STUDENT REGISTRATION PROCESS THROUGH SELF-SERVICE

1. From the “Welcome to Colleague Self-Service” page select “Course Catalog”

2. Select a subject

   - Chemistry
   - Church History
   - Classics
   - Communications
   - Community Development
   - Comparative Religion
   - Computer Science
   - Cooperative Education
   - Discipleship
   - Economics
   - Education
3. Select the term you wish to view for available courses

4. Select a course to add to your plan and select “Add Section to Schedule”. A pop up with ask again if you wish to continue, select “Add Section”. You should see a pop up in the upper right-hand corner say the course has been added to your plan.

5. Once you’ve selected your courses for the term, go back to the main page and select “Student Planning”
6. Select “Go to Plan and Schedule”

7. Change your term selector to the term you wish to see (eg. 2021 Fall) using the forward arrow

8. The courses you’ve picked should now be visible on your plan.

9. Your planned courses are listed on the left-hand side of the page. Select Register to complete the process
10. Once the registration is complete the course will change to “green” in your plan and the message on the left-hand side of the page will say

**COMP-1113-FA01: Computer Programming 1**

- **Registered, but not started**

Credits: 3 Credits