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Concept

Using Student Self Service, a student can set up a proposed class schedule - the Wish List - and enroll in classes either from the Wish List or by simply adding the classes. (*Note: not all campuses will be using the Wish List for Fall 2008 registration. Please contact your campus Registrar for information*).

Students can also drop, swap and edit classes they are enrolled in.

The Wish List can be used to run "what if" scenarios, where the student can select classes and see how they affect his/her degree progress.

Each Institution sets a date after which the wish list can be used for a given term. When registration for the term starts, the student can be given a Validation Appointment which lets him/her check the wish list for enrollment problems such as missing prerequisites. Once the student has an Enrollment Appointment assigned, he/she can enroll in classes, whether from the wish list or directly via "Add a Class."

Some Institutions may also require the student to enter a PIN before enrollment. The PIN is a number provided to the student by the advisor. Alternatively, the advisor may validate the PIN after approving the student's proposed class schedule, or the student may not be required to have a PIN at all.

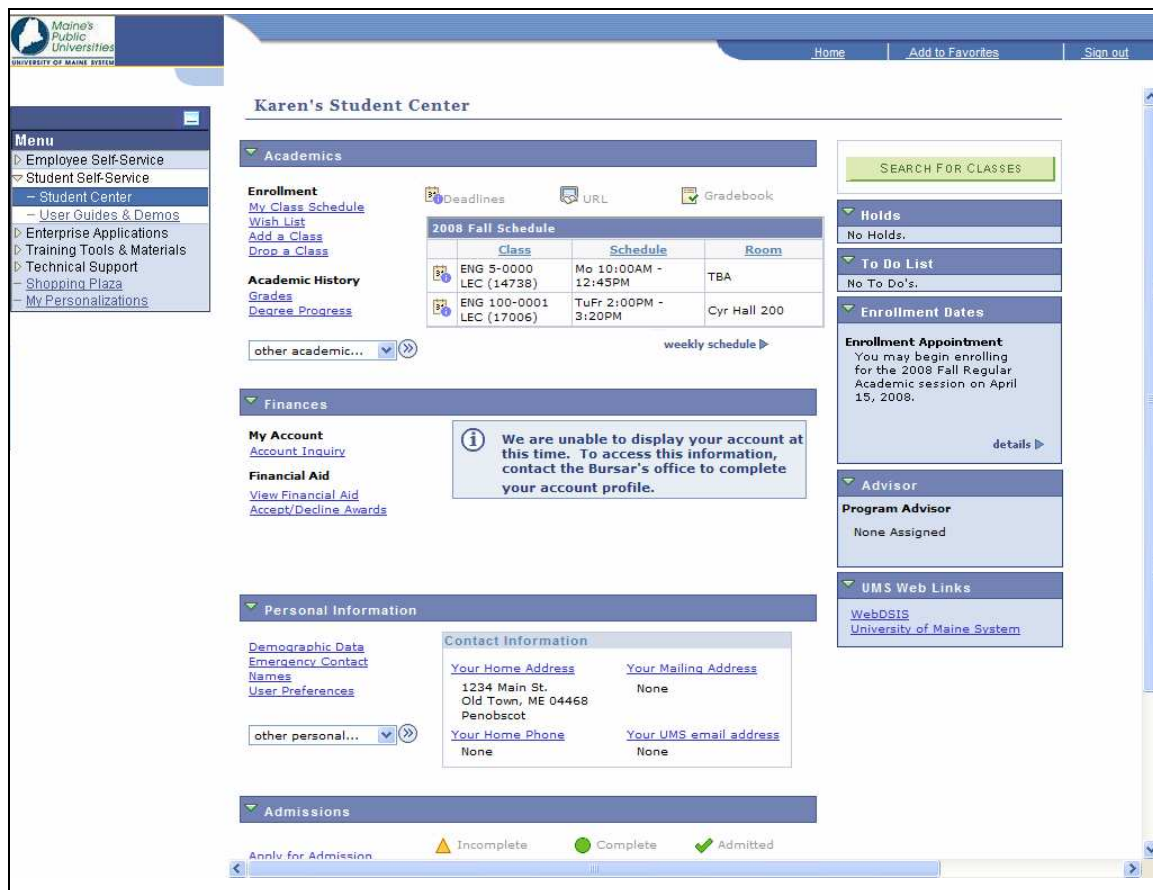
Procedure

This lesson shows you how to use Student Self Service (the Student Center) to create a wish list or proposed class schedule, and how to enroll in the classes on your wish list. It also shows how to add, drop and swap classes through self service.

