



Student Planning

Student Instructions

Contents

Overview	1
Accessing Self-Service	2
Student Planning Main Screen Overview	3
Course Catalog.....	4
Student Planning – Plan your Degree and Schedule your courses.....	5
Confirming Address/Phone Number.....	5
Planning Your Next Semester’s Schedule	6
Advisor Permission.....	8
Permissions	9
My Progress – Academic Analysis	9

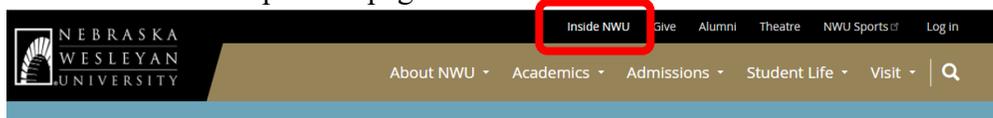
Overview

Student Planning is the system in Self-Service you will use to:

- Review your academic analysis, grades, and other academic information
- Send notes to your advisor
- Plan your course schedule for future semesters
- Register for classes

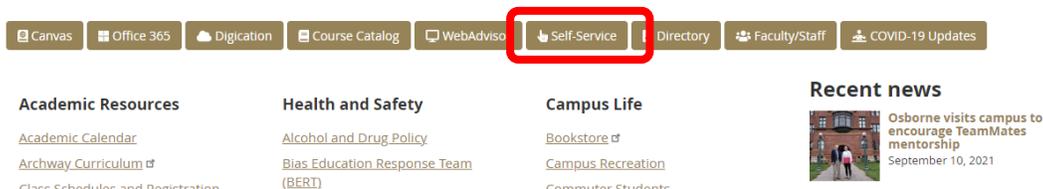
Accessing Self-Service

1. Go to the NWU website – www.nebrwesleyan.edu
2. Click “Inside NWU” at the top of the page.

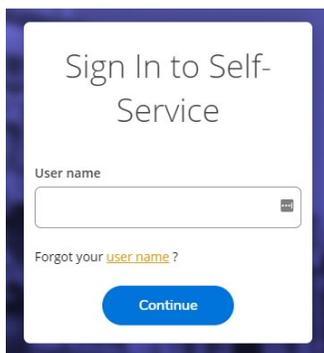


3. Click the “Self-Service” button at the top of the page.

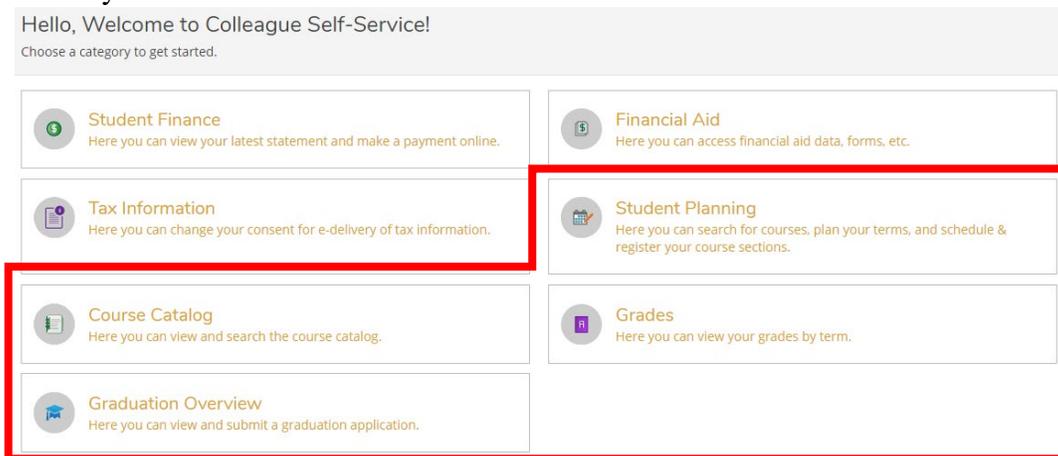
Inside NWU



4. Sign in with your NWU credentials.



5. This will take you to the welcome screen for Self-Service.



You will use these four screens to for Student Planning and monitoring your academic progress:

- *Student Planning* – takes you back to the main Student Planning Screen
- *Course Catalog* – allows you to review courses in the catalog and search for courses being offered
- *Grades* – view your grades from previous semesters
- *Graduation Overview* – submit or review an application for graduation

Student Planning Main Screen Overview



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

The primary functions on this screen are to:

- *View Your Progress* – see your academic analysis/progress towards your degree
- *Plan your Degree & Register for Classes* – plan courses to take in future semesters and then register for those courses

1



View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

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](#)

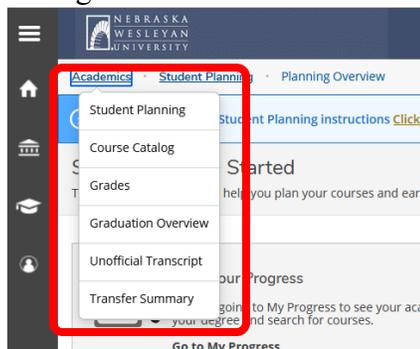
At the bottom of the screen you will see a quick overview of your degree progress and schedule for the current semester.

Programs	Cumulative GPA	Progress
Undergraduate	3.330 (2,000 required)	<div style="width: 75%; height: 10px; background-color: #28a745;"></div>

Fall Semester 21 Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat

On this screen, you can click “Academics” and “Student Planning” to quickly navigate to other areas of Student Planning without needing to return to the main Self-Service screen.



Navigation Options:

- Under “Academics”
 - *Student Planning* – takes you back to the main Student Planning Screen
 - *Course Catalog* – allows you to review courses in the catalog and search for courses being offered
 - *Grades* – view your grades from previous semesters
 - *Graduation Overview* – submit or review an application for graduation
 - *Unofficial Transcript* – view your unofficial NWU transcript
 - *Transfer Summary* – if you have transfer credits, see how they were accepted at NWU
- Under “Student Planning”
 - *Plan & Schedule* – plan courses for future semesters
 - *My Progress* – view your progress towards your degree

Course Catalog

The Course Catalog is where you can view descriptions of all available courses and will search for classes to enroll in for future semesters. Use “Section Listing” under “Advanced Search” to find courses and sections that will be offered in upcoming semesters.

The screenshot shows the 'Search for Courses and Course Sections' page. At the top, there are two tabs: 'Subject Search' and 'Advanced Search', with 'Advanced Search' being the active tab. Below the tabs is the 'Catalog Advanced Search' section. It includes a 'Results View' section with two radio buttons: 'Catalog Listing' (unselected) and 'Section Listing' (selected). There are three input fields for 'Term', 'Meeting Start Date', and 'Meeting End Date'. Below these are two rows of 'Courses And Sections' filters, each with a 'Subject' dropdown, a 'Course number' input, and a 'Section' input. The interface is clean and modern with a light gray background.

Definitions of search parameters:

- *Term* – the term you wish to search for classes
- *Subject* – the course subject you would like to search for (you may select multiple subjects on subsequent lines)
- *Days Of Week* – to search for courses offered on certain days
- *Location* – to filter online only courses or Adult/Graduate courses offered in Lincoln or Omaha
- *Academic Level* – to choose between undergraduate and graduate level courses
- *Time Of Day/Time Starts by/Time Ends by* – to filter classes by times
- *Course Type* – additional filter options for searching, including:
 - 1st or 2nd 8-week courses
 - Specific Archway designated courses
 - Courses by Thread
 - Cross-listed courses under Gender Studies or International Studies

When you have entered all relevant search parameters, click the blue “Search” button at the bottom of the page. This will generate a list of courses that match your selected criteria (*see the Planning Your Next Semester’s Schedule section for a description of how to plan and register for courses from this page*).

This close-up shows the bottom of the search filter section. It includes a 'Select Time Of Day' dropdown, a time input field with 'hh:mm AM/PM' placeholder, and a 'hhz' input. Below that is a 'Course Type' dropdown with 'Select Course Type' placeholder. At the bottom are two buttons: a light blue 'Clear' button and a dark blue 'Search' button, which is highlighted with a red rectangular box.

You can click “Back to Course Catalog” to return to the catalog search.

