

# Daemen College

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## Self Service Training

Self Service will help you create your ROAD MAP to completing your degree.

Self Service allows you to:

[TRACK](#) Progress towards Degree Requirements

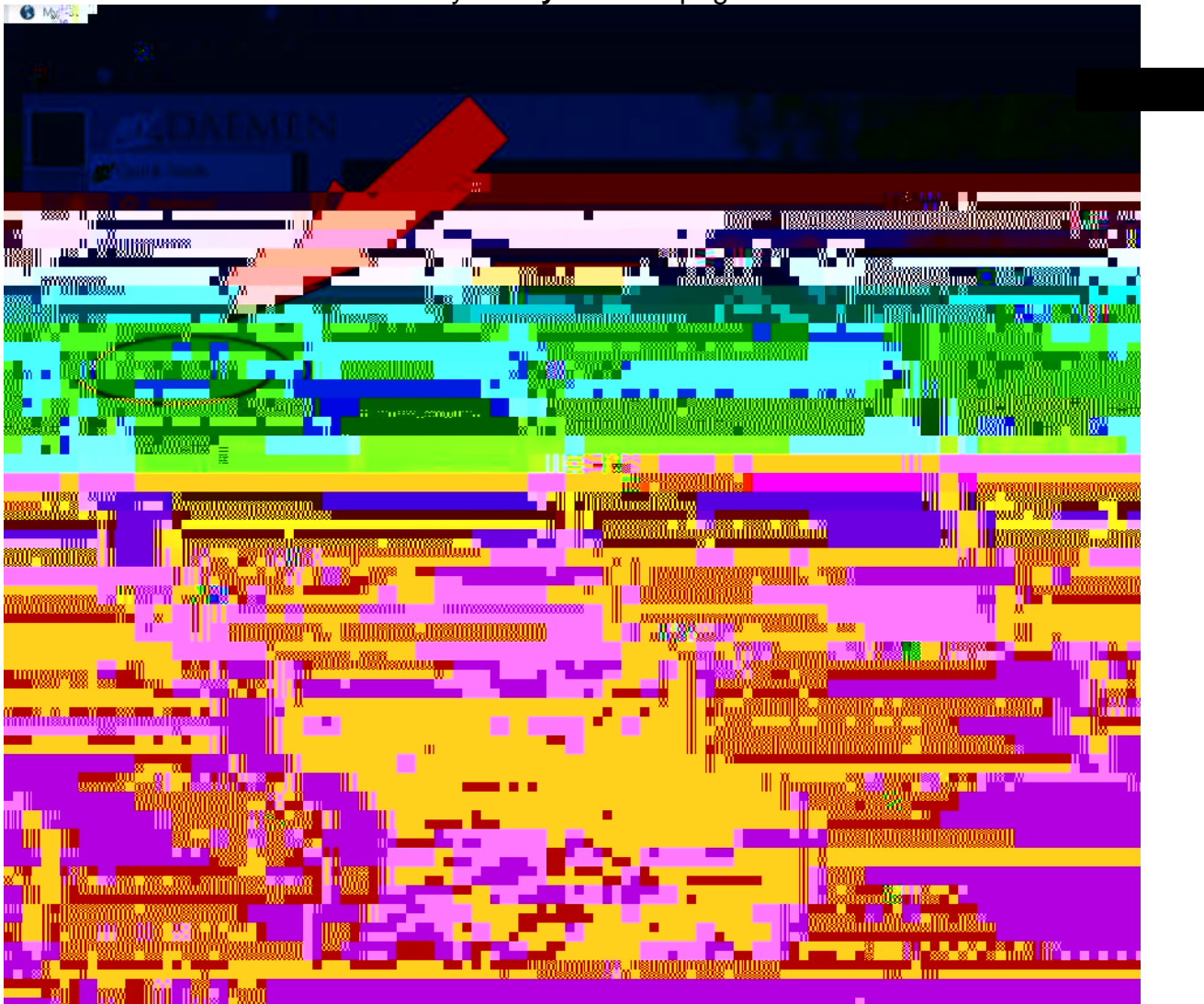
[PLAN](#) courses and [BUILD](#) a schedule for a particular semester

Communicate and work with your advisor

[REGISTER](#) for classes

*Students can perform academic planning activities such as searching for courses, planning their terms, and scheduling and registering for course sections.*

You can access Self Service from your **MyDaemen** page.



**Click on STUDENT PLANNING**

**We're going to go through each of the tabs individually but we're going to start with VIEW through each**

The **Progress** tab is basically a student's degree audit. It displays student specific information at the top. It is an interactive degree audit/program evaluation.

Color-coded Progress bars display overall progress, total credits required, and residency requirements. Color key: **Dark Green**=Completed, **Faded Green**=In Progress, **Yellow** =Planned

Progress towards requirements will be clearly labeled, and you will be able to add courses to your Plan directly from My Progress. **CLICK the Search BOX TO SEE THE LIST OF COURSES THAT MEET THAT REQUIREMENT FROM THE COURSE CATALOG.**

Use the Filters on the left to filter the list to sections that are available by choosing a term, instructor, time of day, location, levels, and/or course types.

