



# How to Add a Class in Self- Service

# Sign In to your Self-Service account at [selfserve.waketech.edu](https://selfserve.waketech.edu)

## Self Service

Self Service is your all-in-one registration tool: search for classes, plan your schedule, and register! Through Self Service you can: locate your advisor, pay your bill, view your grades and your unofficial transcript, and access your financial aid information.

Use your key account to sign in below

User name

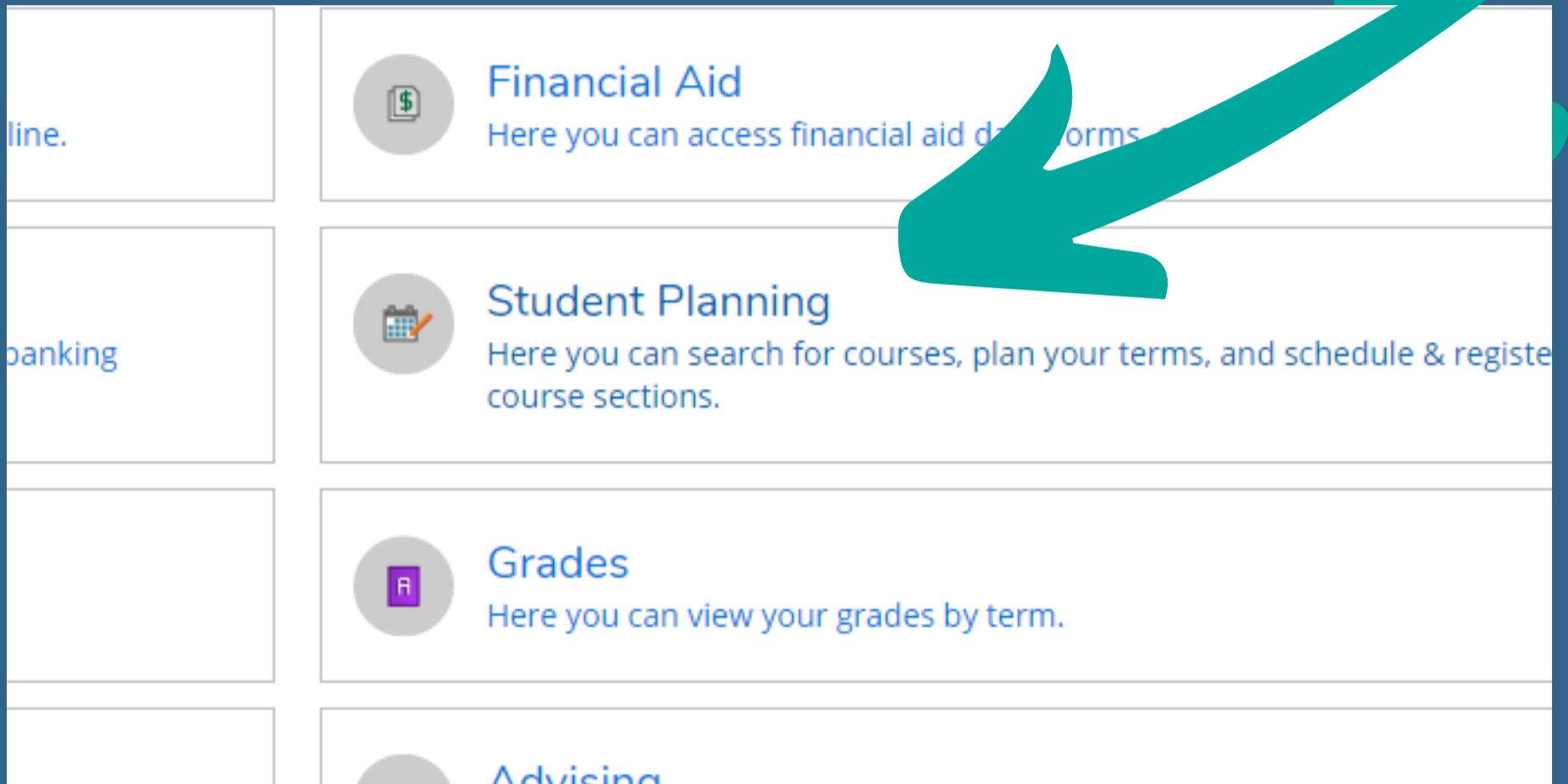
Password

[Sign In](#)

