

Daemen University Self-Service - Student Guide

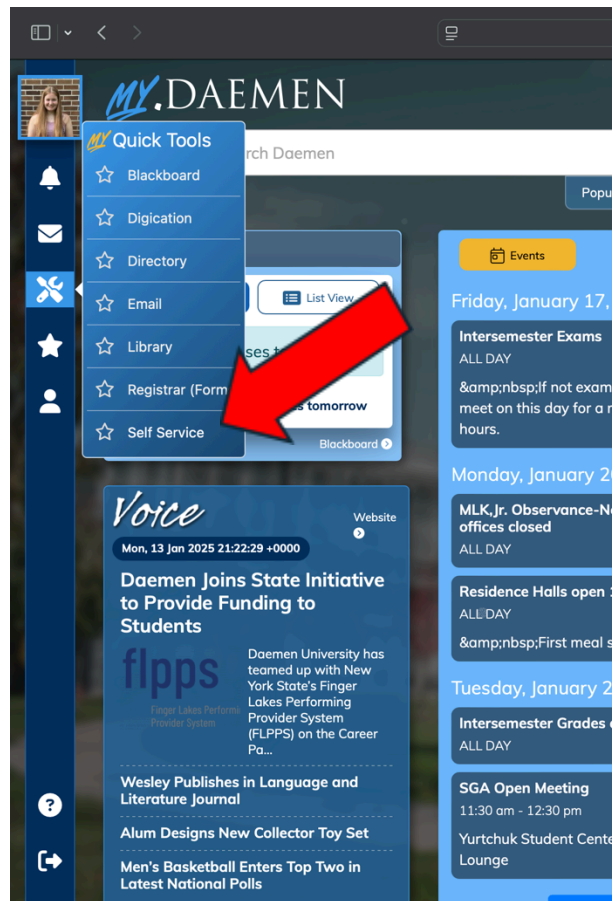
Self-service will help you create your ROAD MAP to complete your degree.

Self Service allows you to:

- **TRACK** Progress towards Degree Requirements
- **PLAN** courses and **BUILD** a schedule for a particular semester
- **Communicate** and work with your advisor
- **REGISTER** for classes

Students can perform academic planning activities such as searching for courses, planning their terms, and scheduling and registering for course sections.

You can access Self-Service from your MyDaemen page.



First, click on STUDENT PLANNING

The screenshot shows the Ellucian Self-Service dashboard. The top navigation bar includes the Ellucian logo, a user profile for 'willie.wildcat', and links for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' Below this is a 'Notifications' section with a table showing a 'Current Balance Due' notification. The main dashboard features several tiles: 'Student Finance', 'Student Planning' (highlighted with a red box), 'Course Catalog', 'Grades', 'Graduation Overview', and 'Academic Attendance'. The 'Student Planning' tile includes the text: 'Here you can search for courses, plan your terms, and schedule & register your course sections.'

We're going to go through each of the tabs individually but we're going to start with VIEW YOUR PROGRESS

The screenshot shows the 'Student Planning - Self-Serv Sandbox' page. The top navigation bar includes the Ellucian logo, a user profile for 'willie.wildcat', and links for 'Sign out' and 'Help'. The main content area is titled 'Steps to Getting Started' and 'There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:'. Below this is a search bar for courses. The main dashboard features two steps: '1 View Your Progress' (highlighted with a red box) and '2 Plan your Degree & Register for Classes'. The 'View Your Progress' step includes the text: 'Start by going to My Progress to see your academic progress in your degree and search for courses.' and a link 'Go to My Progress'. The 'Plan your Degree & Register for Classes' step includes the text: 'Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.' and a link 'Go to Plan & Schedule'. Below the steps is a table showing academic progress for two programs: 'Biochemistry-Pre-Professional Track BS' and 'Undeclared'. The table includes columns for 'Programs', 'Cumulative GPA', and 'Progress'. The 'Biochemistry-Pre-Professional Track BS' program shows a cumulative GPA of 2.563 (3,000 required) and a progress bar. The 'Undeclared' program shows a cumulative GPA of 2.563 (2,000 required) and a progress bar. Below the table is a 'Spring 2025 Alternative Prelim Schedule' table with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for times (8am, 9am, 10am, 11am).

