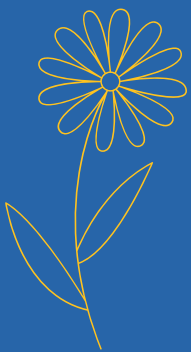# How to: Salem College's Self Service Website

How To: Salem College's Self Service Website

You will use Self Service not only for registering for courses but also for other registration tasks. You need your Salem login credentials to access Self Service.

TIPS BEFORE READING:

DESCRIPTION: If you click on a course title, you can read a description of the course and see if there are any prerequisites (courses you'd have to take first before you take this one).

DATES: Most courses run for the whole semester, but some are divided into first- and second-half term courses. PHED courses with numbers in the 100s meet for the first half of the semester; those with 200s meet for the second half of the semester.

CREDITS: Each class listing tells you how many semester hours a course is worth. You must take at least 12 per semester to be full time; you need permission to take more than 18 semester hours.

Classes are divided into sections and will have letters as indicators:
- **Y** is used as the section for hybrid courses.
- **O** is for courses that are completely online or asynchronous

Log in to MySalem

- Enter your Salem username **(do not include @salem.edu)** and password and click Sign in.
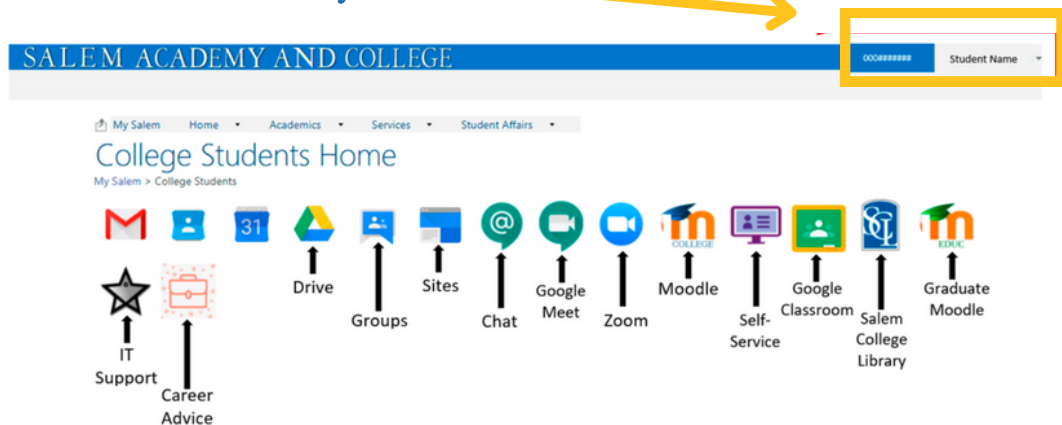
Viewing Student ID, and MySalem Bar Descriptions

- You are now logged into your account. You will see your student ID and your name.
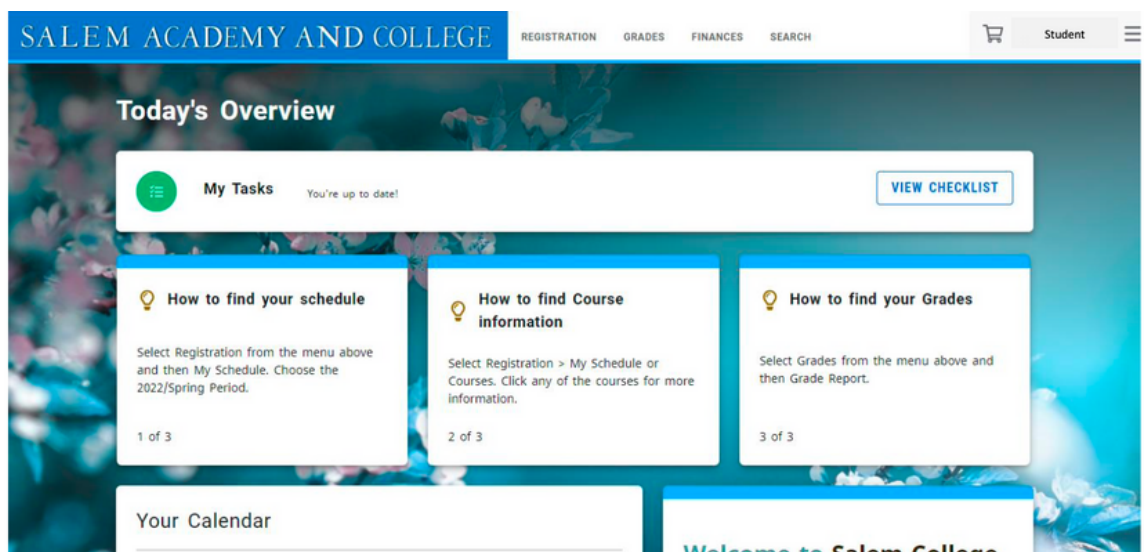
Log in to Self-Service