The screenshot displays a course catalog interface. On the left side, a sidebar contains various filter categories: 'English (10)', 'Music - MUSI (8)', 'Art - ARTS (3)', 'Philosophy (2)', and 'Topics (7)'. Below these are sections for 'ACADEMIC LEVELS' (Freshman (14), Sophomore (12), Junior (10), Senior (8)) and 'COURSE LEVELS' (Freshman (14), Sophomore (12), Junior (10), Senior (8)). A red circle highlights this entire sidebar area. The main content area shows a list of courses with details such as course numbers, titles, and credit hours. For example, 'ARTS-1301 Art Appreciation (060) (0 CEUs)' is visible. Below the course list, there are sections for 'View Available Sections for ARTS-1301', 'A-1301 Humanities I (040) (0 CEUs)', 'MA-1301', 'MU BI-1301 Fund of Music (060) (0 CEUs)', and 'PHIL-1301'. Each course entry includes an 'Add Course to Plan' button and a 'View Available Sections' button. The interface also shows a search bar at the top and a list of course numbers at the bottom.

**From here, you can Add a Course to your Plan or Add Section to Schedule**

The course is now

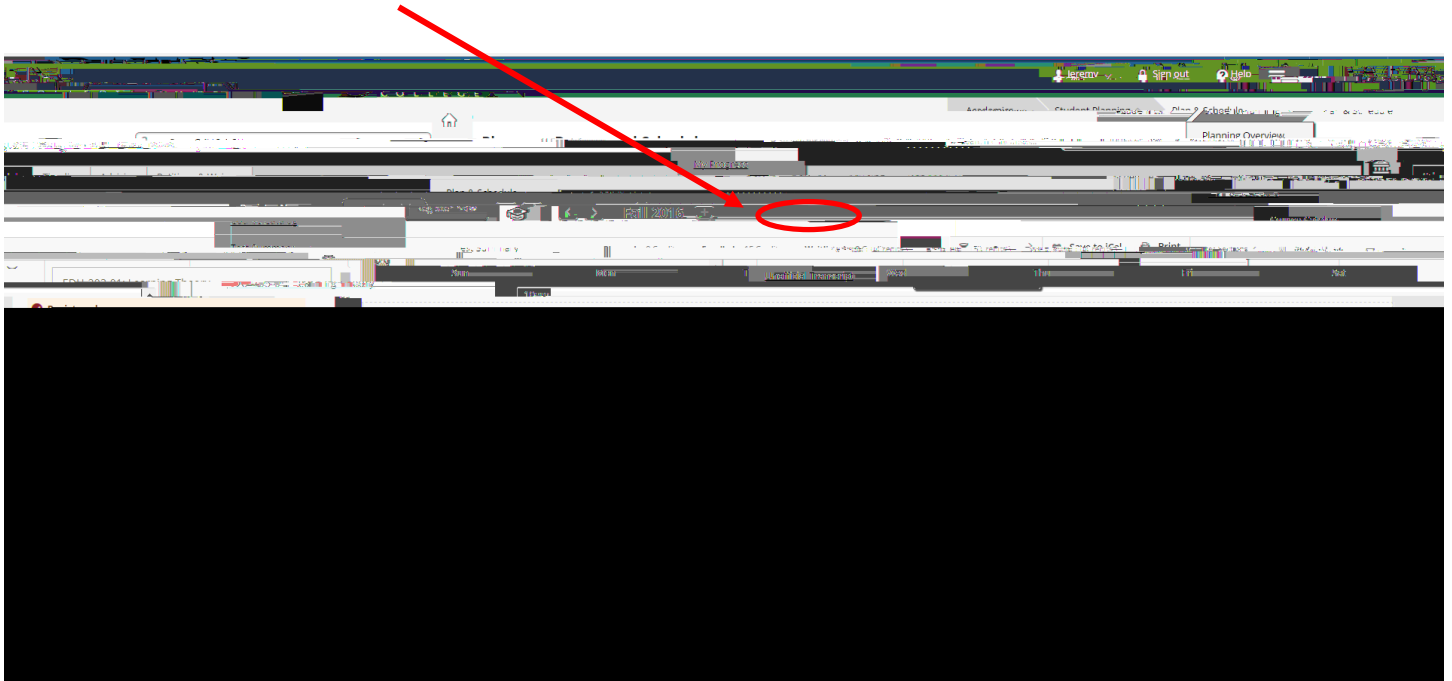
## **Timeline**

You can also choose the **Timeline** to see future, past terms and multiple terms at the same time.

The number of planned, enrolled or completed credits appear at the bottom of each term. The GPA appears if the term is completed. You can remove planned courses from schedule view or timeline view.



The **Course Catalog** tab allows you access to the entire College catalog. You can use the **Search for courses...** box to search for a particular course or for a word in that course name or description. You can search for a subject by entering it in the **Search for a course subject:** box or scrolling through the list of subjects.