This close-up shows the top of the search results area. It features a 'Search for Courses and Course Sections' header. Below the header is a navigation bar with a left-pointing arrow and the text 'Back to Course Catalog', which is highlighted with a red rectangular box. Below this are 'Filter Results' and 'Hide' buttons, and a 'Filters Applied: None' indicator.

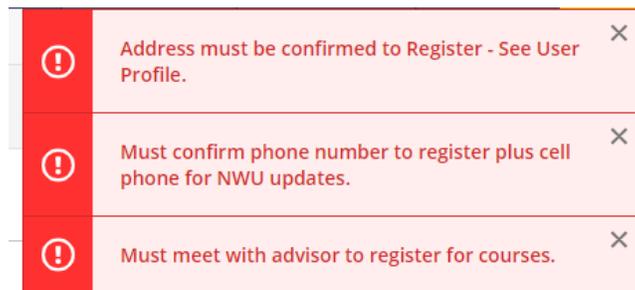
Student Planning – Plan your Degree and Schedule your courses

Plan & Schedule is where you will *plan* courses you will take in future semesters and eventually *register* for those courses. It is important to know the distinction between planning and registering:

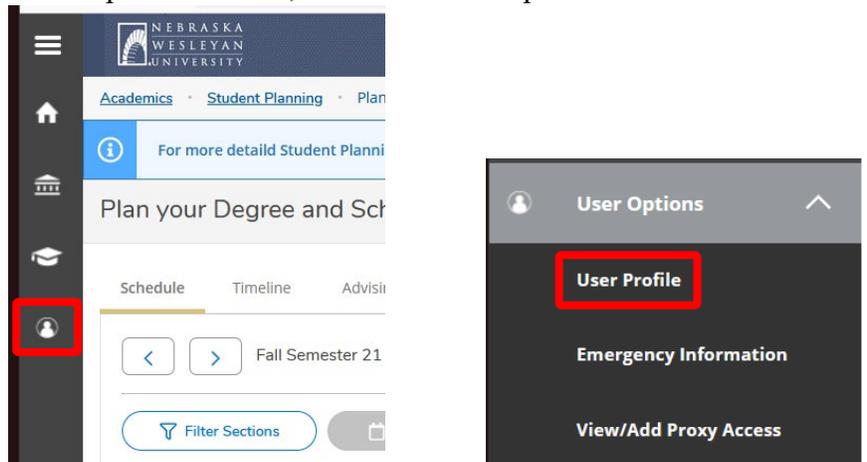
- *Planning* – picking what courses you intend to take in future semester. This helps you know what courses you need to take each semester to make sure you fulfill degree requirements and graduate on time. Planning *does not* enroll you in a course.
- *Registering* – enrolls you in courses (typically those you have previously planned) in the next semester. You must meet with your academic advisor prior to registering for courses.

Confirming Address/Phone Number

When you access this screen, you may have notifications (in red) on the top right-hand corner of the screen. You will need to confirm your address and phone number every semester before you can plan your schedule and register for courses.



To confirm your address and phone number, select the User Options icon on the left and click “User Profile.”



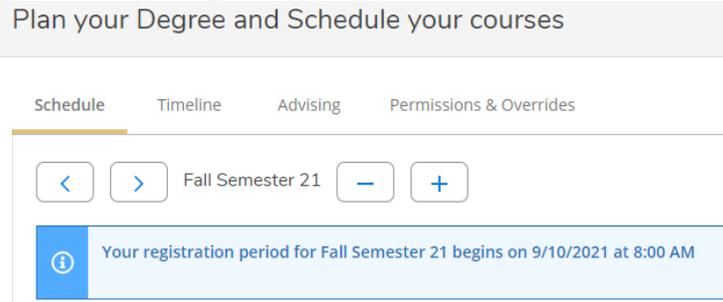
Here you can edit the following information:

- Addresses – confirm your address and/or add a new address
- Email Addresses – confirm your email and add a home email (home email optional)
- Phone Numbers – confirm and add your primary phone number. Be sure to confirm or add a **cell number** here too.

You can add Emergency Contacts by selecting “Emergency Information” under User Options.

