



UNIVERSITY OF REDLANDS

SCHOOL OF BUSINESS

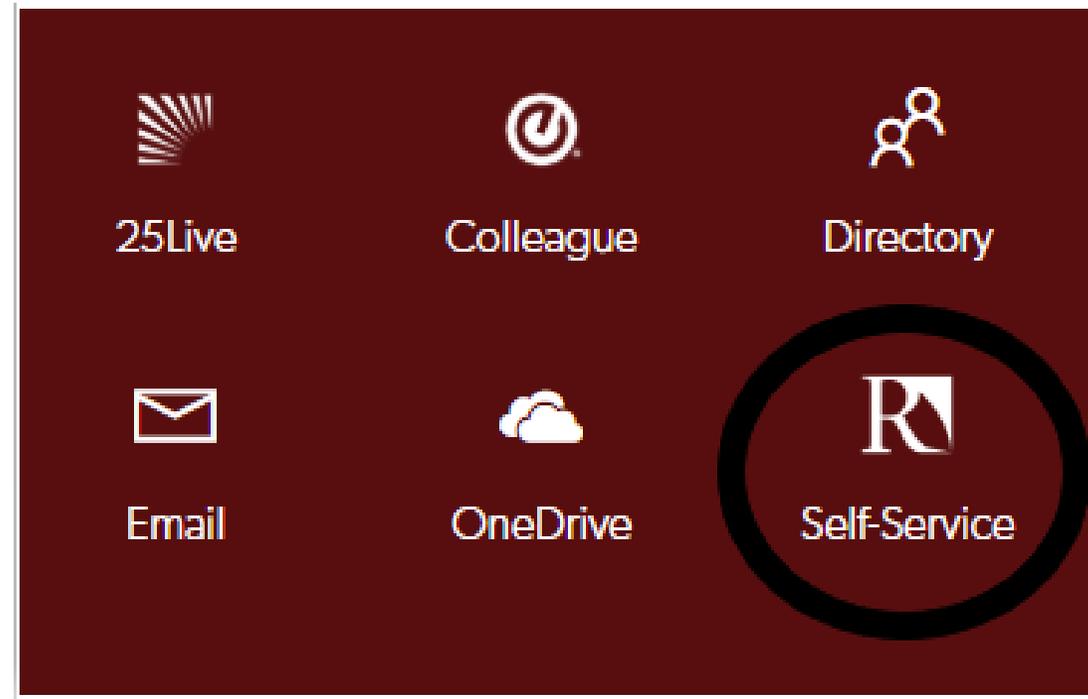
Student Planning

Self-Registration Information

Registration Walkthrough

Step 1: Log into MyRedlands.edu

- Click on “Self-Service”



Registration Walkthrough

Step 2: Log into Student Planning

- Click on “Student Planning”

Hello, Welcome to Colleague Self-Service!

Choose a category to get started. Self-Service is the unified portal for Student Planning, Financial Aid Information, and Student Account Information.



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Student Planning

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



Grades

Here you can view your grades by term.



Enrollment Verifications

Here you can view and request an enrollment verification.



Course Catalog

Here you can view and search in course catalog

Registration Walkthrough

Step 3: Click on “Plan your Degree & Register for Classes”