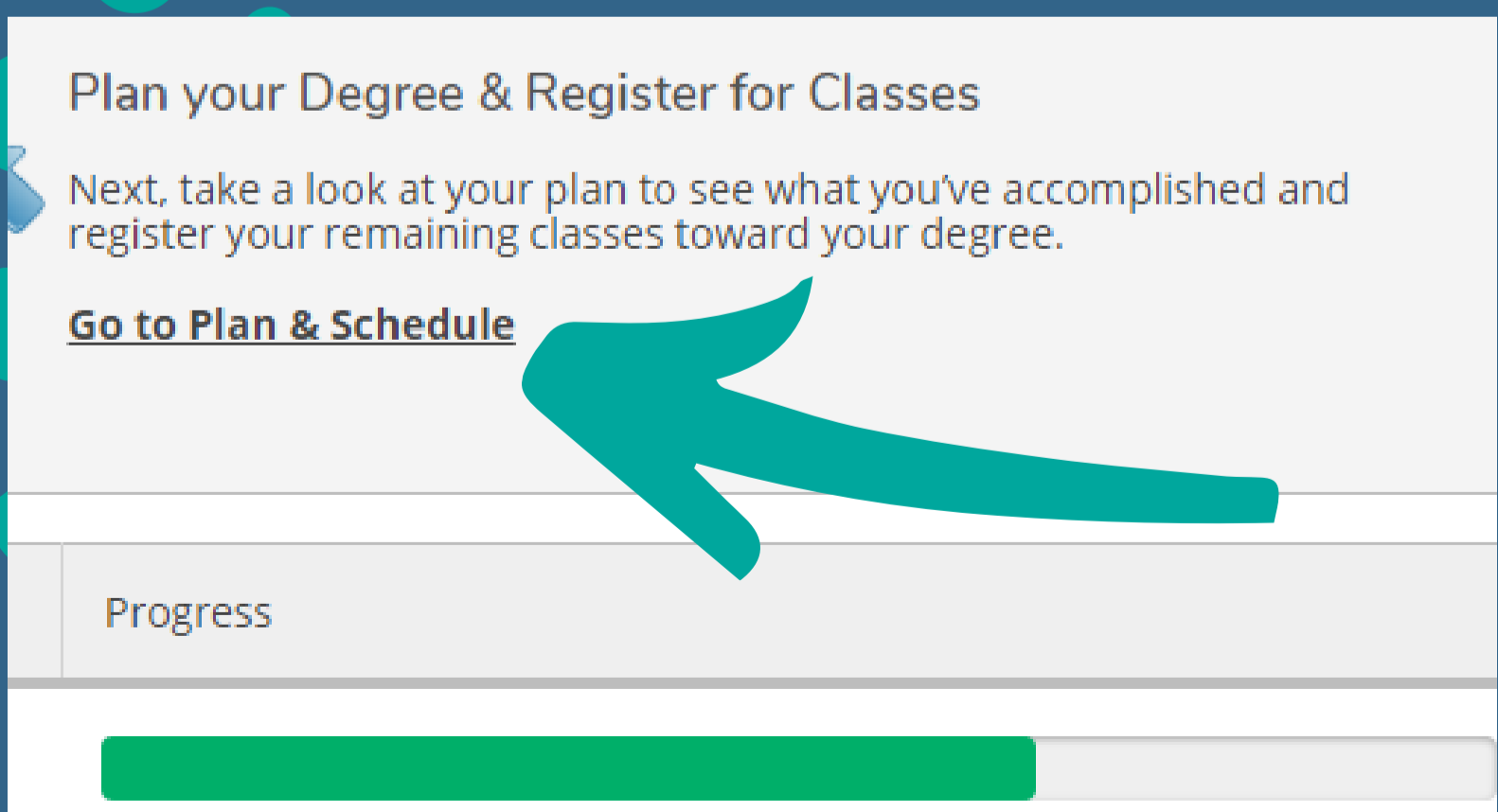
[Change Password](#)

[View For-Credit Courses](#)

# Select Student Planning



# Select Go to Plan & Schedule



This will take you to your  
Plan & Schedule screen  
where you can see all classes  
that you've planned and/or  
registered for!

[Academics](#) · [Student Planning](#) · [Plan & Schedule](#)

## Plan your Degree and Schedule your courses

[Schedule](#) [Timeline](#) [Advising](#)

