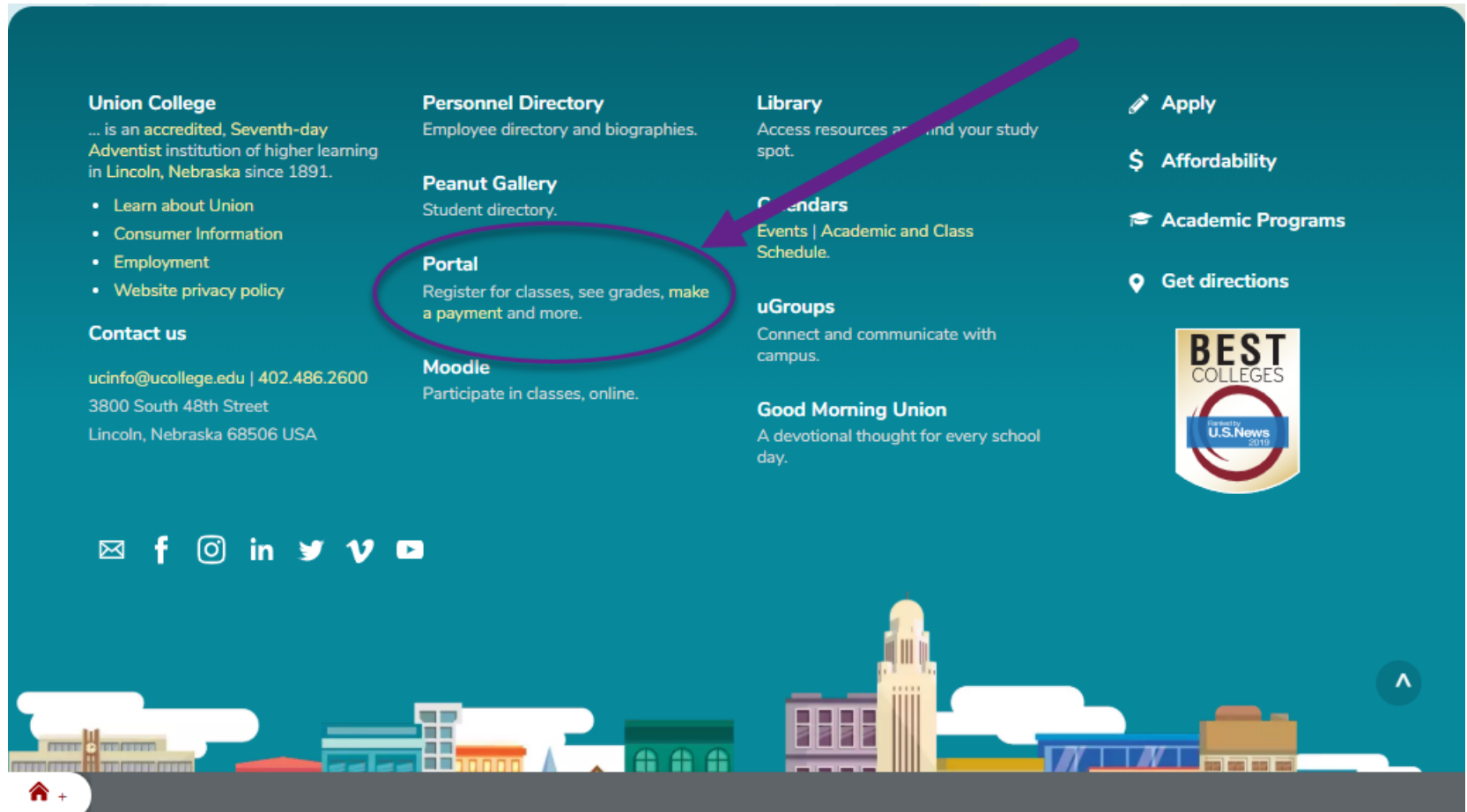


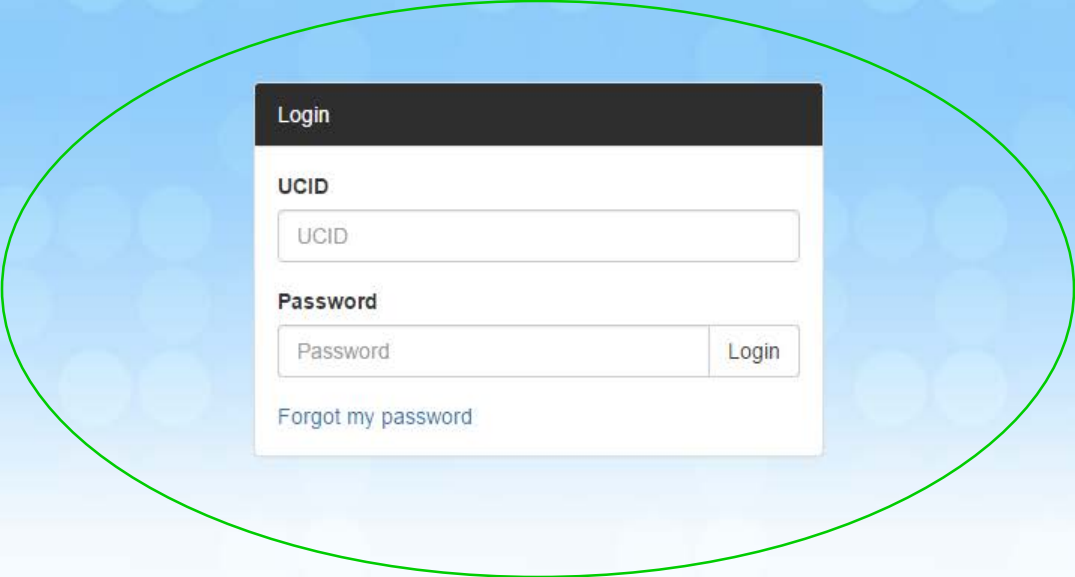
# REGISTRATION INSTRUCTIONS



At the bottom of the Union College website (ucollege.edu), click on the link to Portal.