- Click the **purple computer screen**.
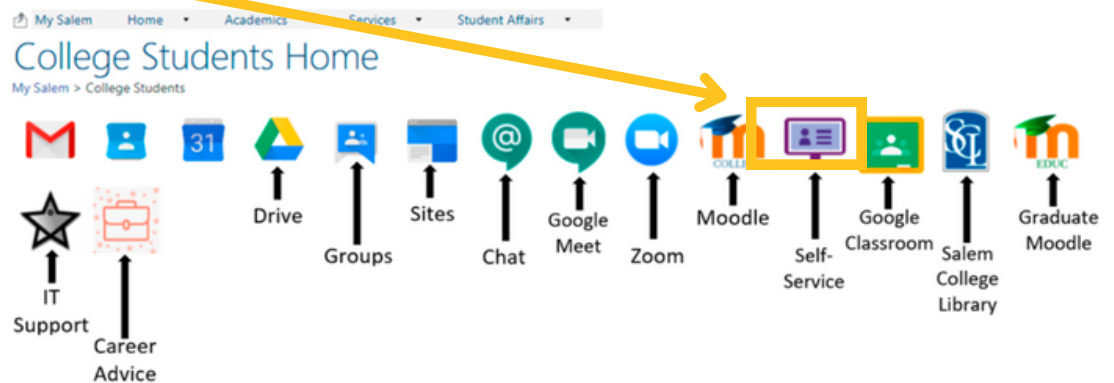
- Type in your User Name **(firstname.lastname) without the "@salem.edu" on the end** and click next.
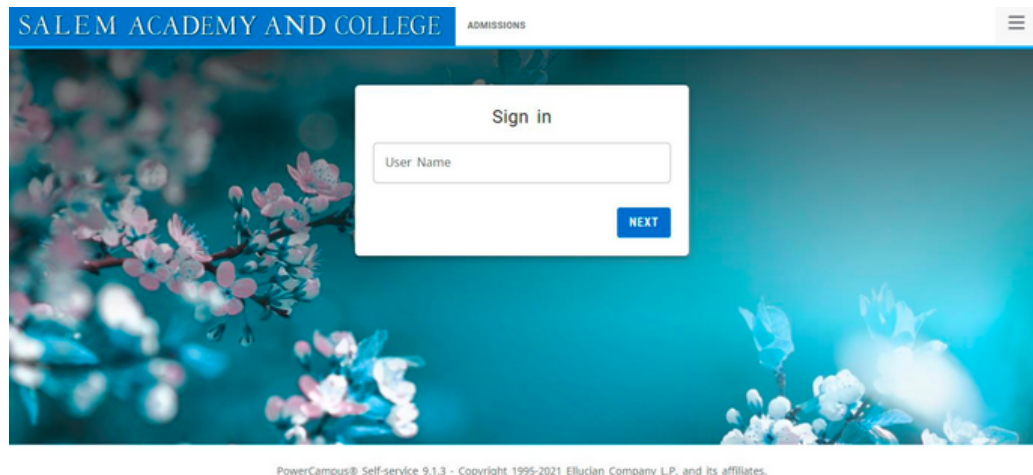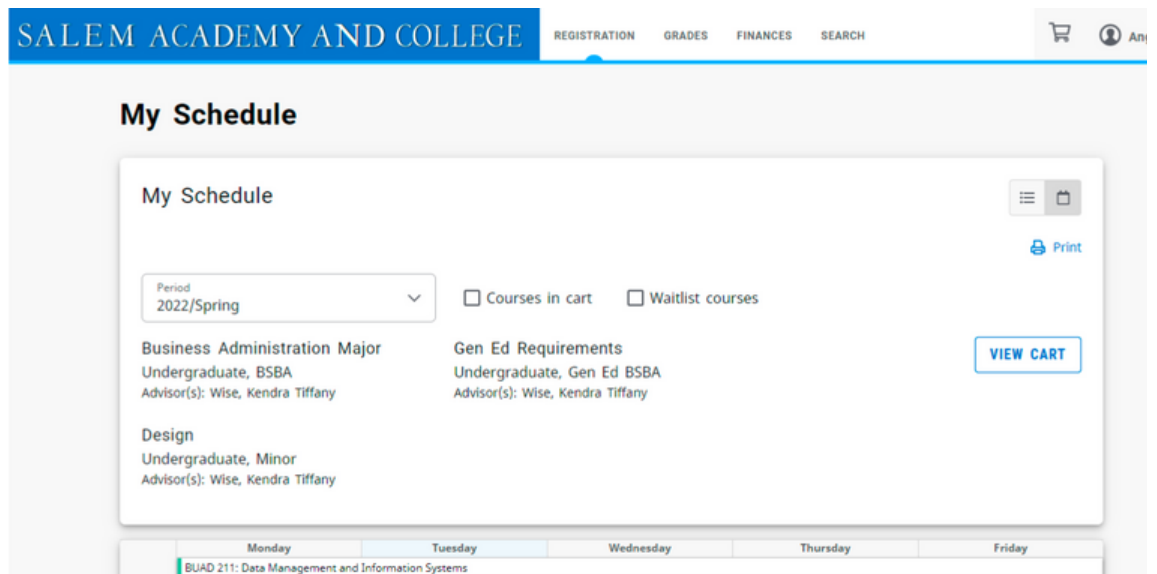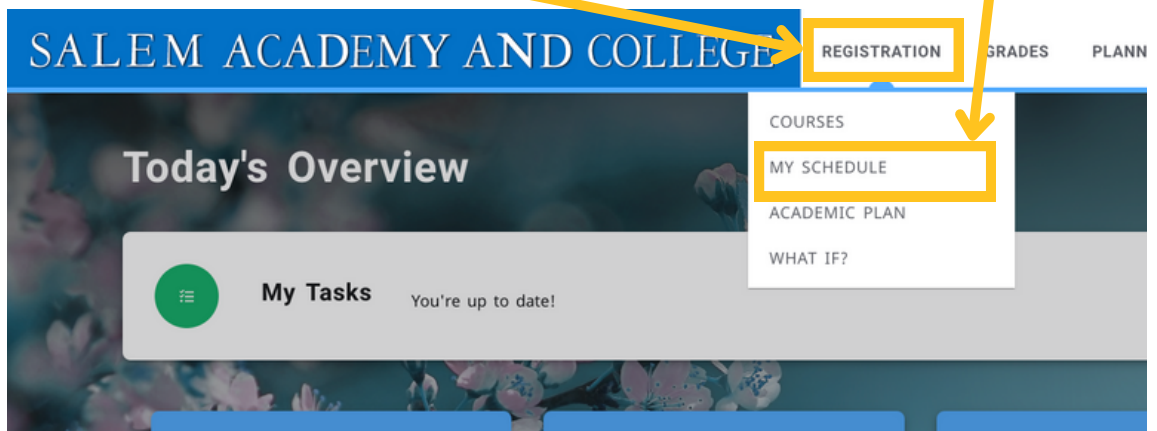