Click **Add Section to Schedule**

**Section Details**

**PTAP-1110-TMC: Introduction to Patient Care**  
Fall Semester 2016, ...

<b>Instructors</b>	Kraus, J
<b>Meeting Information</b>	MWF 10:00 AM - 12:00 PM 8/15/2016 - 12/15/2016 Lester B. Pearson Hall 301 (Lecture)

**Seats Available** Unlimited

**Credits** 1

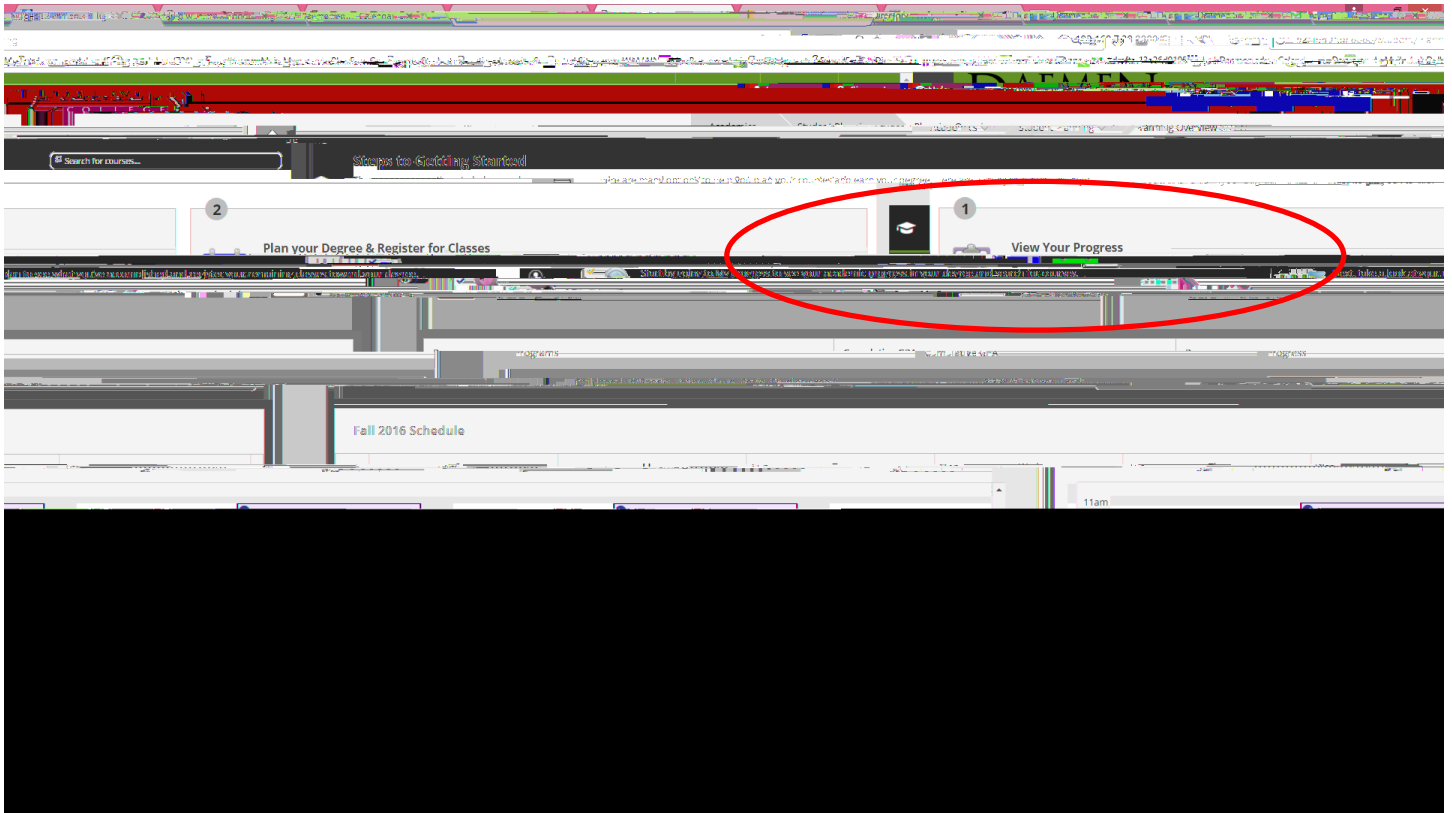
**Requisites** None

This course introduces basic information regarding the health care system in general and the profession of