## Log-in to Portal



**Login**

**UCID**

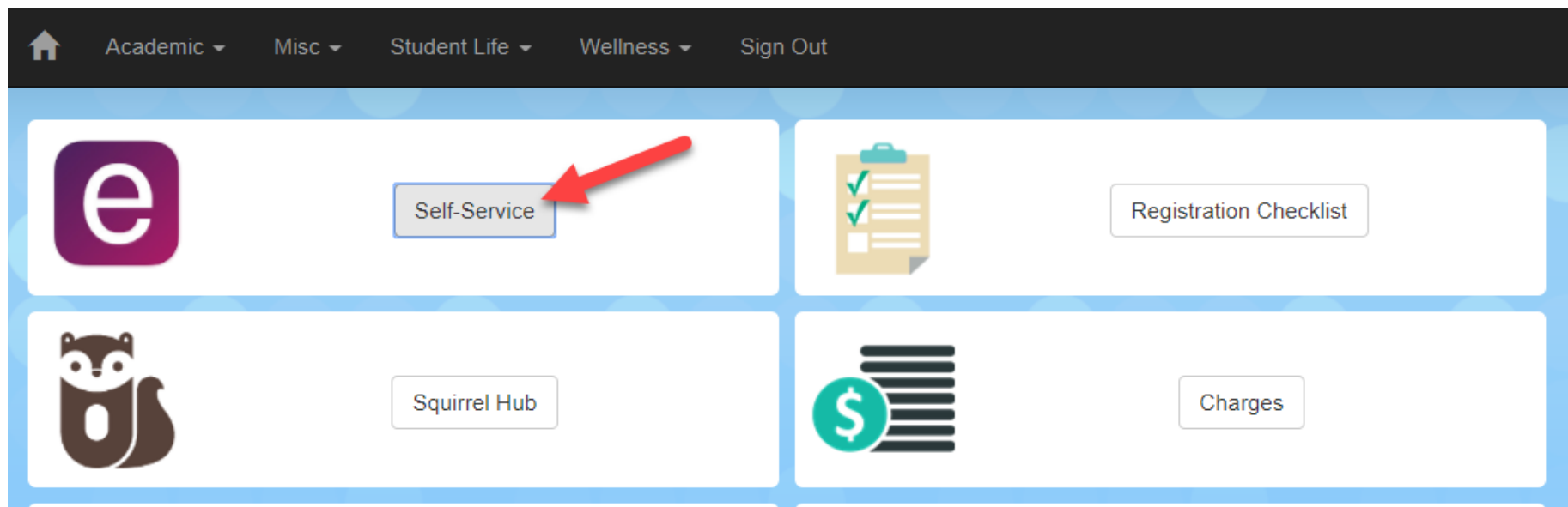
**Password**

[Forgot my password](#)

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.

Welcome [User Name]


Cart Help Log Out

Course Catalog [Search]

# PowerCampus by Ellucian™

Home Register Classes Finances Grades Search My Profile

Cart View Student Information



UNION  
COLLEGE

Self-Service - Register for Courses - Windows Internet Explorer

https://w3.ucollege.edu/SelfService/Registration/Registration.aspx?year=2009&term=FALL

File Edit View Favorites Tools Help

Self-Service - Register for Courses

Cart Help Log Out Course Catalog Search

PowerCAMPUS SELF-SERVICE


Home Register Classes Finances Grades Search My Profile Misc

Register for Courses

Related Links

- Section Search
- View Schedule


### Register for Courses - Year/Term

 Account is on Stop List.

Year/Term Financial ( Stop Registration )

Your account is currently on Stop List. You may not register until this situation has been resolved.

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If you get a Stop List message, follow the instructions for completion. You cannot register until the stop has been removed.

Self-Service - Traditional Courses - Windows Internet Explorer

https://w3.uccollege.edu/Self-Service/Registration/Registration.aspx

File Edit View Favorites Tools Help

Convert Select

Favorites Free Hotmail Web Slice Gallery

Self-Service - Traditional Courses

Cart Help Log Out Course Catalog Search

**PowerCAMPUS SELF-SERVICE**

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?


**Related Links**

- Section Search
- Academic Plan
- View Schedule

**Traditional Courses**

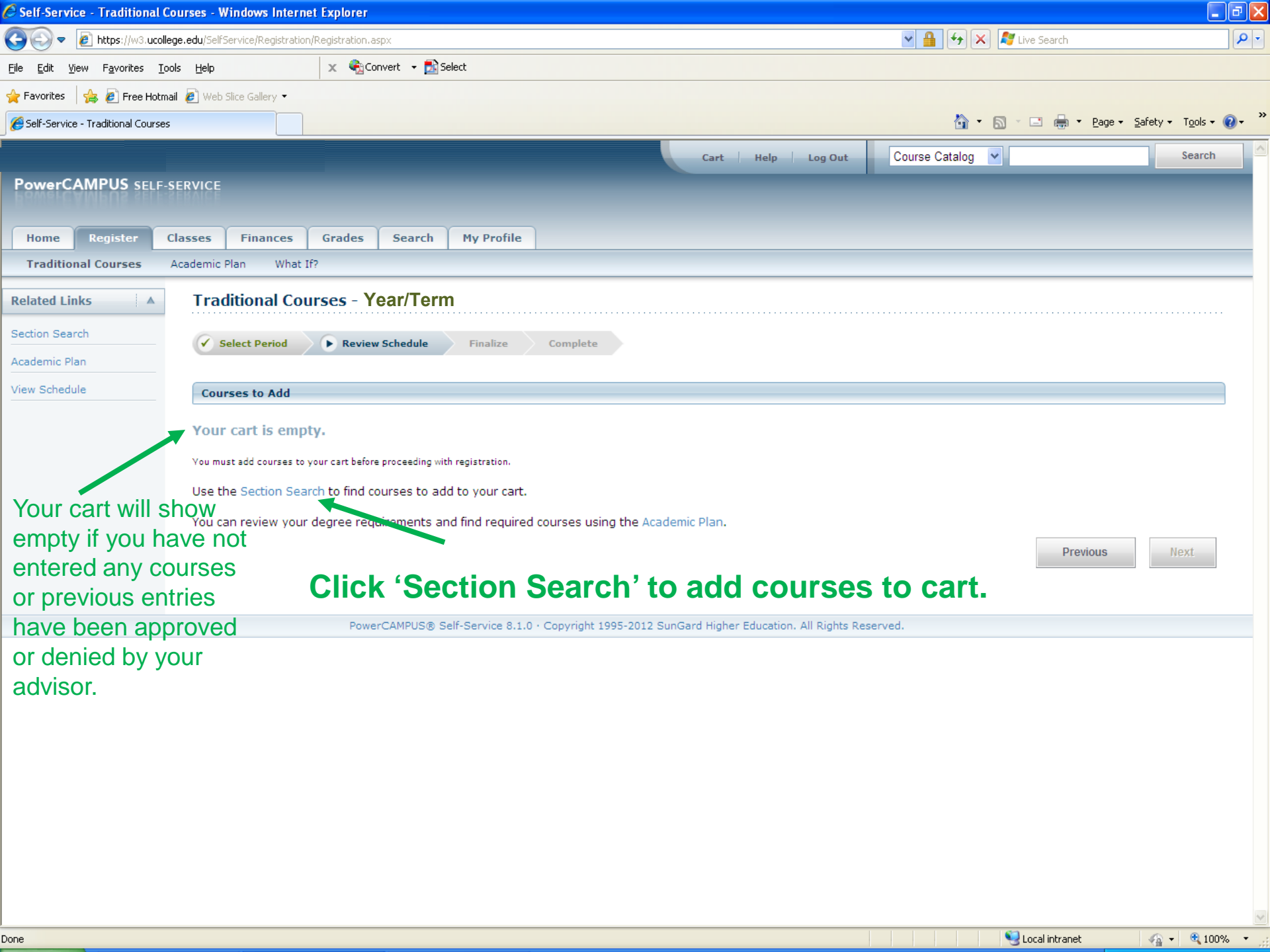
Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
 <a href="#">Year/Term</a>	OK to register.

