

## Muskingum Student Self-Service - Academics

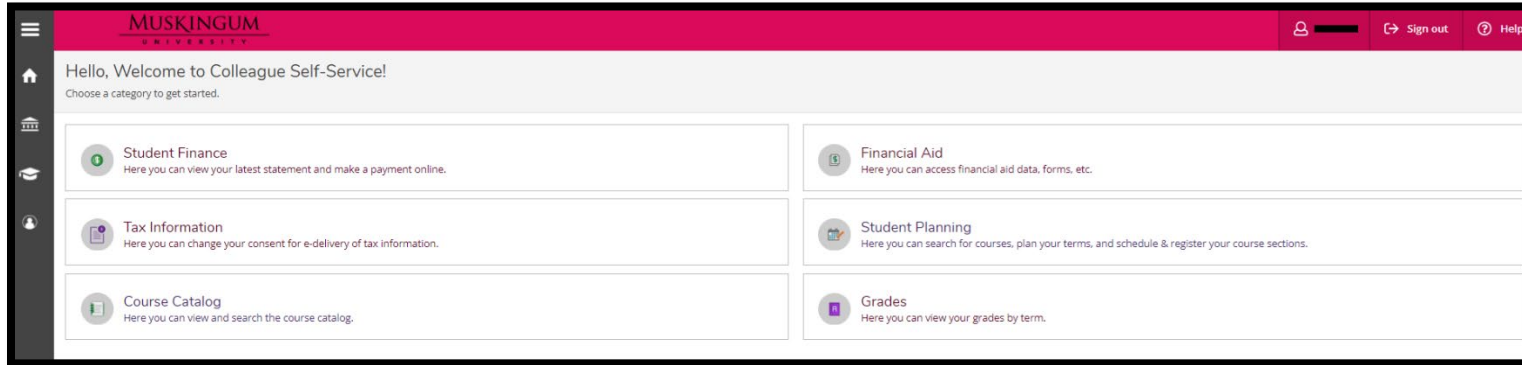
**Created:** July 16, 2024, by Registrar's Office

**Updated:** July 16, 2024, by Registrar's Office

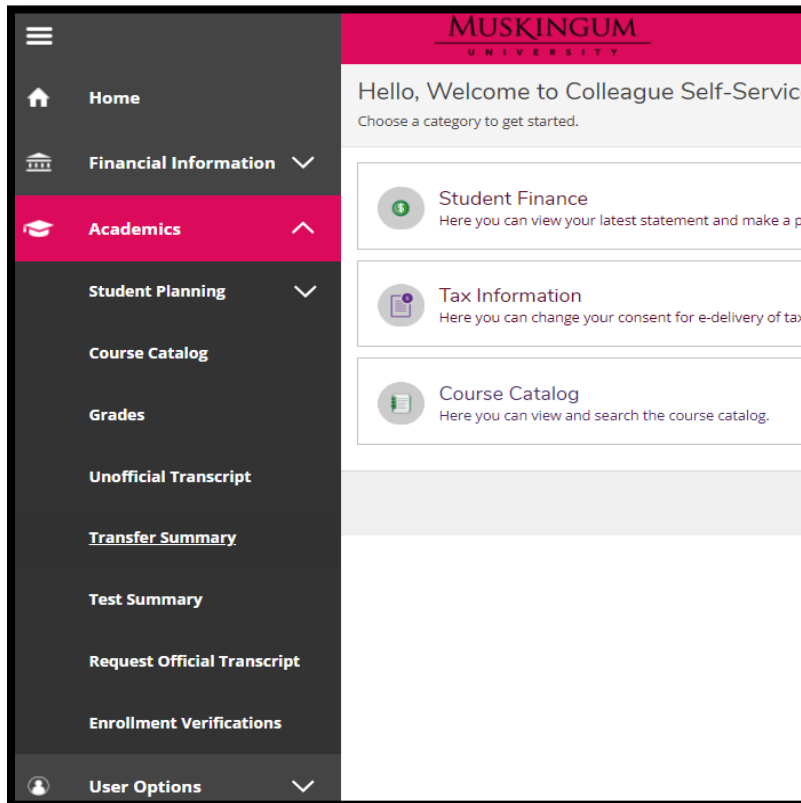
**Purpose:** Empower students and provide a better experience

### General Navigation

The vast majority of the information students will need for academic purposes will reside within 'Student Planning.'



