



Student Planning:

A Guide for Student Registration

Your academic advisor may have preloaded the appropriate courses into your plan for you. You must meet with your academic advisor (face-to-face, Zoom, phone, or by email) before the advisement holds can be lifted.



1. Log in to Student Planning from ["selfservice.piedmont.edu"](https://selfservice.piedmont.edu) link labeled: "Student Planning".

Sign In

User name

Password

Sign In

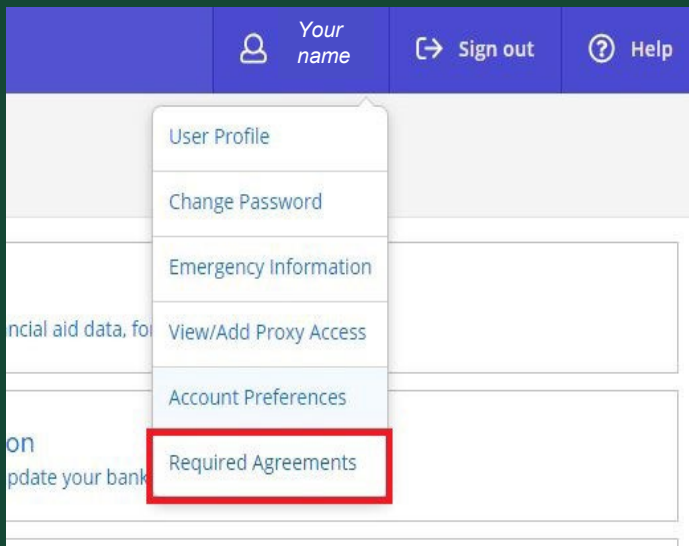
ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

IMPORTANT: How to Accept your financial *agreement*

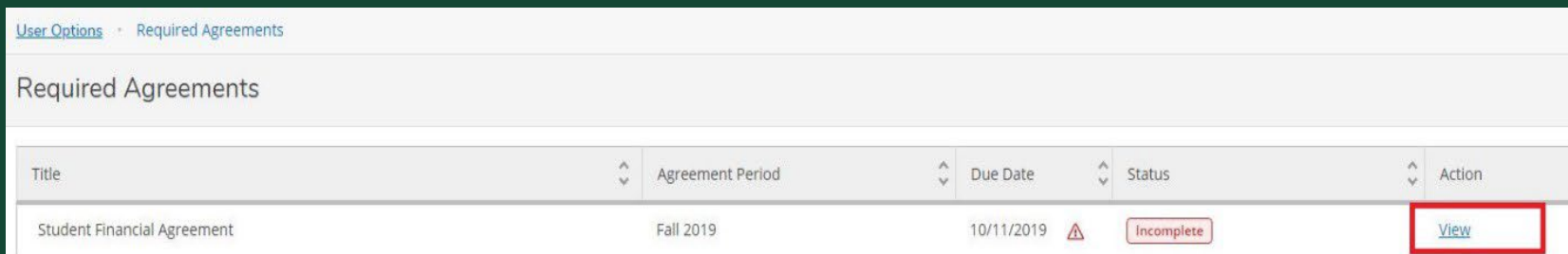
Please note – the Financial Agreement must be completed before registration may be entered. Students will not be able to register until they complete the financial agreement.

To complete the Financial Agreement students should:

- Log on to Self Service [here](#) or at selfservice.piedmont.edu.
- Select your name at the top of the screen.




- Select “View” for the Student Financial Agreement for the term that you are registering for.



[User Options](#) · [Required Agreements](#)

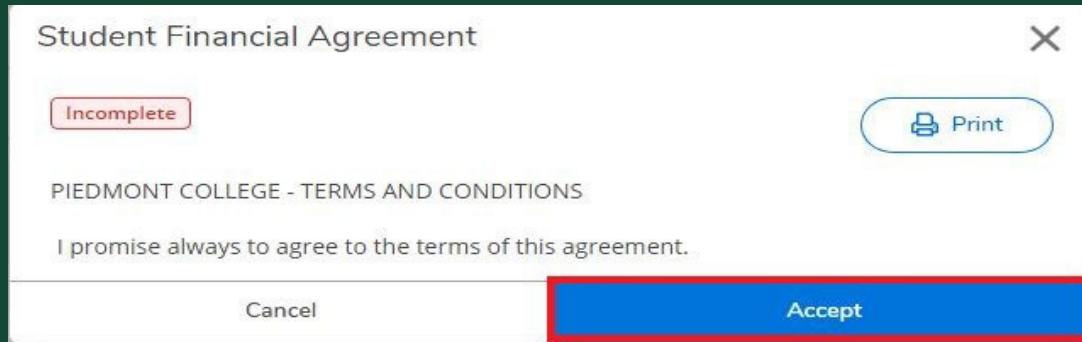
Required Agreements

Title	Agreement Period	Due Date	Status	Action
Student Financial Agreement	Fall 2019	10/11/2019 	Incomplete	View