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Good News! You are ready to register for classes for the new term. Click the '**Year/Term**' link.



Self-Service - Traditional Courses - Windows Internet Explorer

https://w3.ucollege.edu/SelfService/Registration/Registration.aspx

File Edit View Favorites Tools Help

Convert Select

Self-Service - Traditional Courses

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

Section Search

Academic Plan

View Schedule

Traditional Courses - Year/Term

Select Period Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

Previous Next

Click 'Section Search' to add courses to cart.

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Self-Service - Section Search - Windows Internet Explorer

https://w3.uccollege.edu/Self-Service/Search/SectionSearch.aspx?year=2013&loadcriteria=true&term=SPRING&type=Trad

File Edit View Favorites Tools Help

Convert Select

Favorites Free Hotmail Web Slice Gallery

Self-Service - Section Search

Cart Help Log Out Course Catalog Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

Related Links

Registration

Academic Plan

Section Search

Back to Registration

Basic Search Advanced Search

Keywords Course Code

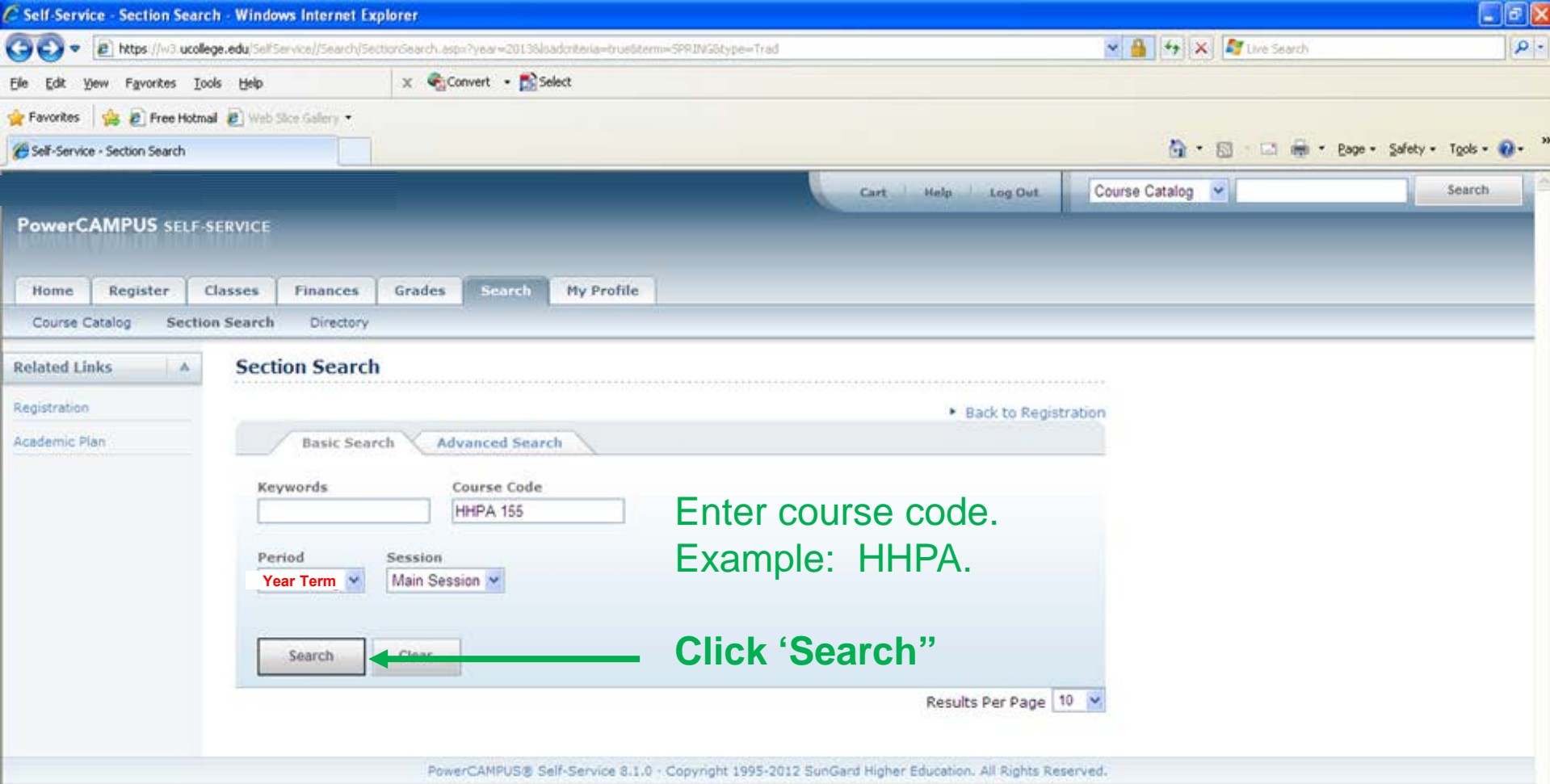
Period Session

Year Term Main Session

Search Clear

Results Per Page 10

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Pay close attention to prerequisites listed in the schedule.  
Your advisor will not approve classes you are not qualified to take.

Self-Service - Section Search - Windows Internet Explorer

https://w3.ucollege.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&eventid=HHPA+155&type=Trad&year=2013&term=SPRING&session=MAIN&num=10

File Edit View Favorites Tools Help

Convert Select

Favorites Free Hotmail Web Slice Gallery

Self-Service - Section Search

Cart Help Log Out Course Catalog Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

Options

- Open Sections Only
- New Search
- Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

- Registration
- Academic Plan

### Section Search

[Back to Registration](#)

Found 5 results for Course Code = 'HHPA 155' and Registration Type = 'Traditional' and Period = Year Term Session = 'Main Session'.