Navigation

| Step | Action |
|------|--|
| 1. | After you sign-in to the MaineStreet Portal, click the Student Self Service link and then click the Student Center link to open the Student Center page. From the Student Center you can access your wish list and/or enroll in classes, drop classes and perform other enrollment activities. |

Create Proposed Schedule



The screenshot shows the 'Karen's Student Center' interface. The 'Academics' section is expanded, showing a '2008 Fall Schedule' table. The table lists two classes:

| Class | Schedule | Room |
|--------------------------|----------------------|--------------|
| ENG 5-0000 LEC (14738) | Mo 10:00AM - 12:45PM | TBA |
| ENG 100-0001 LEC (17006) | TuFr 2:00PM - 3:20PM | Cyr Hall 200 |

Other sections visible include 'Enrollment', 'Academic History', 'Finances', 'Personal Information', and 'Admissions'. A message in the 'Finances' section states: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.'

| Step | Action |
|------|---|
| 1. | In the Academics section of your Student Center, click the Wish List link. |



my class schedule
wish list
class search
add
drop
swap
edit

[Help ?](#)

Wish List

Select Term

Select a term then click Continue.

| | Term | Career | Institution |
|----------------------------------|-----------|---------------|--------------------------------|
| <input type="radio"/> | 2008 Fall | Undergraduate | University of Maine at Augusta |
| <input checked="" type="radio"/> | 2008 Fall | Undergraduate | University of Maine Fort Kent |
| <input type="radio"/> | 2008 Fall | Undergraduate | University of Maine at Machias |
| <input type="radio"/> | 2008 Fall | Undergraduate | University of Maine |

[My Class Schedule](#)
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[Edit](#)

| Step | Action |
|------|---|
| 2. | If you are active at several of the UMS Institutions, you will see a list of each active Term/Institution combination. In the list, click the Term/Institution for which you want to select classes. |
| 3. | Click the Continue button. <div style="text-align: center; margin-top: 5px;"><input type="button" value="CONTINUE"/></div> |

Class Search

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[Help ?](#)

Wish List

IMPORTANT: The Wish List does NOT guarantee future enrollment in a class.

Use the Wish List to temporarily save classes of interest until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

2008 Fall | Undergraduate | University of Maine Fort Kent [change term](#)

[add to list](#)
OR
Search

[search](#)

2008 Fall Wish List

● Open
■ Closed
▲ Wait List

| Select | Class | Class Name | Days/Times | Location | Instructor | Units | Status |
|--------------------------|--------------------------------------|---------------------------------|----------------------|----------|------------|-------|-------------------------------------|
| <input type="checkbox"/> | ANT 100-0001 (16744) | Intro to Anthropology (Lecture) | TuFr 8:30AM - 9:45AM | TBA | TBA | 3.00 | ■ |

[View All Classes in Wish List](#)
First
1 of 1
Last


[DELETE SELECTED](#)

What degree requirements will the selected classes fill? [Click here to find out.](#)

| Step | Action |
|------|---|
| 1. | You can add a class to the wish list in two ways: if you already know the class number, enter it in the Class Nbr field and click the " add to list " button. If you don't know the class number, click the search button to do a Class Search . |

Class Search

Search for Classes

[Help](#) 

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

Class Search Criteria

Course Subject select subject


Course Number

Course Career


Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

 **Additional Search Criteria**

CHANGE INSTITUTION OR TERM
CLEAR CRITERIA
SEARCH

| Step | Action |
|------|--|
| 2. | Enter the desired information into the Course Subject field. |
| 3. | Click the Additional Search Criteria button.  |

