



How to Add a Class in Self- Service

Sign In to your Self-Service account at 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

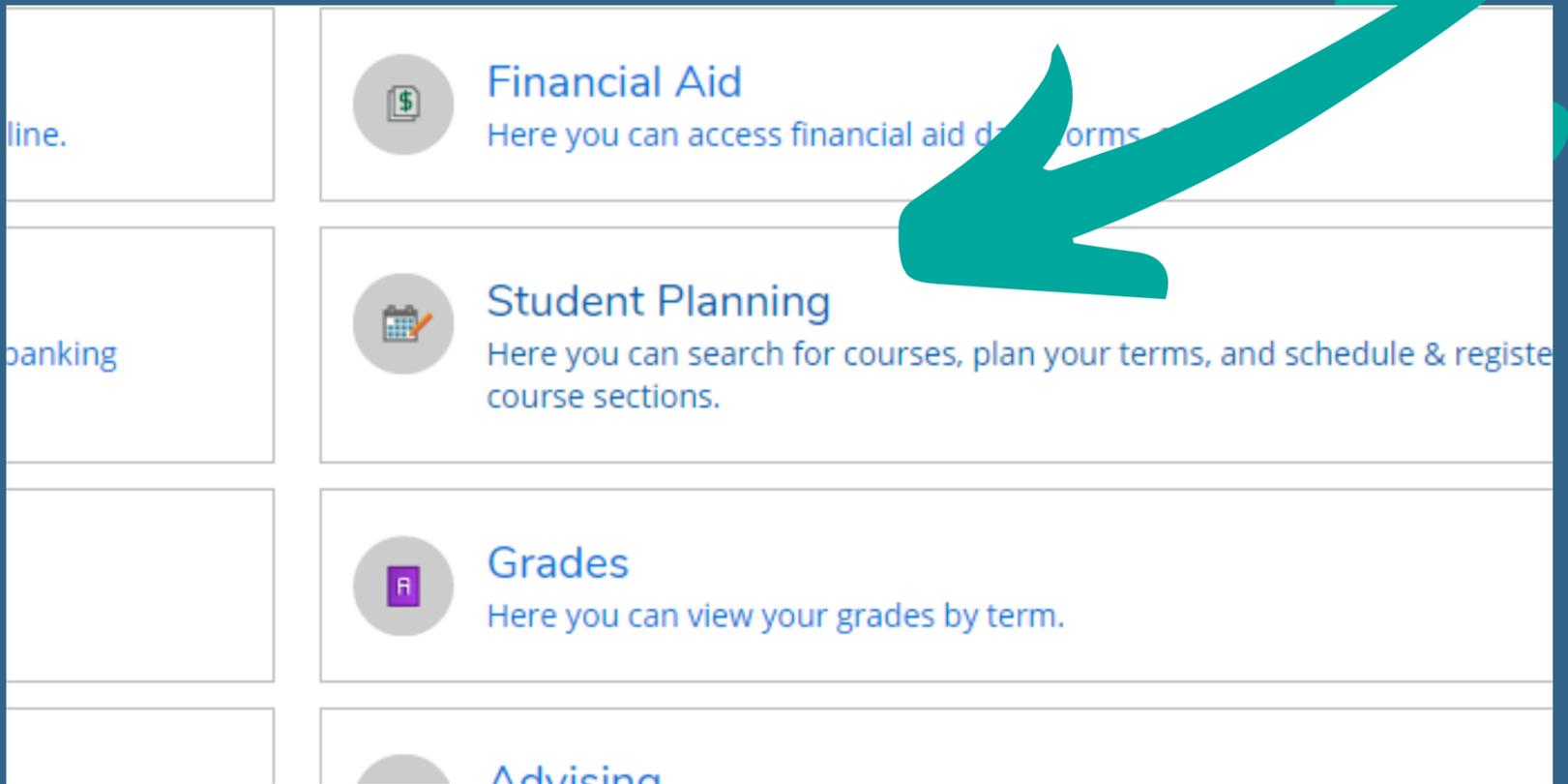
Password

[Sign In](#)