Showing 1 - 5 of 5

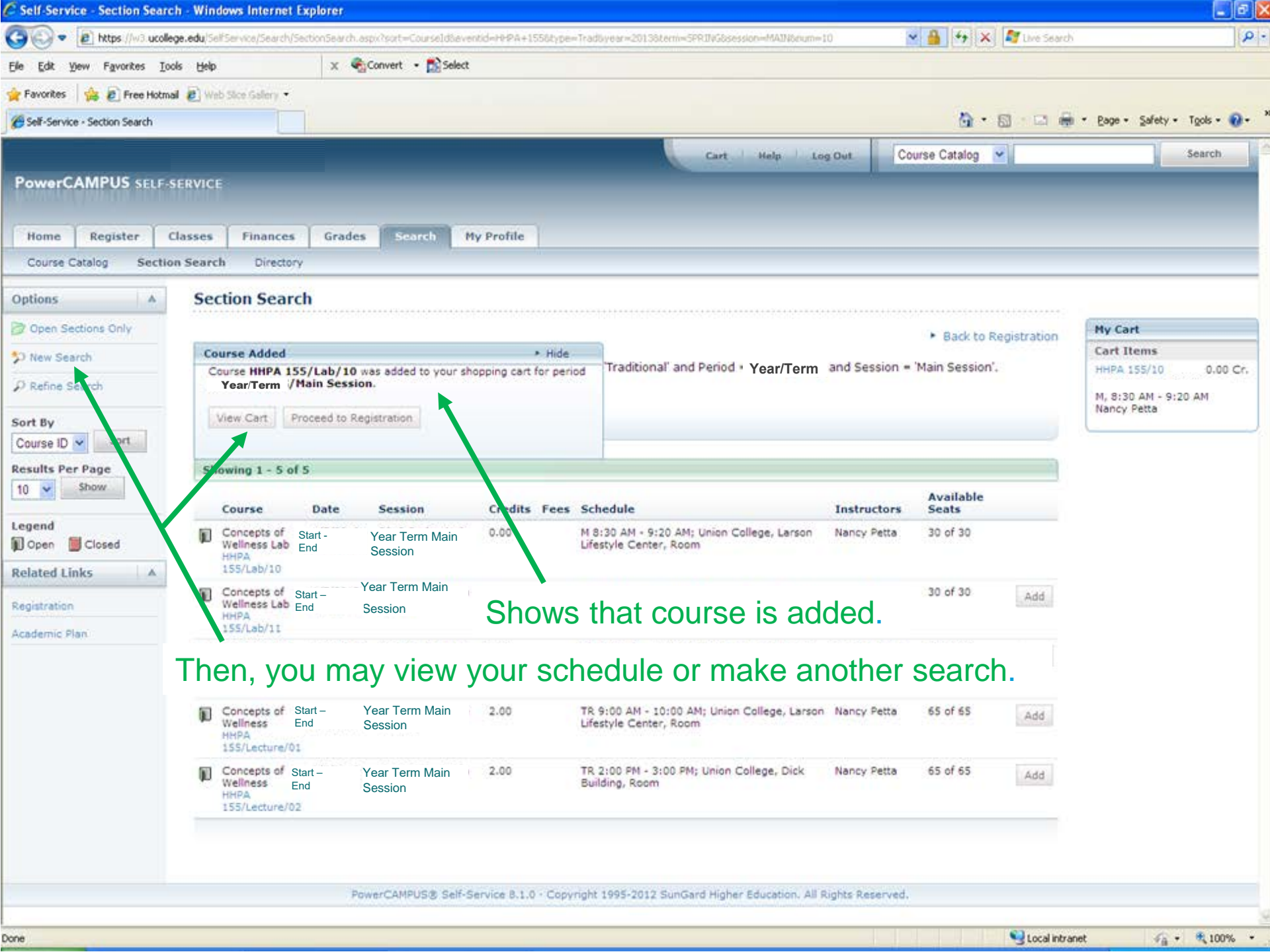
Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Concepts of Wellness Lab HHPA 155/Lab/10	Year	Year Term Main Session	0.00		M 8:30 AM - 9:20 AM; Union College, Larson Lifestyle Center, Room	Nancy Petta	30 of 30	<a href="#">Add</a>

'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)

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https://w3.ucollege.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&eventid=HHPA+155&type=Trad&year=2013&term=SPRING&se Local intranet 100%



Self-Service - Section Search - Windows Internet Explorer

https://w3.uccollege.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&eventid=HHPA+155&type=Trad&year=2013&term=SPRING&session=MAIN&num=10

File Edit View Favorites Tools Help

Convert Select

Favorites Free Hotmail Web Slice Gallery

Self-Service - Section Search

Cart Help Log Out Course Catalog Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

Options

Open Sections Only

New Search

Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration

Academic Plan

Section Search

Course Added

Course HHPA 155/Lab/10 was added to your shopping cart for period Traditional and Period Year/Term and Session Main Session.

View Cart Proceed to Registration

Showing 1 - 5 of 5

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Concepts of Wellness Lab HHPA 155/Lab/10	Start - End	Year Term Main Session	0.00		M 8:30 AM - 9:20 AM; Union College, Larson Lifestyle Center, Room	Nancy Petta	30 of 30
Concepts of Wellness Lab HHPA 155/Lab/11	Start - End	Year Term Main Session					30 of 30 Add
Concepts of Wellness HHPA 155/Lecture/01	Start - End	Year Term Main Session	2.00		TR 9:00 AM - 10:00 AM; Union College, Larson Lifestyle Center, Room	Nancy Petta	65 of 65 Add
Concepts of Wellness HHPA 155/Lecture/02	Start - End	Year Term Main Session	2.00		TR 2:00 PM - 3:00 PM; Union College, Dick Building, Room	Nancy Petta	65 of 65 Add

My Cart

Cart Items

HHPA 155/10 0.00 Cr.

