Using Colleague Self-Service to Search and Register for Courses

Students are able to search for and register for courses using the Self-Service interface by logging in at <u>https://selfservice.smcvt.edu/Student</u> using their MikeNet credentials.

1. Go to https://selfservice.smcvt.edu/Student and login using your MikeNet credentials

518	sn in	
User name		
acolletta		
Password		
••••••		
S	ian In	
Si	ign In	

2. After logging in, you will see your "welcome" page. To begin the registration process, click on the "Course Catalog" option

noose a category to get started.	······
Student Finance Here you can view your latest statement and make a payment online.	Course Catalog Here you can view and search the course catalog.
Grades	Graduation Overview

3. Using the "Advanced Search" tab, select the appropriate term you would like to register for (Winter Intersession 2021) and click "Search"

Term	d Search	Meeting Start Date	Meeting End Date			
Winter Intersession 2021	~	M/d/yyyy	wayyyy			
Courses And Sections						
Suroutine		Subject		~	Course oumber	Section
Synonym		Subject		•	Course number	Section
Synonym		Subject		~	Course number	sector
+ Add More_ Days Of Week	Moncay	Tuesday	Wednesday			
Thursday	- Priday	Saturday				
Academic Level						
Select Academic Level	~ ~					
Course Type	17					

4. You will then be brought to a screen where you see all 5 available courses. A list of courses should be presented on the right side of the screen. This will show details for the available sections, including seats available, schedule days and times, restrictions, course location and instructor.

ES-107 Environmental Science (4 Credits)
This course is a science-based investigation of the Earth as a system, with application to understanding many issues in contemporary environmental policy. Science is an attempt to discover how nature works. Through careful observation, measurements, experimentation, and modeling students will explore issues in contemporary environmental science. These include climate change, biodiversity, deforestation, ecosystem structure and function, population, biogeochemical cycling, energy, as well as investigations of environmental problems, their causes, and solutions.
Lab Fee: \$115.00
Pre-reqs: ENV and ES Majors/Minors Only (Majors/Minors Only restriction will be released for open registration).
LSC:Scientific Reasoning CORE: Scientific Inquiry
Winter 2021: ES-107-A (Online) Lab Fee does not apply.
This is a Winter Session offering, Registration is online at smovt edu/wintersession.
Requisites: None
View Available Sections for ES-107
PO-180 Current Issues in World Politi (4 Credits) This course provides students with an introduction to controversies and debates in world politics, through both a theoretical and case study approach. ISC Social and Institutional
Conc. Insuri ya Suduty Winer 2012 P.N.1804 (noline)
This is Winey Session offenine Registration is online at smoot edu/wintersession.
Requisites:
None
View Available Sections for PO-180
PS-101 General Psychology (4 Credits)
General Psychology is an introduction to the field of psychology, its methods, major perspectives, theories, and applications. The course explores basic sub-discipline areas of psychology such as neuroscience, perception, learning and memory, cognition, development, social psychology representing, psychology is an introduction to the field of psychology.
LSC: Social and Institutional CORE: N/A
Winter 2021: PS-101-A (online)
This is Winter Session offering. Registration is online at smcvt.edu/wintersession.
This course was attempted or already completed.
Requisites: None
View Available Sections for PS-101

5. Locate the course you would like and then click the 'View Available Sections' bar below the course description. Select "Add Section to Schedule" from dropdown

PO-180 C	urrent Issues in World F	Politi (4 Credits)		
This course pr	ovides students with an introduc	tion to controversies and debates in world politics, through both a theoretica	al and case study approach.	
LSC: Social and CORE: History	d Institutional v & Society			
Winter 2021: P	O-180-A (online)			
This is Winter	Session offering. Registration	line at smcvt.edu/wintersession.		
Requisites: None				
View Av	ailable Sections for PO-180			^
Winter Int	tersession 2021			
PO-180-/ Current I	<u>A (6600)</u> Issues in World Politi			Add Section to Schedule
Seats		Times	Locations	Instructors
	30	12/28/2020 - 1/22/2021	On-Line	Ayres, J
200	30	12/28/2020 - 1/22/2021	On-Line	Ayres, J

6. After reviewing the section details that are presented, click the 'Add Section' button at the bottom

Jocusti Doculo		
PO-180-A Current Issues in V Winter Intersession 2021	Vorld Politi (6600)	
Instructors	Ayres, J	(j <u>ayres@smcvt.edu</u> , 1-802-654-2680)
Meeting Information	12/28/2020 - 1/22 (On-Line)	//2021
Dates	12/28/2020 - 1/22	!/2021
Seats Available	30 of 30 Total	
Credits	4	
Grading	Graded	
Requisites	None	
Course Description	This course provid a theoretical and o	des students with an introduction to controversies and debates in world politics, through b case study approach.
	LSC: Social and In CORE: History & S	nstitutional Society
	Winter 2021: PO-1	180-A (online)
	This is Winter Ses	sion offering. Registration is online at smcvt.edu/wintersession.
Books Total		
	Close	Add Section

7. You should receive a notification that the course 'has been planned on the schedule.' **Note that you are not** registered for the course yet, it has just been added to your plan



8. Once the course has been placed on your schedule, you need to register for the course. On the left-hand navigation bar, under "Academics", select "Register for Classes"



9. If registration is currently open and you have no restrictions, the 'Register' button will be shown as active and will allow you to register for the course.

gister for Classes					Search for cours	65	
chedule Petitions & Walvers							
Winter Intersession 2021			\subset	Remove Unregistered S	ections		Register Now
V Filter Sections						Not Registered: 4 Credits En	rolled: 0 Credits Waltlisted: 0
PO-180-A: Current Issues in World Politi	x A Sun	Mon	Tue	Wed	Thu	.Pri	Søt
✓ Not Registered	Bam						
Credits: 4 Credits	9am .						
Grading: Graded Instructor: Ayres, J 12/28/2004 to 1/2/2001	10em			C. marine in the second			
Seets Avellable: 20	11am						
Meeting shormation Periods	12pm						
	Spm						
View other sections	3pm						
	3pm		-				
	4pm						
	Som						
	from						

10. After registering, if you would like to drop the course, select "drop". This only needs to be done if you want to drop a course.

PO-180-A: Current Issues in World Politi		
 Registered, but not started 		
Credits: 4 Credits Grading: Graded Instructor: Ayres, J 12/28/2020 to 1/22/2021 V Meeting Information		
	Drop	
✓ View other sections		

Please contact <u>Wintersession@smcvt.edu</u> with any questions or concerns regarding registration