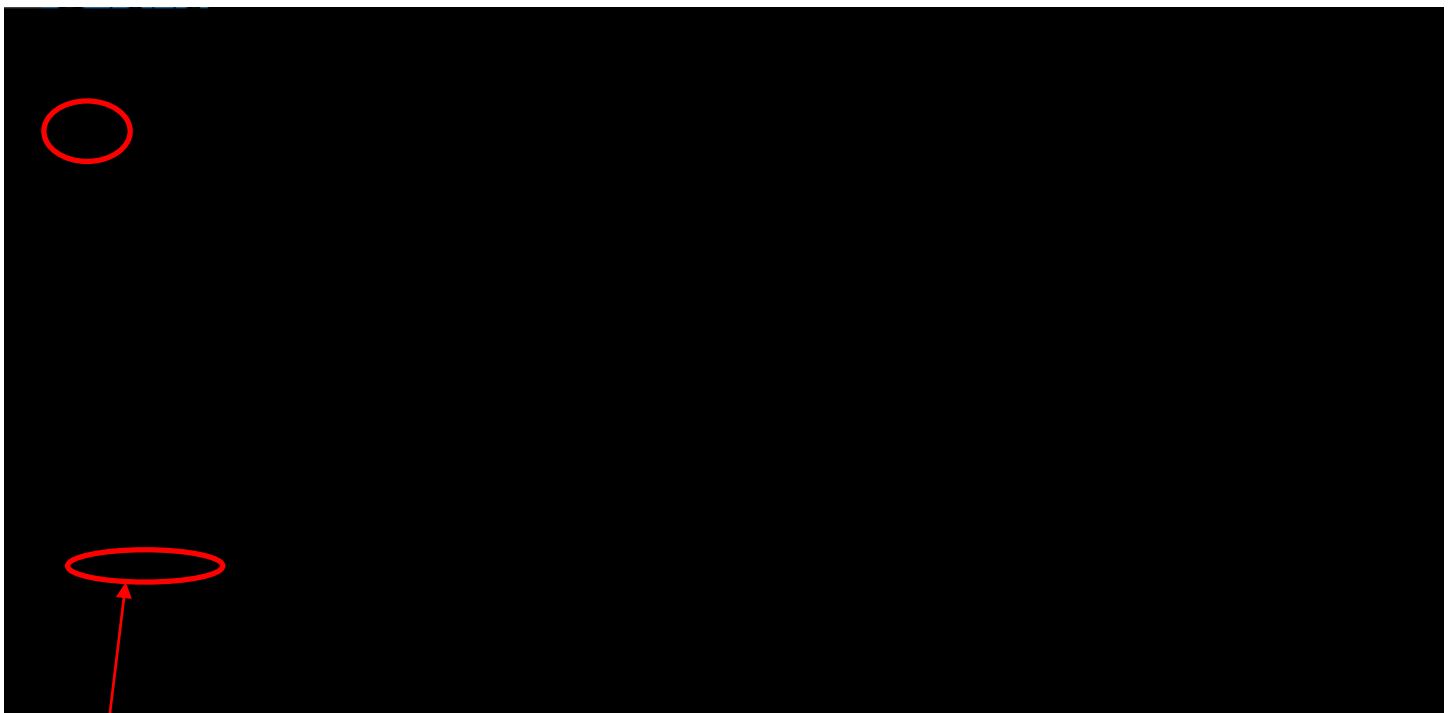
**Close** **Add Section to Schedule**



When you are ready to REGISTER for your Courses click on PLAN YOUR DEGREE AND REGISTER FOR COURSES.

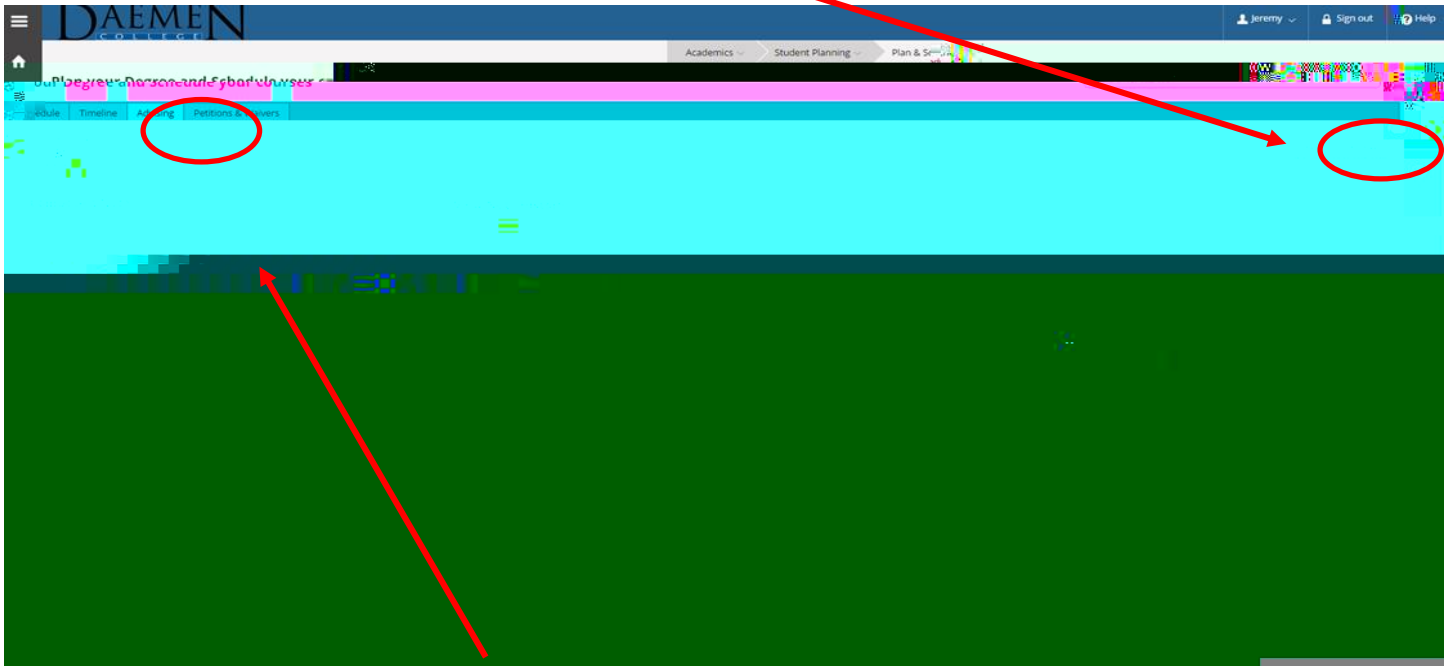


The **Schedule View** will default to the current term if you are currently registered. If you are not registered, it will default to the last term registered. From the **Schedule View**, you can see what you have planned. You can plan to take both courses and sections.



