

STUDENT REGISTRATION PROCESS THROUGH SELF-SERVICE

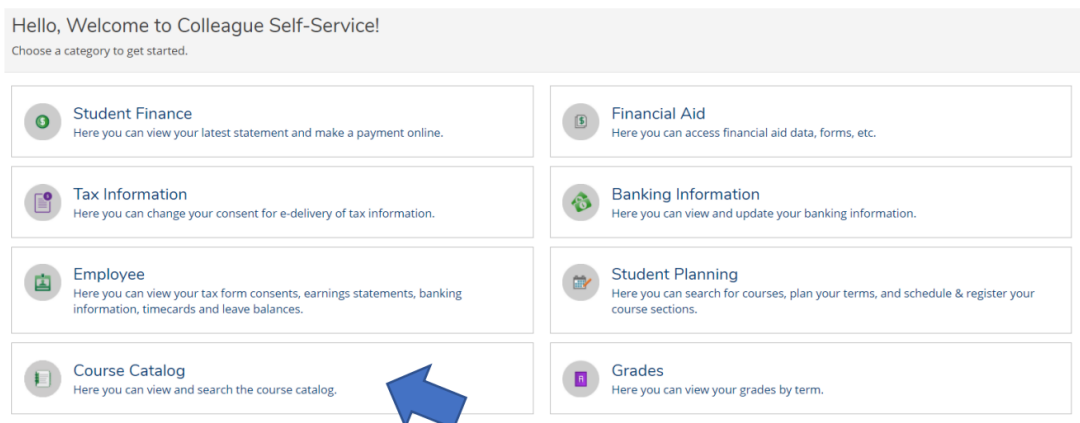
Last Updated: March 23, 2023

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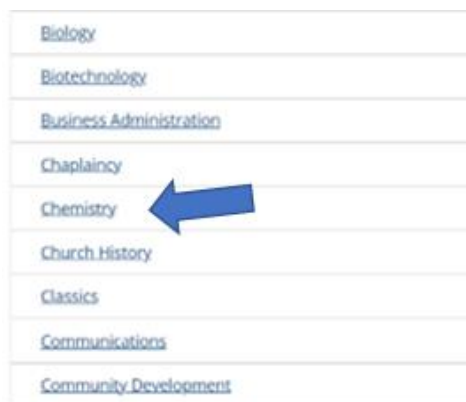
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Selecting and Registering for Courses

1. Go to <https://www2.acadiau.ca/myacadia.html> and click on the link for **Self-Service**. Log in using your Acadia username and password.
2. From the "Welcome to Colleague Self-Service" page select "Course Catalog"



3. Select a subject for a course (or courses) you're looking for.



4. Select the term you wish to view for available courses

Filter Results Hide

Filters Applied: Chemistry

Availability

Open and Waitlisted Sections
 Open Sections Only

Subjects

Chemistry (83)

Locations

Wolfville Main Campus (81)
 Virtual (3)

Terms

2023 Fall (31)

2024 Winter (28)
 2023 Summer (4)
 2022/23 Continuous Intake (3)

Days of Week

Monday (11)
 Tuesday (14)

CHEM-0110 Pre-University Chemistry (0 Credits)
No description available.
Requisites: None
Locations: Wolfville Main Campus, Virtual
[View Available Sections for CHEM-0110](#)

CHEM-1010L CHEM 1013 Laboratory (0 Credits)
No description available.
Requisites: CHEM-1013 - Must be taken at the same time as this course.
Locations: Wolfville Main Campus

CHEM-1013 General Chemistry 1 (3 Credits)
An introductory treatment of the fundamentals of chemistry: atoms, molecule; periodic properties of the elements, chemical bonding, and molecular structure equivalent with minimum grade of 60% or permission of the Department. Credit the exception of CHEM 1113. Antirequisite(s): Credit can be obtained for only c

5. When you find a course you want, click the “View Available Sections for ...” link to get a list of offerings for the course.

