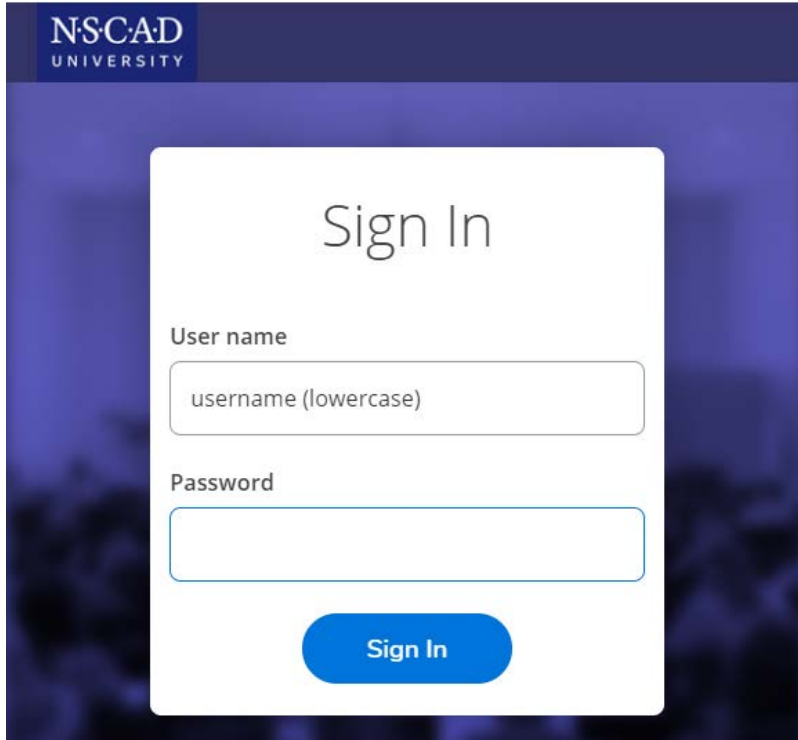
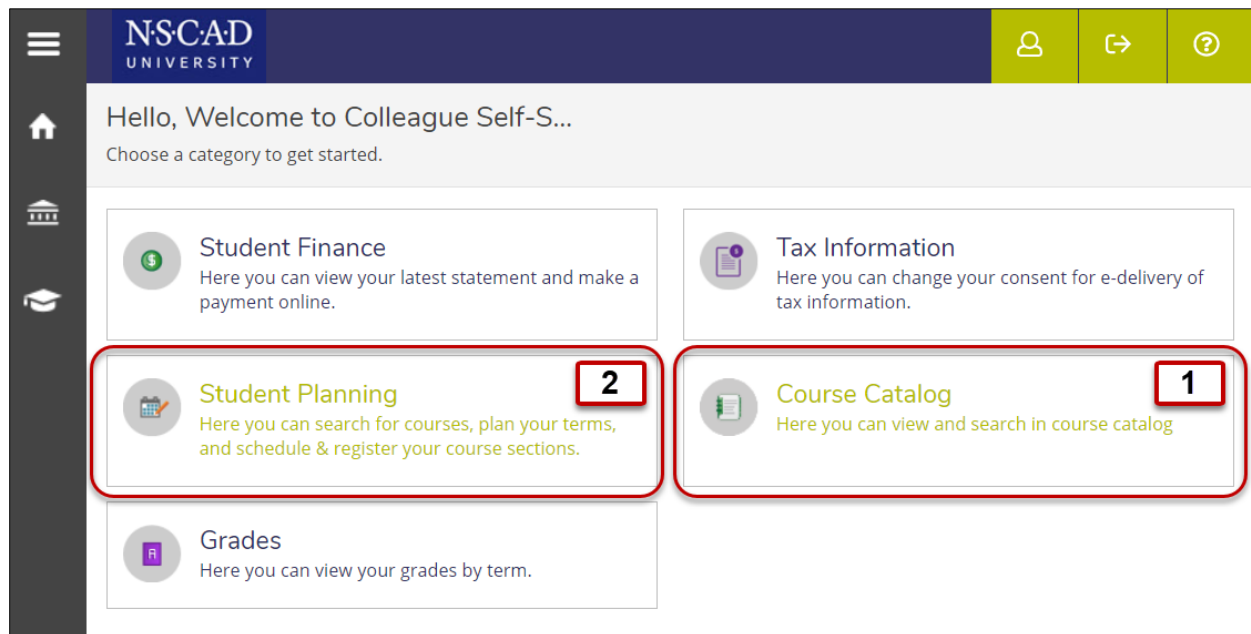


## Colleague Self-Service Login

Log in to Self-Service at <https://selfserv.nscad.ca/Student/> by entering your lower-case user name (without the @nscad.ca part!) and your NSCAD password.