Programs	Cumulative GPA	Progress
Biochemistry-Pre-Professional Track BS	2.563 (3,000 required)	<div></div>
Undeclared	2.563 (2,000 required)	<div></div>

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							

The Progress tab is basically a student's degree audit. It displays student-specific information at the top. It is an interactive degree audit/program evaluation.

The screenshot displays the 'My Progress' page for a student in the Biochemistry-Pre-Professional Track BS program. The page includes a sidebar with navigation links, a top navigation bar with the user's name and sign-out options, and a main content area. The main content area features a search bar, a program selection dropdown, and a 'Print' button. The 'At a Glance' section shows the cumulative GPA (2.563) and institution GPA (2.563), both of which are 3.000 required. The degree is a Bachelor of Science, and the major is Biochem - PreProfess Track. The program notes are expanded, showing the requirements for the track. The progress section shows the total credits (33) and total credits from this school (27). A red arrow points to the 'Total Credits from this School' bar.

Category	Completed	In Progress	Planned	Total
Total Credits	33	3	0	36 of 121
Total Credits from this School	27	3	0	30 of 30

Color-coded Progress bars display overall progress, total credits required, and residency requirements.

Color key: **Dark Green**=Completed, **Faded Green**=In Progress, **Yellow** =Planned

Progress towards requirements will be clearly labeled, and you will be able to add courses to your Plan directly from My Progress. **CLICK the Search BOX TO SEE THE LIST OF COURSES THAT MEET THAT REQUIREMENT FROM THE COURSE CATALOG.**

1. COMPLETE BCH-313/L, BIO-109/L, BIO-110/L, CHE-111/L, CHE-301/L, CHE-302/L, CHE-303/L, CHE-311/L, NSC-231, NSC-331 AND NSC-443. ▲ 4 of 21 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	BIO-109L Gen Biol I Lab	B+	2023FA	1
✓ Completed	BIO-109 General Biology I	C+	2023FA	3
✓ Completed	CHE-110L Chemistry I Lab	CR	2024SP	0
✓ Completed	BIO-110 General Biology II	C	2024SP	3
ⓘ Not Started	BCH-313 General Biochemistry			
ⓘ Not Started	BCH-313L Gen Biochemistry Lab			
ⓘ Not Started	BIO-110L Gen Biol II Lab			
ⓘ Not Started	CHE-110 Chemistry I			
ⓘ Not Started	CHE-111 Chemistry II			
ⓘ Not Started	CHE-111L Chemistry II Lab			
ⓘ Not Started	CHE-301 Organic Chemistry I			
ⓘ Not Started	CHE-301L Organic Chem Lab			
ⓘ Not Started	CHE-302 Organic Chemistry II			
ⓘ Not Started	CHE-302L Organic Chem II Lab			
ⓘ Not Started	CHE-303 Intro Physical Chem			

Tip: You can also click on a course that has a status of “Not Started” to add it to your Plan. This will also launch the Course Catalog and Class Schedule.

Use the Filters on the left to filter the list to sections that are available by choosing a term, instructor, time of day, location, levels, and/or course types.

ellucian | willie.wildcat | Sign out | Help | 1

Academics > Course Catalog

Search for Courses and Course Sections

Back to Course Catalog

Search for courses...

Filters Applied: None

Filter Results [Hide](#)

- Subjects**
 - ☐ CHE Chemistry (1)
- Locations**
 - ☐ Branch Campus, Brooklyn NY (1)
 - ☐ Main Campus (1)
- Terms**
 - ☐ Fall 2023 (1)
 - ☐ Fall 2024 (1)
 - ☐ Intercession 2024 (1)
 - ☐ Spring 2024 (1)
 - ☐ Summer 2024 (1)
- Days of Week**
 - ☐ Monday (1)
 - ☐ Wednesday (1)
 - ☐ Thursday (1)
 - ☐ Friday (1)

CHE-110 Chemistry I (4 Credits) [Add Course to Plan](#)

An introduction to the basic principles, theories and techniques of chemistry. Topics include stoichiometry, atomic structure, bonding, states of matter, equilibrium, thermodynamics, kinetics, electrochemistry and chemical reactions. Prerequisite: One year of high school chemistry; mathematics competency of MTH 124 or higher. Lecture, 3 hours; Laboratory, 3 hours.