Find a specific section for the Term you want to add the course to, and click its “Add Section to Schedule” button. A pop-up will ask again if you wish to continue, select “Add Section”. You should see a pop-up in the upper righthand corner saying the course has been added to your plan.

ENGL-1413 Writing & Reading Critically 1 (3 Credits) Add Course to Plan

This course introduces students to fiction, drama, and poetry from a range of periods. Students will develop analytical skills and learn strategies for writing clearly and persuasively.

Requisites: None
Locations: Wolfville Main Campus, Class Afloat, Virtual

[View Available Sections for ENGL-1413](#)

2022/23 Continuous Intake

ENGL-1413-COIN4
Writing & Reading Critically 1 Add Section to Schedule

Seats	Times	Locations	Instructors
41 / 60 / 0	9/1/2022 - 8/31/2023	Virtual Open Acadia Onl Non-Scheduled	Ms Michelle K. Damour (Open Acadia Onl Non-Scheduled)

2023 Winter This is which term the section is offered. In most cases, you will be looking for 2023 Fall and 2024 Winter

ENGL-1413-WI01
Writing & Reading Critically 1 Add Section to Schedule

Waitlisted	Times	Locations	Instructors
5	M/W 1:00 PM - 2:20 PM 1/9/2023 - 4/22/2023	Wolfville Main Campus, Beveridge Arts Centre 204 Lecture	Julianna Will (Lecture)

Adds a course "placeholder" to note that you might want to take the course, but doesn't sign you up for a specific offering of the course.

If you want to take the course, you need to add a specific section of the course to your schedule.

Adds this specific section (offering) of the course to your schedule. This will allow you to register in the course later.

- Once you've selected your courses for the term, go back to the Self-Service home page (house icon on the left) and select "Student Planning".

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

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.
Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
Course Catalog Here you can view and search the course catalog.	Grades Here you can view your grades by term.

- Select "Go to Plan and Schedule"

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Her...

Search for courses...

- 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](#)
- 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](#)

- Change your term selector to the term you wish to see (eg. 2023 Fall) using the forward arrow

Plan your Degree and Schedule your courses

Home Schedule Timeline Advising Petitions & Waivers

2023 Fall

Filter Sections Save to iCal Print

9. The courses you've picked should now be visible on your plan, and are listed on the left-hand side of the page.

- To register for all classes for the term, click on the Register Now button.
- To register in a specific class, click the Register button for the class.
- To drop a class you're registered in, click the "Drop" button for the class.
- To completely remove a class from your plan, click the X button in the top right corner of the class' block.

The screenshot displays a web interface for planning a degree and scheduling courses. At the top, there is a search bar and navigation tabs for Home Schedule, Timeline, Advising, and Petitions & Waivers. The main area shows the 2023 Fall term with a "Register Now" button highlighted in red. Below this, there are buttons for "Filter Sections", "Save to iCal", and "Print". A summary shows "Planned: 3 Credits", "Enrolled: 3 Credits", and "Waitlisted: 0 Credits".

Two course blocks are visible on the left:

- BUSI-1703-FA01: Introduction to Business**: Marked as "Registered" (green). It has 3 credits and is graded. A red arrow points to a "Drop" button, with the text "Unregister from this course" above it.
- BUSI-2233-FA01: Fundamentals of Finance 2**: Marked as "Planned" (yellow). It has 3 credits and is graded. A red arrow points to a "Register" button, with the text "Registers in this one specific course" below it. A red "X" icon is in the top right corner of the course block, with the text "Completely removes this course" above it.

A calendar grid on the right shows time slots from 11am to 11pm across the days of the week. A note at the bottom of the grid says "Sections with no meeting time".

10. Any courses you are registered in will have a green "Registered" message.

A "Planned" message means you haven't registered in the course yet, but have bookmarked it for possibly registering in later. To sign up for the course, you will still need to register for it using the "Register" button or the "Register Now" button.