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

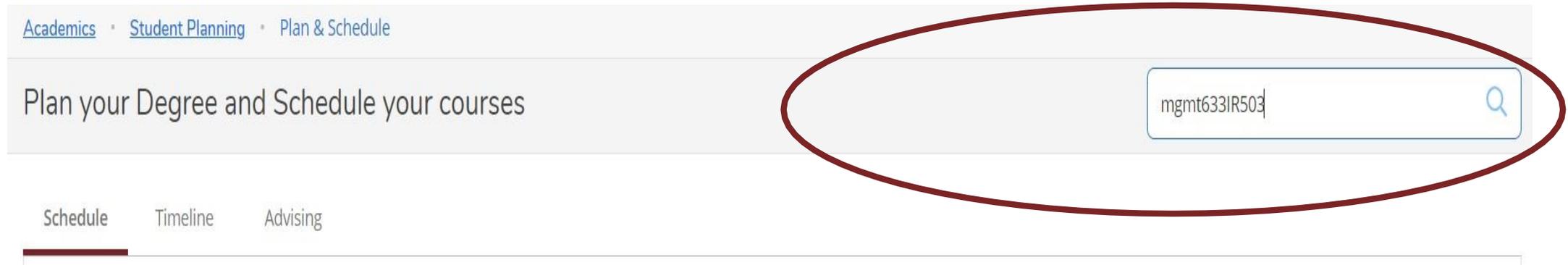
- 1**
**View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2**
**Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
MS Organizational Leadership	(3.000 required)	<input type="text"/>

Registration Walkthrough

Step 4: Search for course

- Through search bar (no spaces)
- Through Course Catalog



Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

mgmt633IR503

Schedule Timeline Advising

The screenshot shows a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. Below it is a header 'Plan your Degree and Schedule your courses'. A search bar on the right contains the text 'mgmt633IR503' and a magnifying glass icon, which is circled in red. At the bottom, there are tabs for 'Schedule', 'Timeline', and 'Advising', with 'Schedule' being the active tab.

Registration Walkthrough

Step 5: View the available sections of the course

Filters Applied: None

MGMT-633 Assessment 21st Century Skills (1 Credits)

[Add Course to Plan](#)

Orientation to and assessment of 21st Century Skills including improving performance with systemic thinking, supporting change, and adding value. Includes 360 degree assessment and personal assessment of management skills, management knowledge through a standardized test, and knowledge of business mathematics.

Requisites:

None

[View Available Sections for MGMT-633](#)



Registration Walkthrough

Step 6: Add course section to schedule

MGMT-633 Assessment 21st Century Skills (1 Credits)

[Add Course to Plan](#)

Orientation to and assessment of 21st Century Skills including improving performance with systemic thinking, supporting change, and adding value. Includes 360 degree assessment and personal assessment of management skills, management knowledge through a standardized test, and knowledge of business mathematics.

Requisites:

None

[View Available Sections for MGMT-633](#)

Business Spring 2019

[Assessment 21st Century Skills IR503](#)

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
30	Sa 10:00 AM - 5:00 PM 1/12/2019 - 1/12/2019	Redlands, Hentschke Hall 102 TEC Lecture	Dinmore, I
	Sa 10:00 AM - 5:00 PM 2/23/2019 - 2/23/2019	Redlands, Hentschke Hall 102 TEC Lecture	