- When logged in, this is what your Self-Service account should look like.

View Your Schedule
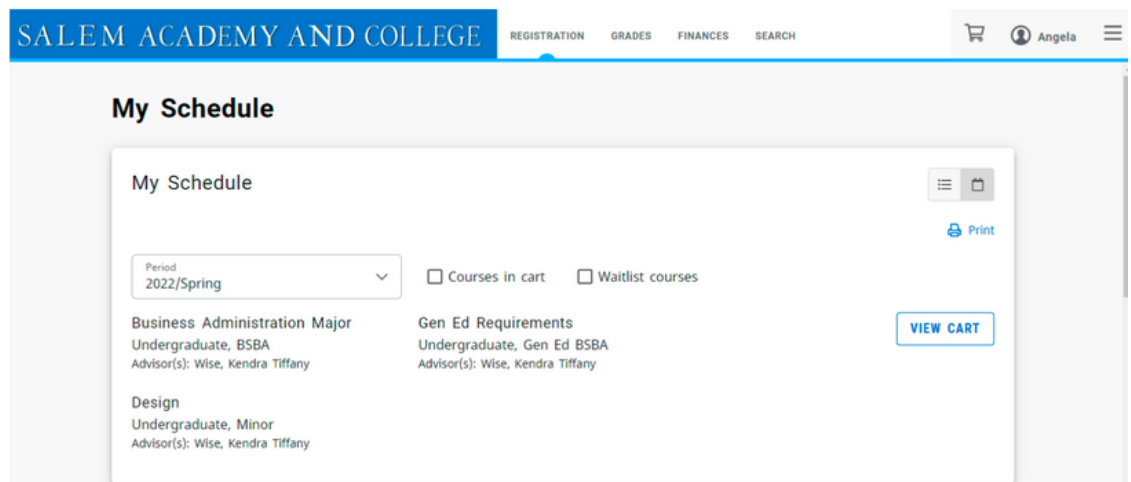
Hover over **REGISTRATION** and then click **MY SCHEDULE.**