M, 8:30 AM - 9:20 AM

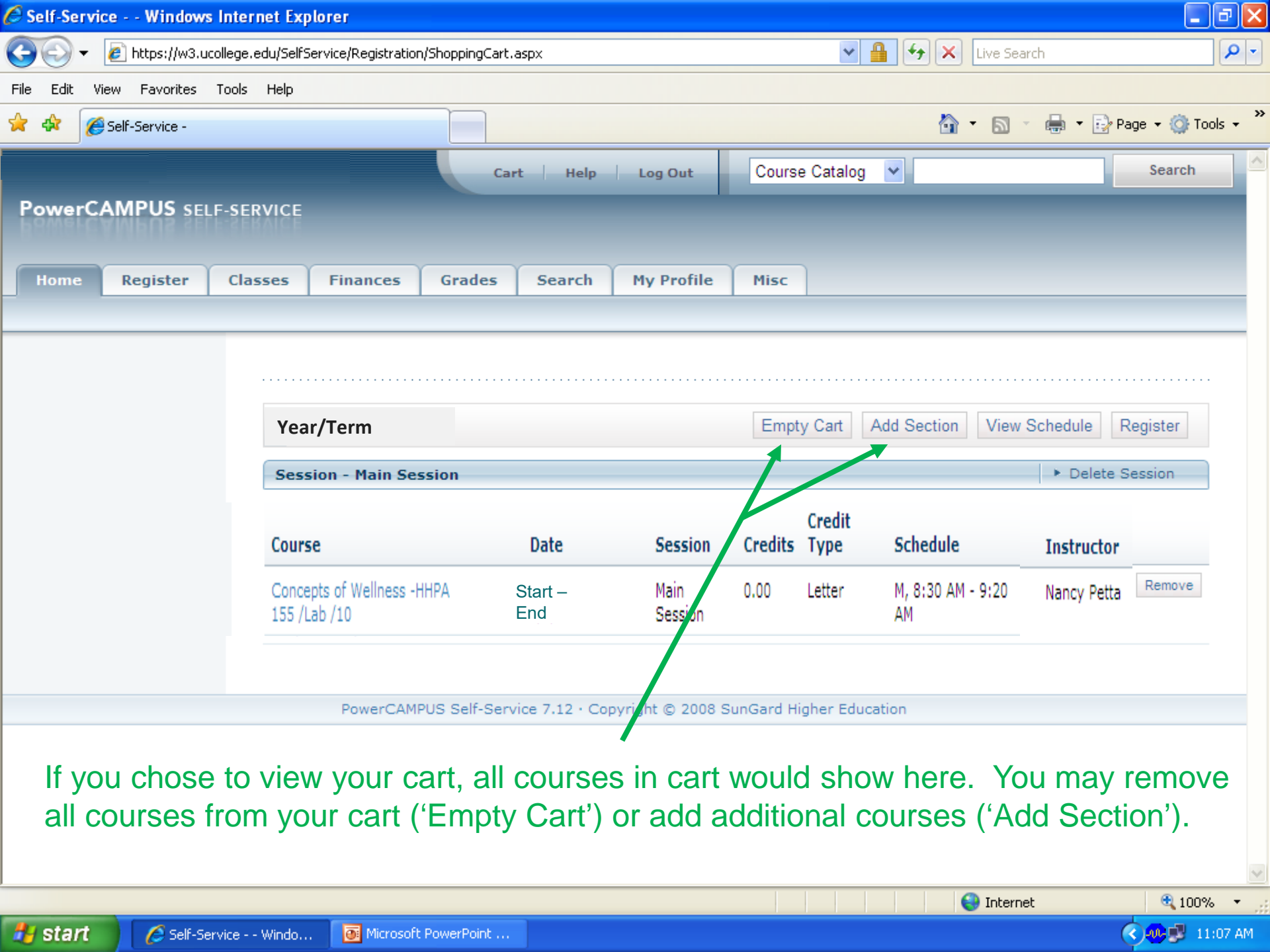
Nancy Petta

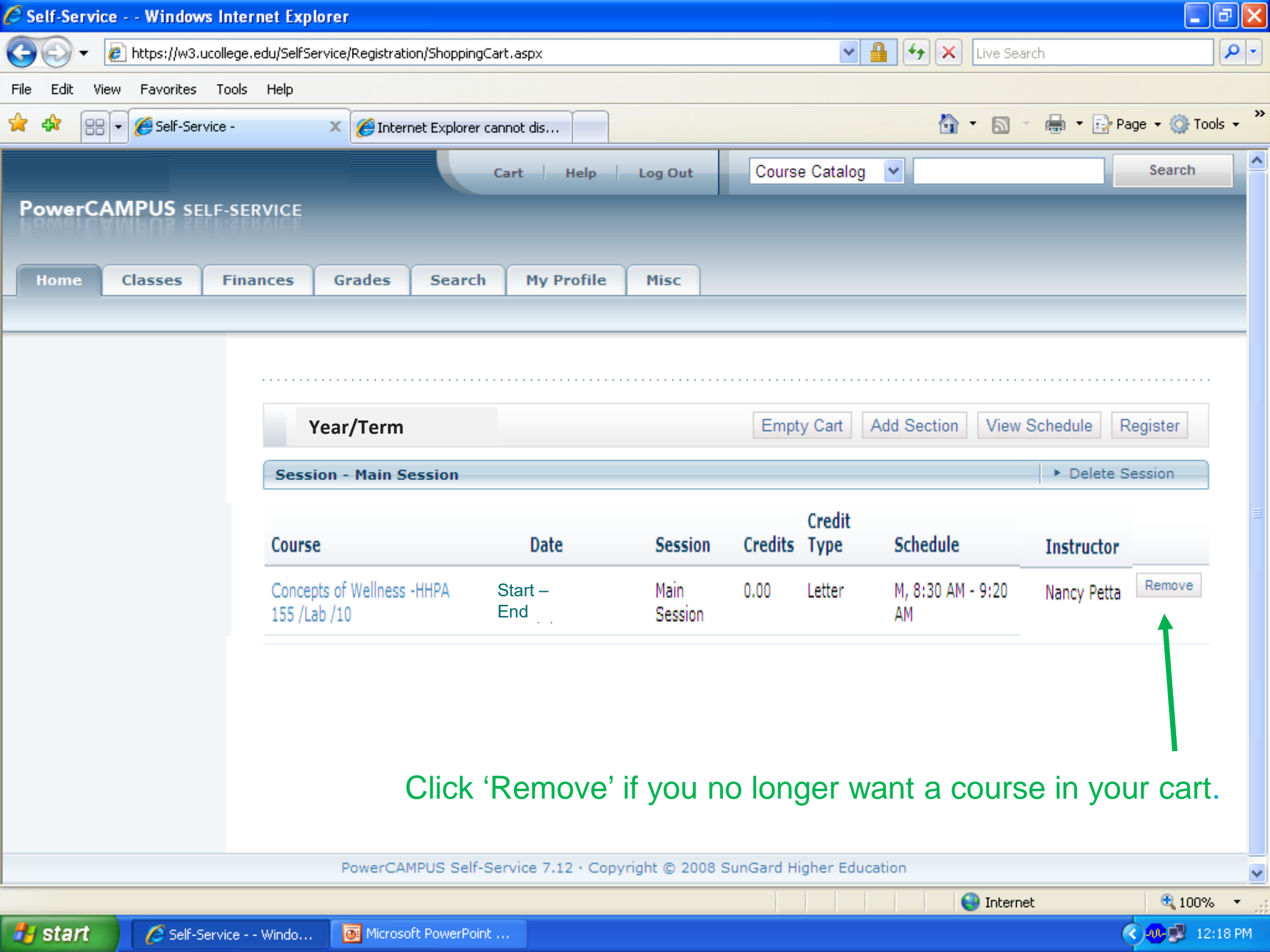
Shows that course is added.