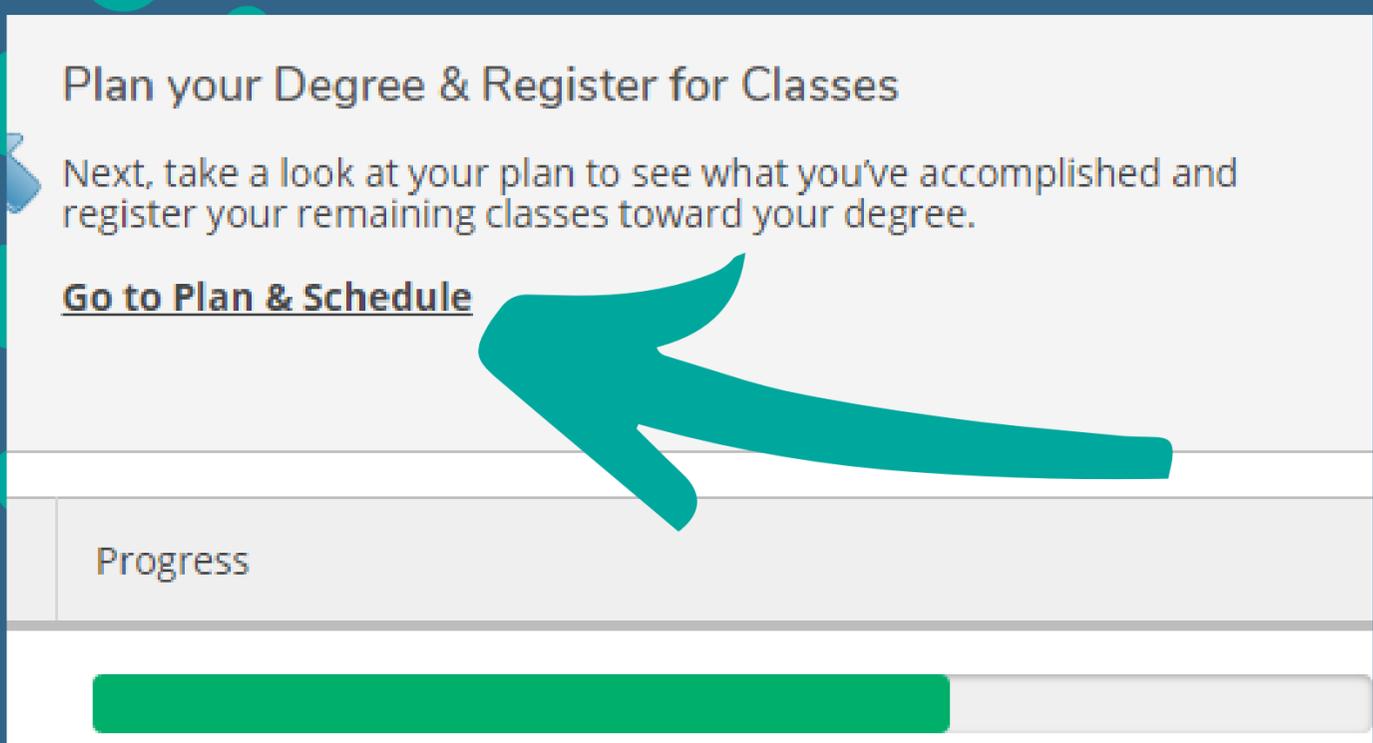
[Change Password](#)

