

# Quick Guide for Student's to Self-Service

Self-Service is the registration program used by Clarkson College. It is directly linked to the program used by the Registrar's Office. Changes made by that office are instantly viewable on Self-Service. Students will receive their login and password information to access Self-Service prior to registration. Students may register, view grades, track degree requirements through the academic plan, access an unofficial transcript and more.

**IMPORTANT: When you close Self-Service you must choose "Close Browser" at the end of the session. Otherwise the next user will be able to log in to your account.**

## Searching for courses

1. Click on "search" on the top right side of the screen.
2. Choose "Course" from the available menu items.
3. Search for a course using Filters:
  - a. Course Code: (NS 842 will show all sections of NS 842 if you select "Find Sections")

**Clarkson College** REGISTRATION GRADES PLANNING FINANCES CLASSES ADVISING ADMINISTRATION DEPARTMENT SEARCH

### Catalog

 ×  
[New Search](#)

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[NS 842: Primary Care of Women - 160 Cl hrs](#) [FIND SECTIONS](#)  
Subtypes: Lecture  
Description: This course builds on Advanced Health Assessment and Primary Health Care I to manage common ambulatory health issues facing women. The course integrates the concepts of primary health care specific to women for health promotion and maintenance, disease prevention, differentiation of clinical pattern...

## Searching for Sections:

1. Click on "search" on the top right side of the screen
2. Choose "Section" from the available menu items
3. Search for section using Filters:
  - a. Course code: NS 842
  - b. Period: 2021/Fall
  - c. Session: Regular
4. Here you will see number of credits, as well as number of seats left

## Stop List:

1. If your account is on a “Stop list” you will be unable to register, view your academic plan, grades or access your unofficial transcript in Self Service. You will need to contact the Business Office for your “stop” and have it cleared before you’ll have access to registration, grades or view your unofficial transcript.

## Registering for Courses

1. Click on the “registration” tab from the top left side of the screen.
2. Choose “Courses” from the available menu items.
3. Search for a section using the search box:
  - a. Course Code (i.e. NS 842 – you must put a space between the prefix and number)
4. To see if a course is open or closed, look on the right side. You will see “Seats Left.” This indicates how many seats are available for the course.
5. To add the course to your cart, click “Add.”

NS 842: Prmry Care of Women - 160 Cl hrs

Year: 2021 | Term: Fall | Session: Regular Session

Subtype: Lecture | Section: OE04

Type: Class | Credit type: Graduate

Duration: 8/30/2021 - 12/10/2021

12:00 AM - 11:59 PM

Online Education

Clarkson College

N

Norton, Cecelia

3.00

Credits

3

Seats Left

ADD

6. Once all your courses have been added to your cart, you will need to accept two agreements on the top right-hand side of the screen. The Statement of Financial Responsibility and The Activities and Acknowledgement Release Form must be checked. You cannot register for your courses until you have accepted these agreements.
7. You will now see "My Schedule" on the right-side of the screen. Once you have selected all your courses, click "Register." You will now see "Registered" in green for all courses you are registered for.

**NS 842: Prmry Care of Women - 160 Cl hrs** 

**REGISTERED**

Year: 2021 | Term: Fall | Session: Regular Session  
Subtype: Lecture | Section: OE01  
Type: Class | Credit type: Graduate | Credits: 3.00  
Duration: 8/30/2021 - 12/10/2021  
12:00 AM - 11:59 PM Online Education  
Clarkson College  
Instructor: Norton, Cecelia

1

Registered

**REGISTER**

### **Registering for a waitlisted course**

8. If the course/section you would like to take has 0 seats left and you would like to add yourself to the waitlist, click "ADD" above "To Waitlist"

**NS 842: Prmry Care of Women - 160 Cl hrs**

Year: 2021 | Term: Fall | Session: Regular Session

Subtype: Lecture | Section: OE02

Type: Class | Credit type: Graduate

Duration: 8/30/2021 - 12/10/2021

12:00 AM - 11:59 PM

Online Education

Clarkson College

N

Norton, Cecelia

3.00

Credits

0

Seats Left

**ADD**

To waitlist

9. You will now see in your cart that you have a “PENDING” on waitlist course.

**NS 842: Prmry Care of Women - 160 Cl hrs** ×

**PENDING** On waitlist ⌚

Year: 2021 | Term: Fall | Session: Regular Session  
Subtype: Lecture | Section: OE01  
Type: Class | Credit type: Graduate | Credits: 3.00  
Duration: 8/30/2021 - 12/10/2021  
12:00 AM - 11:59 PM Online Education  
Clarkson College  
Instructor: Norton, Cecelia