Planning Your Next Semester's Schedule

Return to the Plan & Schedule page. This screen will display your registration time for the next semester after your advisor has given you permission to register for next semester and have cleared any holds .

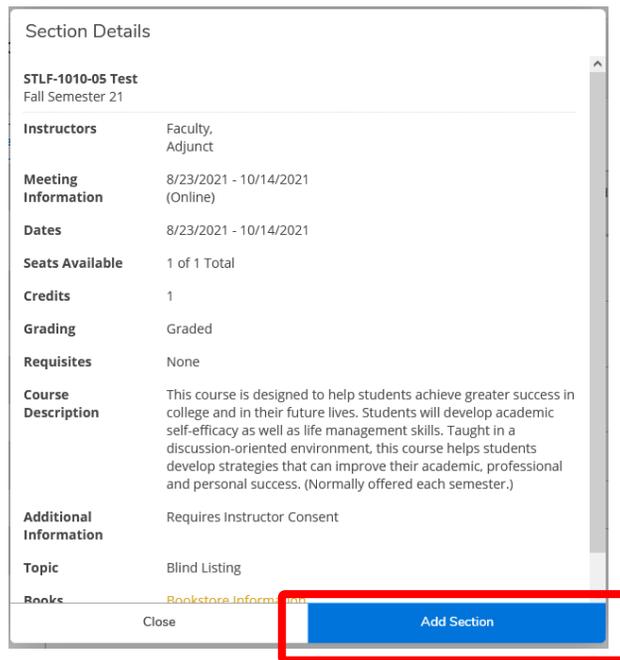


Even if you are not eligible to register for classes, you need to plan your schedule for the next semester and send this plan to your advisor for their review and approval. Your advisor must provide their permission in order to register for the classes you have planned.

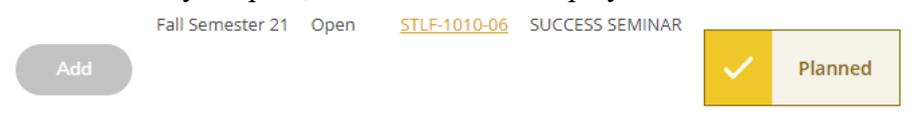
When you are ready to add courses to your plan, find the course you want to add in the catalog (see the Course Catalog section of this manual for instructions on searching for courses). When you have found the section you want to plan, click the blue “Add” button on the left of the section listing.



This will pull up the course section details. Add this section to your plan by clicking the “Add Section” button on the bottom right.



Once you add a course section to your plan, that section will display as “Planned” in the course catalog listing.



Continue adding courses to your plan until you have planned all courses you intend to take in that semester. You are able to plan any courses where you have met the prerequisite.

You can review your planned schedule on the “Plan & Schedule” page. This page will display a list of your planned courses on the left side of the screen and a grid of your planned weekly schedule on the right (online only courses will not show in the grid but will be listed below the grid). You can remove a course from your plan by clicking the “X” on the course you wish to remove. You can remove all courses from your plan by clicking the “Remove Planned Courses” button on the top right.

The screenshot shows the 'Plan & Schedule' interface. At the top, there are navigation buttons for 'Fall Semester 21', 'Remove Planned Courses', and 'Register Now'. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary bar indicates 'Planned: 5 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. On the left, two course cards are visible: 'ART-1200-01: INTRO DIGITAL MEDIA' and 'STLF-1010-05: Test'. Each card shows course details like credits, grading, instructor, dates, and seats, along with a 'Register' button. The right side features a weekly grid with columns for Sun through Sat. Two yellow boxes on the grid represent the scheduled times for ART-1200-01 on Tuesdays and Thursdays. Below the grid, a section titled 'Sections with no meeting time' lists 'STLF-1010 Test Section 05 Faculty: Faculty, Adjunct'.

You can register for all courses in your plan by clicking “Register Now” on the top right or for individual courses with the “Register” button for that course on the left. *These buttons will turn blue when you are eligible to register.* They will remain grayed out and inaccessible until you have confirmed your address and phone number, your advisor has approved your plan, and your registration time has opened.