Registration Walkthrough

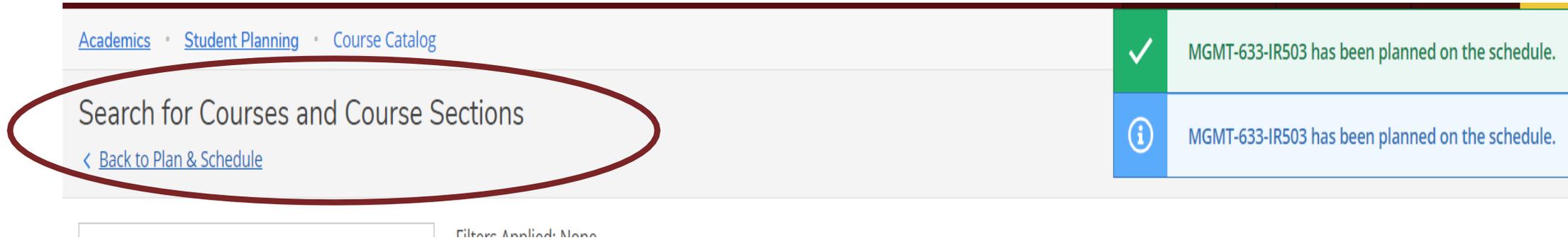
Step 7: Confirm course selection

Section Details	
MGMT-633-IR503 Assessment 21st Century Skills Business Spring 2019	
Instructors	Dinmore, I (Ian_Dinmore@redlands.edu , 909-798-5423)
Meeting Information	Sa 10:00 AM 5:00 PM 1/12/2019 - 1/12/2019 Redlands, Hentschke Hall 102 TEC (Lecture) Sa 10:00 AM 5:00 PM 2/23/2019 - 2/23/2019 Redlands, Hentschke Hall 102 TEC (Lecture)
Dates	1/7/2019 - 4/28/2019
Seats Available	30 of 30 Total
Credits	1
Grading	Graded
Requisites	None
Course Description	Orientation to and assessment of 21st Century Skills including improving performance with systemic thinking, supporting change, and adding value. Includes 360 degree assessment and personal assessment of management skills, management knowledge through a standardized test, and knowledge of business mathematics.
Books	Bookstore Information
Close Add Section	



Registration Walkthrough

Step 8: Go back to plan



The screenshot displays a web interface for course registration. At the top, there are navigation links: [Academics](#), [Student Planning](#), and [Course Catalog](#). Below these is a search bar with the text "Search for Courses and Course Sections" and a link "[Back to Plan & Schedule](#)". A red oval highlights this search area. To the right of the search bar, there are two notification boxes. The top one is green with a checkmark icon and the text "MGMT-633-IR503 has been planned on the schedule." The bottom one is blue with an information icon and the same text. Below the search bar, there is a search input field and a "Filters Applied: None" button.

Note: Confirmation notifications will be visible in the upper left-hand corner

Registration Walkthrough

Step 9: Click “Register” or “Register Now”

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising

< > Business Spring 2019 +

Filter Sections Save to iCal Print

Planned: 1 Credits Enrolled: 8 Credits Waitlisted: 0 Credits

MGMT-633-IR503: Assessment 21st Century Skills

✓ Planned

Credits: 1 Credits
Grading: Graded
Instructor: Dinmore, I
1/7/2019 to 4/28/2019
Seats Available: 30

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							



Registration Walkthrough

Step 10: Confirm registration

[MGMT-633-IR503: Assessment 21st Century Skills](#)

✓ **Registered, but not started**

Credits: 1 Credits
Grading: Graded
Instructor: Dinmore, I
1/7/2019 to 4/28/2019

✓ Meeting Information

[Drop](#)

✓ [View other sections](#)

Common Registration Issues: Planning Placeholders

If students click “Add Course to Plan” instead of “Add Section to Plan”,
Student Planning will only add a placeholder.

MGMT-674 Human Resources Management (4 Credits) [Add Course to Plan](#)

Study and critical analysis of theory and practice of the human resource/personnel function in modern, complex organizations. Includes topics such as personnel policies, workforce diversity, HR practices, employee discipline, health and safety, and collective bargaining. Addresses goals of equity, efficiency, and effectiveness in a diverse environment.

✓ This course is planned.

Requisites:
None

[View Available Sections for MGMT-674](#)

Business Fall 2018

[Human Resources Management IR41](#) [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
2	T 6:00 PM - 10:00 PM 10/30/2018 - 12/18/2018	Redlands, Hentschke Hall 102 TEC Lecture	Hammond, J

“Add Course to Plan”

[MGMT-674: Human Resources Management](#) ✕

✓ [View other sections](#)

“Add Section to Plan”

[MGMT-674-UC41: Human Resources Management](#) ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Golter, J
1/7/2019 to 4/28/2019
Seats Available: 18

✓ [Meeting Information](#)



Common Registration Issues: Notifications

Account holds are found on the top right corner as well as on the notification bar.

The screenshot displays a student portal interface. At the top, there are navigation links: [Daily Work](#), [Advising](#), and [Advising Overview](#). Below these is the "Advisee Details" section with a [Back to Advisees](#) link. A large grey rectangular area is redacted in the middle of the page. On the right side, there is a search bar with the placeholder text "Search for courses...". Below the search bar are two buttons: "Registration Advisor Approval" and "Review Complete".