Class Search Criteria

Course Subject select subject

Course Number is exactly

Course Career

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▼ **Additional Search Criteria**

Meeting Time between and (example: 1:00PM)

Day of Week Include Only These Days ▼

Mon **Tues** **Wed** **Thurs** **Fri** **Sat** **Sun**

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component ▼

Session ▼

Mode of Instruction ▼

Campus ▼

Location ▼

Course Attribute ▼

Course Attribute Value ▼

CHANGE INSTITUTION OR TERM
CLEAR CRITERIA
SEARCH

| | |
|----|---|
| 4. | Scroll down to see all the additional criteria. |
| 5. | <p>You can search by meeting times and days, by instructor, for components like labs or recitation sections, by location (for example at a site or center), etc.</p> <p>If you leave any of the fields blank, the search will simply include all values for that field.</p> |
| 6. | Click the Mode of Instruction list. |
| 7. | By selecting the Mode of Instruction , you can limit your search to certain kinds of distance classes or to "in person" classroom classes. |
| 8. | <p>After entering your Class Search criteria, click the Search button.</p> <div style="text-align: center; margin-top: 5px;"> SEARCH </div> |



Wish List

Class Search Results

When available, click View All Sections to see all sections of the course.

University of Maine Fort Kent | 2008 Fall

The following classes match your search criteria Course Subject:
Mathematics, Course Number less than or equal to '200', Course Career:
Undergraduate, Show Open Classes Only: **Y**

Open
 Closed
 Wait List

▼ MAT 128 - College Algebra

View All Sections First 1-3 of 4 Last

Section [0001-LEC\(17118\)](#) Status ●

Session Regular

| Days & Times | Room | Instructor | Meeting Dates |
|-----------------------|---------------|------------|-----------------------|
| TuFr 12:30PM - 1:50PM | Gymnasium 118 | TBA | 9/3/2008 - 12/19/2008 |

Section [0001-LEC\(17118\)](#) Status ●

Session Regular

| Days & Times | Room | Instructor | Meeting Dates |
|-----------------------|---------------|------------|-----------------------|
| TuFr 12:30PM - 1:50PM | Gymnasium 118 | TBA | 9/3/2008 - 12/19/2008 |

Section [0002-LEC\(17120\)](#) Status ●

Session Regular

| Days & Times | Room | Instructor | Meeting Dates |
|--------------|------|------------|---------------|
| | | | |

| Step | Action |
|------|---|
| 9. | <p>After you enter your search criteria and select Search, several matches might appear listed. To see all the classes, click the View All Sections link. If necessary, scroll down to view the choices.</p> <p>To complete the addition of this class to the wish list, click the Next button. To change your mind, click Cancel.</p> <p>Click the Select Class button.</p> <p><input type="button" value="select class"/></p> |

Enrollment Preference Page

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add
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[Help ?](#)

Wish List

Enrollment Preferences

2008 Fall | Undergraduate | University of Maine Fort Kent

MAT 128 - College Algebra

Class Preferences

| | |
|--|---|
| <p>MAT 128-0001 Lecture ● Open</p> <p>Session Regular Academic Session</p> <p>Career Undergraduate</p> <p>Enrollment Information</p> <ul style="list-style-type: none"> Mathematics (07) / Quantative Reasoning (09) Mathematical Skills Quantative Reasoning | <p>Wait List <input type="checkbox"/> Wait list if class is full</p> <hr/> <p>Permission Nbr <input type="text"/></p> <hr/> <p>Grading Graded</p> <hr/> <p>Units 3.00</p> <hr/> <p>Requirement Designation</p> <p style="padding-left: 20px;">Mathematics (07) / Quantative Reasoning (09)</p> |
|--|---|

CANCEL
NEXT

| Section | Component | Days & Times | Location | Instructor | Start/End Date |
|---------|-----------|-----------------------|---------------|------------|-----------------------|
| 0001 | Lecture | TuFr 12:30PM - 1:50PM | Gymnasium 118 | TBA | 9/3/2008 - 12/19/2008 |