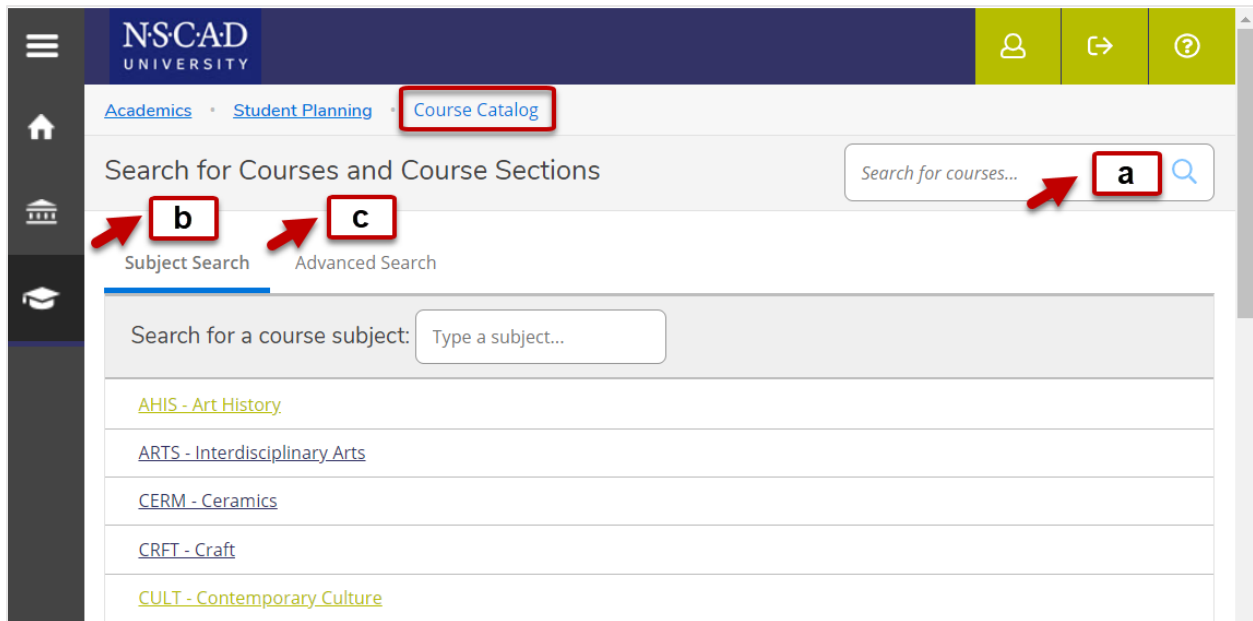


You will be directed to the following home screen:



## 1. Course Catalog 1

Selecting *Course Catalog* on the home screen will direct you to the following screen:



There are three ways to search for courses:

- a. Select a *Search for courses* if you are looking for a particular course.
- b. Select b *Subject Search* to search by Subject.
- c. Select c *Advanced Search* for more search options.

## 1.1 Course Searches

### **a** Search for courses

The *Search for courses option* lets you look for courses by course code...

...or you can use it for a text search:

Click on *View Available Sections* to see all sections that are offered.

### DRAW-1500 Foundation Drawing II (3 Credits)

This foundation-level course is a further investigation into the practical degree of competence in rendering, construction of spatial relation

**Requisites:**


FNDN-1100 - Must be completed prior to taking this course.

[View Available Sections for DRAW-1500](#) 

**b Subject Search**

Select *Subject Search* to search by subject. **This shows all courses in that subject, regardless of whether or not they are offered in a particular academic period.** You can then narrow down the search results by applying filters.