This course was attempted or already completed.

Requisites:
COMPLETE MTH-124 MINIMUM GRADE C OR EQUIVALENT PLACEMENT. - Must be completed prior to taking this course.
Take CHE-110L - Must be taken either prior to or at the same time as this course.

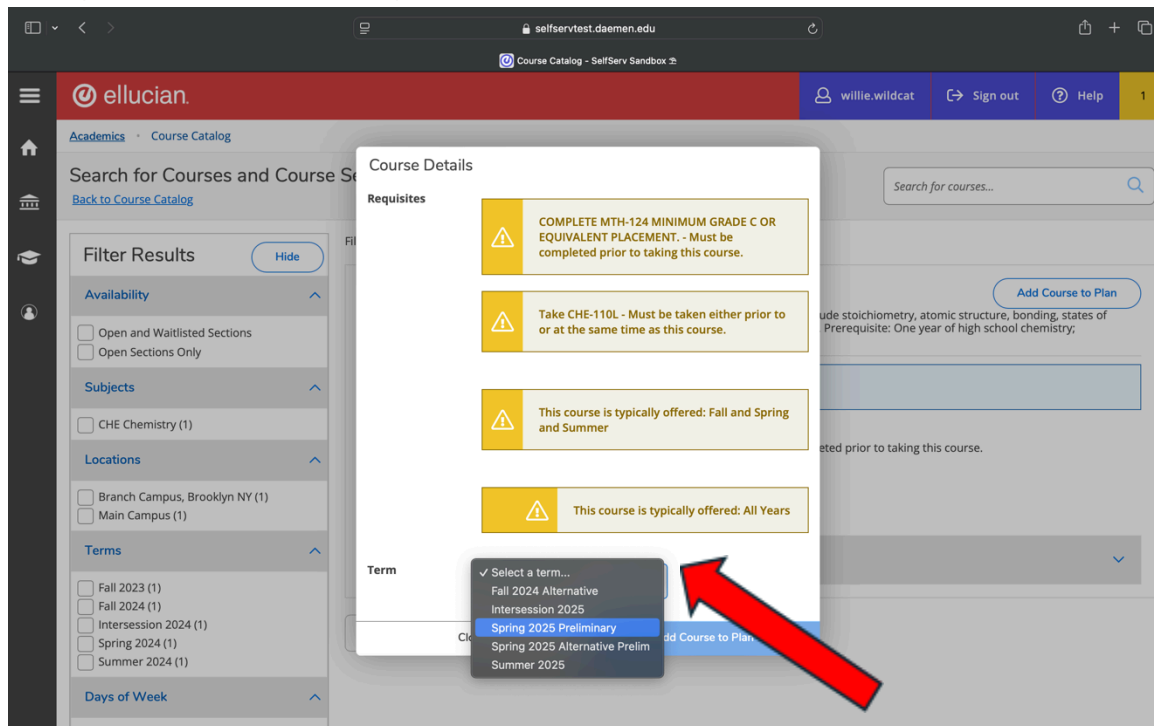
Locations:
Main Campus, Branch Campus, Brooklyn NY

Offered:
Fall and Spring and Summer, All Years

[View Available Sections for CHE-110](#)