[My Class Schedule](#) [Wish List](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

- | | |
|----|--|
| 1. | Very rarely, a class needs special permission from the instructor or department for you to enroll. In that case, you get a Permission Nbr from the instructor or your advisor and type it in on the Enrollment Preferences page. |
| 2. | If the class has been set up with a Wait List , you can choose to be added to the waiting list if the class is full. This will happen when you actually try to enroll in the class. |
| 3. | Click the Next button. <div style="text-align: center; margin-top: 5px;">NEXT</div> |

Delete Class from Wish List

my class schedule
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[Help ?](#)

Wish List

IMPORTANT: The Wish List does NOT guarantee future enrollment in a class.

Use the Wish List to temporarily save classes of interest until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

✓
PSY 100 has been added to your Wish List.

2008 Fall | Undergraduate | University of Maine Fort Kent
change term

add to list
OR
Search

search

▼ 2008 Fall Wish List

● Open
 ■ Closed
 ▲ Wait List

| Select | Class | Class Name | Days/Times | Location | Instructor | Units | Status |
|--------------------------|--------------------------------------|---------------------------------|-----------------------|---------------|------------|-------|--------|
| <input type="checkbox"/> | ANT 100-0001 (16744) | Intro to Anthropology (Lecture) | TuFr 8:30AM - 9:45AM | TBA | TBA | 3.00 | ■ |
| <input type="checkbox"/> | MAT 128-0001 (17118) | College Algebra (Lecture) | TuFr 12:30PM - 1:50PM | Gymnasium 118 | TBA | 3.00 | ● |
| <input type="checkbox"/> | PSY 100-0001 (17242) | Intro to Psychology (Lecture) | Tu 6:30PM - 9:20PM | Cyr Hall 205 | TBA | 3.00 | ● |

[View All Classes in Wish List](#)
First
◀
1-3 of 3
▶
Last

DELETE SELECTED

- | | |
|----|---|
| 1. | To remove a class from the wish list, click the Select checkbox next to the class and click the Delete Selected button. |
|----|---|



Degree Progress Report

| | |
|----|---|
| 1. | <p>You can ask the system to show you how classes on your Wish List will help you towards your degree.</p> <p>To do that, select one or more classes in the wish list by checking their "Select" box/s. Then click the Click here to find out link</p> |
|----|---|

Degree Progress Report

Selected classes from your wish list that may satisfy degree requirements will display on this report as "what-if" courses. Scroll through the report to find the degree requirements fulfilled by your selected classes. If you selected a class on your wish list and you don't find it on this report, it may not fulfill requirements for your program.

[Return to Wish List](#)

```

Undergraduate Advisement
University of Maine at Fort Kent
23 University Drive
Fort Kent, ME 04743
United States
Name      : Karen X. Student
Student ID: 9999999
SSN      : 999-99-9999
Birthdate : 1980-03-03

          - - - - - Academic Program History - - - - -
Program   : Non Degree Undergrad
2007-09-12 : Active in Program

```

| Step | Action |
|------|---|
| 2. | <p>The system generates a Degree Progress Report for the student, including the selected wish list classes.</p> <p>Click the Return to Wish List link.</p> <p>Return to Wish List</p> |



Validation Appointments

- In the example below, the Institution's Registrar's Office has created a **Validation Appointment** for the student. This means the student can check the wish list for time conflicts, missing prerequisites, etc.

The student knows he can check his wish list because a "**Validate Selected**" button has appeared. That button does not show until the student has a **Validation Appointment**.