- **SCROLL DOWN** to view as calendar.

- **SCROLL DOWN** to view as a list.

Register and Add Courses

- Hover over the **REGISTRATION** tab and you can find course information, your schedule, academic plan, and what if options.

- Click on **COURSES.**
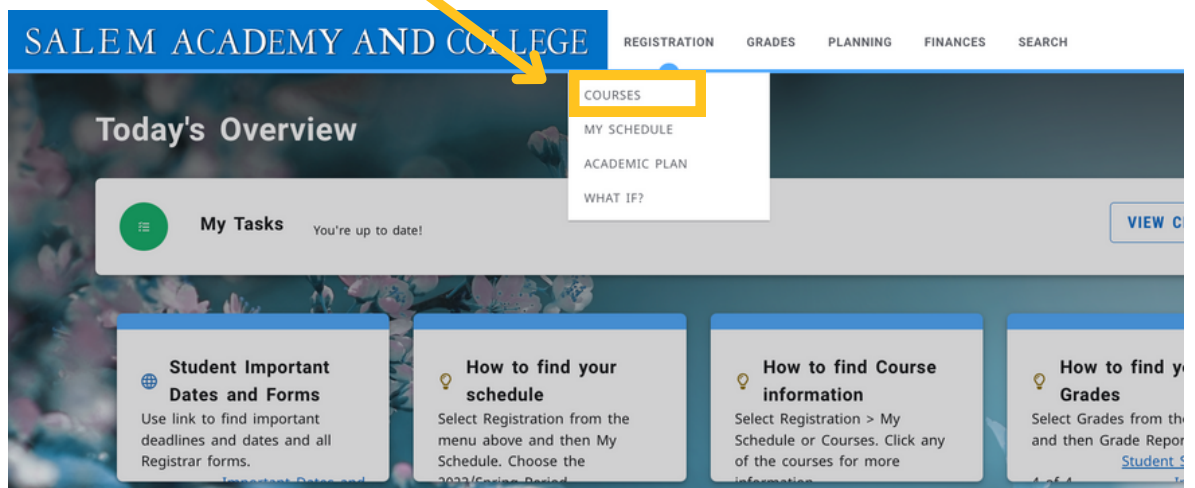
- Click on **ADVANCED SEARCH.**
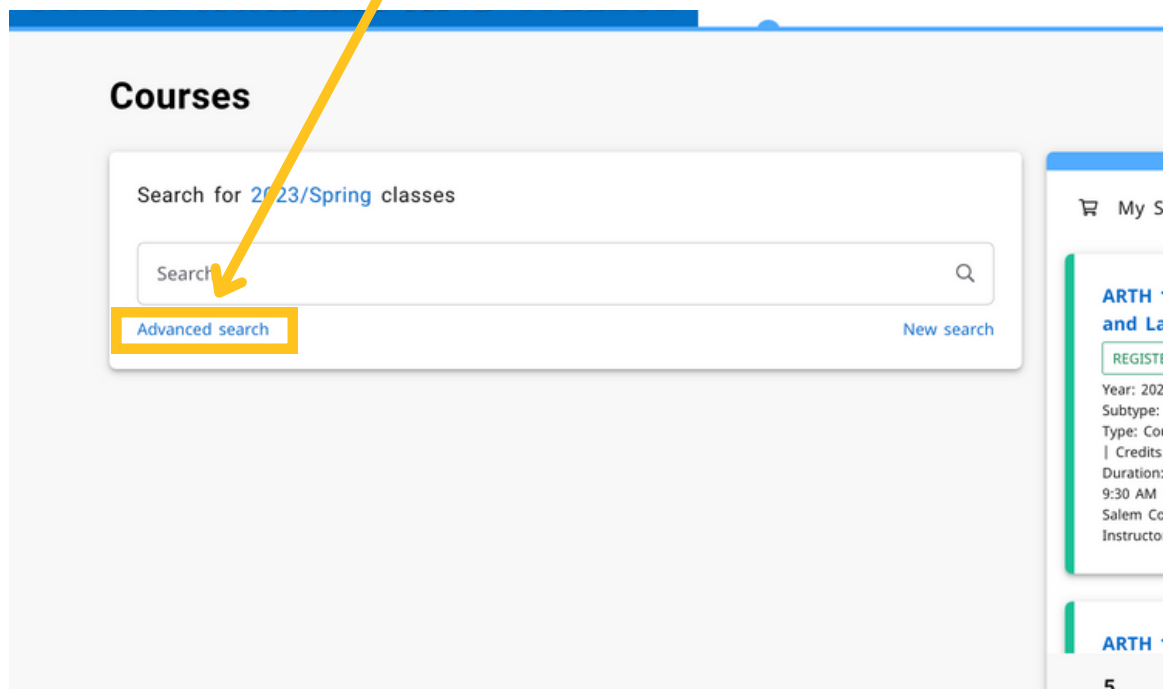
- Make sure the **PERIOD** is set to the term you want to register/add.