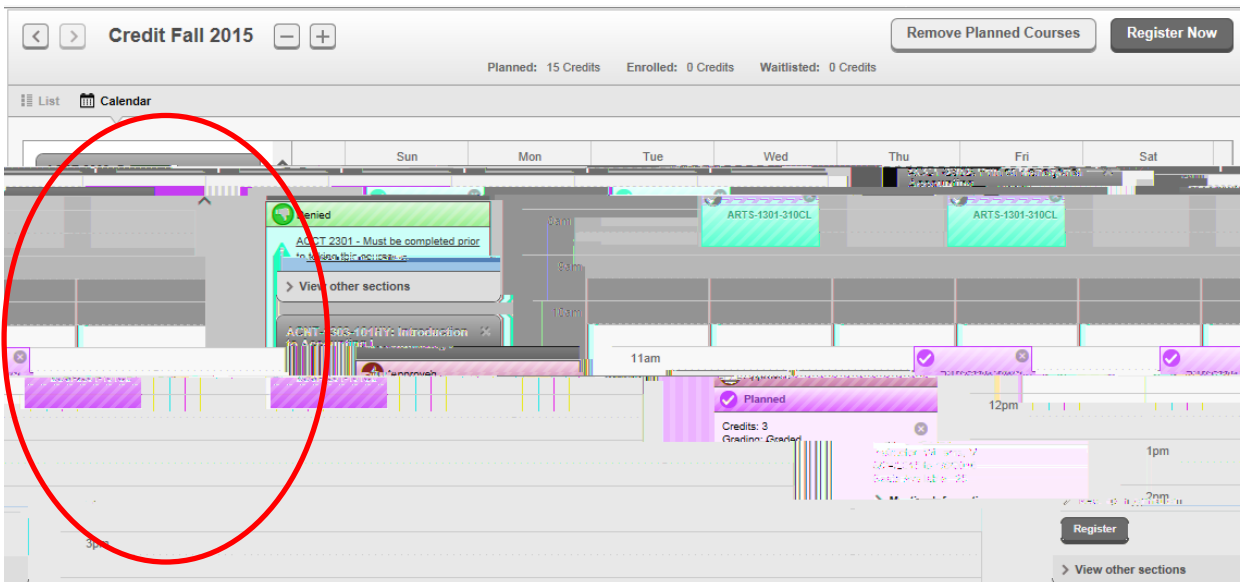
You can easily see if a section conflicts by clicking **View other sections**

You must receive approval for courses in order to register! In order to do this you must request your plan to be reviewed. You can request a review of your plan at any time by selecting the **Advising TAB** and then **CLICKING ON REQUEST REVIEW**. If you request a review, your advisor will receive email notification.



**Notes** Add a note to your advisor in the **Compose a Note** section. Please be careful when sending notes because once saved, they cannot be edited or deleted. The notes do remain with your record, so if you change majors or advisors, it will still be accessible to any advisor who can view your plan. The notes are considered a part of your record under FERPA and can be primary method of communicating with your advisor.

Your advisor can **Approve**, **Deny** and **Protect** courses. **You can only register for approved courses.**



**We have received approval for one course but were denied from one ACCT because our advisor doesn't think it is a good idea for us to take it yet. You must meet the prerequisite first. Therefore, you are not able to register for courses that have not been approved.**

**Your advisor can also Protect a course. This will keep a student from moving it to a future term or removing it. Your advisor may think this is a good idea if we know the course is only offered in that term or may not be offered again for a year.**

**Registration/Drop/Add**

After selecting courses, go back to the **Schedule** tab. Your planned courses are listed. You can **View other Sections** for each course to help you plan your course schedule.

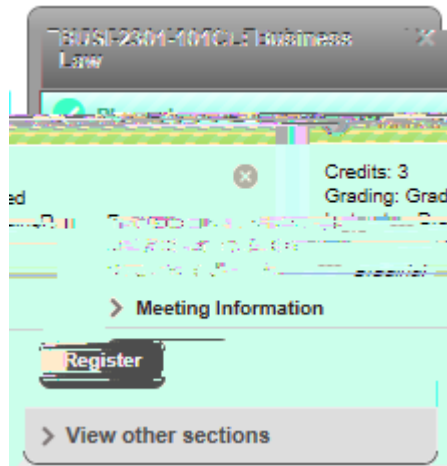
Once your registration period is open, Click **Register Now**.

