

How to Self-Register for Classes

First, log into your student account and access the “Self-Service” screen.

From there, select “Student Planning & Registration.”

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 & Registration 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.

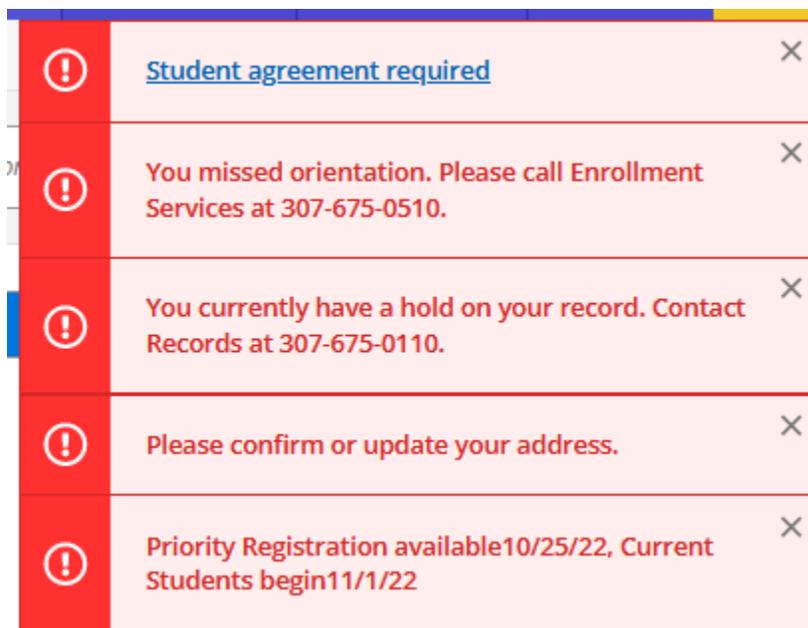
Then select option 2 “Plan your degree & Register for Classes”

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:

Search for 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
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On the next screen, check the top right corner for any types of holds.



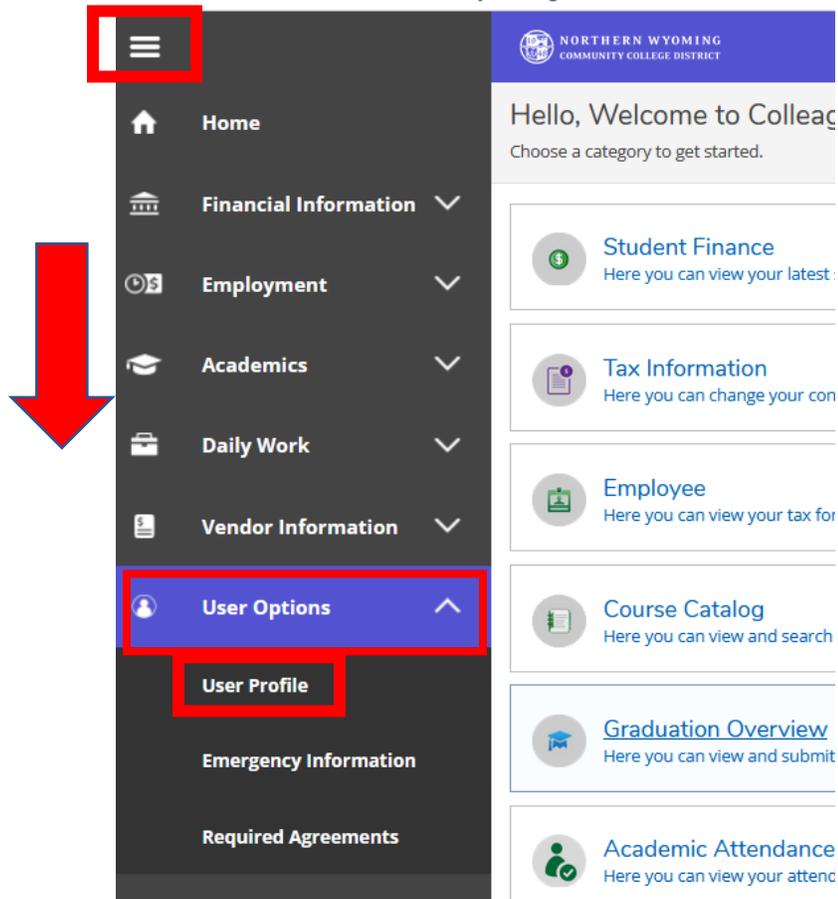
If you have an Orientation hold, complete the required Vector (Title IX) training in your Student Email, then contact Student Life & Housing to verify completion to remove the hold. They can be reached at (307) 681-6502.