Then, you may view your schedule or make another search.

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Self-Service - Student Schedule - Windows Internet Explorer

https://w3.ucollege.edu/SelfService/Records/ClassSchedule.aspx

File Edit View Favorites Tools Help

★ Favorites program Bible Worker Certifi... North American Division of S... AFCOE Programs College ... NADEI Church Plant Coachi... Web Slice Gallery

Self-Service - Student Schedule

Cart Help Log Out Course Catalog Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Schedule

Student Schedule

Options

Text | Grid

Period

Year Term

☒ Courses in Cart

☒ Waitlisted Courses

Submit

Class Schedule - Year/Term

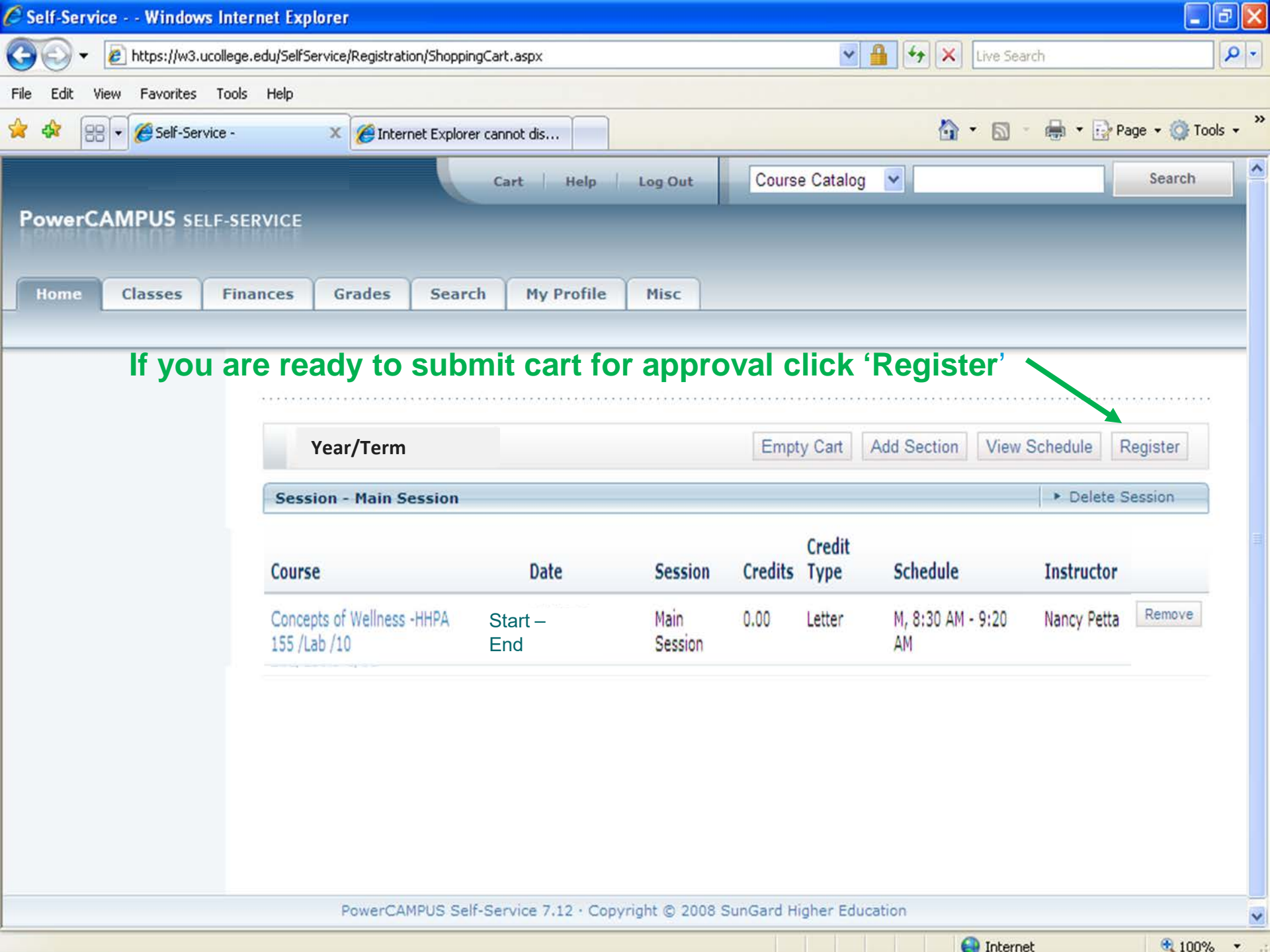
Hide Weekend

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am	HPHA 155 Lab/10 Larson Lifestyle Center						
9:00 am		HPHA 155 Lecture/01 Larson Lifestyle Center		HPHA 155 Lecture/01 Larson Lifestyle Center			
10:00 am							