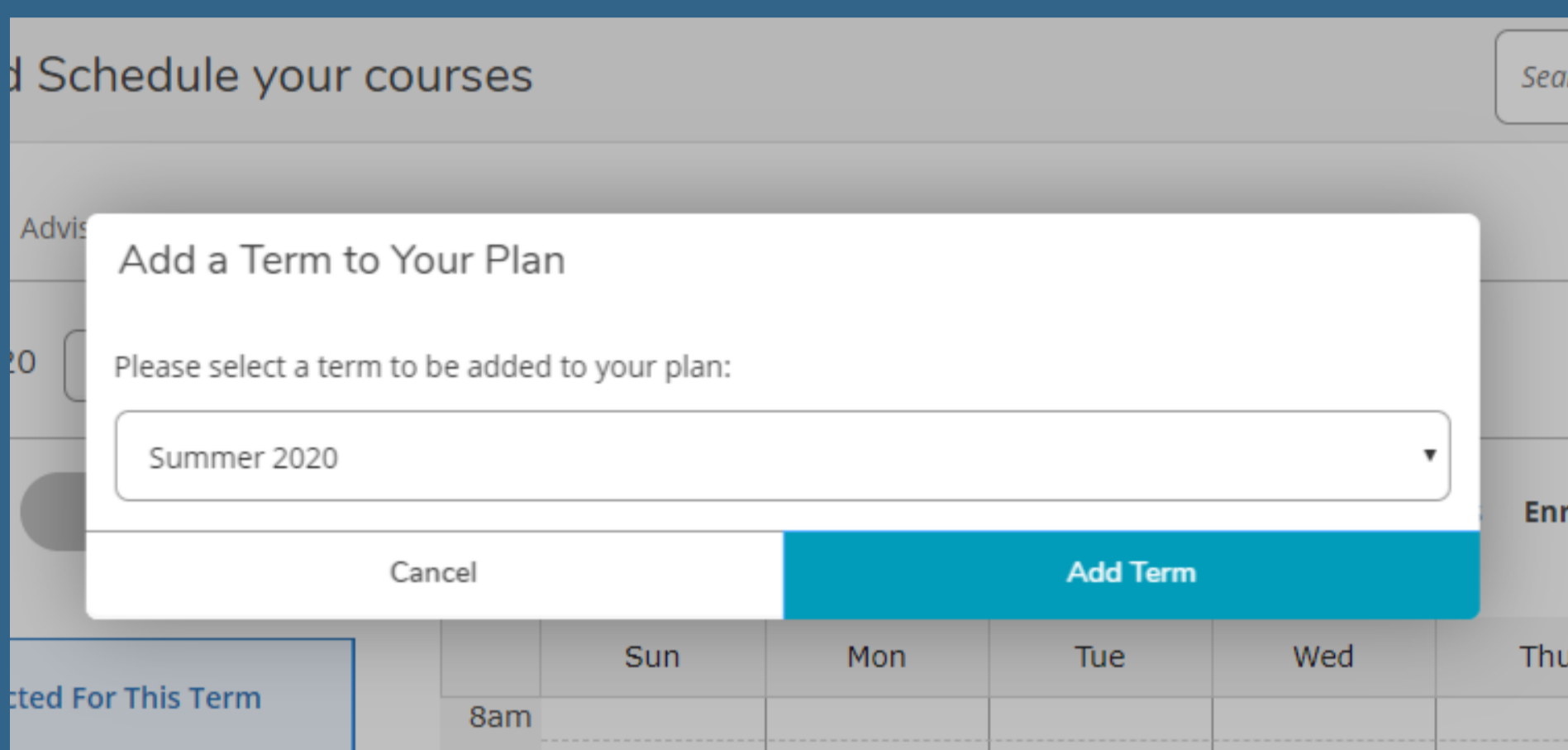
[<](#) [>](#) Spring 2020 [-](#) [+](#)

[Filter Sections](#) [Save to iCal](#) [Print](#)

