



Student Planning: A Guide for Student Registration

Piedmont University

Registrar's Office

(706) 776-0112

reg@piedmont.edu



1. Log in to Student Planning from the Information Technology Services page on the Piedmont University website: [Information Technology Services | Piedmont University](#). Click link labeled: "Self Service": [Piedmont Self-Service](#).

Sign In

User name

Password

Sign In



1. 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 second option #2. "Plan your Degree & Register for Classes" option by clicking "Go To Plan & Schedule".

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](#)



3. Enter the course in the “Search for courses” search bar and click the magnifying glass.

Search for courses...



4. Select “View Available Sections” for course.

ENGL-1101 Rhetoric and Composition (3 Credits)

[Add Course to Plan](#)

In this writing-intensive course, students will learn to think critically, read contextually, and write persuasively by analyzing a variety of thematically linked texts. A grade of “C” is required to pass.

Requisites:

None

[View Available Sections for ENGL-1101](#)





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

Spring 2019

Rhetoric and Composition DEM01				Add Section to Schedule
Seats	Times	Locations	Instructors	
20	T/Th 9:30 AM - 10:45 AM 1/9/2019 - 5/8/2019	Demorest Campus, Stewart Hall 104 Lecture	Gilstrap, J	

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

Section Details

ENGL-1101-DEM01 Rhetoric and Composition

Spring 2019

Instructors

Meeting Information

Dates

Seats Available

Credits

Grading

Requisites

Course Description

Books

Gilstrap, J

Tu, Th 9:30 AM 10:45 AM
1/9/2019 - 5/8/2019
Demorest Campus, Stewart Hall 104 (Lecture)

1/9/2019 - 5/8/2019

20 of 20 Total

3

Graded ▾

None

In this writing-intensive course, students will learn to think critically, read contextually, and write persuasively by analyzing a variety of thematically linked texts. A grade of "C" is required to pass.

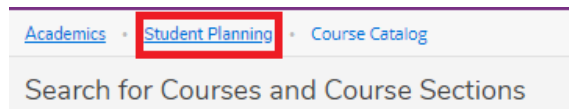
[Bookstore Information](#)

Close

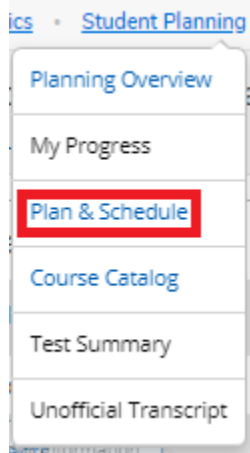
Add Section



7. Once you have added all the courses you need to your plan, click “Student Planning”.



8. On the drop-down menu, select “Plan & Schedule”.





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

[ENGL-1101-DEM01: Rhetoric and Composition](#) ×

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Gilstrap, J
1/9/2019 to 5/8/2019
Seats Available: 20

∨ Meeting Information

[Register](#)

∨ View other sections

10. Click the “Advising” tab and select “Request Review”. This will notify your advisor that your planned courses are ready to be reviewed.

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

My Advisors

(Overall Academic)

[Request Review](#)



11. Complete the Student Responsibility Financial Agreement for the term. Select your name at the top of the screen.

PIEDMONT
UNIVERSITY

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 Sign out

 Help

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Notifications

Title	Details	Link
 Advising Hold	This advising hold has been assigned to all current students and should be removed by your advisor once you have met to agree on the courses you should register for. It ONLY blocks registration and will not prevent any other activity.	

 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.