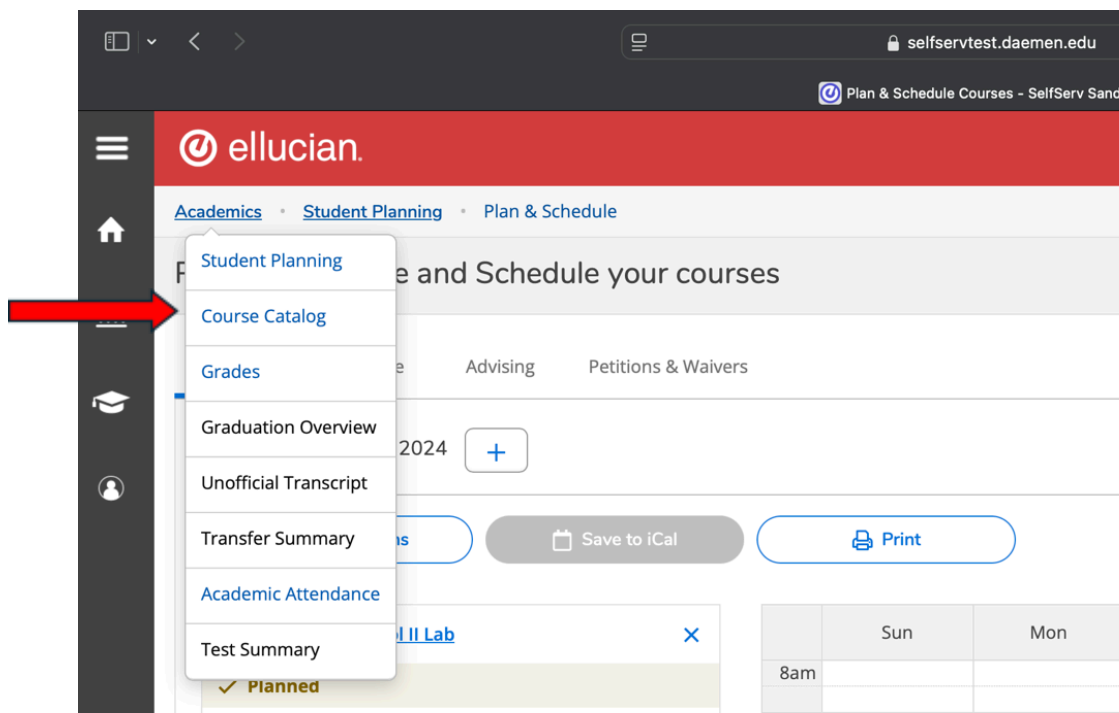
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From here, you can Add a Course to your Plan or Add Section to Schedule

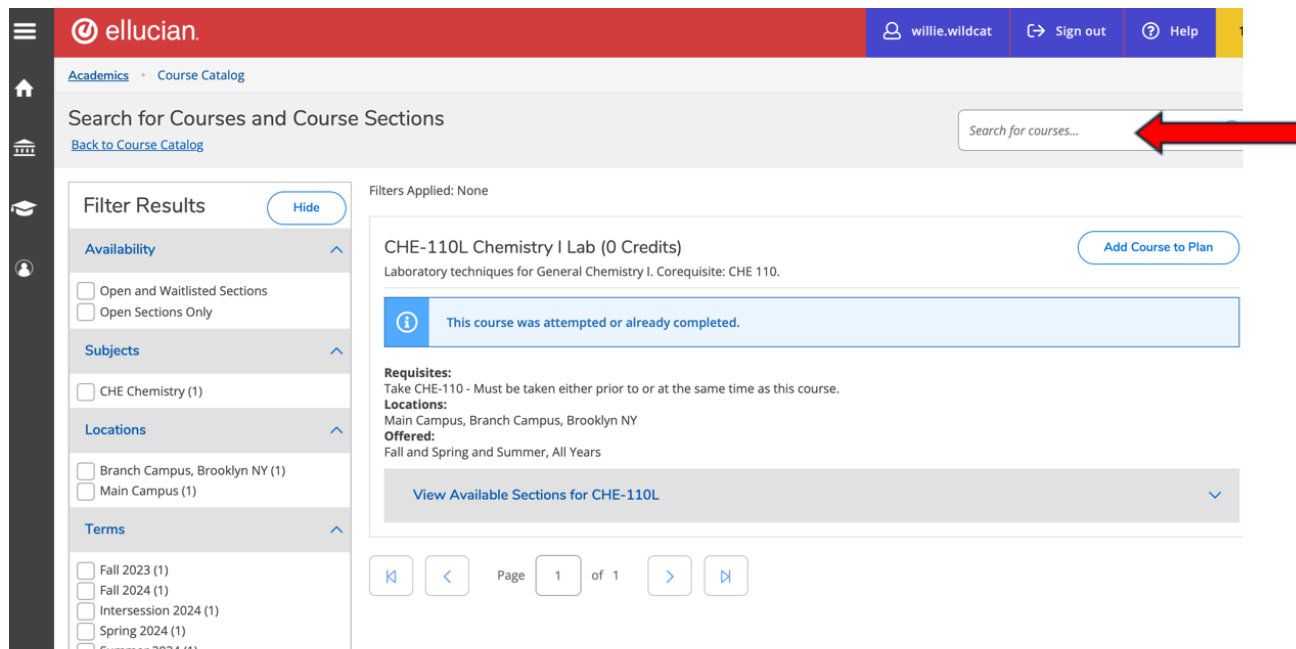


The course is now Planned on Progress.