Class Nbr add to list OR Search search

▼ 2008 Spring Wish List

● Open ■ Closed ▲ Wait List

| Select | Class | Class Name | Days/Times | Location | Instructor | Units | Status |
|--------------------------|-------------------------------------|--|----------------------|----------|------------|-------|--------|
| <input type="checkbox"/> | ANT 100-0002 (1022) | Introduction to Anthropology (Lecture) | TuTh 3:05PM - 4:20PM | TBA | TBA | 3.00 | ● |
| <input type="checkbox"/> | CRJ 125-0001 (1024) | Intro to Crj Computing (Lecture) | TuTh 3:05PM - 4:20PM | TBA | TBA | 3.00 | ● |
| <input type="checkbox"/> | PSY 100-0001 (1034) | General Psychology (Lecture) | MWF 9:00AM - 9:50AM | TBA | TBA | 3.00 | ● |
| <input type="checkbox"/> | PSY 312-0001 (1048) | Research Methods II (Lecture) | MW 11:00AM - 12:15PM | TBA | TBA | 3.00 | ● |

[View All Classes in Wish List](#) First 1-4 of 4 Last

VALIDATE SELECTED DELETE SELECTED ADD SELECTED

What degree requirements will the selected classes fill? [Click here to find out.](#)

| Step | Action |
|------|---|
| 2. | Select the classes to validate. Click the Select option next to each class. <input type="checkbox"/> |
| 3. | Click the Validate Selected button. VALIDATE SELECTED |

| Step | Action |
|------|--|
| 4. | <p>In the example above, the system found one problem.</p> <p>Click the Back to Wish List button to search for an alternative class.</p> <div style="border: 1px solid black; background-color: #d4edda; padding: 2px; display: inline-block; margin-top: 5px;">BACK TO WISH LIST</div> |

Howard Foofram go to ...

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Wish List

View the following status report for enrollment confirmations and errors:

| | ✔ OK to Add | ✘ Potential Problem |
|---------|---|---------------------|
| ANT 100 | OK to Add. | ✔ |
| CRJ 125 | There is a time conflict for class number 1022 and class number 1024. There is currently a meeting time conflict for two of your wish list classes or a wish list class and one of your enrolled classes for this term. Use the class numbers to check the meeting times. | ✘ |

BACK TO WISH LIST

Add Selected Class

| | |
|----|--|
| 1. | When your Enrollment Appointment is in effect, an " Add Selected " button will appear. You use this button to request enrollment in selected classes from the wish list. |
|----|--|

Howard Foofram go to ...

Wish List

Use the Wish List to temporarily save classes of interest until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Select Term:

Class Nbr: OR Search:

▼ 2008 Spring Wish List

● Open
 ■ Closed
 ▲ Wait List

| Select | Class | Class Name | Days/Times | Location | Instructor | Units | Status |
|--------------------------|-------------------------------------|--|----------------------|----------|------------|-------|--------|
| <input type="checkbox"/> | ANT 100-0002 (1022) | Introduction to Anthropology (Lecture) | TuTh 3:05PM - 4:20PM | TBA | TBA | 3.00 | ● |
| <input type="checkbox"/> | CRJ 125-0001 (1024) | Intro to Crj Computing (Lecture) | TuTh 3:05PM - 4:20PM | TBA | TBA | 3.00 | ● |
| <input type="checkbox"/> | PSY 100-0001 (1034) | General Psychology (Lecture) | MWF 9:00AM - 9:50AM | TBA | TBA | 3.00 | ● |
| <input type="checkbox"/> | PSY 312-0001 (1048) | Research Methods II (Lecture) | MW 11:00AM - 12:15PM | TBA | TBA | 3.00 | ● |

First 1-4 of 4 Last

| Step | Action |
|------|---|
| 2. | Select the classes in the wish list you want to enroll in. Click the Add Selected button. <input type="button" value="ADD SELECTED"/> |



PIN Numbers

1. If your Institution requires you to enter a **PIN** in order to enroll, type in the PIN number and click the **Validate** button.

If the PIN is correct, you can proceed to enroll.

Normally a student gets the PIN from his/her advisor. Not all Institutions require the student to enter a PIN. Check with your advisor.

Pin Validation

You were given a validation number to enter before you can add classes. Please enter below and click the Validate button.