In additions to the buttons, students can click on the left-hand side to expand academics, which is where the links for official transcripts and enrollment verifications requests reside.



## Course Catalog

The course catalog, which is an independent button within Self-Service, is directly connected to Student Planning, because you add courses and/or sections from the catalog to the student's plan, and the plan is used to register. You can go directly to the Course Catalog and search OR you can go to search from within the student's plan.

**\*\*Adding a course to a student's plan is NOT the same as adding a section. You must give students the ability to plan their educational pathway in advance of having your detailed schedule(s) available, so students/advisors can plan a course (with no section information associated with it). Students/advisors must then add a section of the course to the student's schedule to be able to register\*\***

**Advanced Search Section Listing:** View sections filtered by term subject, location, time, etc.

The screenshot shows the Muskingum University Course Catalog Advanced Search page. The page has a pink header with the university name. Below the header, there's a navigation bar with 'Academics' and 'Course Catalog'. The main heading is 'Search for Courses and Course Sections'. There are two tabs: 'Subject Search' and 'Advanced Search', with 'Advanced Search' being the active tab. Under 'Advanced Search', there's a 'Catalog Advanced Search' section. It includes a 'Results View' section with two radio buttons: 'Catalog Listing' (unselected) and 'Section Listing' (selected). Below this, there are three rows of search criteria. The first row has 'Term' (a dropdown menu with 'Select Term'), 'Meeting Start Date' (a text input with 'Mid/yyyy'), and 'Meeting End Date' (a text input with 'Mid/yyyy'). The next two rows are for 'Courses And Sections', each with a 'Subject' dropdown, a 'Course number' text input, and a 'Section' text input. At the bottom of the search criteria, there's a '+ Add More...' button. Finally, there's a 'Location' section with a dropdown menu labeled 'Select Location'.

Example, use Advanced Search to find all the courses that are offered in the **2024 fall** that are online.

- 1) On the advanced search tab, click on Term drop down and select 2024 Fall Semester
- 2) Scroll down to Location drop down and select Online Course

Subject Search **Advanced Search**

### Catalog Advanced Search

Results View

☐ Catalog Listing  
☒ Section Listing

Term: **2024 Fall Semester** Meeting Start Date:  Meeting End Date:

Courses And Sections

Subject:  Course number:  Section:

Subject:  Course number:  Section:

Subject:  Course number:  Section:

[+ Add More...](#)

Location: **Online Course**

- 3) To pick between MAP and Graduate courses please do the following:
  - a. For MAP courses, use Course Type and choose MAP
  - b. For Graduate or PHD courses, use Academic Level.
- 4) Scroll all the way to the bottom and click on the Search button in blue.

Results:

MUSKINGUMUNIVERSITY

Academics

Course Catalog

Search for Courses and Course Sections

Back to Course Catalog

Search for courses...

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☐ Accounting (3)

☐ Business (6)

☐ Education (2)

☐ English (1)

☐ Health Administration (1)

Show All Subjects

Locations

☒ Online Course (23)

Terms

☒ 2024 UG Fall Semester (23)

Academic Levels

Filters Applied:

Online Course

2024 UG Fall Semester

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability	Credits	Course T
Add	2024 UG Fall Semester	Open	ACCT-366-1	INCOME TAXES		8/26/2024-12/6/2024	Online Course	Web Supported	8/26/2024 - 12/6/2024 ONL ONLINE (WEB)	Staff	8 / 22 / 30 / 0	3.00000 Credits	
Add	2024 UG Fall Semester	Open	ACCT-422-01	GOVERNMENTAL ACCT/AUDITING		10/21/2024-12/13/2024	Online Course	Seminar		Mr. Michael A. Delcasse	30 / 0 / 30 / 0	3.00000 Credits	
Add	2024 UG Fall Semester	Open	ACCT-495-1	ACCOUNTING SEMINAR		8/26/2024-12/13/2024	Online Course	Lecture		Mr. Martin A. Brady	5 / 0 / 5 / 0	3.00000 Credits	
Add	2024 UG Fall Semester	Open	BUSI-321-1	MANAGEMENT TECHNIQUES		8/26/2024-12/13/2024	Online Course	Lecture		Mr. Lawrence L. Uhl Jr.	30 / 0 / 30 / 0	3.00000 Credits	
Add	2024 UG Fall Semester	Open	BUSI-341-1	MARKETING TECHNIQUES		8/26/2024-12/13/2024	Online Course	Lecture		Mrs. Elissa B. Roberts	30 / 0 / 30 / 0	3.00000 Credits	
Add	2024 UG Fall Semester	Open	BUSI-412-01	INTERNATIONAL BUSINESS		10/21/2024-12/13/2024	Online Course	Lecture		Dr. Joseph Novakowski	30 / 0 / 30 / 0	3.00000 Credits	LAE INTE
Add	2024 UG Fall Semester	Open	BUSI-420-1	MANAGEMENT INFORMATION SYSTEMS		8/26/2024-12/13/2024	Online Course	Lecture		Mrs. Elissa B. Roberts	30 / 0 / 30 / 0	3.00000 Credits	
Add	2024 UG Fall Semester	Open	BUSI-490-1	EMPLOYMENT LAW FOR BUSINESS		8/26/2024-12/13/2024	Online Course	Lecture		Mr. Gordon E. Sellman	30 / 0 / 30 / 0	3.00000 Credits	
Add	2024 UG Fall Semester	Open	BUSI-495-1	BS SEMINAR IN BUSINESS		8/26/2024-12/13/2024	Online Course	Lecture		Mrs. Heather A. Prochard	5 / 0 / 5 / 0	3.00000 Credits	

You will see a detailed description of the course section you selected including Instructor's name, Location of class, dates, credits and requisites. Click on **Add Section** to finalize your selection.

Section Details

ACCT-364-1 INCOME TAXES

2024 UG Fall Semester

Instructors

Staff

Meeting Information

8/26/2024 - 12/6/2024

Online Course, Online Course ONLINE (Web Supported)

Dates

8/26/2024 - 12/6/2024

Seats Available <sup>1</sup>

8 / 22 / 30 / 0

Credits

3

Grading

Graded

Requisites

⚠

Take ACCT-201 - Must be completed prior to taking this course.

Course Description

Analyzes federal income tax laws and their application to individuals. Prerequisite: 201

Books Total

Close

Add Section

You will get a green colored notification on the top-right corner of your Self-Service that the course has been added to your plan.

v\_mjohnson

Sign out

Help

1

✓

ACCT-364-1 has been planned on the schedule.

Search for courses...

🔍

If you have already completed/attempted a course, you will see a blue banner under the course description as in the screenshot below:

ENGL-121 COMPOSITION (3 Credits)

Add Course to Plan

Composition requires students to write between five and six thousand words, applying rhetorical principles of literate discourse—principles as demonstrated in samples of effective writing. Does not satisfy hours for the major or minor.

ⓘ

This course was attempted or already completed.

Requisites:

None

View Available Sections for ENGL-121

▼

When a course has been added to your plan, you will see a Yellow banner like this under the course name:

MATH-340 MATHEMATICAL STATISTICS (3 Credits)

Add Course to Plan

Includes the basic theory and applications of probability and statistics. Prerequisites: MATH 200 and MATH 240

✓

This course is planned.

Requisites:

Take MATH 200 and MATH 240 - Must be completed prior to taking this course.

View Available Sections for MATH-340

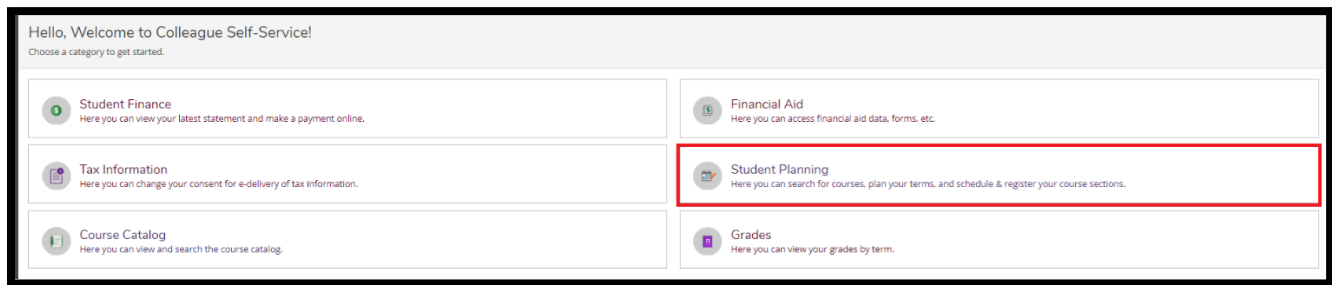
▼

**WARNING: Adding the courses to a student's Course Plan DOES NOT mean they have been registered. You must now go back to HOME and click on Student Planning.**

