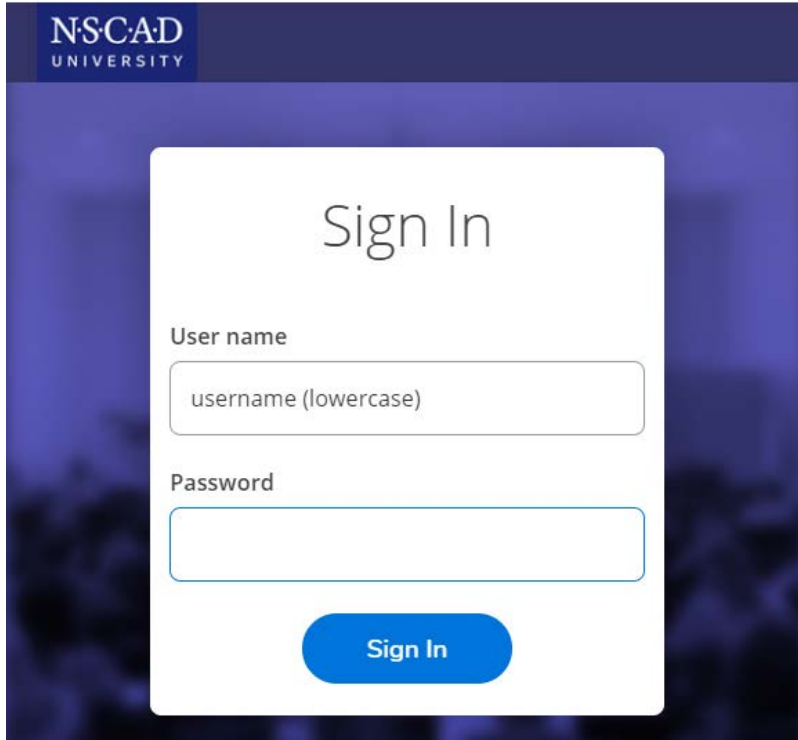

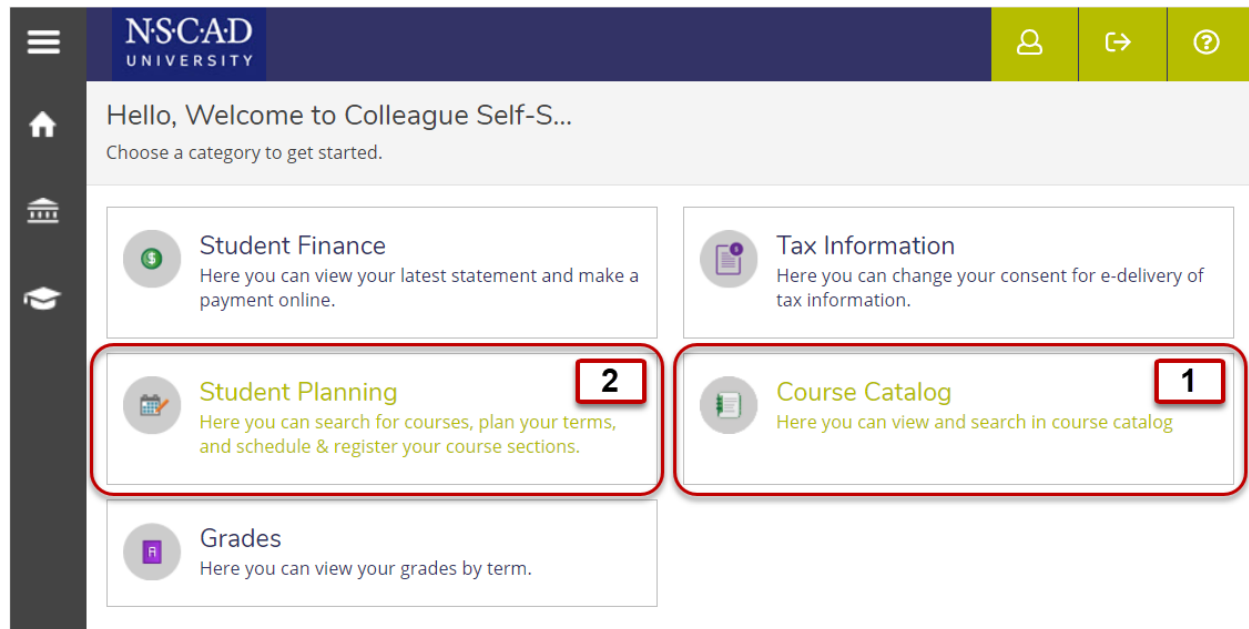


Colleague Self-Service Login

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.

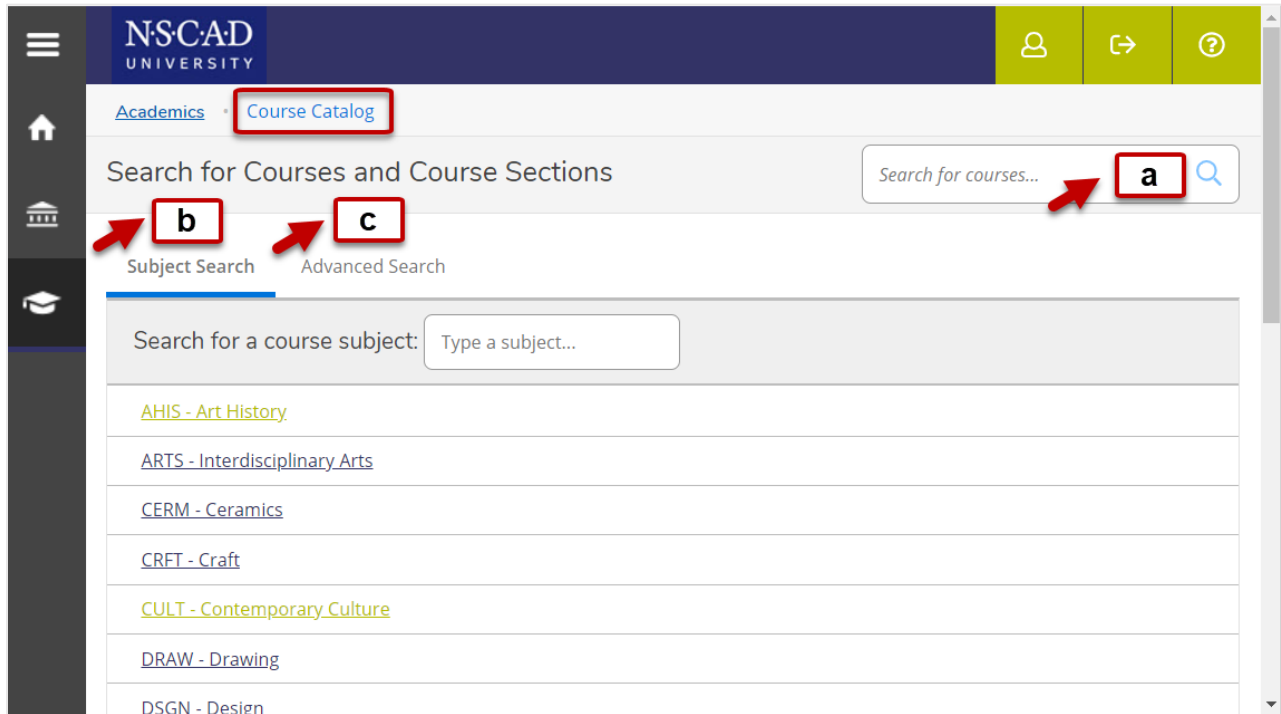


Click on the cap  for Academics and you will be directed to the following home screen:



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 

- Studio (20)
- Graduate (8)
- Liberal Arts & Social Science (5)
- Art History (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

Term Select Term ▼	Meeting Start Date M/d/yyyy	Meeting End Date M/d/yyyy
Courses Subject ▼	Course number	Section
Subject ▼	Course number	Section
Subject ▼	Course number	Section