Important Terminology and Clarifications

Terminology	Description
Credit hours, credits, "hours"	Credit granted for completing the course. Formally, we call this " credit hours ", where 1 credit hour <i>normally</i> represents 1 hour per week of contact with the instructor. For example, a course that meets for 3 hours per week normally counts for 3 credit hours. This is often shortened to "credits" or "hours". It is abbreviated with an "h", such as 9 credit hours being abbreviated "9h"
1st-Year Standing 2nd-Year Standing 3rd-Year Standing 4th-Year Standing 5th-Year Standing	Completed less than 25 credit hours (i.e. 25h) at the undergraduate level. Completed at least 25h but less than 55h at the undergraduate level. Completed at least 55h but less than 85h at the undergraduate level. Completed at least 85h but less than 115h at the undergraduate level. Completed at least 115h at the undergraduate level.
Pre-requisite	You must complete a course's pre-requisite(s) before starting the course. You can register for a course that has a pre-requisite as long as you've either completed the pre-requisite already, or will complete the pre-requisite before the course begins.
Co-requisite	You must take this co-requisite at the same time as the course. Note: <ul style="list-style-type: none"> • Usually, a co-requisite is expected to be taken in the same term as the course. • Sometimes, a course will say that a course in another term is a co-requisite, meaning that you must take the two courses, one in each term. (Example: ENGL-1483 and ENGL-1493) • Some courses list a requisite which can be taken either at the same time or beforehand (pre- or co-requisite).
Anti-requisite	Courses that are anti-requisites of each other cannot be taken for additional credit. <i>Only one</i> course of a set of anti-requisites will count for credit.
Elective	Electives are courses where you can choose what you want to take. Sometimes these are open electives, often phrased as "University Electives", "General Electives", or just "Electives" with no stated constraint, where you can take any course except those your program might not allow you to take. Sometimes, they may be constrained, such as "30h Business Electives", where you can take any 30h of courses from business.
Waitlist	When a course is full, a waitlist may exist that allows you to add yourself to a line-up to get into the course when space is available. When a space becomes available you will receive an email and have 48 hours in which to finalize your registration. Please see video link: Watch 'Student Registration' Microsoft Stream (Classic)
"Planned" vs. "Registered"	"Planned" means that you have bookmarked the course or course section to make it easier to register later. It means you're considering taking the course, but are not registered in it. "Registered" means you are actually signed up for the course. When you add a section to your schedule, it is only <i>planned</i>. You still need to <i>register</i> for it in order to actually be enrolled in it.

Common Problems and Solutions

Problem	Solution
There's a course I want to take, but the course doesn't have a "View Available Sections" , or doesn't have sections in a term for this year.	We don't offer every course every year, and if there aren't available sections, it's not currently expected to be offered this year.
I clicked the Register button for a course section, but it still only says "Planned"	<p>Click the Register button again, and then scroll up to the top of the page. An error message should appear in a yellow'ish box in the top right of the page. It should help clarify the issue.</p> <p>Common causes:</p> <ul style="list-style-type: none"> • Not having completed a pre-requisite (or haven't signed up for a Winter term course's pre-requisite in the Fall term before the course) • The section being restricted to students in certain programs. • Signing up for too many courses – for undergraduate study, there's a limit of either 15h or 18h per term, depending on your Acadia GPA. • The department may require a "petition" or "instructor consent". In those cases, contact your academic department. • Still owing tuition for a previous year. In this case, contact Student Accounts.
When I click on the Register button for a course that has a lab , it fails, telling me I require the lab co-requisite. The same happens if I try to sign up for the lab.	Make sure both the course and its lab are in your schedule/plan. Then, in "Plan and Schedule", go to the term they're in, and click the Register Now button.
My Progress Report has a course that says "(Possible Replacement)" and might not be counting it for credit.	<p>This is usually because you also have a "course placeholder" in your schedule for the same course. If the course placeholder is deleted, the error will go away. You can tell if something is a course placeholder by its name. "COMP-1113-FA01" is a course section, but "COMP-1113" with nothing after it would be a course placeholder.</p> <p>The other common reason is if you may be taking another section of that course, and either haven't completed and received a grade for either the new version or the old one. Once you've received a final grade for all sections of that course, the issue will resolve itself on its own.</p>