In the top right corner, a red notification box with a white exclamation mark icon contains the text: "Registration Hold: Contact your Student Services Advisor". An orange arrow points from the "Advising Overview" link to this notification box.

At the bottom of the page, there is a "Notifications" bar with a red circle containing the number "1". An orange arrow points from the left side of the page to this bar. Below the notification bar is a table with the following content:

Title	Details	Link
SSM Reg Hold	Please call your SSM at 909-748-8924.	

Below the table is a navigation menu with the following items: [Course Plan](#), [Timeline](#), [Progress](#), [Course Catalog](#), [Notes](#), [Plan Archive](#), [Test Scores](#), [Unofficial Transcript](#), [Grades](#), and [Graduation Application](#). At the bottom of the page, there is a "Register Now" button and a section for the current term: "2018W10 October Term" with navigation arrows and a plus sign.



Common Registration Issues: Not Clicking “Register Now”

When students haven't clicked “Register Now”, you will notice that there is no green check mark next to the course registration(s) and it doesn't state “Registered, but not started”

[GISB-694W-IR45: Contemp Plng of Business GIS](#) ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Pick, J
1/7/2019 to 4/28/2019
Seats Available: 20

✓ Meeting Information

Register

[MGMT-633-IR503: Assessment 21st Century Skills](#)

✓ **Registered, but not started**

Credits: 1 Credits
Grading: Graded
Instructor: Dinmore, I
1/7/2019 to 4/28/2019

✓ Meeting Information

Drop

✓ View other sections



Common Registration Issues: Don't know what to Register for

If you don't know what to Register for:

- Find your Schedule of Instruction or custom schedule made for you
- Review “Progress” screen to see courses needed
- If you don't have a schedule please contact your Student Services Manager

NOTE: School of Business courses are 8 weeks in length and each semester is 16 weeks in length. Therefore, a full semester course load is two courses each semester (1 course the first 8 weeks and 1 course the last 8 weeks).



Common Question

When does my course meet?

Am I taking 2 courses at once?

BUSB-301-IR22A: Crit Analysis: Writ & Oral

✓ Registered

Credits: 4 Credits

Grading: Graded

Instructor: Sarigiani, L

4/27/2020 to 8/16/2020

Meeting Information

Drop

BUSB-301-IR22A: Crit Analysis: Writ & Oral

✓ Registered

Credits: 4 Credits

Grading: Graded

Instructor: Sarigiani, L

4/27/2020 to 8/16/2020

Meeting Information

Time: W 6:00 PM - 10:00 PM

Dates: 6/24/2020 - 8/12/2020

Location: Redlands Hentschke Hall 201 TEC (Lecture)

Drop



Common Question

Why does my class meet 2 nights a week?

List **Calendar**

[View other sections](#)

BUSB-370-IV18: Managing Quality & Operations

✓ Registered, but not started

Credits: 4 Credits
Grading: Graded
Instructor: Hayath, I
8/31/2020 to 12/20/2020

[Meeting Information](#)

Time: Th 6:00 PM - 10:00 PM
Dates: 10/29/2020 - 11/19/2020
Location: Riverside (Online)

Time: T 6:00 PM - 10:00 PM
Dates: 11/24/2020 - 11/24/2020
Location: Riverside (Online)

Time: Th 6:00 PM - 10:00 PM
Dates: 12/3/2020 - 12/17/2020
Location: Riverside (Online)

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm			BUSB-330-IV22		BU 333-IR2	BU 333-IR2	BU 333-IR2
7pm			BUSB-370-IV18		BU 333-IR2	BU 333-IR2	BU 370-IV1
8pm			BUSB-433-IV20		BU 333-IR2	BU 370-IV1	BU 370-IV1
9pm							
10pm							



Need Help?

For assistance with self-registration in Student Planning, please contact a [Campus Services Associate](#).

For academic advising assistance, please contact your [Student Success advisor](#).