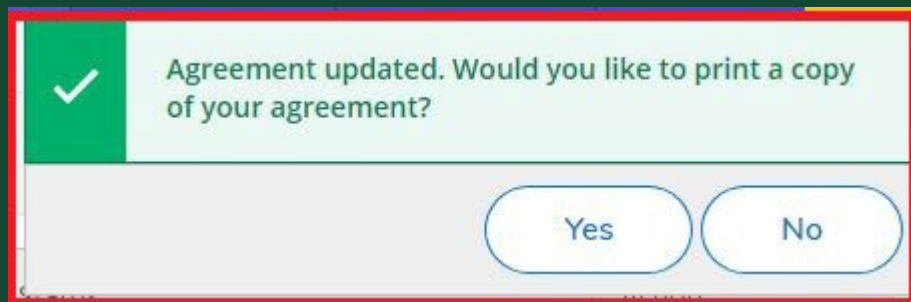
How to Accept your financial agreement

- Select “Accept” for the Student Financial Agreement.



A screenshot of a web form titled "Student Financial Agreement". The form has a close button (X) in the top right corner. Below the title, there is a status indicator "Incomplete" in a red box and a "Print" button with a printer icon. The main text of the form reads "PIEDMONT COLLEGE - TERMS AND CONDITIONS" followed by "I promise always to agree to the terms of this agreement." At the bottom, there are two buttons: "Cancel" and "Accept". The "Accept" button is highlighted with a red border.

- You will receive confirmation that you have completed the agreement.



A screenshot of a confirmation dialog box. It features a green checkmark icon on the left. The text inside the dialog reads "Agreement updated. Would you like to print a copy of your agreement?". At the bottom, there are two buttons: "Yes" and "No". The entire dialog box is highlighted with a red border.









- You are done! The status will change to “Accepted” with the date of completion.
- For any questions regarding the Student Financial Agreement please contact Student Accounts at biz@piedmont.edu.





2. Click on the “Student Planning” tab.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 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.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 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.
 Graduation Overview Here you can view and submit a graduation application.	 Banking Information Here you can view and update your banking information.



2. Click on the “Student Planning” tab.

2



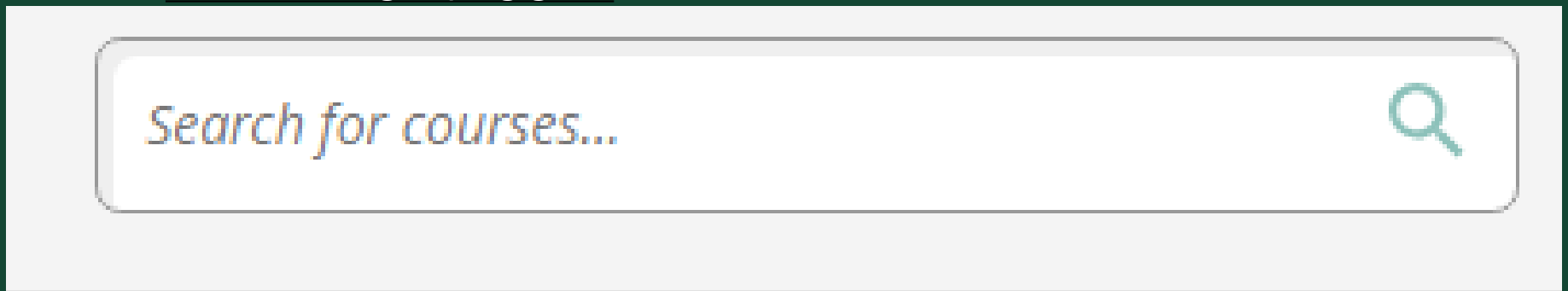
Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