[i](#) No Courses Selected For This Term

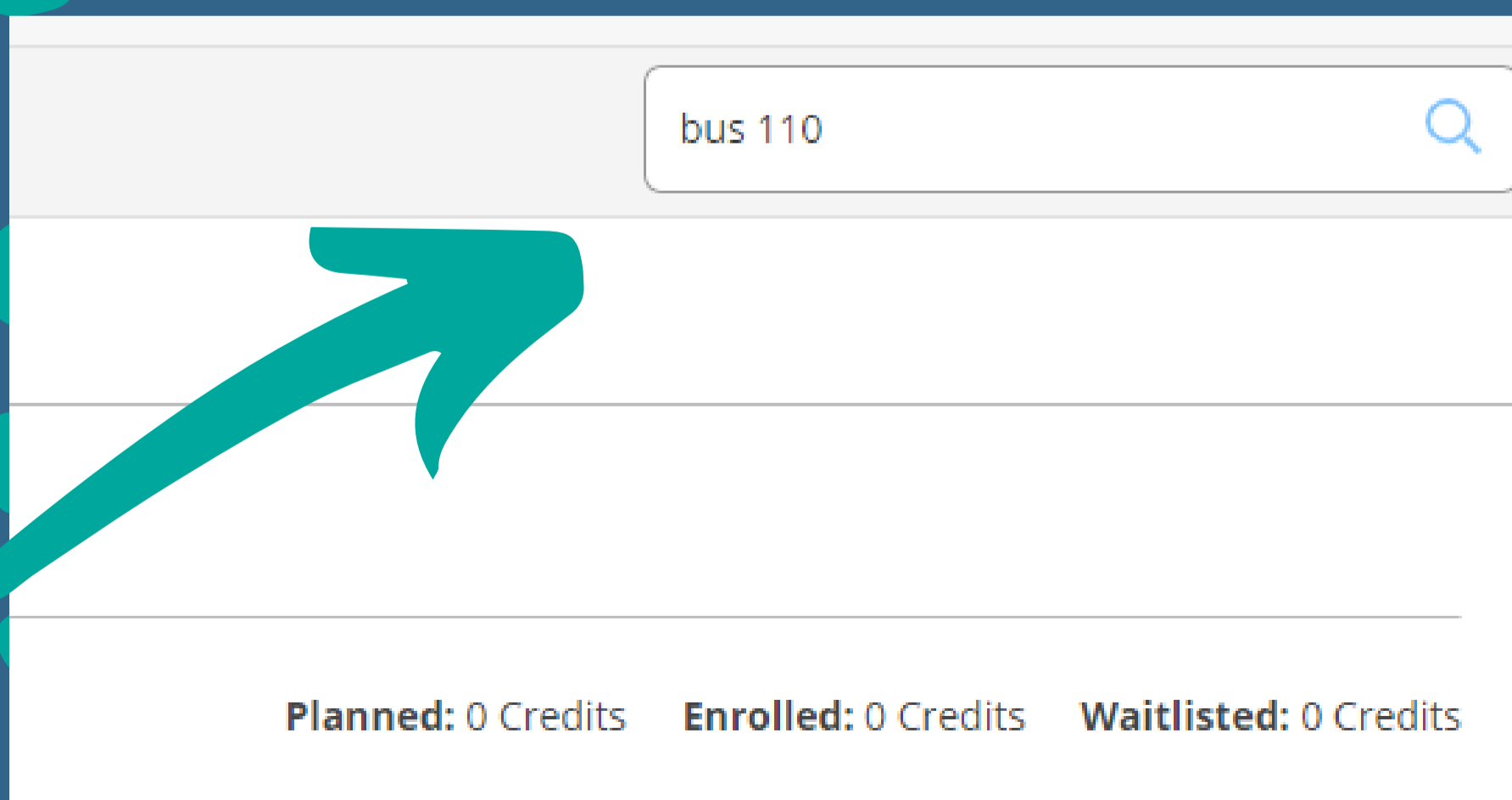
	Sun	Mon
8am		
9am		
10am		

If you haven't already, add the term to your plan by clicking the + sign. Select the term from the dropdown menu then click "Add Term"



The screenshot shows a web interface for scheduling courses. A modal dialog titled "Add a Term to Your Plan" is open. It contains a prompt "Please select a term to be added to your plan:" followed by a dropdown menu currently showing "Summer 2020". At the bottom of the dialog are two buttons: "Cancel" and "Add Term". The background shows a grid with days of the week (Sun, Mon, Tue, Wed, Thu) and a time slot (8am).

Then type in the course number in the search box.  
(Ex: BUS 110)



The screenshot shows a search box containing the text "bus 110" and a magnifying glass search icon. A large teal arrow points from the left towards the search box. Below the search box, there is a summary of course status: "Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits".

Scroll down to the course and select the term to view the sections that are being offered.

BUS-110 Introduction to Business (3 Credits)  
This course provides a survey of the business world. Topics include the basic... should be able to demonstrate an understanding of business concepts as a fo