[+ Add More...](#)

Days Of Week

<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	

Course Type
Select Course Type ▼

[Clear](#) [Search](#)

1.2 Course Registration

When you find the course that you want to register for, **do not click on Add Course to Plan**. Instead, 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

Clicking on a specific section link will give you details for that section, including instructor contact details:

Section Details

FNDN-1010-1 Intro to Studio Practice
Winter 2020

Instructors	Adams, R (radams@nscad.ca)
Meeting Information	W 8:30 AM 12:30 PM 1/7/2020 - 4/24/2020 Port P210 (Studio)
Dates	1/7/2020 - 4/24/2020
Seats Available	3 of 20 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	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).
Additional Course Fees	Fees listed here are in addition to general tuition and fees charged at registration. Material Fees Fine Art: \$20.00

Close

Click *Close* and you will be brought back to the section overview page.

To register for a specific section, click on Add Section to Schedule:

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

You will get to the section details page again but this time, there will be an *Add Section* button at the bottom of the window. Click *Add Section*.

Section Details

FNDN-1010-1 Intro to Studio Practice
Winter 2020

Instructors	Adams, R (radams@nscad.ca)
Meeting Information	W 8:30 AM 12:30 PM 1/7/2020 - 4/24/2020 Port P210 (Studio)
Dates	1/7/2020 - 4/24/2020
Seats Available	3 of 20 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	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).
Additional Course Fees	Fees listed here are in addition to general tuition and fees charged at registration. Material Fees Fine Art: \$20.00

Close Add Section

If successful, you will receive the following confirmation that your section has been planned.

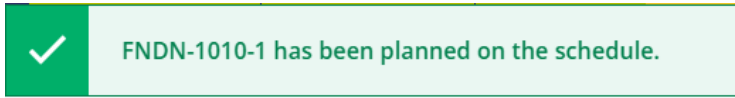
✓

FNDN-1010-1 has been planned on the schedule.

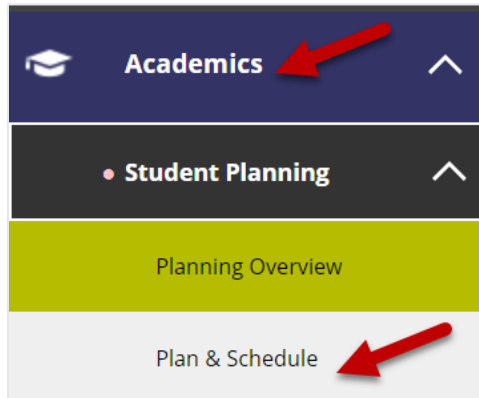
*****You have not registered for the section at this point yet!*****

To **register** for your planned course(s):

- click on the green confirmation bar (it automatically disappears after a few seconds)



- or click on *Academics* and then *Plan & Schedule*:



This will direct you to the Student Planning home screen.

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

Winter 2020 [-] [+]

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

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

FNDN-1010-1: Intro to Studio Practice X

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Adams, R
1/7/2020 to 4/24/2020
Seats Available: 3

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							

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 (online courses without scheduling information will be listed at the bottom of the screen):

The screenshot displays a user interface for course registration. On the left, a course card for 'FNDN-1010-1: Intro to Studio Practice' is shown. The card includes a green checkmark and the text 'Registered', with a red arrow pointing to it. Below this, course details are listed: 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Adams, R', and '1/7/2020 to 4/24/2020'. There is a blue 'Drop' button and a link to 'View other sections'. On the right, a weekly schedule grid is visible. The grid has columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for time slots (8am, 9am, 10am, 11am, 12pm, 1pm, 2pm). A green box labeled 'FNDN-1010-1' is placed in the Wednesday 9am-12pm slot, with a red arrow pointing to it.