Key Registered Courses Waitlist/Pending/Holding Shopping Cart

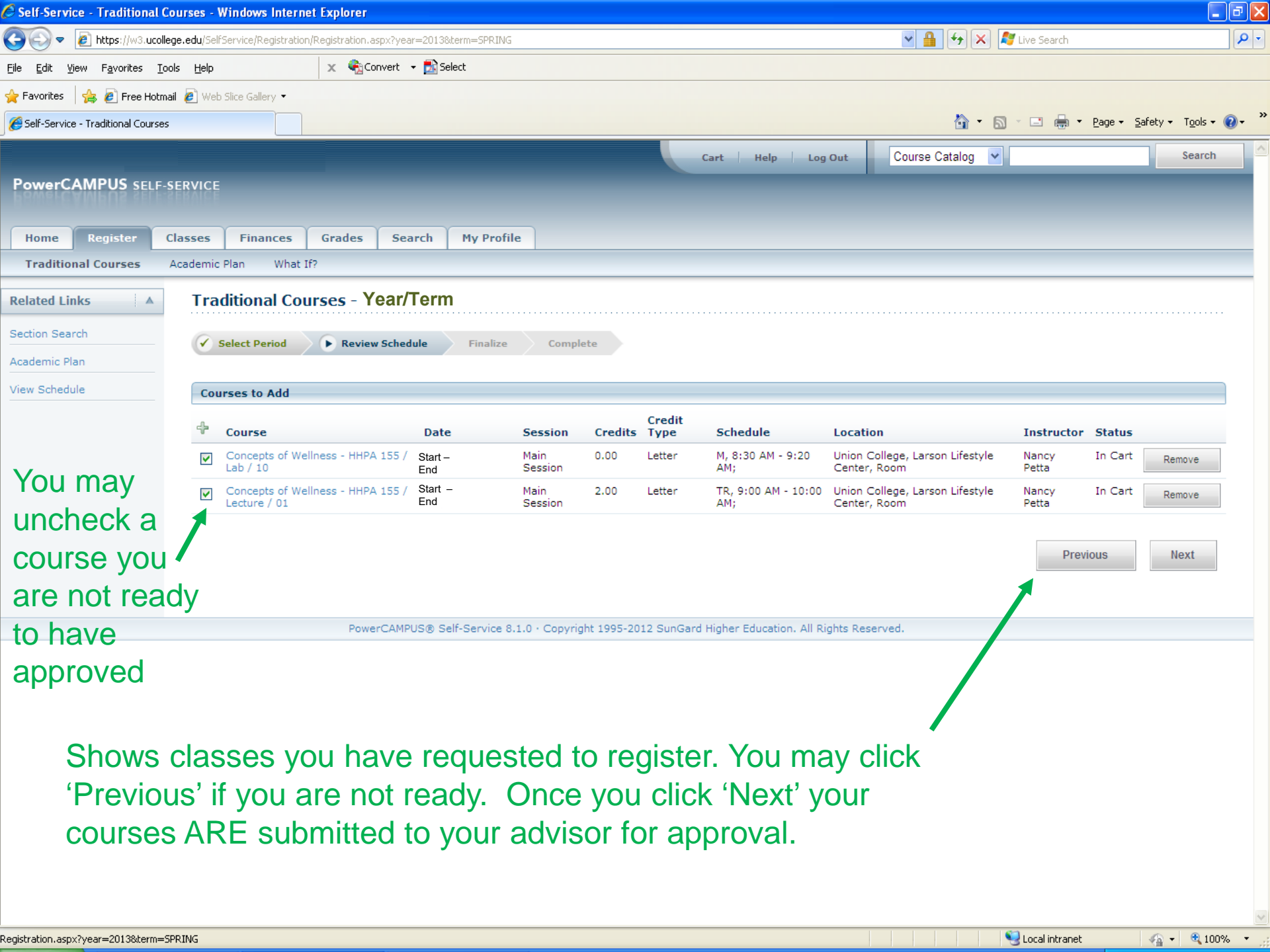
'View Schedule' – note status of courses.





If you are ready to submit cart for approval click 'Register'

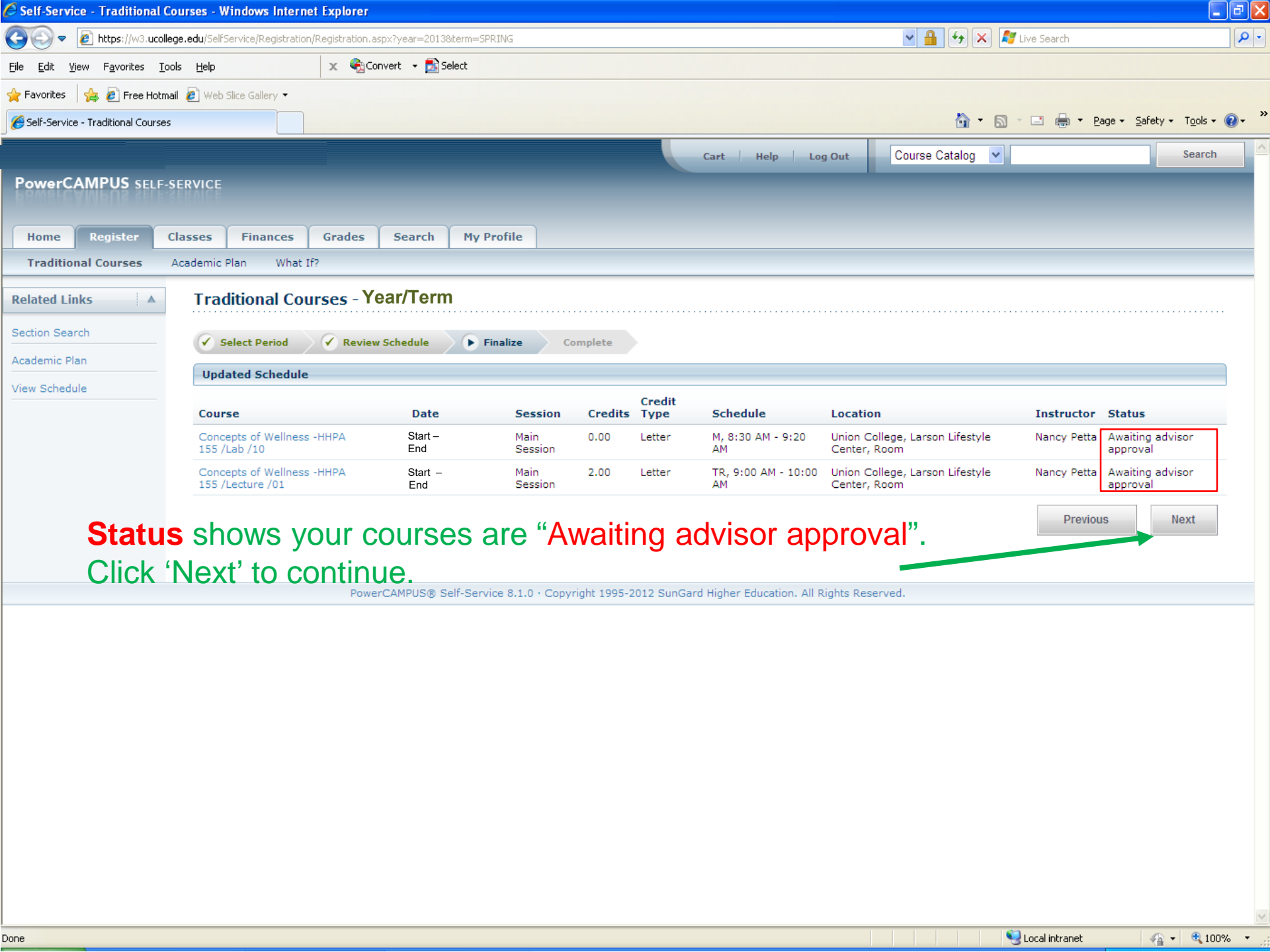
Year/Term		Empty Cart		Add Section		View Schedule		Register	
Session - Main Session								Delete Session	
Course	Date	Session	Credits	Credit Type	Schedule	Instructor			
Concepts of Wellness -HHPA 155 /Lab /10	Start – End	Main Session	0.00	Letter	M, 8:30 AM - 9:20 AM	Nancy Petta			Remove



You may uncheck a course you are not ready to have approved

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.