**Requisites:**  
None

View Available Sections for BUS-110

Spring 2020

Summer 2020

**BUS-110-0001**  
Introduction to Business  
Runs from 5/18/2020 - 7/13/2020

Seats	Times	Loca
60	TBD 5/18/2020 - 7/13/2020	Class Onli

**TERM**

**# OF SEATS  
AVAILABLE/  
WAITLISTED**

**SESSION/  
COURSE  
DATES**

**CAMPUS  
LOCATION**

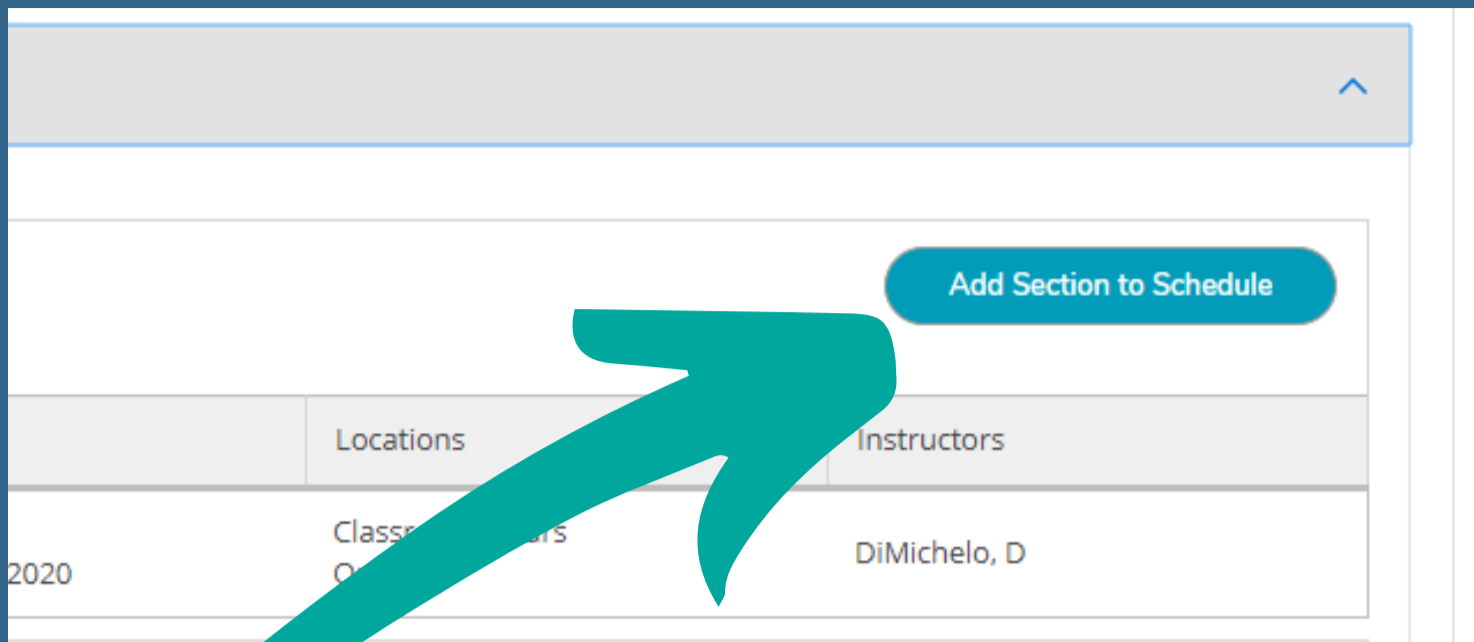
**INSTRUCTOR  
NAME**

Add Course to Plan

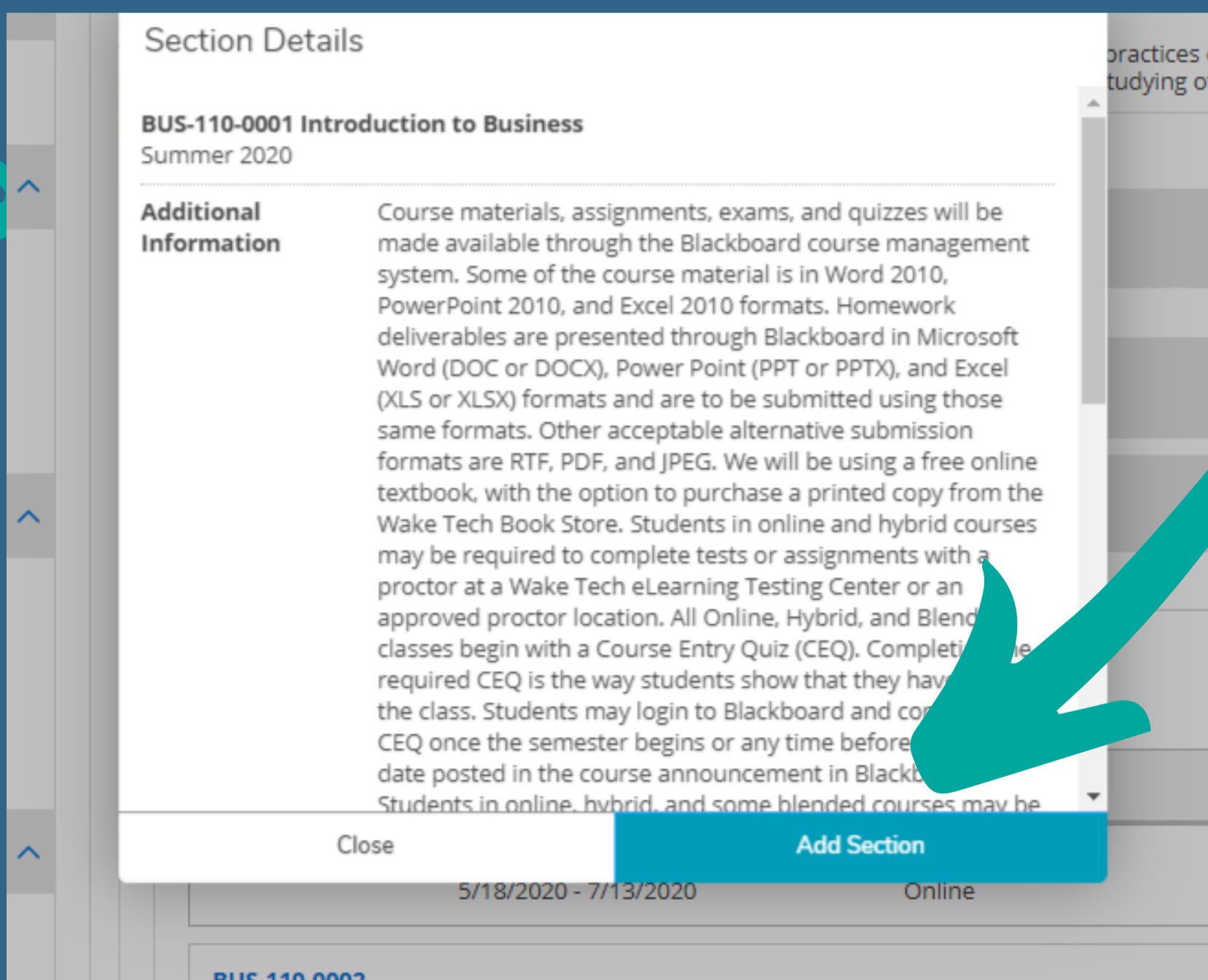
the basic principles and practices of contemporary business. Upon completion, students... epts as a foundation for studying other business subjects.