# Student Planning, Advising, & Graduation

## Schedule

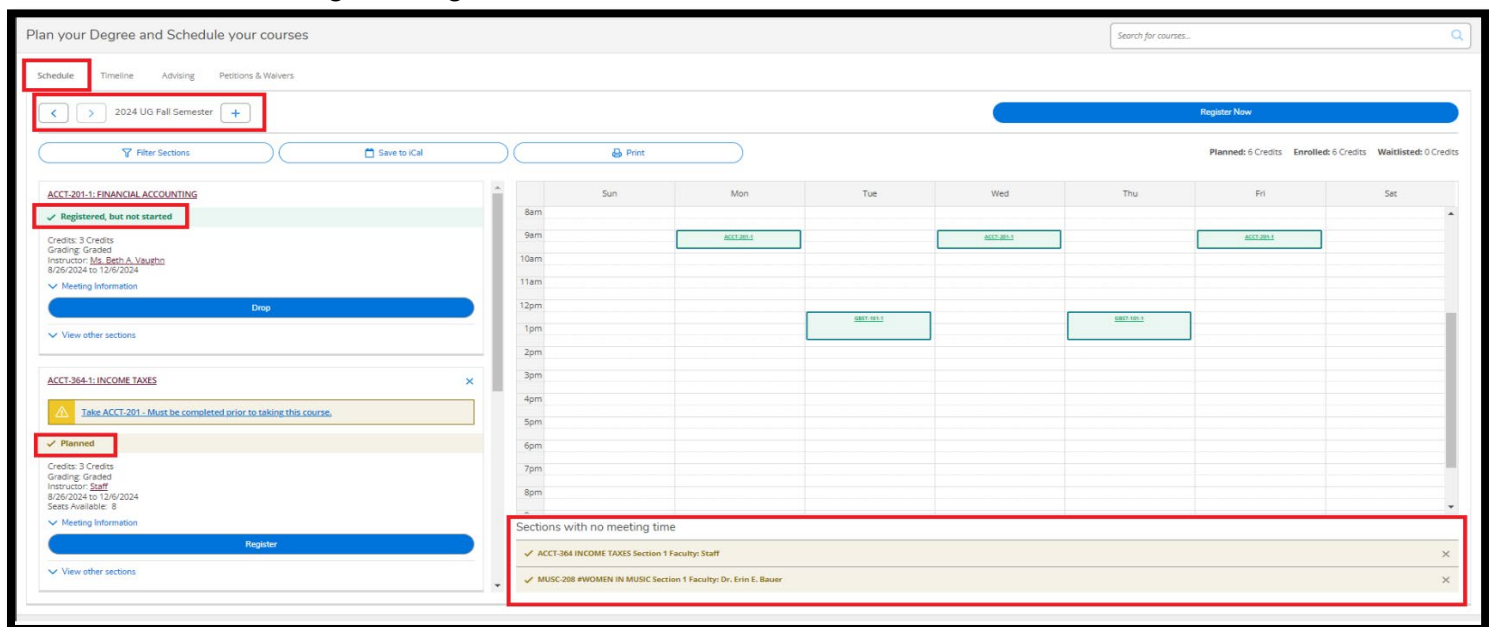
- 1) Click on the Student Planning button.