Use the *Term* filter to find out which courses will be offered in what semester:

Show All Terms 

- Winter 2020 (14)
- Summer B 2020 (2)
- Summer A 2020 (1)


Other helpful filters include *Instructors...*

Instructors 

- Adams, R (1)
- Barker, R (1)
- Louder, B (2)
- Maloney, S (1)
- Mills, T (1)


[Show All Instructors](#)

...and *Course Types*. *Course Types* is especially useful if you are looking for lecture courses to count towards your degree requirements (select *Liberal Arts & Social Science*).

Course Types 

- Liberal Arts & Social Science (2)
- Studio (2)

Use the *Availability* filter to exclude waitlisted courses:

Availability 

- Open and Waitlisted Sections
- Open Sections Only

**c** **Advanced Search**

*Advanced Search* allows you to search for courses with a number of search filters upfront. The results page will then let you narrow down your search results with the same filters that are available in *Subject Search*.

Subject Search
Advanced Search

## Catalog Advanced Search

<b>Term</b> <input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="Select Term"/>	<b>Meeting Start Date</b> <input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="M/d/yyyy"/>	<b>Meeting End Date</b> <input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="M/d/yyyy"/>
<b>Courses</b> <input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="Subject"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;" type="text" value="Course number"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;" type="text" value="Section"/>
<input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="Subject"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;" type="text" value="Course number"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;" type="text" value="Section"/>
<input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="Subject"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;" type="text" value="Course number"/>	<input style="width: 90%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;" type="text" value="Section"/>
<input style="border: 1px solid #007bff; border-radius: 15px; padding: 5px 15px; color: #007bff;" type="button" value="+ Add More..."/>		
<b>Days Of Week</b> <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
<b>Course Type</b> <input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="Select Course Type"/>		
<input style="border: 1px solid #007bff; border-radius: 15px; padding: 5px 15px; color: #007bff;" type="button" value="Clear"/> <input style="background-color: #666; color: white; border-radius: 15px; padding: 5px 15px; margin-left: 10px;" type="button" value="Search"/>		

## 1.2 Course Registration

When you find the course that you want to register for, click on *View Available Sections for...*

FNDN-1010 Intro to Studio Practice (3 Credits) Add Course to Plan

This course introduces the formal elements, organizing principles and creative processes in the visual arts, with special attention paid to colour theory. Students work primarily in two-dimensional formats on studio projects that address issues of form and meaning.(This course was formerly FNDN 1500).

**Requisites:**  
None

View Available Sections for FNDN-1010
▼

You will then be presented with an overview of all available sections:

Intro to Studio Practice 1 +/\$ Add Section to Schedule

Seats	Times	Locations	Instructors
3	W 8:30 AM - 12:30 PM 1/7/2020 - 4/24/2020	Port P210 Studio	Adams, R

Intro to Studio Practice 2 +/\$ Add Section to Schedule

Waitlisted	Times	Locations	Instructors
0	F 1:30 PM - 5:30 PM 1/7/2020 - 4/24/2020	Port P204 Studio	Louder, B

Intro to Studio Practice 3 +/\$ Add Section to Schedule

Seats	Times	Locations	Instructors

Clicking on a course section link will give you details for that section:

**Section Details**

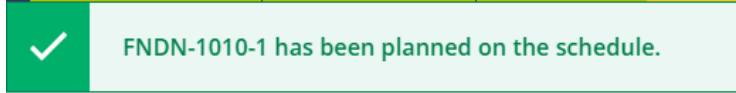
**FNDN-1010-1 Intro to Studio Practice**  
Winter 2020

<b>Instructors</b>	Adams, R <a href="mailto:radams@nscad.ca"> (radams@nscad.ca)</a>
<b>Meeting Information</b>	W 8:30 AM 12:30 PM 1/7/2020 - 4/24/2020 Port P210 (Studio)
<b>Dates</b>	1/7/2020 - 4/24/2020
<b>Seats Available</b>	3 of 20 Total
<b>Credits</b>	3
<b>Grading</b>	Graded
<b>Requisites</b>	None
<b>Course Description</b>	This course introduces the formal elements, organizing principles and creative processes in the visual arts, with special attention paid to colour theory. Students work primarily in two-dimensional formats on studio projects that address issues of form and meaning.(This course was formerly FNDN 1500).
<b>Additional Course Fees</b>	Fees listed here are in addition to general tuition and fees charged at registration. <b>Material Fees Fine Art:</b> \$20.00