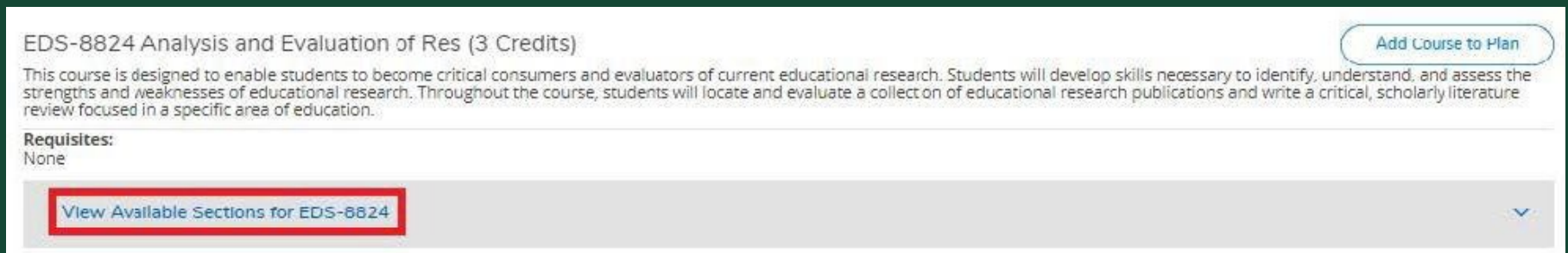
[Go to Plan & Schedule](#)



4. Enter the courses your advisor has sent to you in the “Search for courses” search bar and click the magnifying glass.



5. Select “View Available Sections” for course. Be sure you choose the section number sent to you by your advisor.



6. Scroll down to the semester you are registering for and select the course by clicking the “Add Section to Schedule” button.

<u>Analysis and Evaluation of Res CH38E</u> Runs from 1/8/2019 - 2/26/2019				Add Section to Schedule
Seats	Times	Locations	Instructors	
25	T 4:30 PM - 9:30 PM 1/8/2019 - 2/26/2019	Off Campus Cohorts Lecture	Faucett, C	

7. Confirm the section details by clicking “Add Section”.

Section Details

EDS-8824-CH38E Analysis and Evaluation of Res
Spring 2019

Instructors Faucett, C

Meeting Information T 4:30 PM 9:30 PM
1/8/2019 - 2/26/2019
Off Campus Cohorts, TBD (Lecture)

Dates 1/8/2019 - 2/26/2019

Seats Available 25 of 25 Total

Credits 3

Grading

Requisites None

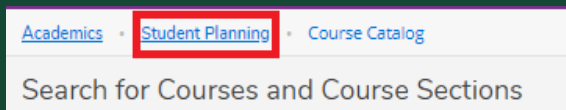
Course Description This course is designed to enable students to become critical consumers and evaluators of current educational research. Students will develop skills necessary to identify, understand, and assess the strengths and weaknesses of educational research. Throughout the course, students will locate and evaluate a collection of educational research publications and write a critical, scholarly literature review focused in a specific area of education.

Books [Bookstore Information](#)

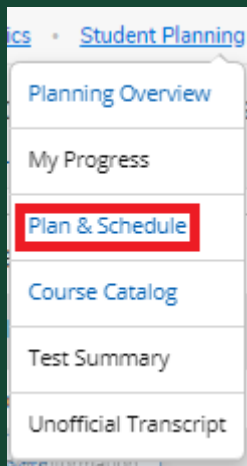




8. Check that you have listed all the correct courses and section numbers sent to you by your advisor. Once you have added all the courses you need to your plan, click “Student Planning”.



9. On the dropdown menu, select “Plan & Schedule”.





10. Once on the Plan & Schedule page, you will view your planned courses. Review that all courses are planned that need to be.

EDS-8824-CH38E: Analysis and Evaluation of Res

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Faucett, C
1/8/2019 to 2/26/2019
Seats Available: 25

Meeting Information

Register

View other sections

11. Once you are eligible to register you may return to the “Plan & Schedule” page and select the “Register Now” button. Refer to dates for registration provided by your advisor.

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 +

Register Now



12. Please review your course listing to ensure that each class has a “Registered” status.

A screenshot of a course listing interface. At the top, the course title "EDS-8824-CH38E: Analysis and Evaluation of Res" is displayed. Below the title, a green bar contains a checkmark icon and the word "Registered", which is highlighted by a red rectangular box. Underneath this bar, the following details are listed: "Credits: 3 Credits", "Grading: Graded", "Instructor: Faucett, C", and "1/8/2019 to 2/26/2019". A blue downward-pointing chevron icon is followed by the text "Meeting Information". At the bottom of the listing, there is a blue button with the word "Drop" written on it.

13. Any classes with scheduling conflicts, holds on your account, or prerequisite warnings will be shown in the notification box at the top right of your screen. Please note that the courses with scheduling conflicts have not been added to your schedule.



Key Points

1. Log into Self-Service
2. Accept our Financial Agreement
3. Plan Courses
4. Review your planned schedule.
5. Register for your planned courses during your registration period. Refer to dates for registration provided by your advisor.
6. Review your courses to ensure each has a "Registered" status.