- Click the dropdown on **SESSION.**

- Choose **MAIN** then click the **SEARCH** option to view all courses available.

- Scroll to find the course you wish to add and then Click **ADD.** To view a course description, click on the course number/course title.

- The course will be added to your **CART** just as if you were shopping online.

- Click **REGISTER** to add the course to your cart.

- "My Schedule" will show **PENDING** for your advisor's approval on the course.

- Once your advisor approves, the **COURSE ADDED** shows on your schedule.

- Course will indicate **REGISTERED.**
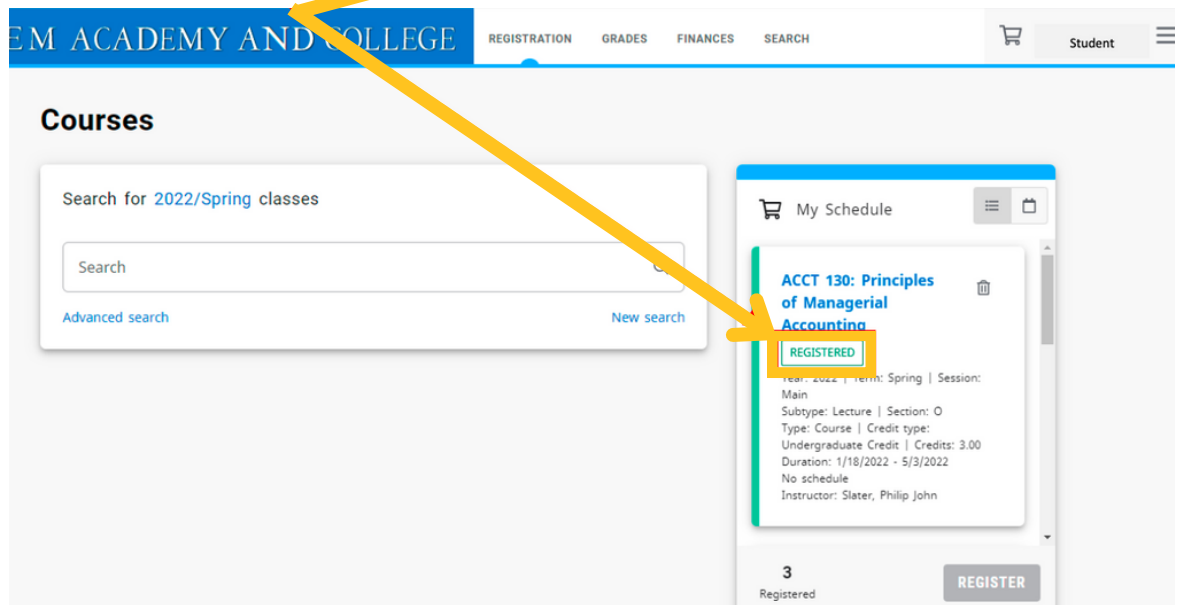
Drop Courses