Add Section to Schedule

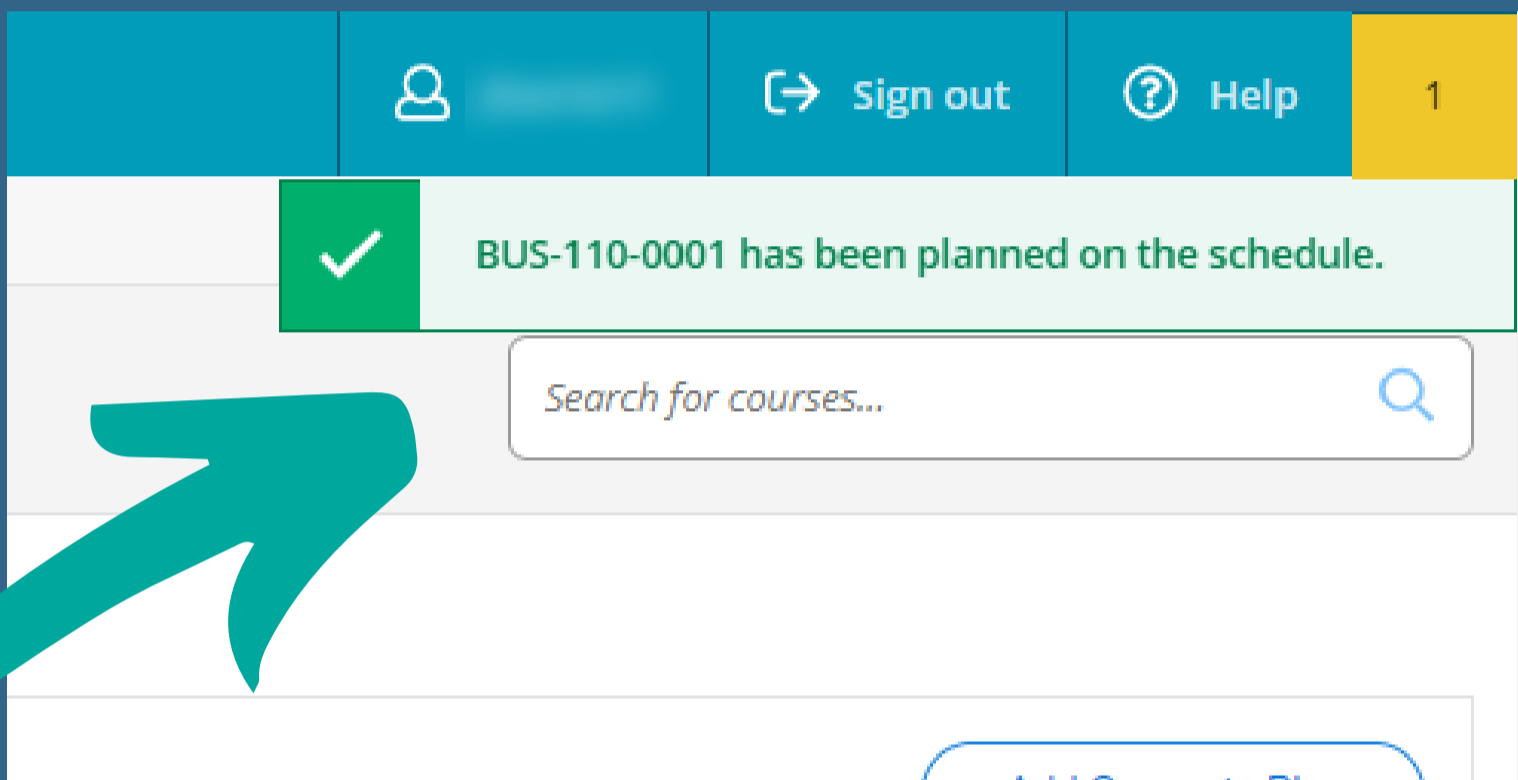
Locations	Instructors
Classroom Hours Online	DiMichelo, D



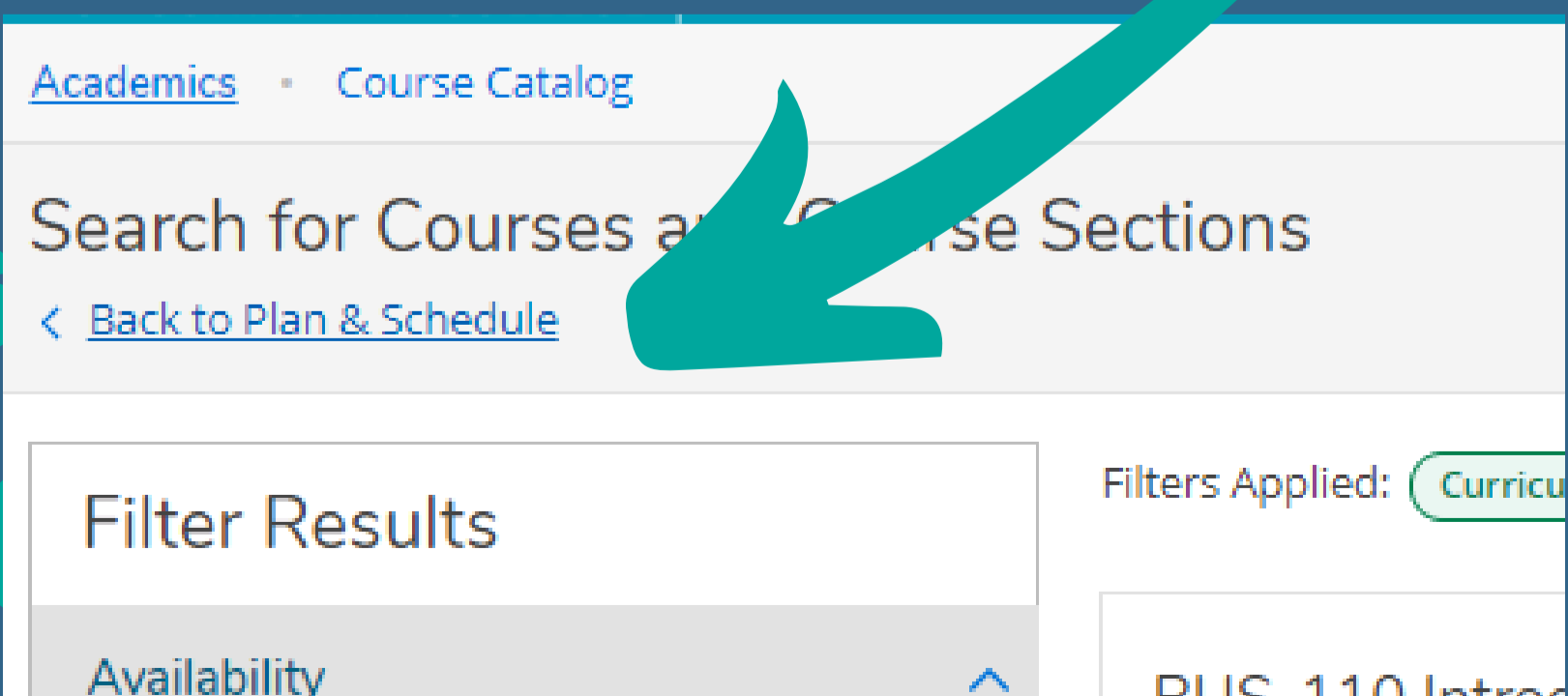
Select Add Section to Schedule. Read the Section Details to make sure the course is correct, then click Add Section again.