[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

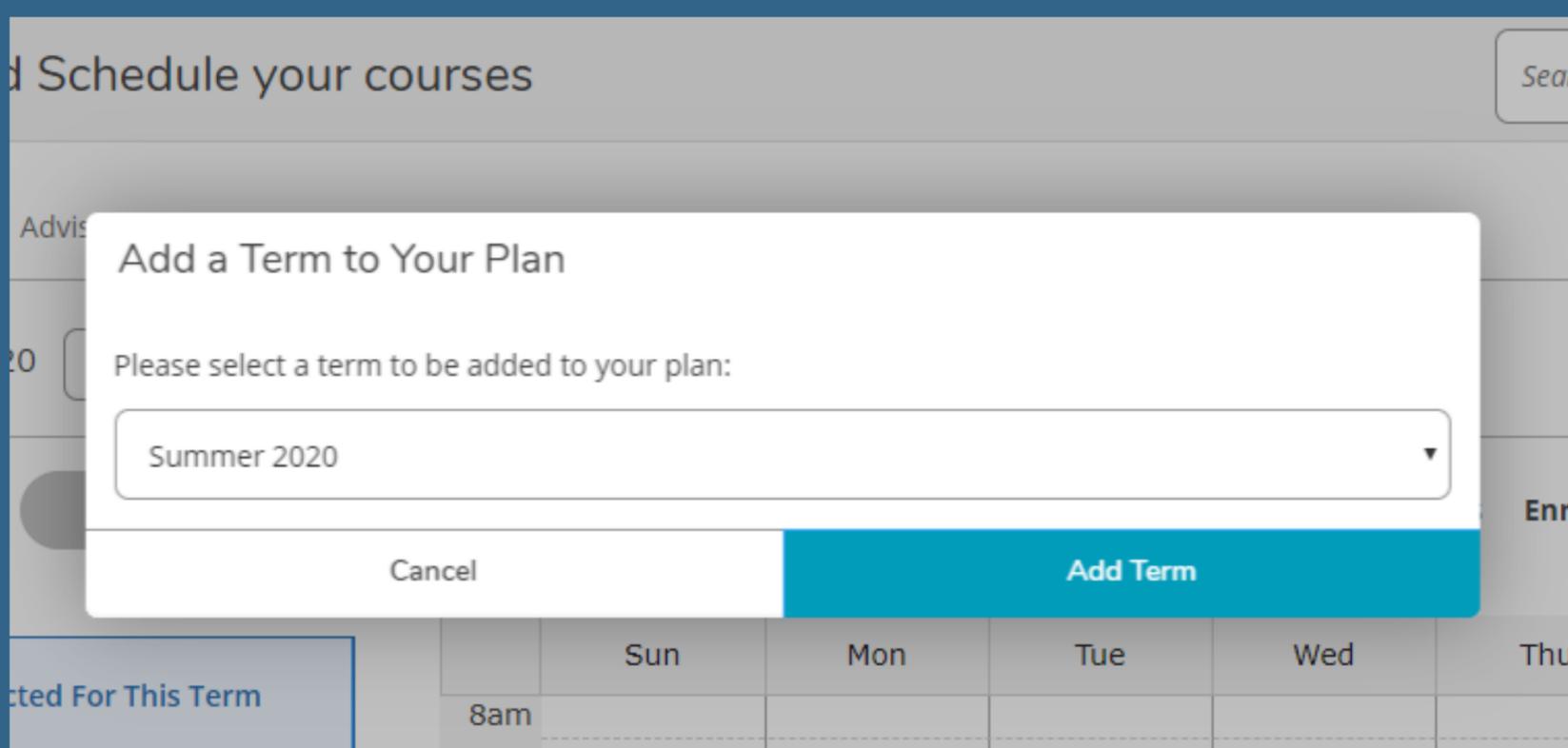
< > Spring 2020 - +

Filter Sections Save to iCal Print

i No Courses Selected For This Term

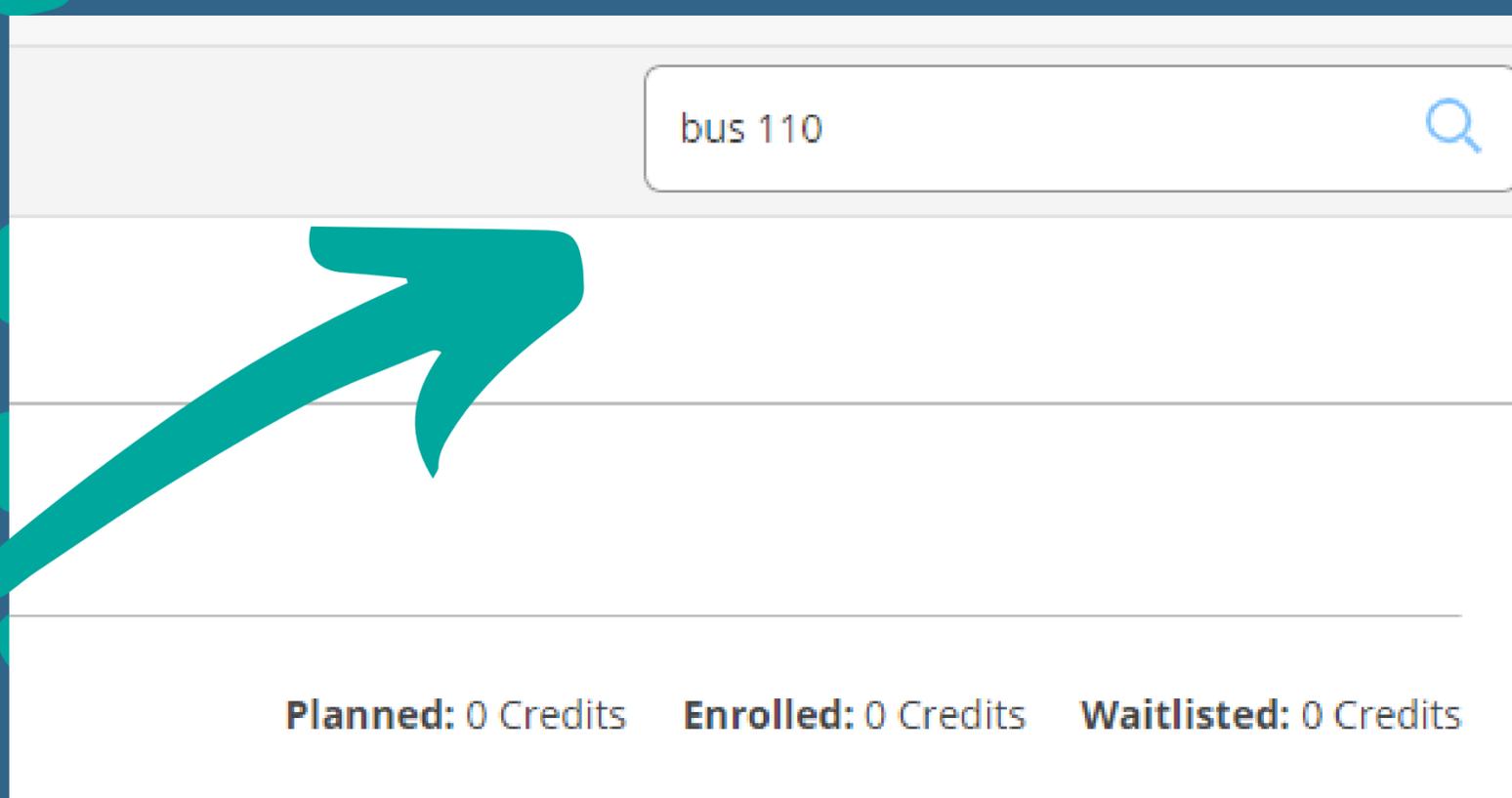
	Sun	Mon
8am		
9am		
10am		

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 with "Summer 2020" selected. Below the dropdown 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 