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

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

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.
**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:

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

Other helpful filters include **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**).

Use the **Availability** filter to exclude waitlisted courses:
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.
1.2 Course Registration

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

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

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

![FNDN-1010-1 has been planned on the schedule.](image)

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

![Plan and Schedule](image)

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

This is the student planning home screen:

Click on the blue 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 student planning Schedule page will offer a visual overview of your semester schedule:

![Schedule Page]

The navigation buttons allow you to toggle between semesters:

![Navigation Buttons]

Winter 2020
The *Timeline* tab will give you an overview of the planned semesters:

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

Questions?

Please come and see us in the Office of Student Experience or send an email to ose@nscad.ca