After you've planned the course, a confirmation should come up in the top right hand corner.

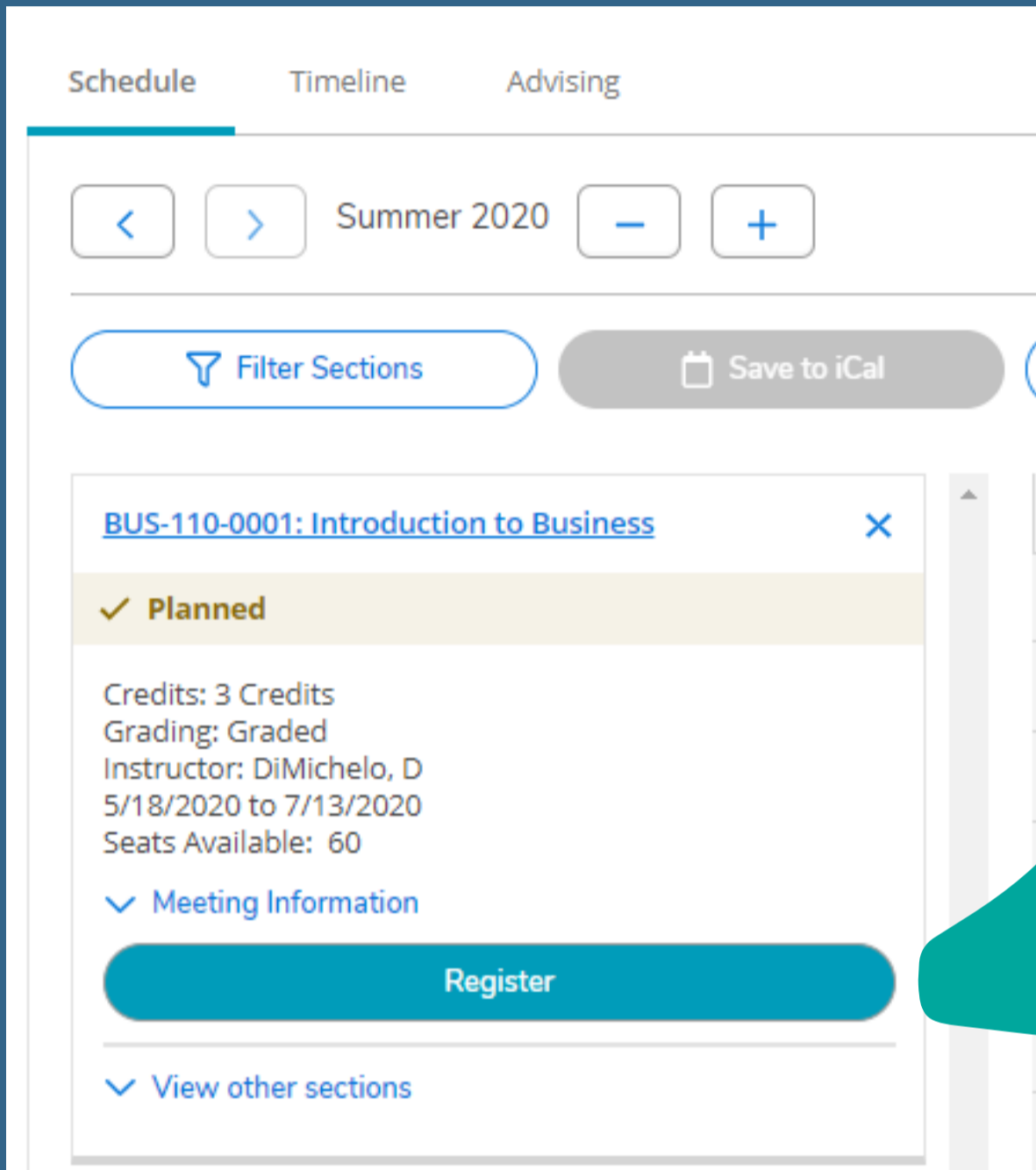


Click Back to Plan & Schedule to return to the Plan & Schedule screen.





