

## Registration Guide

### Arriving at Self-Service

---

To access Self-Service, [click here](https://www.alverno.edu/class-registration) or find the link to Self Service by going to <https://www.alverno.edu/class-registration> and selecting the “Register Here” button.

### Register for Classes

#### Undergraduate Student Registration

Spring registration begins the second Monday in November  
Summer and fall registration begins the second Monday in April

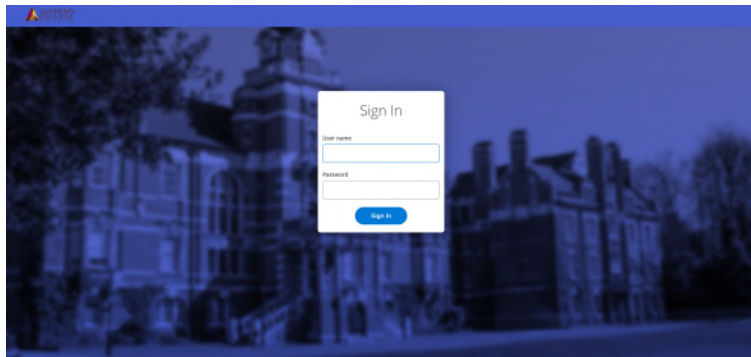
#### Graduate Student Registration

Spring registration begins the first Monday in November  
Summer and fall registration begins the first Monday in April

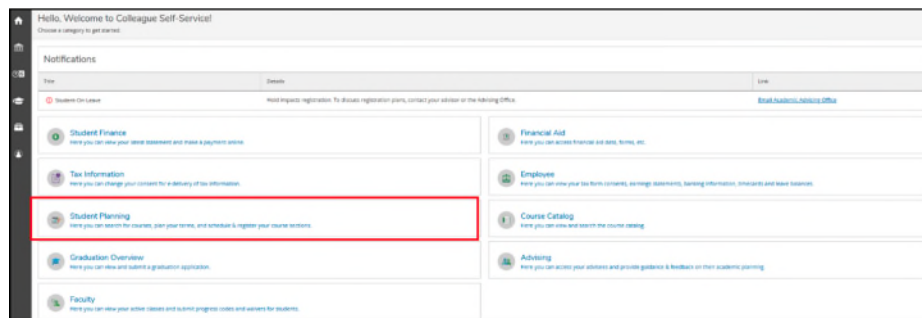
REGISTER HERE

For additional help, please refer to the instructions below.

The link will lead to the Self Service main screen.



After logging in, the home page will appear. To begin registration, click on the **Student Planning** button.



## View Your Progress

This area will show your program at a glance including your degree, major, catalog year and anticipated completion date. It will also show you all of the required courses for your program and indicate if they are completed, attempted, in progress or planned.



## Review Your Remaining Requirements in the Degree Audit

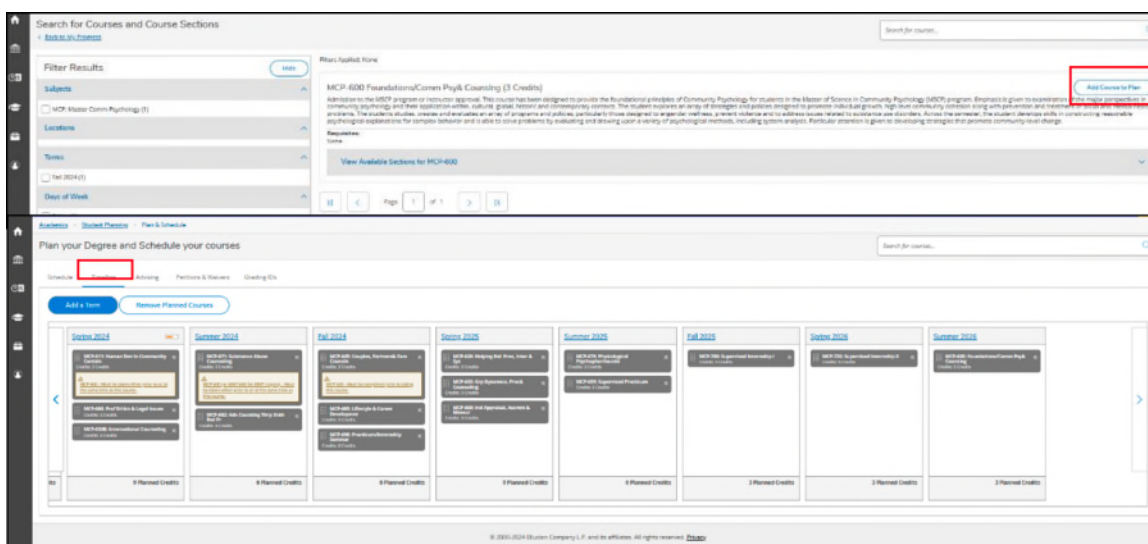
- **In Progress:** The course has begun and the student is registered.
- **Completed:** The course has been completed.
- **Planned:** The course is planned for a future semester (planned does **not** mean registered).
- **Not Started:** The course has not been planned or registered for.