with the text "bus 110" entered. A magnifying glass icon is on the right side of the search box. Below the search box, there is a large teal arrow pointing to the right. At the bottom of the page, there is a summary bar with the text: "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**

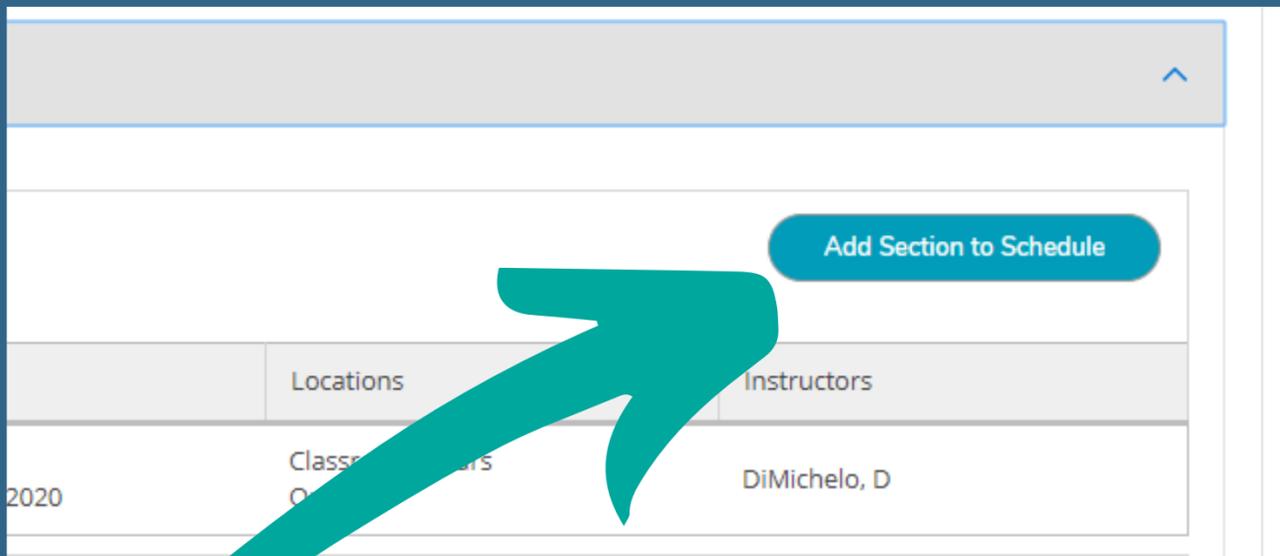
**INSTRUCTOR
NAME**

[Add Course to Plan](#)