Self-Service - Traditional Courses - Windows Internet Explorer

https://w3.ucollege.edu/SelfService/Registration/Registration.aspx?year=2013&term=SPRING

File Edit View Favorites Tools Help

★ Favorites ★ Free Hotmail Web Slice Gallery

Self-Service - Traditional Courses

Cart Help Log Out Course Catalog Search

**PowerCAMPUS SELF-SERVICE**

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

**Related Links**

- Section Search
- Academic Plan
- View Schedule

**Traditional Courses - Year/Term**

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

You have successfully submitted your Year/Term schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

- Modify your schedule for Year/Term
- Select another Registration Period

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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.

Section Search

View Schedule

Select Period

Review Schedule

Finalize

Complete

## Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.You can review your degree requirements and find required courses using the [Academic Plan](#).

## Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input checked="" type="checkbox"/>	Concepts of Wellness - HHPA 155 / Lab / 10	Start – End	Main Session	0.00	Letter	M, 8:30 AM - 9:20 AM;	Union College, Larson Lifestyle Center, Room	Nancy Petta	Registered
<input type="checkbox"/>	Concepts of Wellness - HHPA 155 / Lecture / 01	Start – End	Main Session	2.00	Letter	TR, 9:00 AM - 10:00 AM;	Union College, Larson Lifestyle Center, Room	Nancy Petta	Registered

## Denied Courses

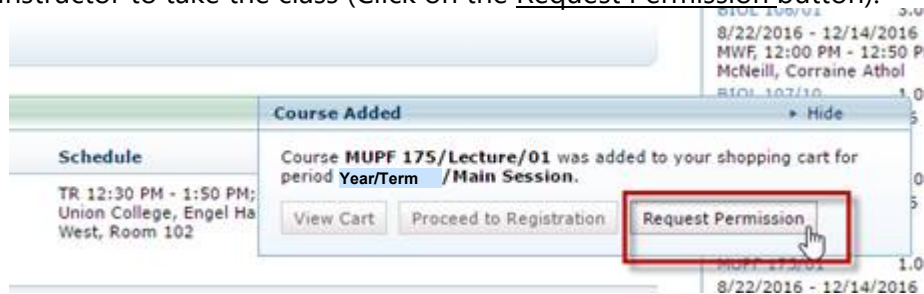
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input type="checkbox"/>	Prin of Accounting - ACCT 211 / Lecture / 01	Start – End	Main Session	3.00	Letter	MWF, 12:30 PM - 1:20 PM;	Union College, Dick Building, Room 302	Malcolm F. Gaskin	Request Denied

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):



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**

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Home Register Classes Finances Grades Search My Profile

Register for Courses Academic Plan What If?

Related Links ▲

- Section Search
- Academic Plan
- View Schedule

### Register for Courses

▶ Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period
Year/Term

# Student Submits Class to Advisor

PowerCampus  
by Ellucian™

Home Register Classes Finances Grades Search My Profile

Register for Courses Academic Plan What If?

Related Links  
Section Search  
Academic Plan  
View Schedule

### Register for Courses - Year/Term

Select Period Review Schedule Finalize Complete

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input type="checkbox"/>	Human Biology - BIOL 106 / Lecture / 01	Start – End	Main Session	3.00	Letter	MWF, 12:00 PM - 12:50 PM;	Union College, Krueger Center, Room 135	In Cart	<a href="#">Remove</a>
Instructors:	McNeill, Corraine Athol								
<input type="checkbox"/>	Human Biology Lab - BIOL 107 / Lab / 10	Start – End	Main Session	1.00	Letter	T, 2:00 PM - 4:50 PM;	Union College, Krueger Center, Room 157	In Cart	<a href="#">Remove</a>
Instructors:	McNeill, Corraine Athol								
<input type="checkbox"/>	Weight Train & Cond - HHPA 235 / Lecture / 01	Start – End	Main Session	1.00	Letter	TR, 9:00 AM - 9:50 AM;	Union College, Larson Lifestyle Center, Room	In Cart	<a href="#">Remove</a>
Instructors:	Razo, Shawntae Marie								
<input checked="" type="checkbox"/>	Concert Band - MUPF 175 / Lecture / 01	Start – End	Main Session	1.00	Letter	TR, 12:30 PM - 1:50 PM;	Union College, Engel Hall West, Room 102	In Cart	<a href="#">Remove</a>
Instructors:	Miyashiro, Kurt								
<input type="checkbox"/>	Developmental Psych - PSYC 215 / Lecture / 01	Start – End	Main Session	3.00	Letter	MWF, 11:00 AM - 11:50 AM;	Union College, Dick Building, Room 002	In Cart	<a href="#">Remove</a>
Instructors:	Gabbert, Melanie Grace								
<input type="checkbox"/>	Encounter Jesus - RELB 115 / Lecture / 01	Start – End	Main Session	3.00	Letter	MWF, 9:00 AM - 9:50 AM;	Union College, Dick Building, Room 003	In Cart	<a href="#">Remove</a>
Instructors:	Fetrick, Robert Paradise, Michael Christopher								
<input type="checkbox"/>	Writing Scholarly - ENGL 212 / Lecture / 01	Start – End	Main Session	3.00	Letter	MWF, 10:00 AM - 10:50 AM;	Union College, Dick Building, Room 213	In Cart	<a href="#">Remove</a>
Instructors:	Robison, Mark Gildow, Jason								

Previous Next

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.

# Student Submits Class to Advisor

## Register for Courses - Year/Term

✓ Select Period   ✓ Review Schedule   **▶ Finalize**   Complete

---

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Concert Band -MUPF 175 /Lecture /01	Start – End	Main Session	1.00	Letter	TR, 12:30 PM - 1:50 PM	Union College, Engel Hall West, Room 102	Awaiting advisor approval
Instructor:	Miyashiro, Kurt						

Previous   Next

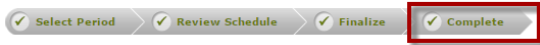
In the "**Finalize**" screen, the student should ...

- Click on the **NEXT** button at the bottom right of the screen.



# Student Submits Class to Advisor

Register for Courses - [Year/Term](#)



You have successfully submitted your [Year/Term](#) schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

*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.