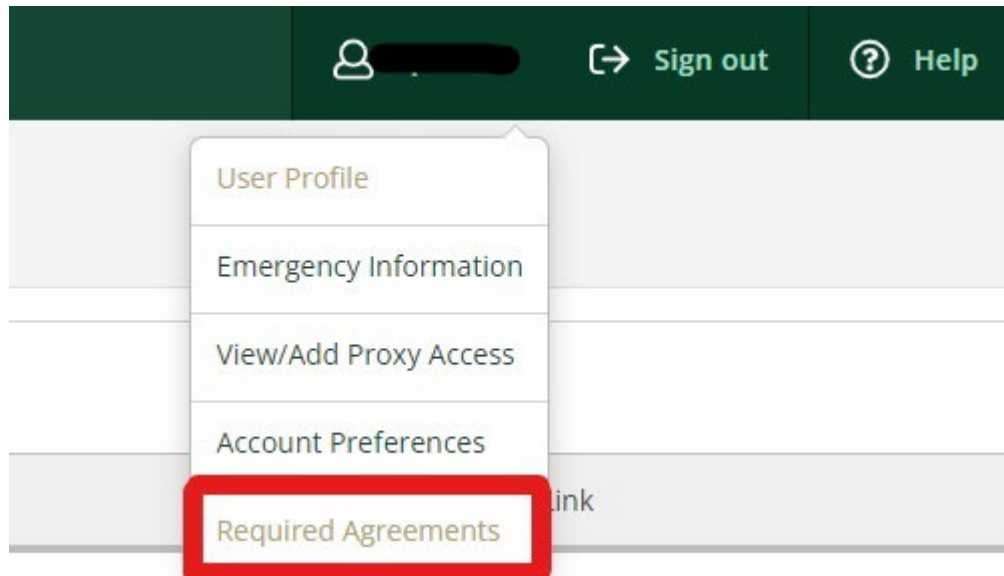
 Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

 Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

 Course Catalog
Here you can view and search the course catalog.

 Grades
Here you can view your grades by term.

12. Select Required Agreements.



13. Select "View" for the Student Financial Agreement for the term.

[User Options](#) · Required Agreements

Required Agreements

Title	Agreement Period	Due Date	Status	Action
Student Financial Responsibility Agreement	Summer 2023 and Fall 2023	8/1/2023 	Incomplete	View



14. Select “Accept” for the Student Financial Agreement.

Student Financial Responsibility Agreement

Incomplete Print

Student Financial Agreement

Prior to registration, all students must agree to the Student Financial Agreement. The Student Financial Agreement acknowledges that course registration creates a financial obligation to Piedmont University. The agreement also covers withdrawal and nonpayment conditions. If you have any questions or to request a written copy of the agreement please contact Student Accounts at (706) 776-0101.

I understand and agree that once I am registered for a course or courses at Piedmont University (the "University"), I am solely responsible for the payment of the resulting tuition, fees, fines, and

Cancel Accept

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

✓ Agreement updated. Would you like to print a copy of your agreement?

Yes No



16. You are done! The status will change to “Accepted” with the date of completion.

Required Agreements					
Title	Agreement Period	Due Date	Status	Action	
Student Financial Agreement	Fall 2019	10/11/2019	Accepted 10/14/2019	View	

17. Make an appointment to meet with your advisor to review your courses and have your advisor remove your advising hold. Once you are eligible to register (refer to the academic calendar if you are unsure of specific dates) you may return to the “Plan & Schedule” page and select the “Register Now” button.

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

[<](#) [Spring 2019](#) [+](#)

[Register Now](#)

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

ENGL-1101-DEM01:Rhetoric and Composition

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Gilsrapp, J
1/9/2019 to 5/8/2019

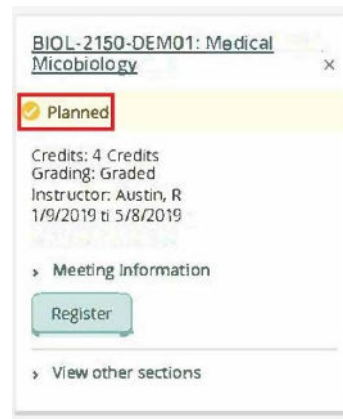
✓ Meeting Information

[Drop](#)

✓ View other sections



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





Key Points

1. Plan courses before meeting with your advisor.
2. Accept the Student Financial Agreement.
3. Schedule an advising meeting with your advisor.
4. Review your planned schedule with your advisor, noting and fixing any warnings such as class conflicts, holds, and/or prerequisites needed.
5. After you and your advisor agree on your plan, your advisor will remove your Advising Hold by selecting "Advisement Complete."
6. Register for your planned courses during your registration period. Specific dates can be found on the Academic Calendar.