You will be registered for all eligible sections. If there are any reasons a section is not registered, **Notifications** will display.

You will still be registered for all other eligible sections. The section will display a status of **Registered** and turns green.

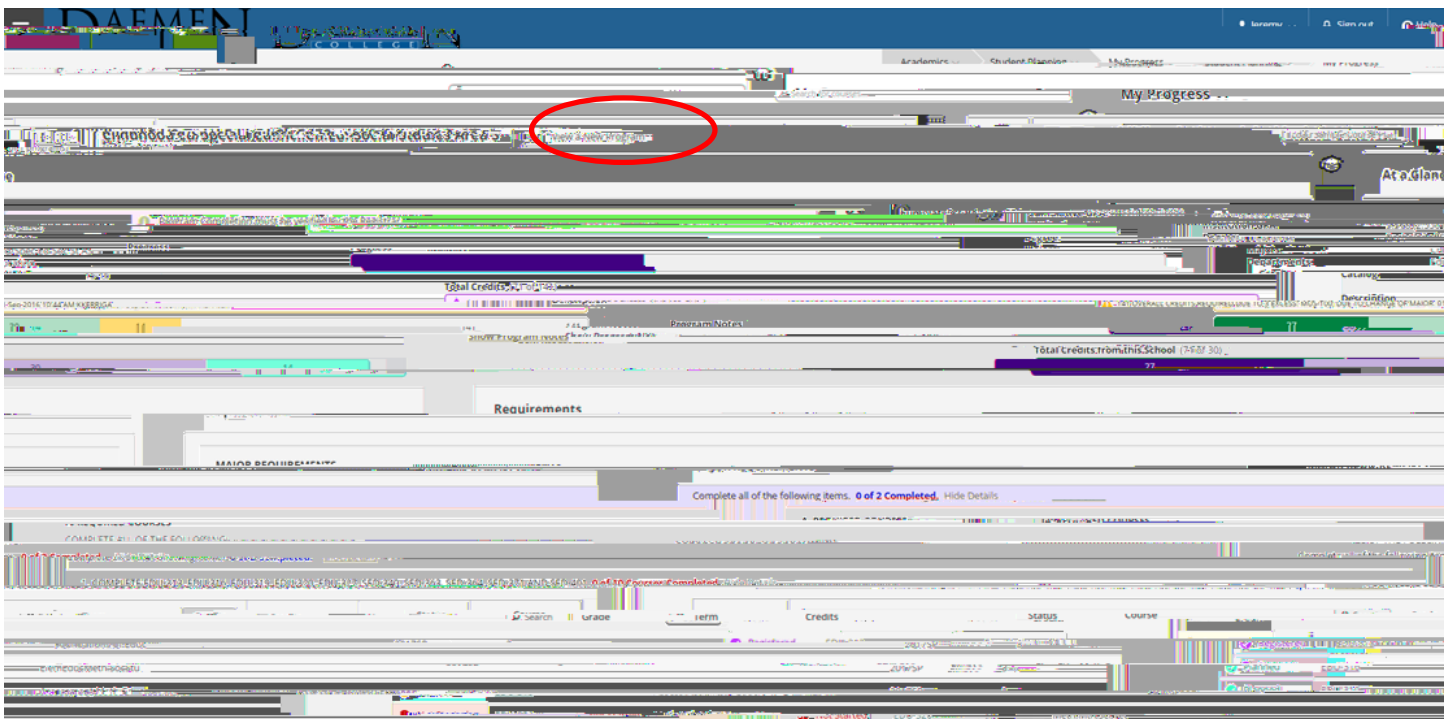
Once registered, you can DROP a section by clicking **Drop** button on that particular s

The section returns to a **Planned** status.