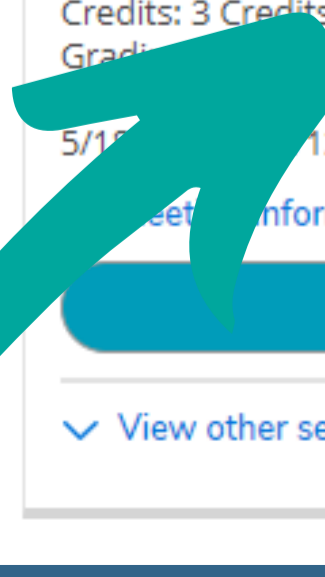
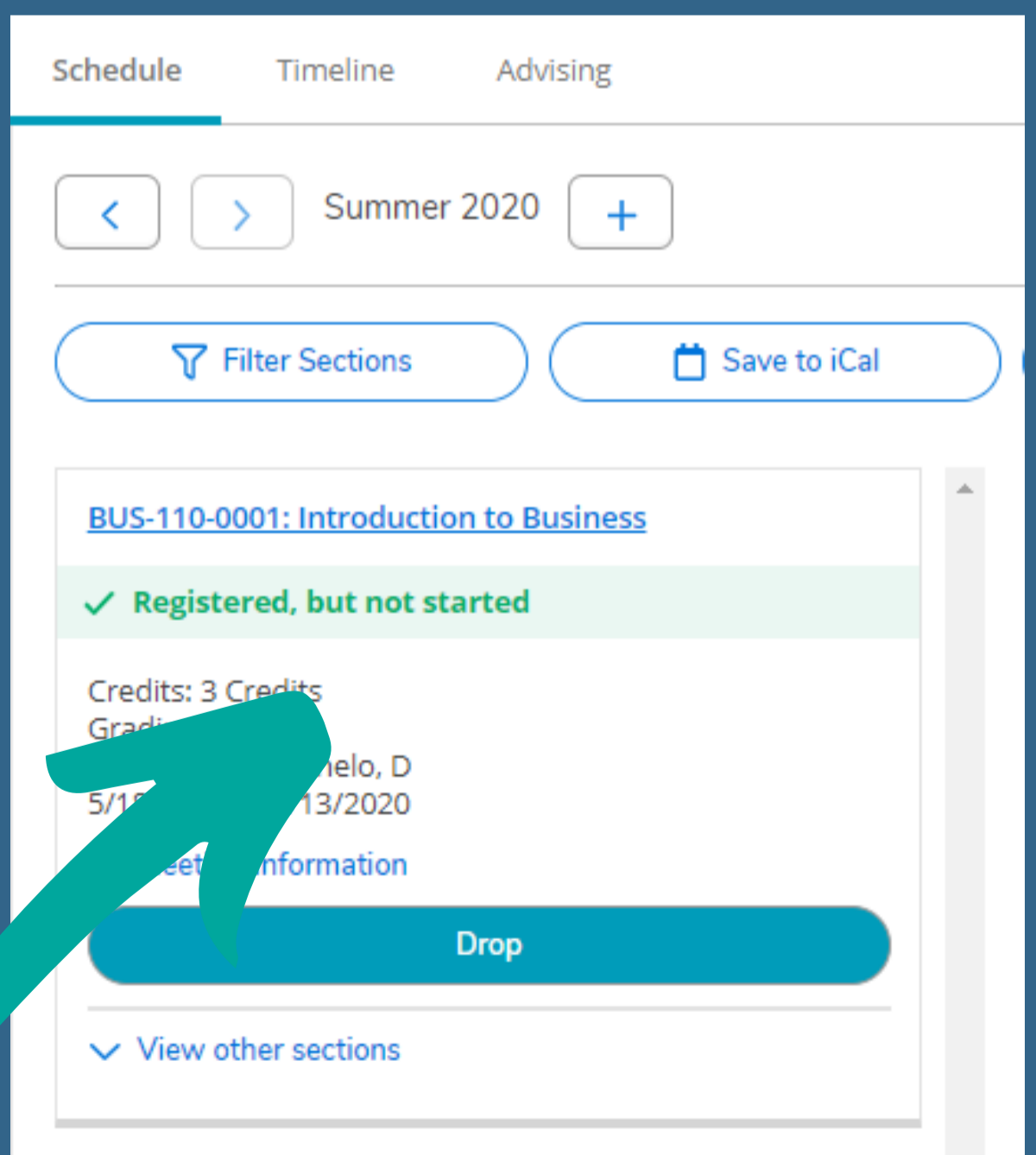
The course will show as planned, but there's still one more step to register!



Click the Register button



The course should now say Register, but not started



# YOU'VE ADDED A CLASS!

Continue to search for  
and add more classes  
until your schedule is  
complete!

