At the bottom of the Union College website (ucollege.edu), click on the link to Portal.
Log-in to Portal
This is **Portal** – it basically is a directory that links you to a lot of other applications and resources.

Click on the **Self-Service** button.
This is **Self-Service** - Click on the **Register** tab.
If you get a Stop List message, follow the instructions for completion. You cannot register until the stop has been removed.
Good News! You are ready to register for classes for the new term. Click the ‘Year/Term’ link.
Your cart will show empty if you have not entered any courses or previous entries have been approved or denied by your advisor.

Click ‘Section Search’ to add courses to cart.
Enter course code.
Example: HHPA.

Click ‘Search’

Pay close attention to prerequisites listed in the schedule.
Your advisor will not approve classes you are not qualified to take.
‘Search’ may return multiple sections. Click ‘Add’ on the section you wish to add to your cart.

Seats available in a limited class (999 means unlimited)
Shows that course is added.

Then, you may view your schedule or make another search.
If you chose to view your cart, all courses in cart would show here. You may remove all courses from your cart (‘Empty Cart’) or add additional courses (‘Add Section’).
<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Session</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concepts of Wellness - HHPA 155/Lab/10</td>
<td>Start – End</td>
<td>Main Session</td>
<td>0.00</td>
<td>Letter</td>
<td>M, 8:30 AM - 9:20 AM</td>
<td>Nancy Petta</td>
</tr>
</tbody>
</table>

Click ‘Remove’ if you no longer want a course in your cart.
‘View Schedule’ – note status of courses.
If you are ready to submit cart for approval click ‘Register’

<table>
<thead>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Shows classes you have requested to register. You may click ‘Previous’ if you are not ready. Once you click ‘Next’ your courses ARE submitted to your advisor for approval.
Status shows your courses are “Awaiting advisor approval”. Click ‘Next’ to continue.
This only means that you have submitted your classes to your advisor for approval. The registration process will be completed when you have completed all items on your Registration Checklist.
You may request to drop a course you no longer want to take.
A quick note about approvals …

Sometimes it can be confusing because there can be **two sets of approvals** your classes have to go through.

1. **INSTRUCTOR APPROVAL**: For instance, if the class has pre-requisites that you don’t automatically meet, you will have to request permission of the instructor to take the class (Click on the Request Permission button):

   ![Request Permission Button](image)

2. **ADVISOR APPROVAL**: Once you have that instructor permission, you may think that’s it and you are registered for the class. However, there is another approval that needs to take place, and that’s the approval of your advisor. Once approved by the instructor, your classes are **not** automatically sent to the advisor for approval. You will need to **manually** submit the class to the advisor through Self-Service. If you have any questions, please contact your advisor. If you are not sure who your advisor is, please contact the Records Office at (402) 486-2529.

The following pages give additional directions regarding **Submitting Classes to Advisor Once Approved by Instructor** →
Submitting classes to advisor once approved by instructor
Student Submits Class to Advisor

Once an instructor approves for a student to join a class, the student still needs to go back in to Self-Service and submit the course to their advisor for approval.

The student should log in to Self-Service and ...

- Click on the "Register" Tab
- Select "Register for Courses"
- Click on Year/Term
In the "Review Schedule" screen, the student should ...

- Click/check the class(es) that are ready to be submitted to the advisor (will need to have already been approved by instructor if required for that class).

- Click on the **NEXT** button at the bottom right of the screen.
In the “Finalize” screen, the student should ...

- Click on the **NEXT** button at the bottom right of the screen.
The class(es) have now been submitted to the advisor for approval.
Questions?

- Need to know which classes to take? Please call your Advisor.
- Need to change your major or advisor? Please call the Records Office (x2529) or stop by (DB 507).
- New Students, need help with your Self-Service account? Please call Admissions at x2504.