Enrollment Pin Number

| Step | Action |
|------|--|
| 2. | Click the Finish Enrolling button. <input type="button" value="FINISH ENROLLING"/> |

| Class | Description | Days/Times | Location | Instructor | Units | Status |
|-------------------------------------|--|----------------------|----------|------------|-------|--------|
| ANT 100-0002 (1022) | Introduction to Anthropology (Lecture) | TuTh 3:05PM - 4:20PM | TBA | TBA | 3.00 | |
| PSY 100-0001 (1034) | General Psychology (Lecture) | MWF 9:00AM - 9:50AM | TBA | TBA | 3.00 | |
| PSY 312-0001 (1048) | Research Methods II (Lecture) | MW 11:00AM - 12:15PM | TBA | TBA | 3.00 | |



My Class Schedule

Howard Foofram go to ...

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[edit](#)

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2008 Spring | Undergraduate | University Maine Presque Isle

✔ Success: enrolled
 ✘ Error: unable to add class

| Class | Message | Status |
|---------|---|--------|
| ANT 100 | Success: This class has been added to your schedule. | ✔ |
| PSY 100 | Success: This class has been added to your schedule. | ✔ |
| PSY 312 | Success: This class has been added to your schedule. | ✔ |

[MY CLASS SCHEDULE](#)

| Step | Action |
|------|--|
| 3. | Click the My Class Schedule button to view classes successfully added to your schedule. <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 10px auto;">MY CLASS SCHEDULE</div> |

Add a Class without Using Wish List

- To add a class without going through the Wish List, click the [Add a Class](#) link in the **Academic** section of the **Student Center**. Search for the desired class in the same way as for the Wish List.

Howard Foofram go to ...

[Help ?](#)

Add Classes

1

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

2008 Fall | Undergraduate | University of Maine at Augusta

Add a class using one of the following:

----- OR -----

▼ 2008 Fall Enrollment Shopping Cart

Open
 Closed
 Wait List


| Delete | Class | Description | Days/Times | Location | Instructor | Units | Status |
|--------|--------------------------------------|-------------------------------------|--------------------|----------|------------|-------|----------------------------------|
| | CHY 105-0000 (14534) | Fund of General Chemistry (Lecture) | We 4:00PM - 6:45PM | TBA | TBA | 3.00 | <input checked="" type="radio"/> |

View All Classes in Cart First 1 of 1 Last



| Step | Action |
|------|--|
| 2. | To Add a class: <ol style="list-style-type: none"> Find the class you want using the search. Click the Proceed to Step 2 of 3 button. Confirm by clicking the Finish Enrolling button, as we saw earlier. <div style="border: 1px solid gray; background-color: #d9e1f2; padding: 2px; width: fit-content; margin: 5px auto;"> <input type="button" value="PROCEED TO STEP 2 OF 3"/> </div> |
| 3. | To complete the enrollment, click the Finish Enrolling button. |

Drop a Class

| Step | Action |
|------|---|
| 1. | To drop a class, click the Drop a Class link. |
| 2. | On the Drop Classes page, click the Select box/s next to the class or classes you want to drop. Then click the Drop Selected Classes button. |

Howard Foofram go to ... 




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Drop Classes 1  

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Select Term: [change](#)