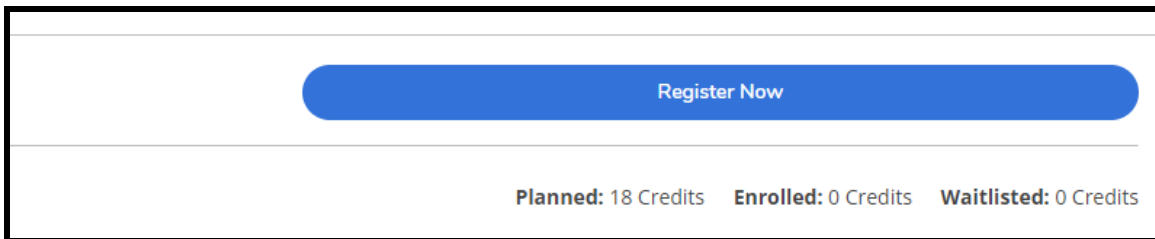
- 2) Click on 'Go to Plan & Schedule'



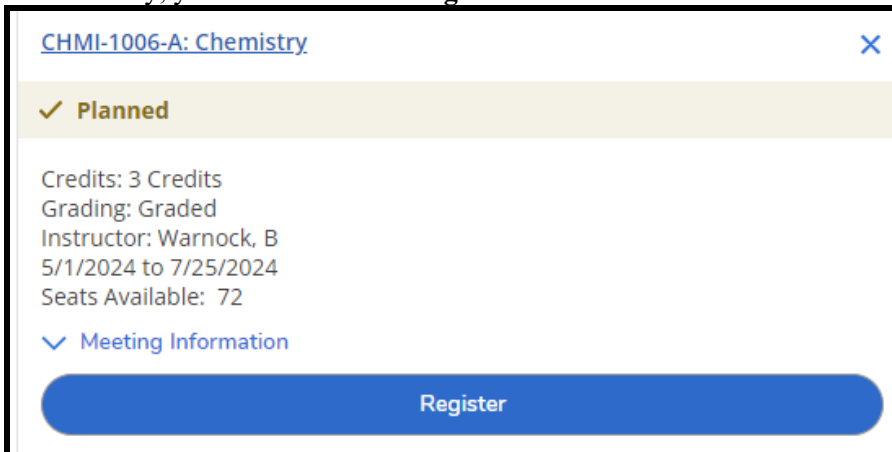
A student's **schedule** is a **more comprehensive view of the student's plan by term** and is the place from which a **student can register**. Student planning and registration go together in terms of Self-Service. A student can only register for a section that resides on their plan. Arrow buttons can be used to toggle between the terms, which can include their plan and/or registration. The '+' sign is used to add additional terms to the student's plans. The terms available within the '+' sign are driven by back-end settings controlled by the Registrar's Office. The register/drop buttons will only appear/be clickable if the student is eligible to register.



Click on the register now button to register the student in **all the courses** that they have on your student plan.



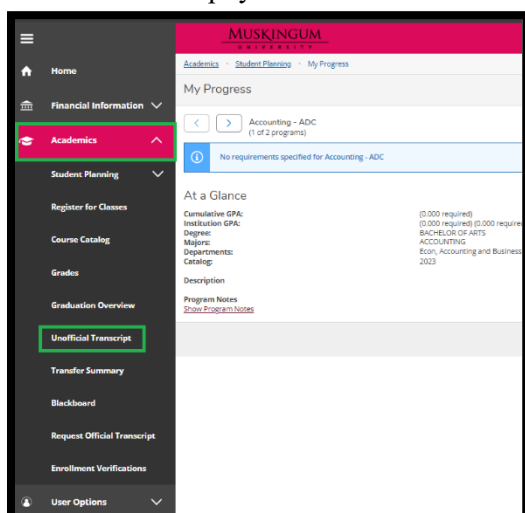
Alternatively, you can click on the **register button under each course** to register the student for courses individually.



Once the student has been registered, the courses on their calendar will change to green.

## Unofficial Transcript

Click on the Unofficial Transcript link from the left-hand navigation menu and click on the link of the respective unofficial transcript you wish to view.



## Unofficial Transcript



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.



[Undergraduate Transcript](#)

# Transfer Summary

Transfer summary provides an overview of transfer courses/credit a student has received. Click on the Transfer Summary link from the left-hand navigation menu and expand external institutions on your record to view transfer credit.

