seats Available: 18

Meeting Information

Conflicting section with IA-340-02

Register

View other sections

ENG-205-01: Lit in Eng: Medieval-18th c.

Planned

Sun Mon Tue Wed

5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm

ESS-270-01 ART-115-02 ART-116-02 IA-340-02 ESS-270L-01

Search for additional sections.

Registers you for all eligible sections (up to 19 credits) at one time.

Allows you to register for one specific section at a time.

You will receive an email message confirming your registration.

Schedule

Timeline

Advising

Permissions

Law Exam Numbers

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CAS Fall 2026

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Register Now

Filter Sections

Save to iCal

Print

Planned: 4 Credits

Enrolled: 17 Credits

Waitlisted: 0 Credits

ART-115-02: Drawing I

✓ Registered, but not started

Credits: 4 Credits
Grading: Graded
Instructor: [Staff](#)
8/31/2026 to 12/16/2026

Meeting Information

Drop

View other sections

ART-116-02: Ceramics I

✓ Planned

Credits: 4 Credits
Grading: Graded
Instructor: [Seisler, N](#)
8/31/2026 to 12/16/2026
Seats Available: 18

Meeting Information

Conflicting section with IA-340-

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ESS-270-01		ESS-270-01		ESS-270-01	
9am							
10am		ENG-205-01		ENG-205-01		ENG-205-01	
11am							
12pm							
1pm		ART-115-02	ART-116-02	ART-115-02	ART-116-02	ESS-270L-01	
2pm			IA-340-02		IA-340-02		
3pm							
4pm							
5pm							
6pm							
7pm							

Sections for which you have registered appear in green.

Sections outlined in red are only planned. You are not registered.

You can remove the conflicting section from your schedule by clicking on the X.

On your Timeline, the sections for which you are registered will have checkmarks.

Schedule **Timeline** Advising Permissions Law Exam Numbers

[Add a Term](#) [Remove Planned Courses](#)

CAS - Spring 2026	CAS Fall 2026	CAS Spring 2027
ART-106-01: Intro to Video Art Credits: 4 Credits ✓ DSCI-140-01: Introduction to Data Science Credits: 4 Credits ✓ PHIL-215-F1: Philosophy and the Environment Credits: 4 Credits ✓ RHMS-100-02: Intro to Rhetoric & Media Credits: 4 Credits ✓	ART-115-02: Drawing I Credits: 4 Credits ✓ ART-116-02: Ceramics I Credits: 4 Credits ✕ ENG-205-01: Lit in Eng: Medieval-18th c. Credits: 4 Credits ✓ ESS-270-01: Issues in Oceanography Credits: 5 Credits ✓ ESS-270L-01: Oceanography Lab Credits: 0 Credits ✓ IA-340-02: Internat'l Political Economy Credits: 4 Credits ✓	DSCI-240: Data for Good Credits: 4 Credits ✕ ENG-243: Women Writers Credits: 4 Credits ✕ ENVS-350: Environmental Theory Credits: 4 Credits ✕ ENVS-490: Topics Environmental Studies Credits: 4 Credits ✕ TH-201: Contact Improvisation Credits: 4 Credits ✕ ⚠ TH 106, TH 107, TH 217, or TH 209 - Must be completed prior to taking this course.
16 Enrolled Credits	17 Enrolled Credits, 4 Planned Credits	20 Planned Credits

Reminders:

- Remember to look carefully at the symbols on sections. Be sure that you meet the prerequisite requirements, and/or restrictions before you try to register.
- If you need instructor consent for the course, be sure to obtain that before registration begins.

SECTION SYMBOLS



Additional fees may apply



The course has a restriction – example: Sophomore standing (or higher) is required. See the *course description* for details.



Instructor consent is required.

VIEW PERMISSIONS THAT INSTRUCTORS HAVE PROVIDED

If you do not meet the required criteria to register for a section, but the instructor wants to allow you to register for it, the instructor must provide the correct type of authorization.

- Prerequisite waiver – allows you to register for a section if you do not meet one or more of the **prerequisites**. Prerequisites are courses that you must complete to have the knowledge and skills to success in the section. Example: SPAN-102 requires you to first complete SPAN-101.
- Override restriction – allow you to register for a section if you don't meet the **restriction**. Restrictions are things like requiring Junior standing, or having a declared SOAN major.)
- Override Instructor Consent. Some sections required you to obtain consent from the instructor before registering. This is often true with Thesis sections.
- Add-Authorization. This is only needed during the Add/Drop period, but it is needed for every section that you wish to add during the Add/Drop period.
- Neither Student Petitions, nor Override Petitions are currently used in Self-Service.

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

Schedule Timeline Advising **Permissions** Law Exam Numbers

Student Petition(s)
Option not available

Restriction Overrides / Instructor Consent

Course	Section	Term/Period	Status	Updated On	Reason
BIO-110	02	CAS - Spring 2026	Approved		

Requisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
HIST-450	01	CAS - Spring 2026	Waived	HIST 300.

Add Authorization(s)
No existing add authorizations

Overload Petition(s)
Option not available

Add authorization is only needed during the Add/Drop Period

The instructor approved an override of the restriction for BIO-110.

The instructor waived the prerequisite for HIST-450.

For more information about Self-Service Planning and Registering

See the Guides on the [Self-Service Planning and Registering website](#).