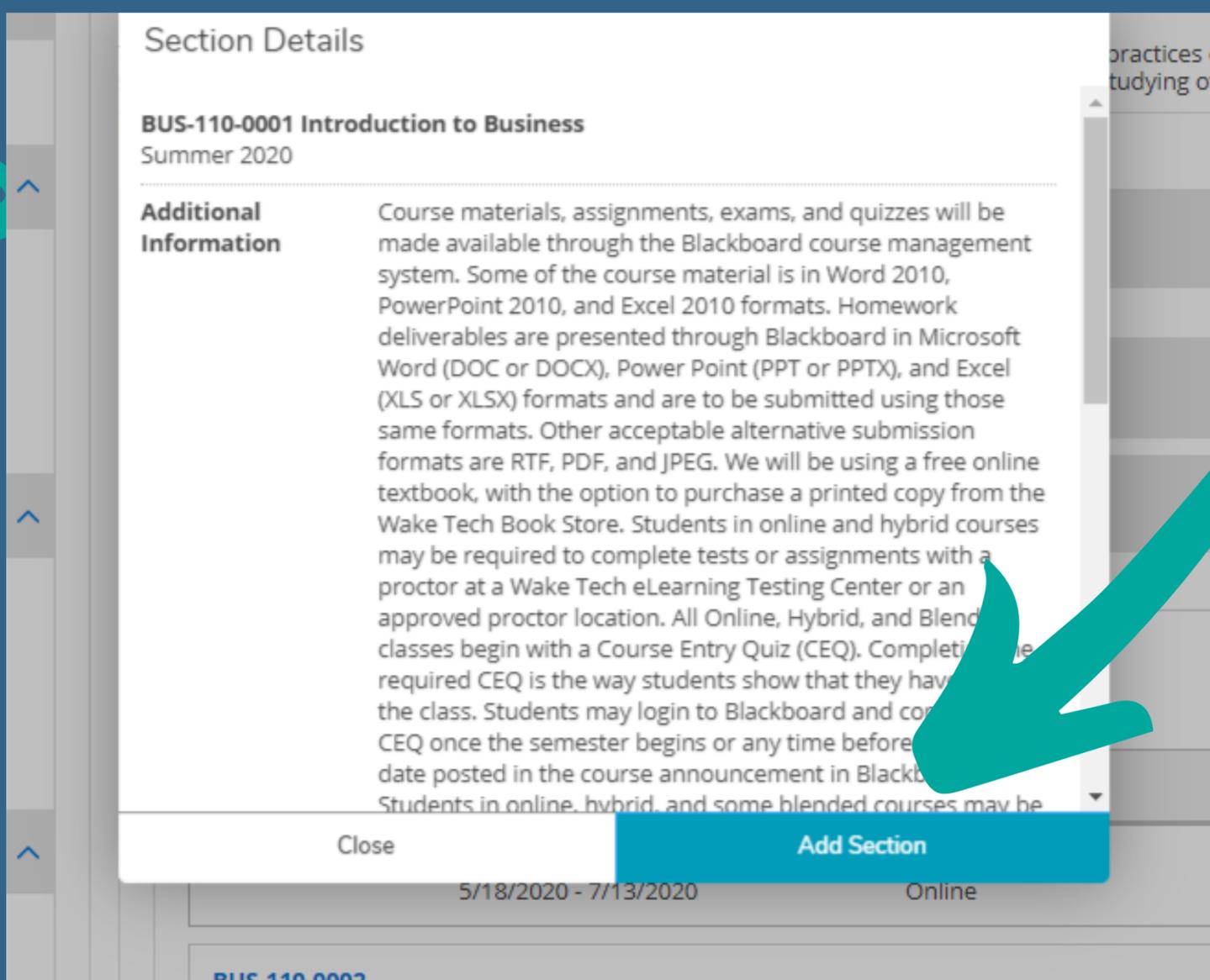
the basic principles and practices of contemporary business. Upon completion, students cepts as a foundation for studying other business subjects.

[Add Section to Schedule](#)