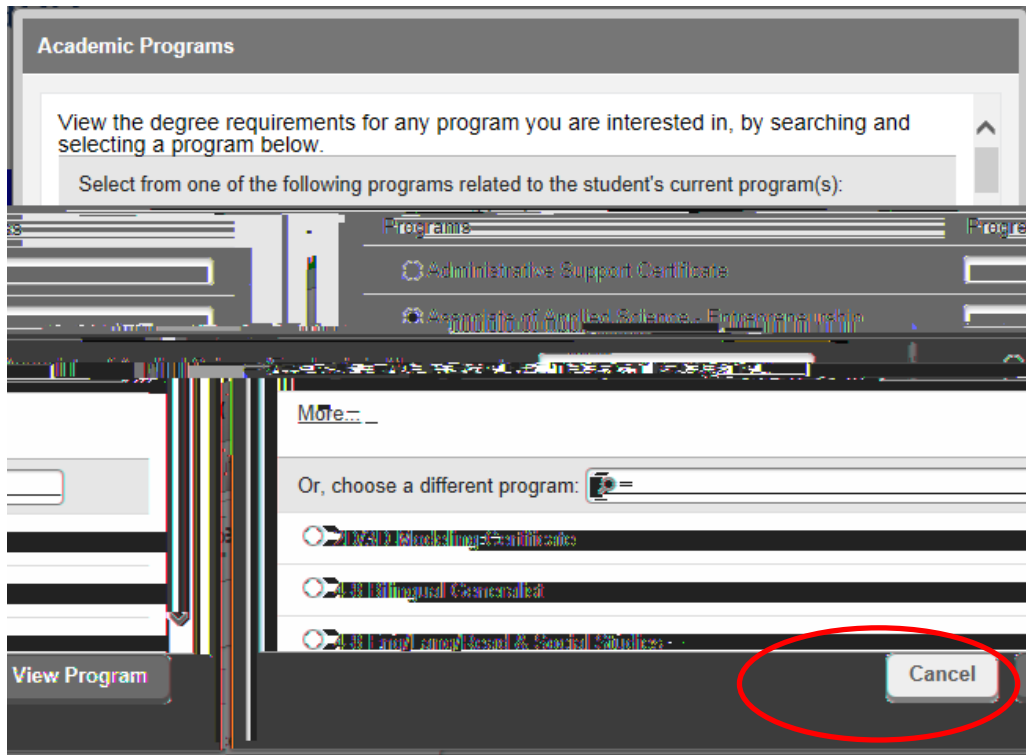


### View a New Program

*Students sometimes want to know what if they change their major to something else. You can View a New Program as a “What If” scenario.*

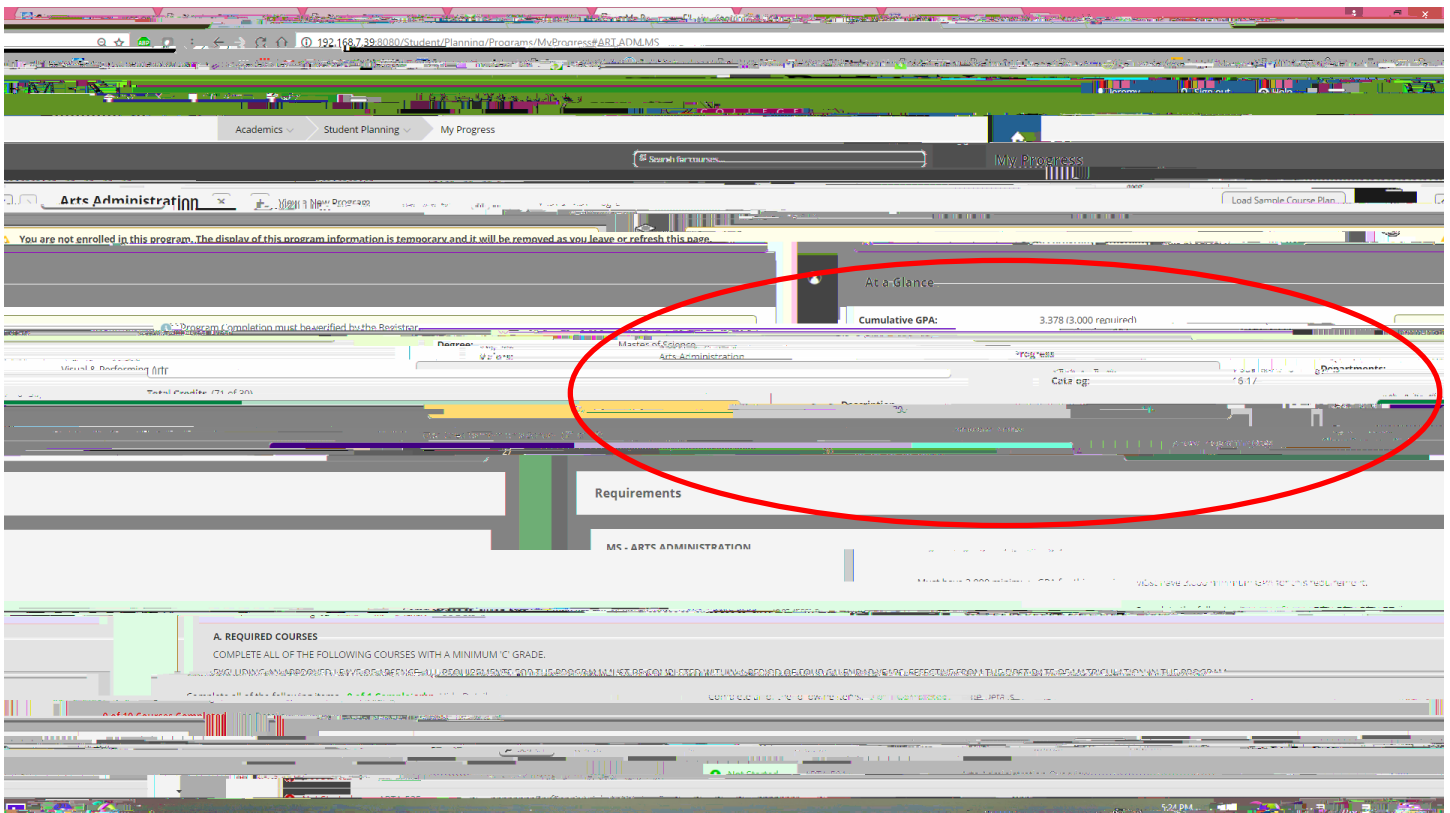


View the degree requirements for any program you may be interested in, by searching and selecting a program from the list. The programs that are related to your current program will appear at the top of the list.