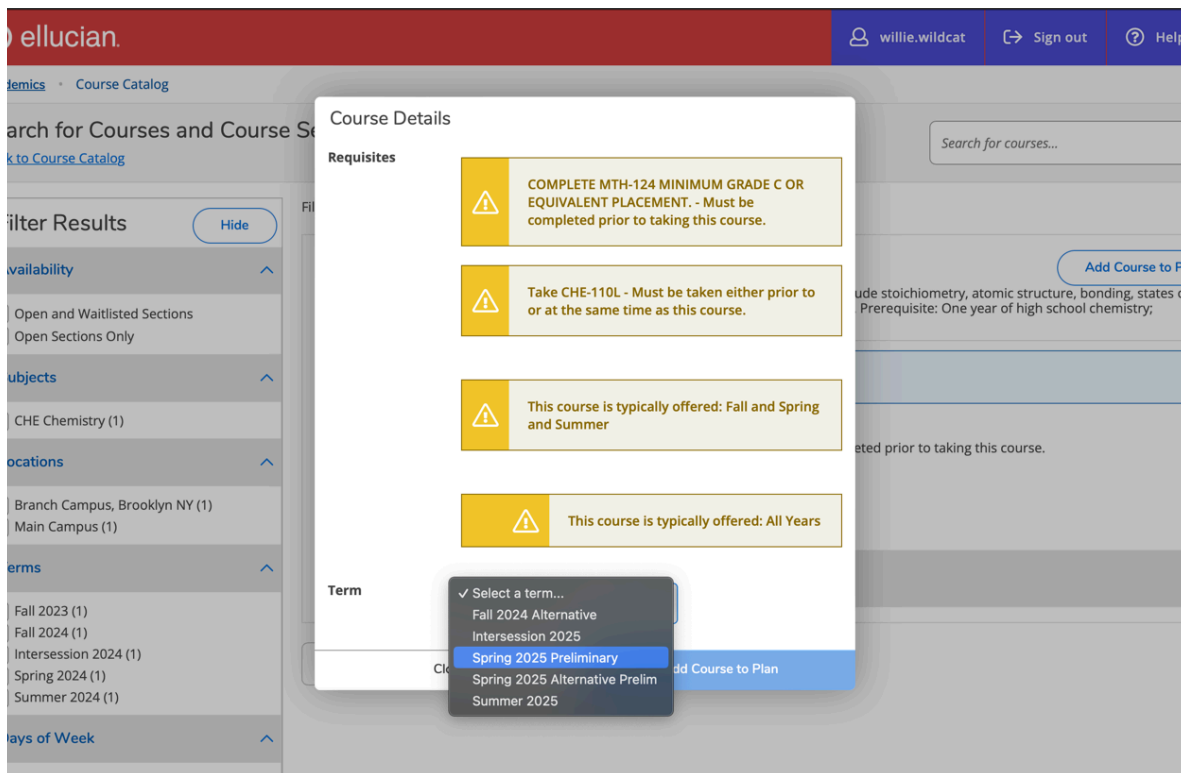
The Course Catalog tab allows you access to the entire College catalog.



You can use the Search for courses... box to search for a particular course or for a word in that course name or description. You can search for a subject by entering it in the Search for a course subject: box or scrolling through the list of subjects.