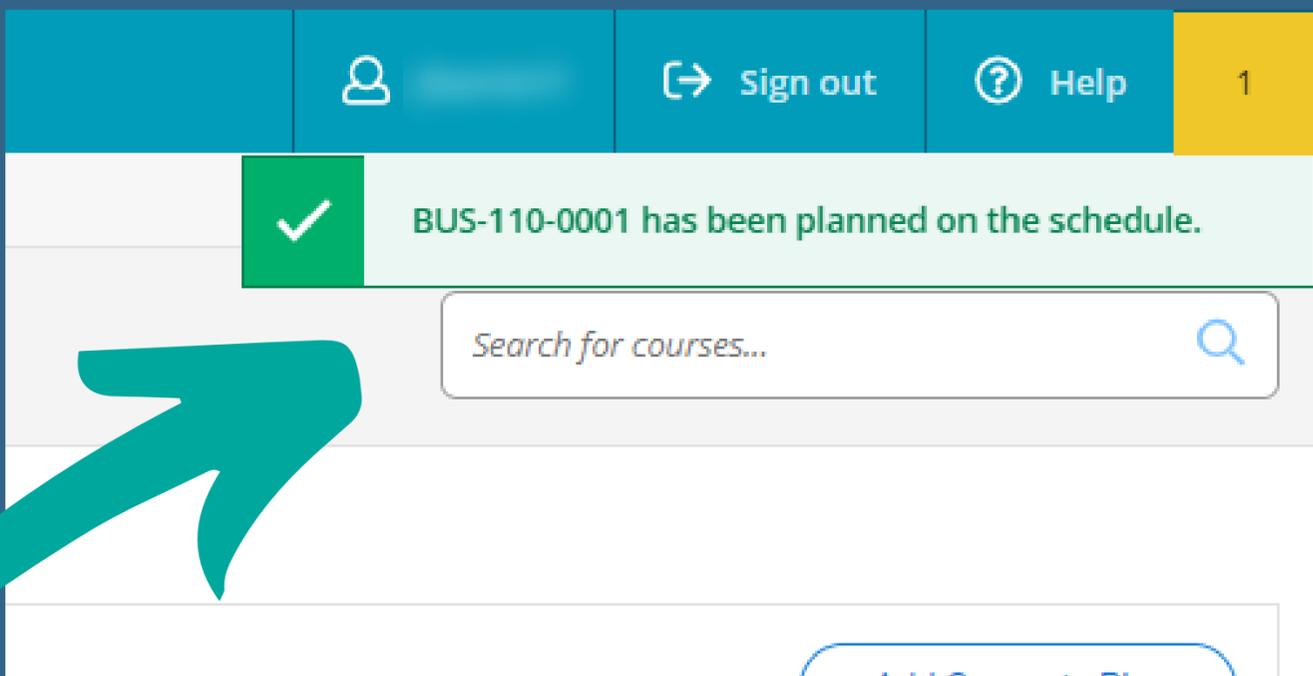
Locations	Instructors
Classroom Hours Online	DiMichelo, D



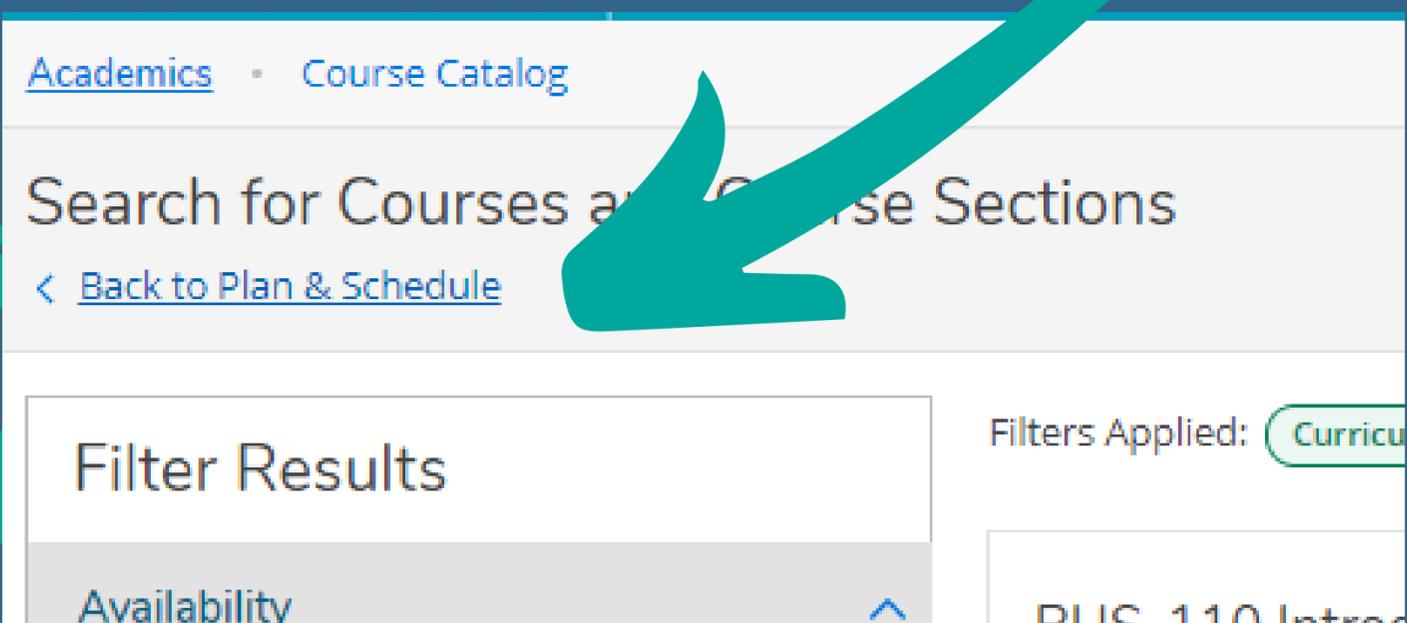
Select Add Section to Schedule. Read the Section Details to make sure the course is correct, then click Add Section again.