As you plan courses, you may run into course conflicts or sections that have reached capacity and have been closed. You will still be able to plan these courses – they show in red on the grid and have a red disclaimer in the course list – but will not be able to register for those courses when registration opens.

Example of a planned course that is full

This screenshot illustrates a course that is full. On the left, the course card for 'ANTHR-1150-01: CULTURAL ANTHROPOLOGY' is shown. It lists 4 credits, graded status, instructor Ellen B. Dubas, and dates from 8/23/2021 to 12/18/2021. A red box with an information icon and the text 'This section is full' is displayed at the bottom of the card. On the right, a weekly grid shows the course scheduled for Tuesdays and Thursdays. The grid cells for these days are yellow, but the cells for the corresponding days on the following week are red and contain a red box with the text 'ANTHR-1150-01' and an 'X', indicating a conflict or full status.

Example of a planned course that conflicts with a previously planned course

ART-1200-01: INTRO DIGITAL MEDIA ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Castano-Marquez, Juan J.
8/23/2021 to 12/18/2021
Seats Available: 1

Meeting Information

! Conflicting section with BIO-1090-03

ART-1200-01	ART-1200-01	BIO-1090-03	BIO-1090-03
ART-1200-01	ART-1200-01	BIO-1090-03	BIO-1090-03

Advisor Permission

Once you have planned your schedule, you will need to notify your advisor you have done so and request they review the plan. To do this, go to the “Advising” tab of the Plan & Schedule page. You can click the “Request Review” button on the top left of the page to have Student Planning automatically generate an email to your advisor informing them that you have your schedule for the next semester planned and would like them to review it. After review and approval as appropriate, the advisor has the authority to give you permission to register for your classes (registration may occur at or after your assigned registration time).

You can also use the “Compose a Note” box to send a message to your advisor. When you do so, your advisor will receive an automatic email notifying them you have sent a message. Anything you type in “Compose a Note” will remain on this page in Student Planning under “View Note History.” Your advisor may respond to your note (you will be notified when they do). To compose a reply, type in the box and click the “Save Note” button.

Student planning will record when your advisor has reviewed your semester plan, completed the review, and given you permission to register for courses.

Plan your Degree and Schedule your courses Search for courses...

Schedule **Advising** Permissions

My Advisors Request Review

Faculty, Scholarly Last review requested on 9/24/2021

Compose a Note Course Plan last reviewed on 9/28/2021 by Faculty, Scholarly

Save Note

View Note History

Permissions

There may be instances when you need an instructor’s permission to register for a course you otherwise wouldn’t be able to register for, including the following:

- You have not completed the required prerequisites for the course as listed in the Course Catalog.
- The course is by “instructor permission only” meaning that you must have the instructor’s permission to register for that class.
- The course is full and you want to see if the instructor would allow you to still register for the course.
- The course requires a certain major or minor that you haven’t yet declared (so you are asking the instructor for permission to register without having that requirement)

Instructors and Department Chairs **cannot** register you for a class, but they can give you special permission through Student Planning to register for a class under the conditions stated above. *Regardless, it is always your responsibility to register yourself for the classes you take.* To request permission (for the above reasons) to register for a class, you may reach out to the instructor of that class. If they have given you permission, it will be noted in the “Permissions” tab of the Plan & Schedule page. When it is time for you to register for classes, you may then register for this course.

Plan your Degree and Schedule your courses

Schedule Timeline Advising **Permissions**

Faculty Consent

Course	Section	Term/Period	Status	Updated On	Reason
STLF-1010	05	Fall Semester 21	ACCEPTED	9/10/2021 8:11:59 AM	

Prerequisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
IDS-3950	01	Fall Semester 21	Waived	IDS-1010 and Junior Standing.

My Progress – Academic Analysis

On the My Progress page, you can see your overall progress towards your degree as well when you meet specific curriculum requirements for the Archway Curriculum, Threads, Majors, Minors, etc. Access it either through the Student Planning main screen or the drop-down menu at the top under “Student Planning.” This page will display when a requirement has been completed, is planned in your schedule, or has not been started. This page has traditionally been known as the “Academic Analysis.” Please be sure to review and explore the various items on this page to know what is required within your specific academic plan.