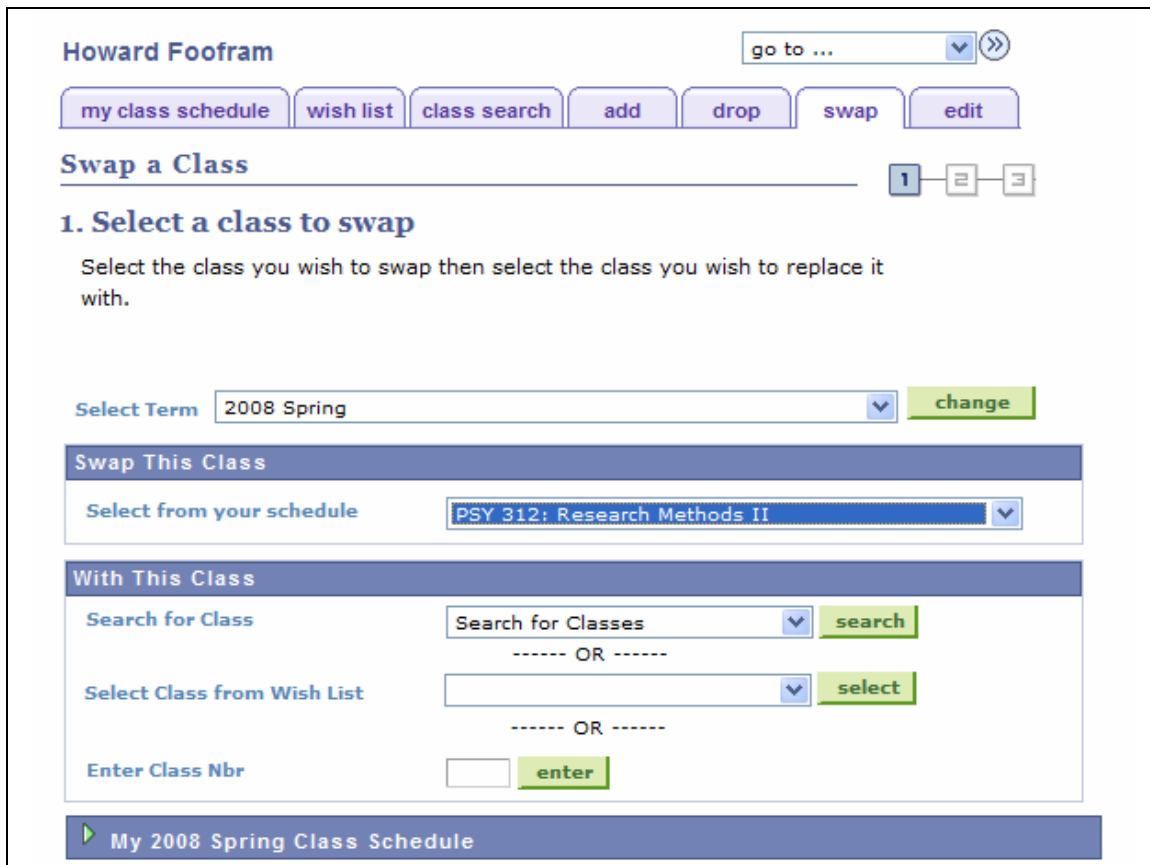
 Enrolled
 Dropped
 Wait Listed


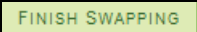
| Select | Class | Description | Days/Times | Location | Instructor | Units | Status |
|--------------------------|-------------------------------------|--|----------------------|----------|------------|-------|---|
| <input type="checkbox"/> | ANT 100-0002 (1022) | Introduction to Anthropology (Lecture) | TuTh 3:05PM - 4:20PM | TBA | TBA | 3.00 |  |
| <input type="checkbox"/> | PSY 100-0001 (1034) | General Psychology (Lecture) | MWF 9:00AM - 9:50AM | TBA | TBA | 3.00 |  |
| <input type="checkbox"/> | PSY 312-0001 (1048) | Research Methods II (Lecture) | MW 11:00AM - 12:15PM | TBA | TBA | 3.00 |  |

[DROP SELECTED CLASSES](#)

Swap a Class

| Step | Action |
|------|---|
| 1. | A Swap drops one class and adds another in one operation. To do a swap, click the Swap a Class link . |



| Step | Action |
|------|---|
| 2. | You must choose the class to drop and enter the class to add. To choose a class to drop, pull down the " Select from your schedule " list. This displays all the classes you are enrolled in for the term in question. Select the class from this list. To enter the class to add, either type in the Class Nbr , or do a Class Search or Select the Class from your Wish List . |
| 3. | Click the Select button.  |
| 4. | Having selected the class to drop and the class to add, complete the process by clicking the Finish Swapping button.  |



5. If the Swap fails due to a time conflict between the new class and another class on the student's schedule you will be still enrolled in the class you tried to drop. To fix the problem you can use the "**Swap Another Class**" button to select a different class to add.