A. Program Requirements					
Complete all of the following items. 0 of 1 Completed. <a href="#">Hide Details</a>					
Table courses MCF-600, MCF-611, MCF-620, MCF-625, MCF-627, MCF-640, MCF-645, MCF-657, MCF-665, MCF-660, MCF-671, MCF-680, MCF-682, MCF-685, MCF-688, MCF-696, MCF-699, MCF-700, MCF-720. 3 of 19 Courses Completed. <a href="#">Hide Details</a>					
Status	Course	Progress Code	Term	Credits	
✓ Completed	MCF-620	S	2020SP	3	
✓ Completed	MCF-680	S	2020SP	3	
✓ Completed	MCF-657	S	2020SS	3	
🕒 Planned	MCF-611		2024SP	3	
🕒 Planned	MCF-688		2024SP	3	
🕒 Planned	MCF-689		2024FA	0	
🕒 Planned	MCF-695		2024FA	3	
🕒 Planned	MCF-696		2024FA	3	
🕒 Planned	MCF-699		2020SP	3	
🕒 Planned	MCF-680		2020SP	3	
🕒 Planned	MCF-620		2020SP	3	
🕒 Planned	MCF-720		2023FA	3	
🕒 Planned	MCF-671		2024SS	3	
🕒 Planned	MCF-682		2024SS	3	
🕒 Planned	MCF-699		2020SS	3	
🕒 Planned	MCF-720		2020SP	3	
🕒 Not Started	MCF-690				
🕒 Not Started	MCF-627				
🕒 Not Started	MCF-690				

## Planning and Registering for Courses

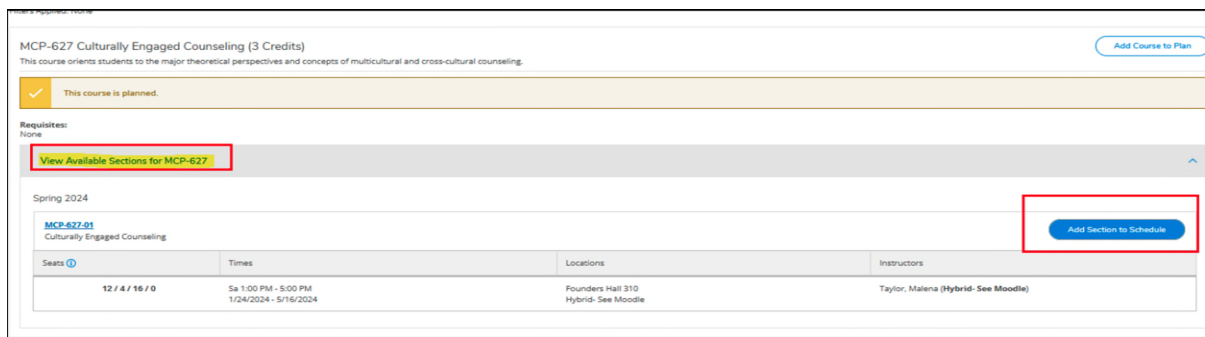
To **plan** for a course:

- Click the blue course from your degree audit you want to plan.
- Click **"Add Course to Plan"** (this does **not** register you for the course).
- Select the term from the drop-down you plan to take the course; then click **"Add Course to Plan"**
- Once you add the course to your plan, click on **"Academics>Student Planning > Plan & Schedule"** to view it on your timeline.
  - This feature is meant to assist with planning out all of your program requirements into specific terms and does **not** register you for the course.



To **register** for a course:

1. Click the blue course from your degree audit that you wish to register for.
2. Click **"View Available Sections for..."**
3. Click **"Add Section to Schedule > Add Section"**



4. Once you have added the section to your schedule, click on **"Go to My Progress"** to register for it.

- Use the arrows at the top to find the desired semester.
- Any sections added will appear on the left side and will have a blue "Register Now" button below them. To add all classes at once, click the "Register Now" button in the upper right corner.
- **Click the "Register Now" button to register.**
  - Please note: Planned courses will appear brown on your schedule; registered courses will appear green).

The screenshot shows a web-based course schedule interface. A red box highlights the top navigation area, including the 'Schedule' tab, navigation arrows, and the 'Spring 2024' semester selector. Another red box highlights a blue 'Register Now' button in the top right corner. A third red box highlights two green course blocks on the schedule grid: 'LTM-602-01' on Tuesday from 5pm to 6pm, and 'LTM-602-02' on Wednesday from 5pm to 6pm. The left sidebar lists course details for 'LTM-602-01: Field Experience Module 1' and 'LTM-602-02: Content Area Methods-English', both marked as 'Registered'. The main grid shows a weekly schedule from Sunday to Saturday, with time slots from 11am to 11pm. At the bottom right, summary statistics are displayed: 'Planned: 9 Credits', 'Enrolled: 5 Credits', and 'Waitlisted: 0 Credits'.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm			LTM-602-01	LTM-602-02			
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							