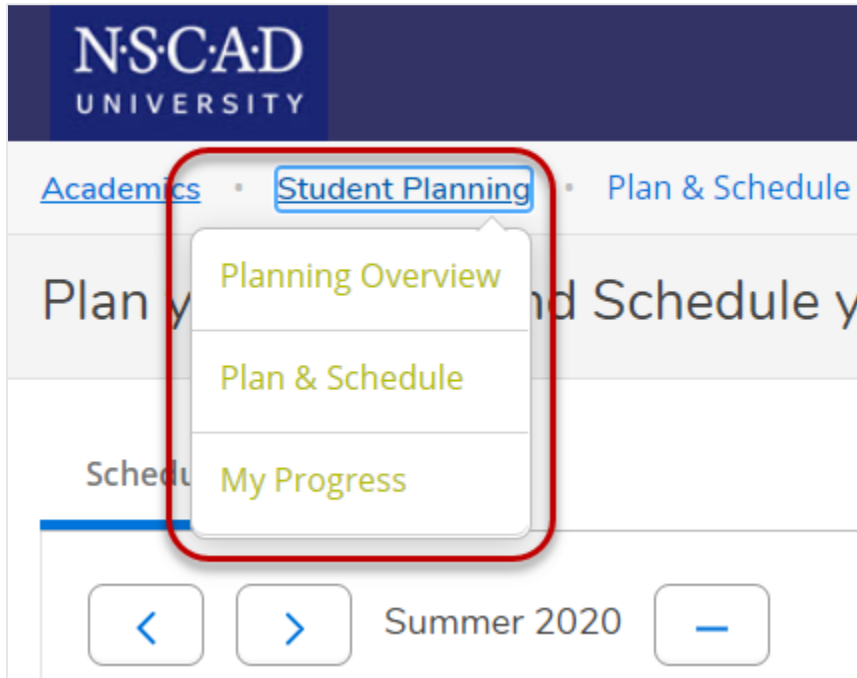
This concludes your registration.

2. Student Planning 2

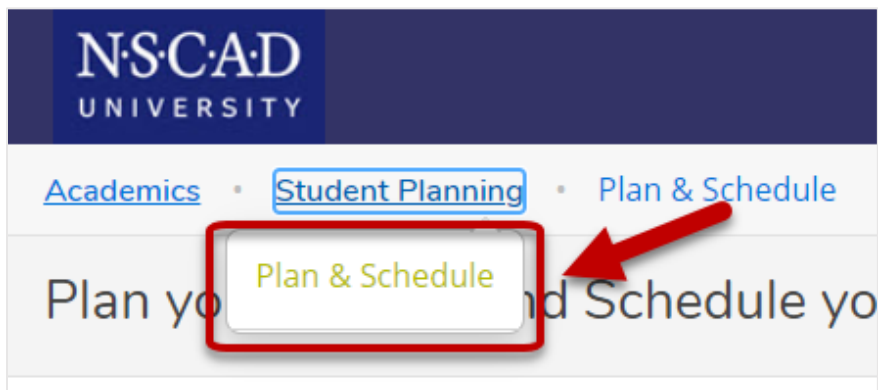
The Student Planning home screen looks a bit different for new students (i.e. cohort 2020 and upwards) compared to returning students.

New students will have three options available to them:

1. Planning Overview
2. Plan & Schedule
3. My Progress

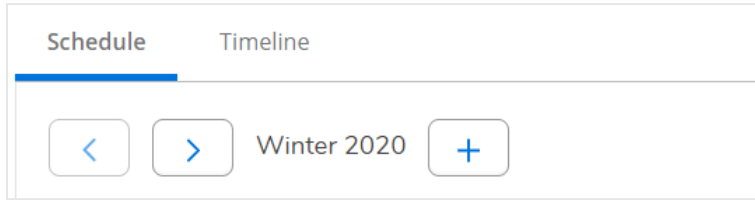


Returning students only have the *Plan & Schedule* option:

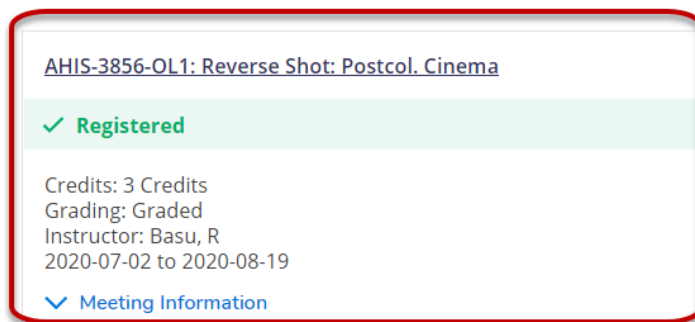


The **Plan & Schedule** option offers a visual overview of your semester schedule.