For a Records hold, contact (307) 675-0110 to find out how to remove this hold.

For Balance holds, please contact the Business office at (307) 681-6332.

To complete the “Student Agreement Required” box, click on the hold, then view the agreement for the upcoming semester and accept the agreement after reading over the statement.

If asked to “Confirm or Update your Address,” use the following instructions: on the Self-Service page, on the left-hand side, click on the three-line icon, then User Options, and finally User Profile.



On the next page, find the “Addresses” category, verify that your address is correct. If the address is correct, click on the “Confirm” button. If the address needs to be updated, please contact us at (307) 681-6000 to update your address.

Addresses

 Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

Once all the holds have been addressed, return to your “Plan your degree & register for classes” screen. From here, choose the semester you’re wanting to register for classes. Make sure you have chosen sections (days & times) for each of your classes.

THE FOLLOWING IS JUST AN EXAMPLE OF A SCHEDULE AND MAY NOT BE REFLECTIVE OF YOUR SCHEDULE

< > Spring 2024 +

Print

List Calendar

[WELD*1650: Welding Symbols & Print Design](#) ×

View other sections 

[WELD*1760: Adv Shielded Metal Arc Welding](#) ×

View other sections

[WELD*1772: FCAW](#) ×

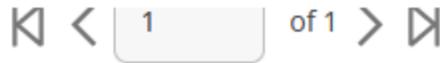
View other sections

[WELD*1780: Gas Tungsten Arc Welding](#) ×

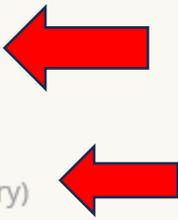
View other sections



Select “View Other Sections” to choose a course section. Note that this will show **all** offerings for classes, including those on the Sheridan or Buffalo campuses. Make sure to select appropriate classes that are on the Gillette Campus or Online.



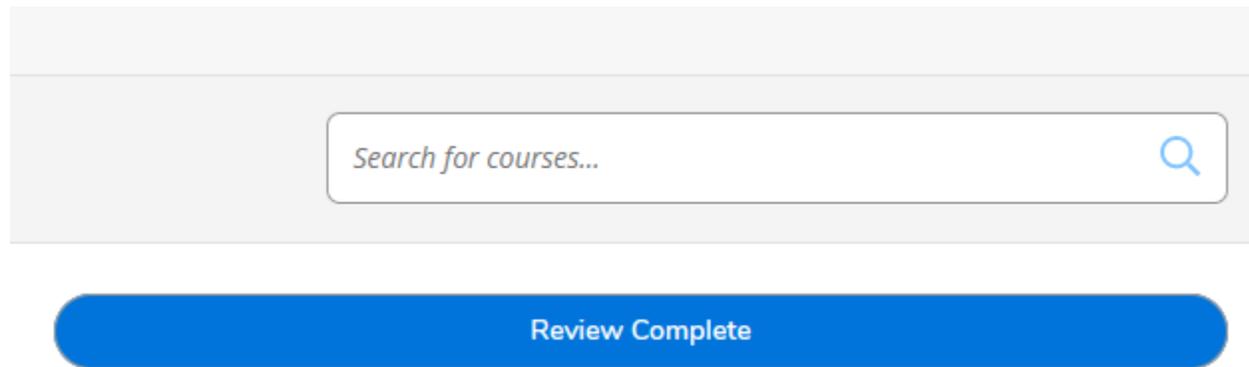
<p>WELD*1650*01 Welding Symbols & Print Design Seats Available ⓘ : 5 / 15 / 0 Instructor: Warr, S Time: MTWTh 7:00 AM - 7:50 AM Dates: 1/22/2024 - 5/10/2024 Location: Sheridan Technical Center 143 (Lecture) Time: MTWTh 7:00 AM - 7:50 AM Dates: 1/22/2024 - 5/10/2024 Location: Sheridan Technical Center 143 (Laboratory)</p>
<p>WELD*1650*02 Welding Symbols & Print Design Seats Available ⓘ : 9 / 15 / 0 Instructor: Toth, T Time: MTWTh 10:00 AM - 10:50 AM Dates: 1/22/2024 - 5/10/2024 Location: Sheridan Technical Center 132 (Lecture) Time: MTWTh 10:00 AM - 10:50 AM Dates: 1/22/2024 - 5/10/2024 Location: Sheridan Technical Center 132 (Laboratory)</p>
<p>WELD*1650*30 Welding Symbols & Print Design Seats Available ⓘ : 7 / 13 / 0 Instructor: Redman, C Time: MTWTh 10:00 AM - 10:30 AM Dates: 1/22/2024 - 5/10/2024 Location: Gillette Technical Education Center 207 (Lecture) Time: MTWTh 10:30 AM - 11:00 AM Dates: 1/22/2024 - 5/10/2024 Location: Gillette Technical Education Center 207 (Laboratory)</p>