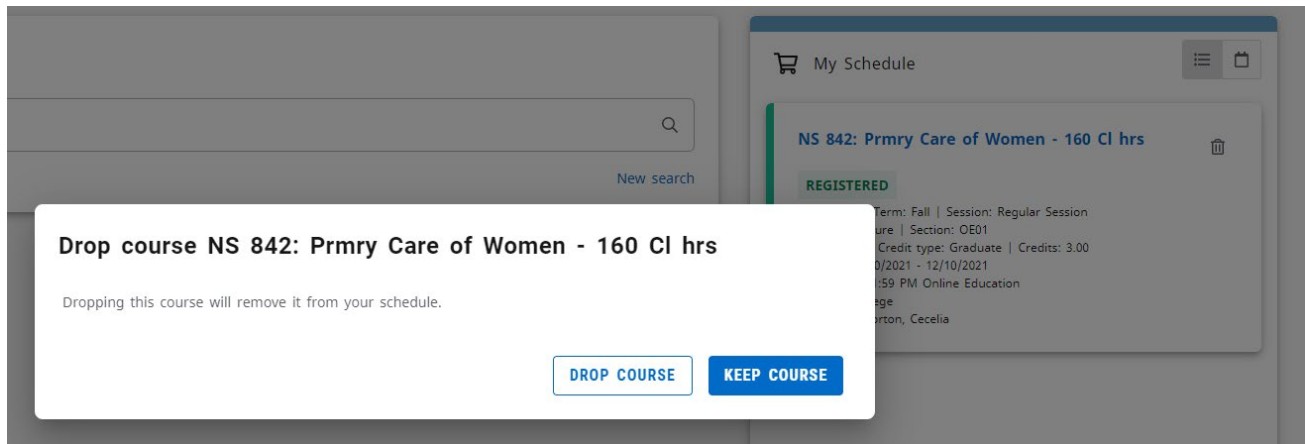
10. If/when a seat opens, you will receive an email to you Clarkson College email address. You have 72hrs to add yourself to the course. Go to your shopping cart at the top right-hand corner of the screen. This will open “My Schedule” and you will see your course (NS 842) is “IN CART.” Click “Register” on the bottom right-hand corner of the screen.

The screenshot shows a 'My Schedule' interface. At the top left is a shopping cart icon and the text 'My Schedule'. At the top right are a menu icon and a calendar icon. A large white pop-up window is centered, titled 'NS 842: Prmry Care of Women - 160 Cl hrs' with a close button (X) in the top right corner. Inside the pop-up, there is a yellow box with the text 'IN CART Register now!'. Below this, the following details are listed: 'Year: 2021 | Term: Fall | Session: Regular Session', 'Subtype: Lecture | Section: OE01', 'Type: Class | Credit type: Graduate | Credits: 3.00', 'Duration: 8/30/2021 - 12/10/2021', '12:00 AM - 11:59 PM Online Education', 'Clarkson College', and 'Instructor: Norton, Cecelia'. Below the details, a message states: 'A seat is now available for this course! Please register online by Saturday, June 5, 2021 11:19 AM. After this deadline the seat will be offered to another student.' At the bottom of the pop-up, there are two progress indicators: '0 Registered' and '1 Cart'. To the right of these indicators is a blue button labeled 'REGISTER'.

You will see “[Congratulations! You have completed your Registration.](#)” on the top of the screen

### **Dropping a course:**

1. Click on the shopping cart on the top right-hand corner of the screen. You will see “My Schedule” on the right. Here you will see all the courses you are registered for. Choose the course you would like to drop and click the trashcan. A pop-up will appear, click “Drop Course”



2. You have successfully dropped the course.

## **View Course Schedule**

1. Click on "Registration" on the top of the screen.
2. Choose "My Schedule" from the available menu items.
3. Select the period (2021/Fall)" from the drop down.
4. To print a copy of your schedule, you will see "Print" on left side

## **Viewing Grades:**

1. Click on the "Grades" tab.
2. Choose "Grade Report" from the available menu items.
3. Select "period" for term requested and hit the Submit button.

## **Viewing Unofficial Transcript:**

1. Click on the "Grades" tab
2. Choose "Unofficial Transcript" from the menu items
3. To print, click "Print" on the top right-hand corner

## **Accessing your Academic Plan**

1. Click on the "Registration" option at the top of the page.
2. Choose the "Academic Plan" menu option.
3. The academic plan will appear according to your program/transfer credit/completed courses.

## **Phone number add/edit:**

1. Under your name on the top right-side of the screen click "Profile"
2. From there click "Phone Numbers"
3. Click the blue + on the right side of the screen to add a number
4. Click on the blue "Type" to edit a number

## 5. Save

| Phone Numbers |             |            |         |                    | + |
|---------------|-------------|------------|---------|--------------------|---|
| Type          | Description | Number     | Country | Do not call reason |   |
| Home Phone    | PRIMARY     | 4025526263 | USA     |                    |   |

## **Changing your address:**

1. Under your name on the top right-hand side click "Profile"
2. From there click "addresses"
3. To edit your address, click on "Home" in blue
4. To add an address, click on the blue + on the top right.
5. Save

| Address Information |           |                               | +          |
|---------------------|-----------|-------------------------------|------------|
| Type                | Address   | Effective Date                |            |
| Home                | PREFERRED | 101 S 42nd st Omaha, NE 68131 | 10/17/2014 |