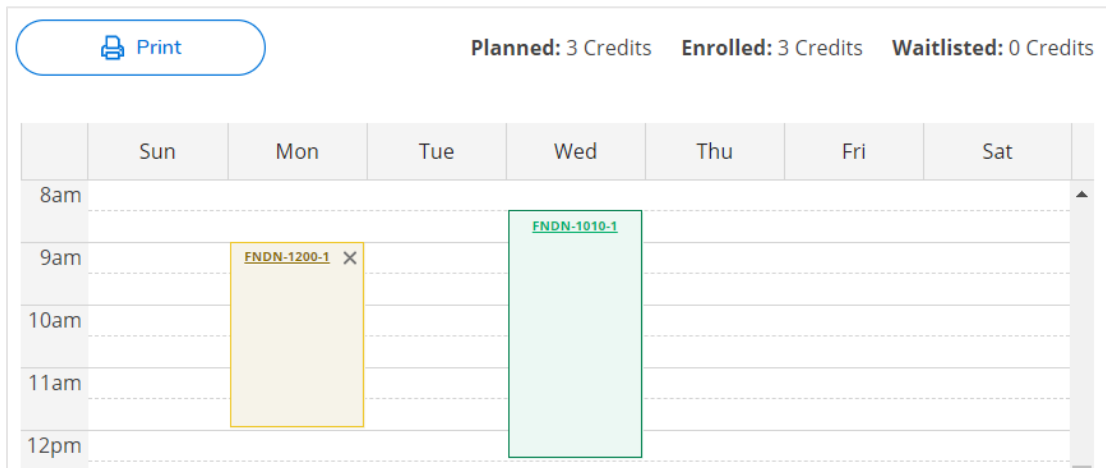
At the top of the overview under *Schedule*, you can find what semester is being displayed. The navigation buttons allow you to toggle between semesters. You can add a semester by clicking on the plus sign:



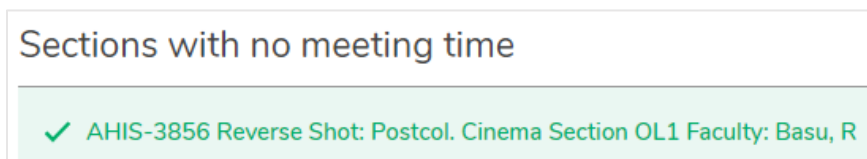
Just below that, you'll find an overview of the courses for which you are registered in that semester:



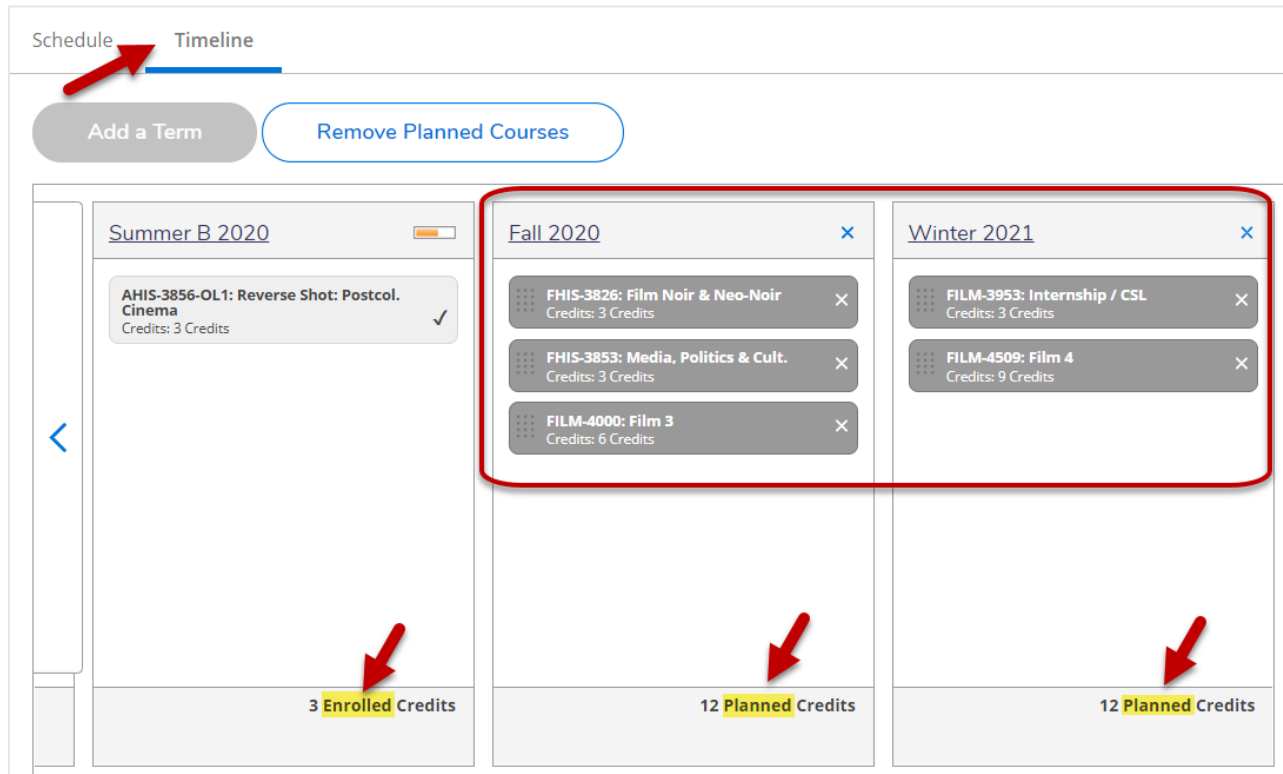
Next to that, you will find your actual semester schedule. The example below shows a green course for which the student is registered. The yellow course is a course that the student has planned.



Please note that online courses that do not (yet) have scheduling information attached to them will not appear in the schedule overview. There will be separate mention at the bottom of the page:

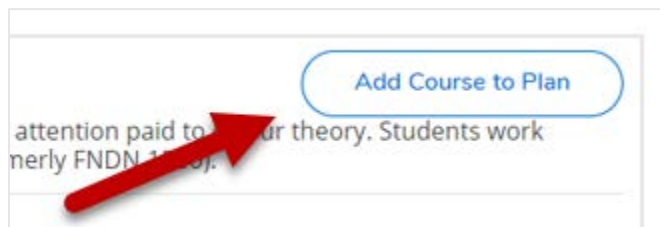


At the top of the overview next to *Schedule*, under *Timeline*, you can find an overview of the planned semesters. It shows both **courses for which you are registered** and **planned courses**.



Adding courses to your Course Plan / Timeline is a great way to plan ahead before registration opens up. It allows your Academic Advisor to review what courses you are planning to take. Additionally, it helps NSCAD to determine demand for specific courses and plan course offerings accordingly.

You can add any course, regardless of whether or not it is offered in a particular semester, to your timeline by doing a Course Catalog Search (see 1.1.) and then clicking on *Add Course to Plan*. Again, you are planning courses this way; you are not actually registering for them.



New students (i.e. cohort 2020 and upwards) will have access to additional *My Progress* degree audit functionality which will be introduced incrementally. Your Academic Advisor can provide more information on this.

As new functionality is being introduced, please ignore this error message while on the *Plan & Schedule* page:



Questions?

Please send an email to the Office of Student Experience (ose@nscad.ca).