☰

Home

Financial Information

Academics

Student Planning

Register for Classes

Course Catalog

Grades

Graduation Overview

Unofficial Transcript

Transfer Summary

Blackboard

Request Official Transcript

Enrollment Verifications

User Options

MUSKINGUM  
UNIVERSITY

Academics · Student Planning · My Progress

My Progress

Accounting - ADC  
(1 of 2 programs)

No requirements specified for Accounting - ADC

At a Glance

Cumulative GPA: (0.000 required)  
Institution GPA: (0.000 required) (0.000 required)  
Degree: BACHELOR OF ARTS  
Majors: ACCOUNTING  
Departments: Econ, Accounting and Business  
Catalog: 2023

Description

Program Notes  
[Show Program Notes](#)

Academics · Transfer Summary

Transfer Summary

Expand All

Franklin University										
Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs		
ENGL-100/Intro to Communication	3.00	T	5/10/2020	ENGL-121	3.00	T	Undergraduate			
Transfer Credit Total	3.00	Equivalent Credit Total				3.00				
Sunnyside High School										
Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs		



# Grades

Click on the ‘Grades’ button and expand the term(s) for which you wish to view your grades.

MUSKINGUM

cesara1Sign outHelp

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.

Tax Information

Here you can change your consent for e-delivery of tax information.

Course Catalog

Here you can view and search the course catalog.

Graduation Overview

Here you can view and submit a graduation application.

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.

Academics · Grades

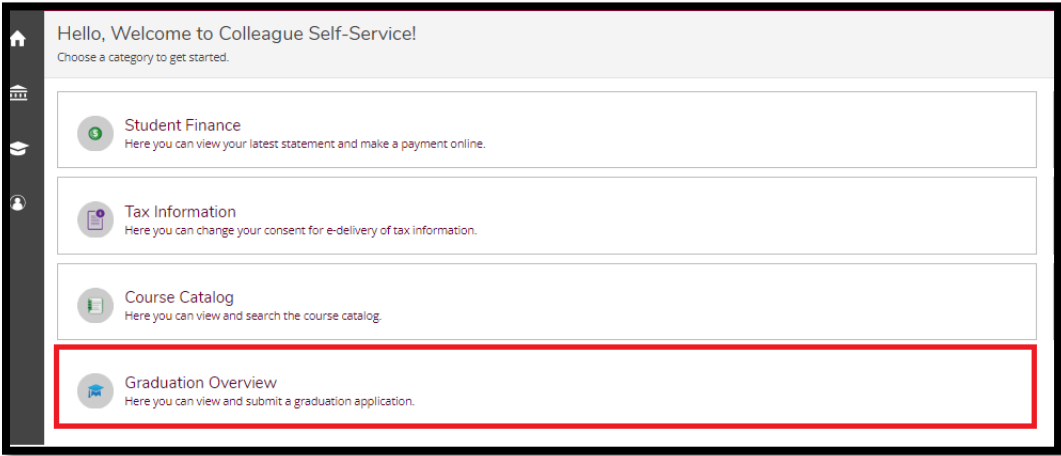
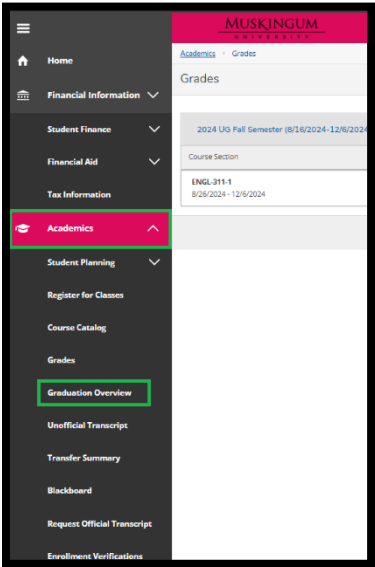
Grades

2024 UG Fall Semester (8/16/2024-12/6/2024)

Course Section	Title	Credits	Final Grade
ENGL 311.1 8/26/2024 - 12/6/2024	#ADOLESCENT & YOUNG ADULT LIT	3	

# Graduation Application

Click on the Graduation Overview button from the landing page or link from the left-hand navigation menu.



Students must be actively enrolled in a program to be able to apply to graduate from it. The fields and ability to edit are controlled by settings by the Registrar’s Office.

MUSKINGUM UNIVERSITY		
Academics - Graduation Overview		
Graduation Application		
Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit <a href="#">Commencement Information</a>		
<a href="#">Review My Academic Progress</a>		
Program of Study	Major	Application Status
Accounting - ADC	ACCOUNTING	<a href="#">Apply</a>
English	ENGLISH	✓ <a href="#">Application submitted on 7/3/2024</a>