Select a program that you may be interested in  
Click **View Program**

This will allow you to see your progress in this new selected program.

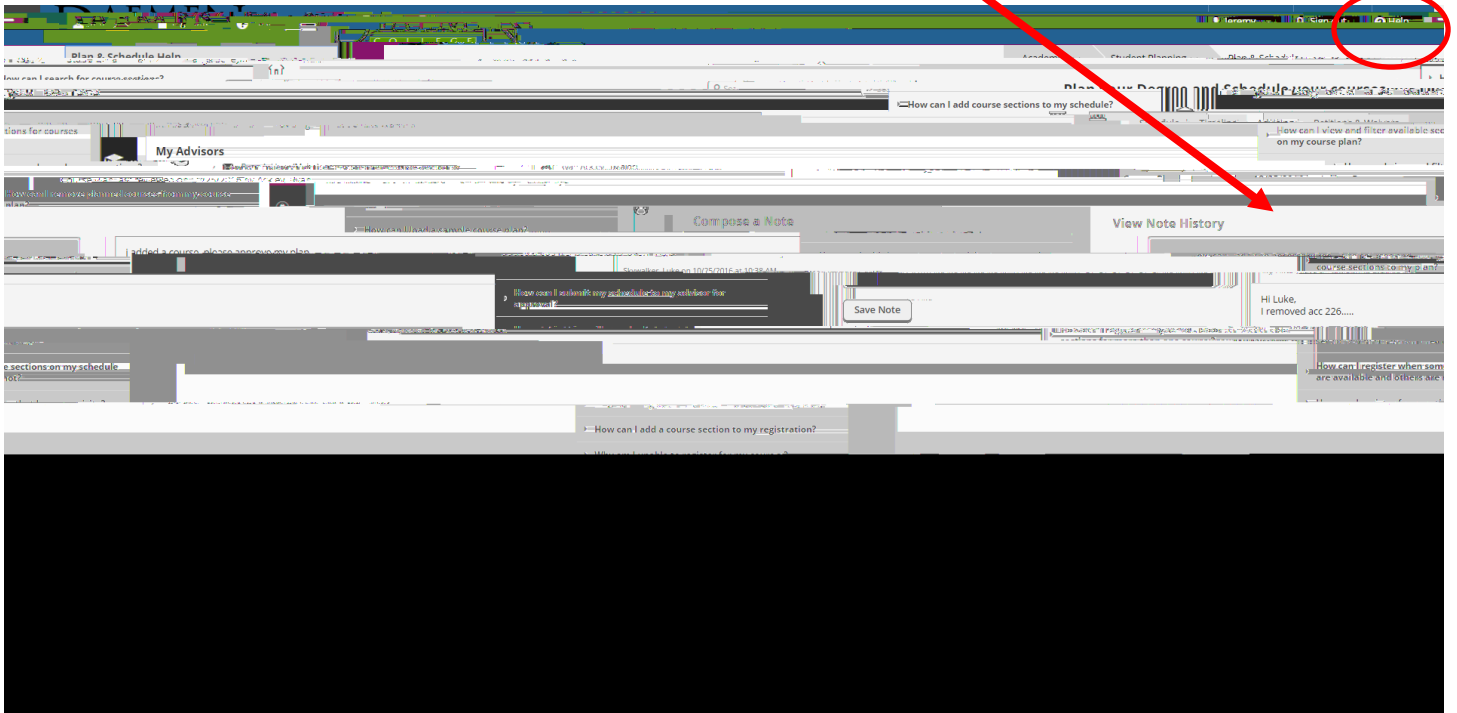


## Help

One other great feature is the Help menu at the top of the page. The Help menu has a detailed list of the most the common questions. It covers most of the basic functions of Student Planning.

If you need additional assistance, please contact the Student Success Center at 716-839-8228.

For technical assistance, please contact [studentplanning@daemen.edu](mailto:studentplanning@daemen.edu)



## Three Quick Methods to Create a Plan

### Method A

1. Select Progress.
2. Select a course that is marked Not Complete OR Select Search for an area Not Complete
3. Add the course to the plan
4. On the picklist, select the term where you want to add the course to.
5. Go back to the Progress View
6. Repeat from Step 2

### Method B

1. Click on Course Catalog
2. Search for the course in the top right field, using the specific course subject and course number (i.e. PSYC 1305) and press enter.
3. Add the course to the plan
4. From the picklist, select the term where you want to add the course to.
5. Repeat from Step 3

### Method C

1. Click on Course Catalog
2. Click on the subject that you would like to search for (i.e. Psychology).
3. Select the course (i.e. PSYC 1305)
4. Add the course to the plan
5. From the picklist, select the term where you want to add the course to.
6. Repeat from Step 2

### Helpful Tips:

You can click on Progress or the Timeline at any time.

Progress will display the courses by requirement that are **COMPLETED, NOT STARTED, or PLANNED** in your audit/program evaluation.

Timeline will display the courses by term as **COMPLETED, NOT STARTED OR PLANNED**.

You can move courses from term to term via Timeline; click on the course and select a different term from the drop down menu.