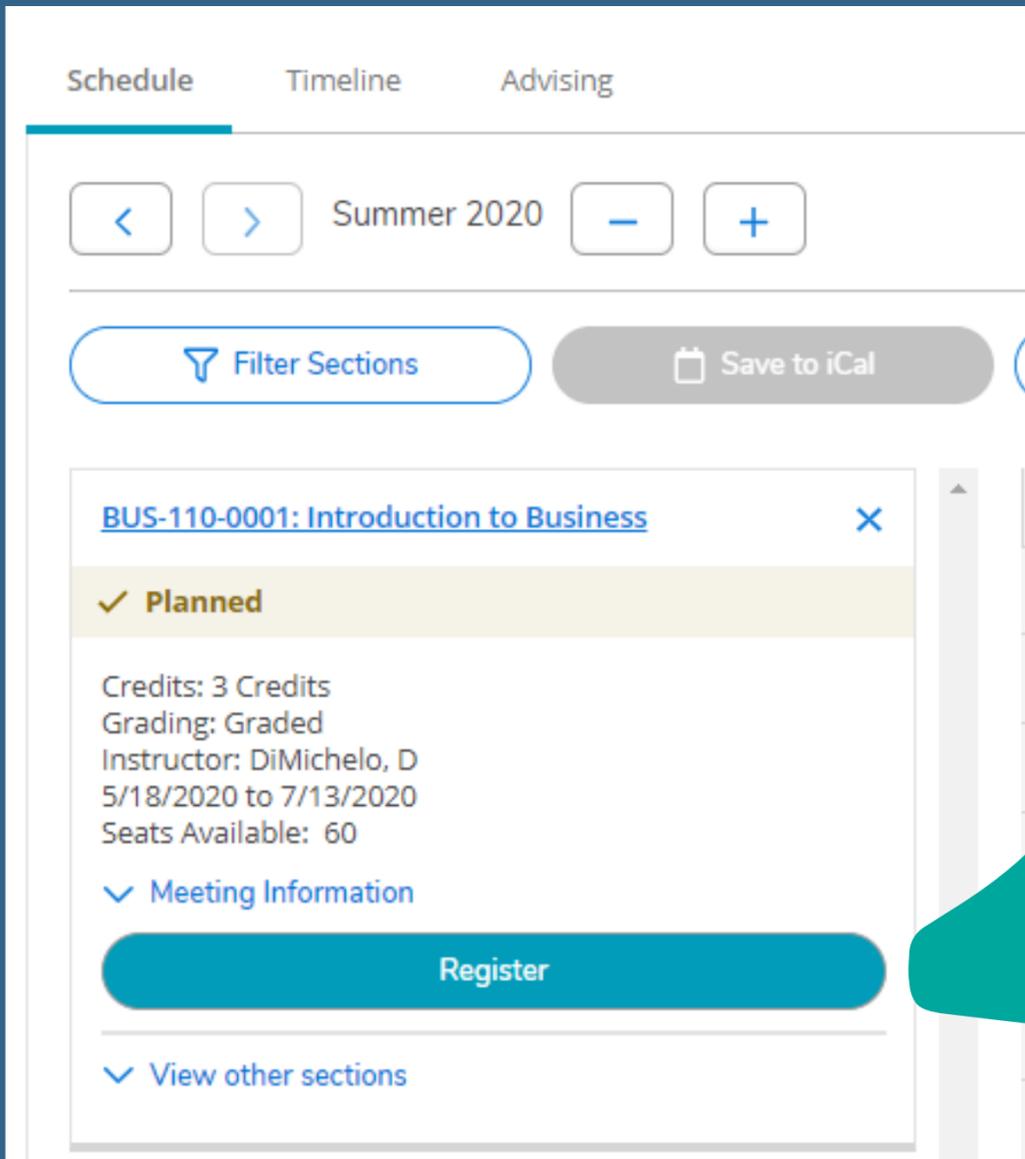
After you've planned the course, a confirmation should come up in the top right hand corner.