Make sure to pay attention to the days, times, delivery method (Online, In-Person, or Zoom), and location of the classes you select. Repeat this step for **all** your classes for this semester.

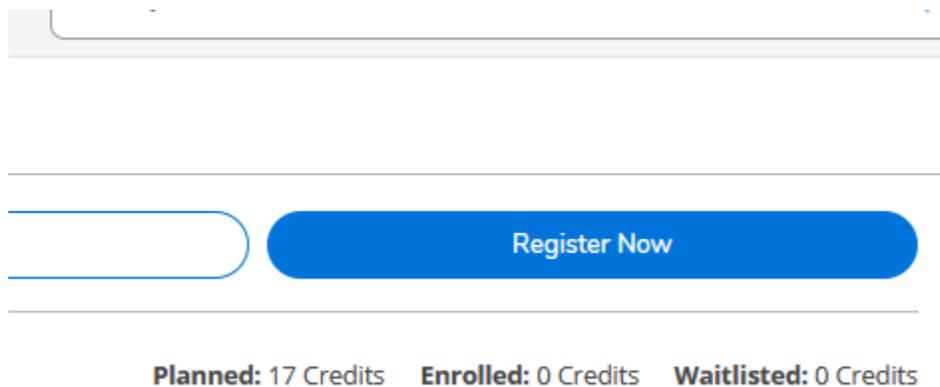


For some majors, you may see Elective Placeholders; these will require searching the Course Catalog to find appropriate classes to complete these requirements. Electives can vary depending on your program of study, so make sure to double-check your Degree Progress page to see what sort of classes are eligible options. To search for classes in the course catalog, use the Class Search feature in the top right of the Plan & Schedule page.



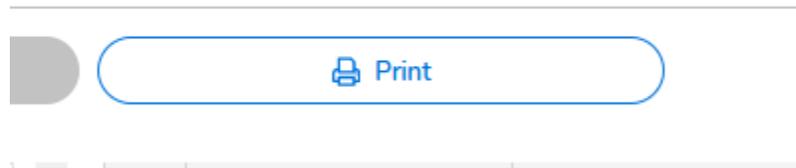
Once you find an appropriate class, select “Add Course to Plan” and select the appropriate semester, then select “Ok”.

Select “Register Now” to register for your chosen courses once they have all been selected. Courses will turn green, saying “Registered but not started” if you are officially registered.



Verify **ALL** your planned courses which say, “Registered but not started.” If any courses are not registered, or if you receive **any** error messages, please contact the Advising Office.

Print off a copy of your schedule using the “Print” button on your registration screen.



Make sure you **regularly** check your Sheridan.edu student email for any class or schedule changes until the new semester begins.

If you need help selecting courses and registering, or encounter additional issues, please make an advising appointment by contacting (307) 681-6000.