Howard Foofram go to ...

Swap a Class 1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2008 Spring | Undergraduate | University Maine Presque Isle

✔ Success: Classes were swapped
 ✘ Error: Unable to swap class

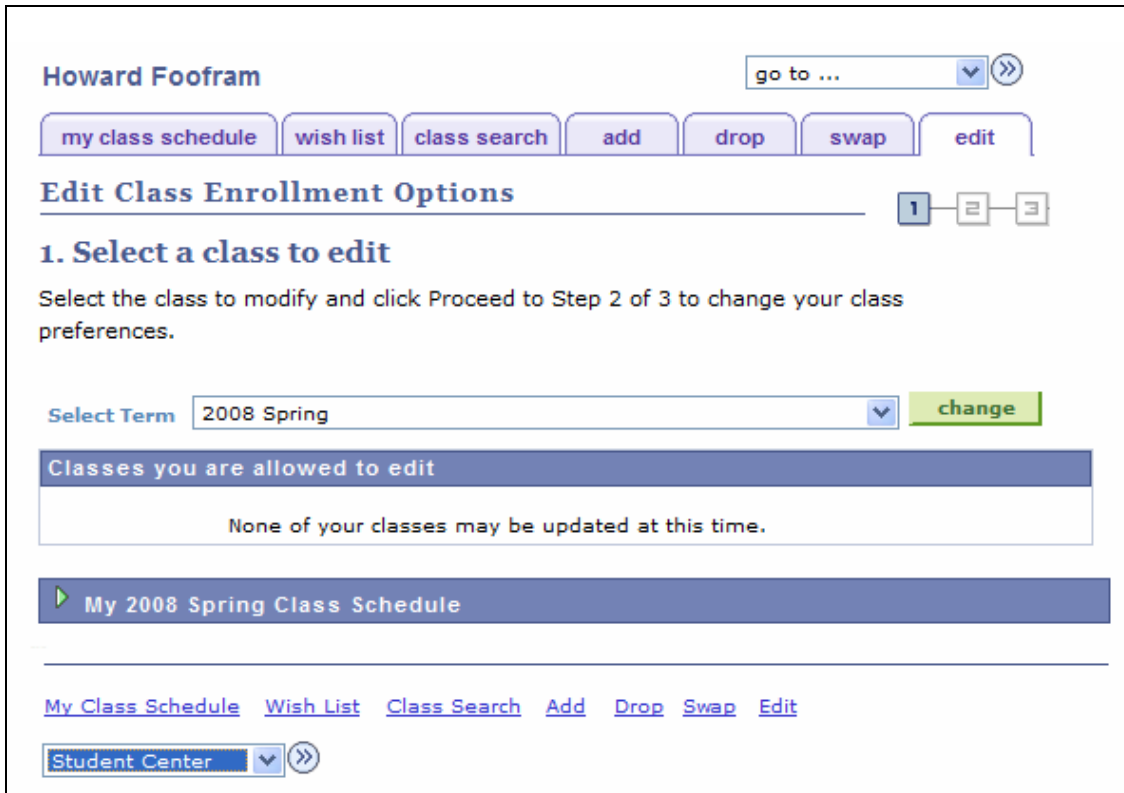
| Class | Message | Status |
|------------------------------|---|--------|
| Swap PSY 312 with CRJ 125 | Error: You cannot add this class due to a time conflict with class 1022. Select another class. | ✘ |

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go to ...

Edit Option

| Step | Action |
|------|---|
| 1. | Use the Edit tab to enter options for classes. For example, you may have enrolled in a variable credit class where you can choose the number of credits. Use the Edit page to enter the number of credits desired. |



Howard Foofram go to ...

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Edit Class Enrollment Options

1

1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Select Term

Classes you are allowed to edit

None of your classes may be updated at this time.

[▶ My 2008 Spring Class Schedule](#)

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Return to Student Center

| Step | Action |
|------|--|
| 2. | To return to the Student Center , either click Student Self Service in the menu, or select Student Center in the "go to" pull-down list and click the GO! button (>>). |