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



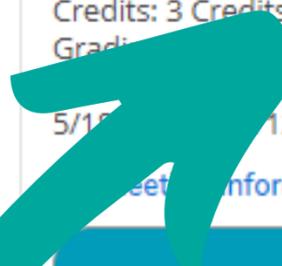
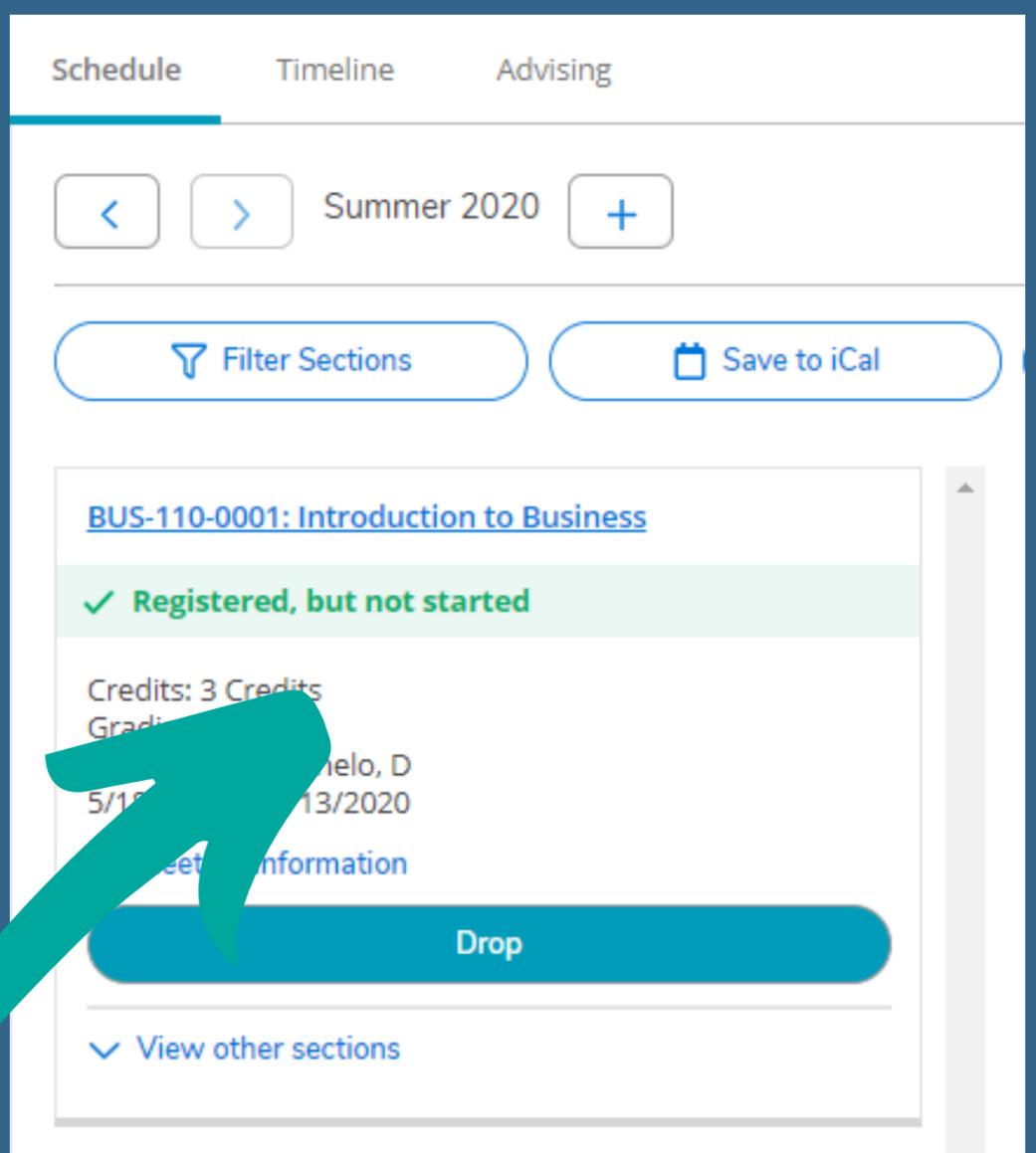
The course will show as planned, but there's still one more step to register!



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!