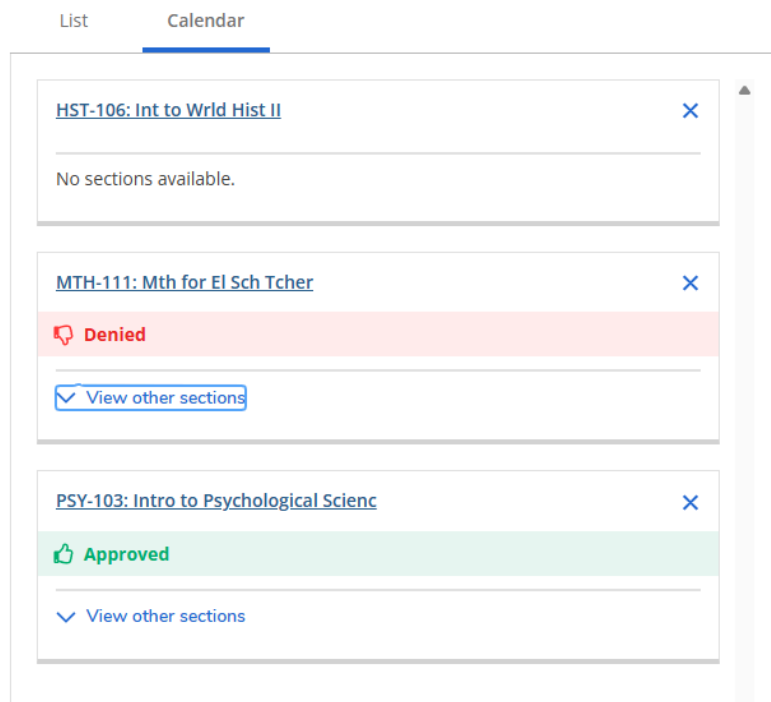


Click Add Section to Schedule



When you are ready to REGISTER for your Courses click on PLAN YOUR DEGREE AND REGISTER FOR COURSES.

Courses must be approved by your advisor. When a course is approved, it will show a green thumbs up. You are not able to register for courses that are not approved, or are denied.



Timeline

You can also choose the Timeline to see future, past terms and multiple terms at the same time.

The screenshot displays the 'ellucian' Plan & Schedule Courses interface. The top navigation bar includes the ellucian logo, user information (willie.wildcat), and links for Sign out, Help, and a notification bell. The main header shows the path: Academics > Student Planning > Plan & Schedule. Below this, a search bar is labeled 'Search for courses...'. The 'Timeline' tab is selected, showing a horizontal timeline with four terms: Spring 2024, Summer 2024, Fall 2024, and Spring 2025 Preliminary. Each term is represented by a vertical column. The Spring 2024 column lists several courses with their credit values and a status letter (C, D, CR). A yellow warning box indicates 'You must also take HST-106-LCE05'. The bottom of the Spring 2024 column shows 'GPA: 2.286' and '17 Enrolled Credits, 6 Planned Credits'. The Fall 2024 column shows '3 Enrolled Credits, 12 Planned Credits'. The Summer 2024 and Spring 2025 Preliminary columns are currently empty. A sidebar on the left contains navigation icons for home, academics, and user profile.

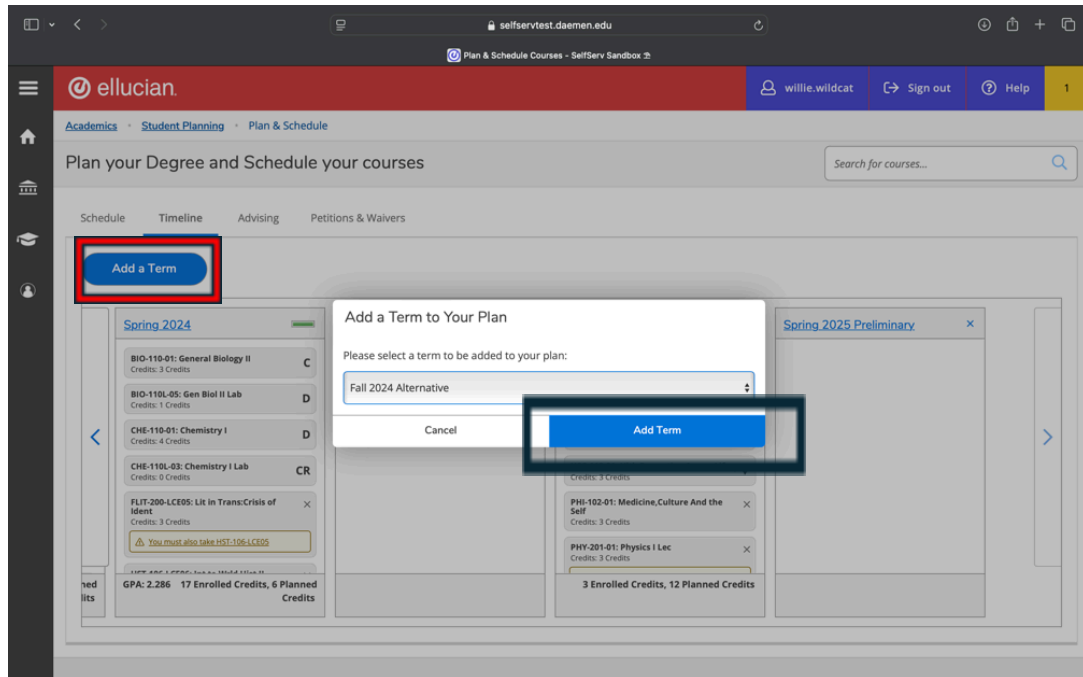
The number of planned, enrolled or completed credits appear at the bottom of each term.