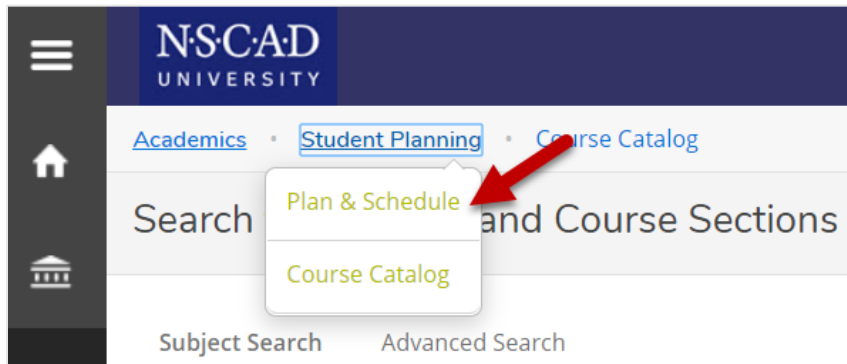
Close
Add Section

Click on *Add Section to Schedule* on the section overview page and *Add Section* on the course detail page to add the section to your schedule.

If successful, you will receive the following confirmation that your section has been planned (but not registered!):



To **register** for your planned course(s), click on Plan and Schedule on the navigation bar:



This will direct you to **2** Student Planning.

## 2. Student Planning 2

This is the student planning home screen:

The screenshot shows the NSCAD University student planning interface. At the top, there's a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. A red error message 'Unable to retrieve programs' is displayed. The main heading is 'Plan your Degree and Schedule your courses'. Below this, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is selected, showing a calendar for 'Winter 2020'. A course 'FNDN-1010-1: Intro to Studio Practice' is listed as 'Planned' on Wednesday at 9am. A 'Register Now' button is visible. A red error message at the top right says 'Unable to retrieve programs'.


Click on the Register Now button to confirm your registration.

The system will confirm your registration status on the left and your course will appear in green on the right:

The screenshot shows the NSCAD University student planning interface after registration. The course 'FNDN-1010-1: Intro to Studio Practice' is now listed as 'Registered' on the left. The course block on the right is highlighted in green. A red arrow points to the 'Registered' status on the left, and another red arrow points to the green course block on the right.



The student planning *Schedule* page will offer a visual overview of your semester schedule:




 Print

**Planned:** 3 Credits   **Enrolled:** 3 Credits   **Waitlisted:** 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am				<b>FNDN-1010-1</b>			
9am		<b>FNDN-1200-1</b> ✕					
10am							
11am							
12pm							
1pm							
2pm							

The navigation buttons allow you to toggle between semesters:

Schedule   Timeline   Advising   Petitions & Waivers

  Winter 2020 

The *Timeline* tab will give you an overview of the planned semesters:

The screenshot displays the 'Timeline' tab with the following details:

- Navigation:** 'Schedule', 'Timeline' (selected), 'Advising', 'Petitions & Waivers'.
- Buttons:** 'Add a Term' (blue), 'Remove Planned Courses' (white with blue border).
- Winter 2020:**
  - Enrolled Courses:
    - FNDN-1010-1: Intro to Studio Practice (3 Credits) ✓
    - FNDN-1200-1: Intro to Visual Culture (3 Credits) ✗
  - Summary: 3 Enrolled Credits, 3 Planned Credits
- Summer A 2020:**
  - Planned Courses:
    - FNDN-1800: Writing for the Arts (3 Credits) ✗
  - Summary: 3 Planned Credits
- Summer B 2020:**
  - Summary: 3 Planned Credits

Additional functionality will be introduced incrementally. Until then, please ignore this error message while on the *Plan & Schedule* page:

Unable to retrieve programs ✗

### Questions?

Please come and see us in the Office of Student Experience or send an email to [ose@nscad.ca](mailto:ose@nscad.ca)