The GPA appears if the term is completed. You can remove planned courses from the schedule view or timeline view. By clicking the “x” in the timeline. This cannot be undone, so use caution!

Courses can be moved from semester to semester by dragging and dropping the appropriate course.

To Add a future term if it is not displayed on the timeline:

1. Click Add a Term
2. Select a term to add to plan
3. Click Add Term



Schedule View

The Schedule View will default to the current term if you are currently registered. If you are not registered, it will default to the last term registered. From the Schedule View, you can see what you have planned. You can plan to take both courses and sections.

The screenshot shows the 'Plan & Schedule Courses - SelfServ Sandbox' interface. The top navigation bar includes 'Fall 2024' and buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The main area displays a calendar grid with sections planned for various times. A sidebar on the left lists sections for 'BIO-110L: Gen Biol II Lab' and 'CHE-110L: Chemistry I Lab'. A red arrow points to the 'View other sections' link for the CHE-110L: Chemistry I Lab.

You can easily see if a section conflicts by clicking “View Other Sections”

You must receive approval for courses to register! To do this you must request your plan to be reviewed. You can request a review of your plan at any time by selecting the Advising TAB and then CLICKING ON REQUEST REVIEW.. If you request a review, your advisor will receive an email notification.

The screenshot shows the 'ellucian' Student Planning interface. The top navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The 'Advising' tab is highlighted in the top navigation bar. The main area shows a 'Compose a Note' form with a 'Save Note' button and a 'View Note History' section.

Notes

Add a note to your advisor in the Compose a Note section. Please be careful when sending notes because once saved, they cannot be edited or deleted. The notes do remain with your record, so if you change majors or advisors, it will still be accessible to any advisor who can view your plan. The notes are considered a part of your record under FERPA and can be the primary method of communicating with your advisor.

Your advisor can Approve, Deny and Protect courses. You can only register for approved courses.

Your advisor can also Protect a course. This will keep a student from moving it to a future term or removing it.

Your advisor may think this is a good idea if we know the course is only offered in that term or may not be offered again for a year.

Registration/Drop/Add

After selecting courses, go back to the Schedule tab. Your planned courses are listed. You can View other Sections for each course to help you plan your course schedule.

Once your registration period is open, Click **Register Now**.

You will be registered for all eligible sections. If there are any reasons a section is not registered, Notifications will display.

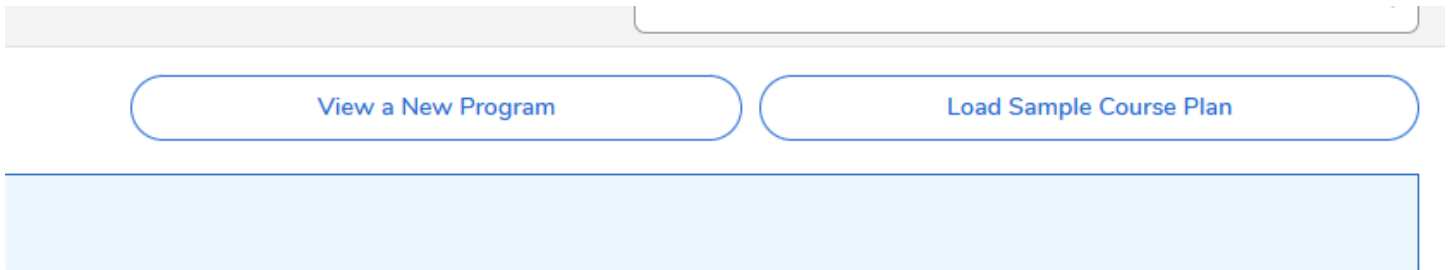
You will still be registered for all other eligible sections. The section will display a status of Registered and turns green.

Once registered, you can DROP a section by clicking the Drop button on that particular section.

Choose the sections to drop or add and click Update. The section returns to a Planned status.

View a New Program

Students sometimes want to know what if they change their major to something else. You can View a New Program as a “What If” scenario. This button is located in the top right corner of your screen.



View the degree requirements for any program you may be interested in, by searching and selecting a program from the list. The programs that are related to your current program will appear at the top of the list.

Select a program that you may be interested in, then click “View Program”

A dialog box titled "Academic Programs". Below the title is a descriptive sentence: "View the degree requirements for any program you are interested in, by searching and selecting a program below." Underneath is a search bar with the placeholder text "Search for a program:" and a magnifying glass icon on the right. Below the search bar is a list of programs, each preceded by a radio button. The programs listed are: Adolescence Ed: French BS, Adolescence Ed: Mathematics BS, Adolescence Ed: Social Studies BS, Adolescence Ed: Spanish BS, ABA- Distance Education-Adv Certification, ABA-Distance Education MS, ABA-Distance Education TTI Adv Certification, ABA-Distance Education TTI MS, Accounting (Amherst)-Certificate, Accounting (Brooklyn)-Certificate, Accounting BS (which is selected with a blue dot), Accounting MBA, and Accounting/Professional Accountancy (BS Portion) BSMS. At the bottom of the dialog box are two buttons: "Cancel" on the left and "View Program" on the right, which has a blue background.

Click “View Program” to see your progress in this newly selected program.

Help

One other great feature is the Help menu at the top of the page. The Help menu is in the top right corner. This will present a detailed list of the most common questions. It covers most of the basic functions of Student Planning.

If you need additional assistance, please contact the Student Success Center at 716-839-8228.

For technical assistance, please contact studentplanning@daemen.edu

msemskiSign outHelp

My Progress Help

> How does a course plan relate to the status of my academic program?

> How can I compare course plans?

> How can I compare course plans for different catalogs?

> How can I change my academic program?

> How can I load a sample course plan?

> How can I determine my progress in my current academic program?

> How can I determine if my current academic program is complete?

> How is the Progress bar calculated?

> How can I tell if there are requirement waivers or substitutions in My Progress?

> How can I analyze another academic program to see my progress if I change academic programs?

> What are Program Notes?

> How can I print the progress for a program ?

> How can I use the expand and collapse all link for requirements ?

Three Quick Methods to Create a Plan

Method #1

1. Select Progress.
2. Select a course that is marked Not Complete OR Select Search for an area Not Complete
3. Add the course to the plan
4. On the picklist, select the term where you want to add the course to.
5. Go back to the Progress View
6. Repeat from Step 2

Method #2

1. Click on Course Catalog
2. Search for the course in the top right field, using the specific course subject and course number (i.e. PSY 103) and press enter.
3. Add the course to the plan
4. From the picklist, select the term where you want to add the course to.
5. Repeat from Step 3

Method #3

1. Click on Course Catalog
2. Click on the subject that you would like to search for (i.e. Psychology).
3. Select the course (i.e. PSYC 1305)
4. Add the course to the plan
5. From the picklist, select the term where you want to add the course to.
6. Repeat from Step 2

Helpful Tips:

You can click on Progress or the Timeline at any time.

Progress will display the courses by requirement that are COMPLETED, NOT STARTED, or PLANNED in your audit/program evaluation.

Timeline will display the courses by term as COMPLETED, NOT STARTED OR PLANNED.

You can move courses from term to term via Timeline; click on the course and select a different term from the drop down menu.

You can delete any course or term from the Timeline view by clicking the top, right X.

You can request a review from your advisor using the Advising tab. This notifies your advisor by e-mail. Use the Compose a note feature to provide additional information about your plans.