To **DROP** a course, click on the **TRASH CAN**.
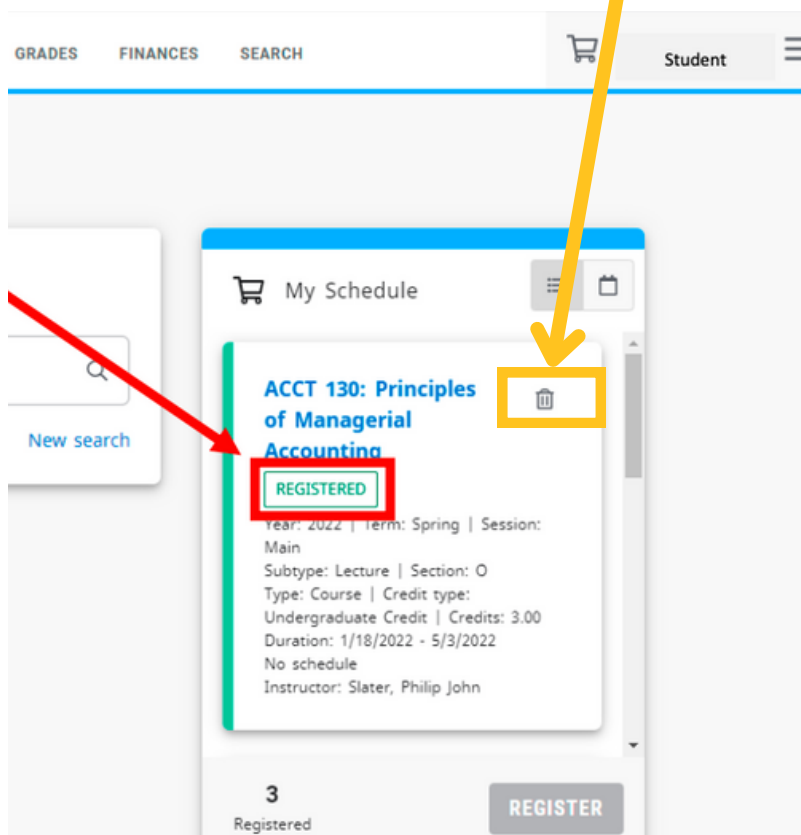
- Click on **DROP COURSE** to verify the course you wish to drop.

- Confirmation of Course successfully dropped and removed from schedule.

Finding GEN ED Requirements

- Hover over **SEARCH** and click on **SECTION.**

Under Section, type in the code for the Gen Ed requirement using the code for requirement needed.

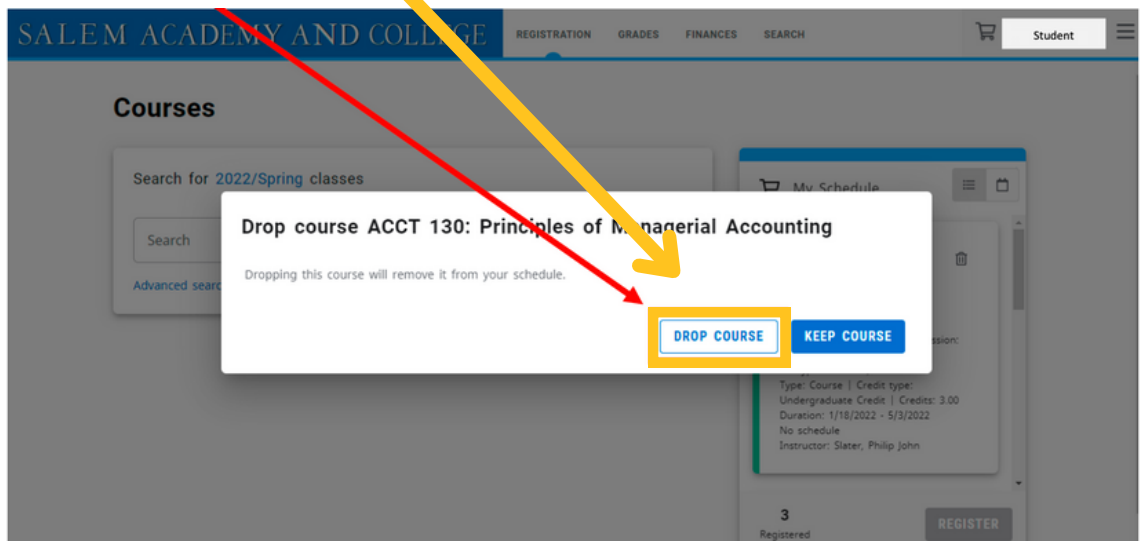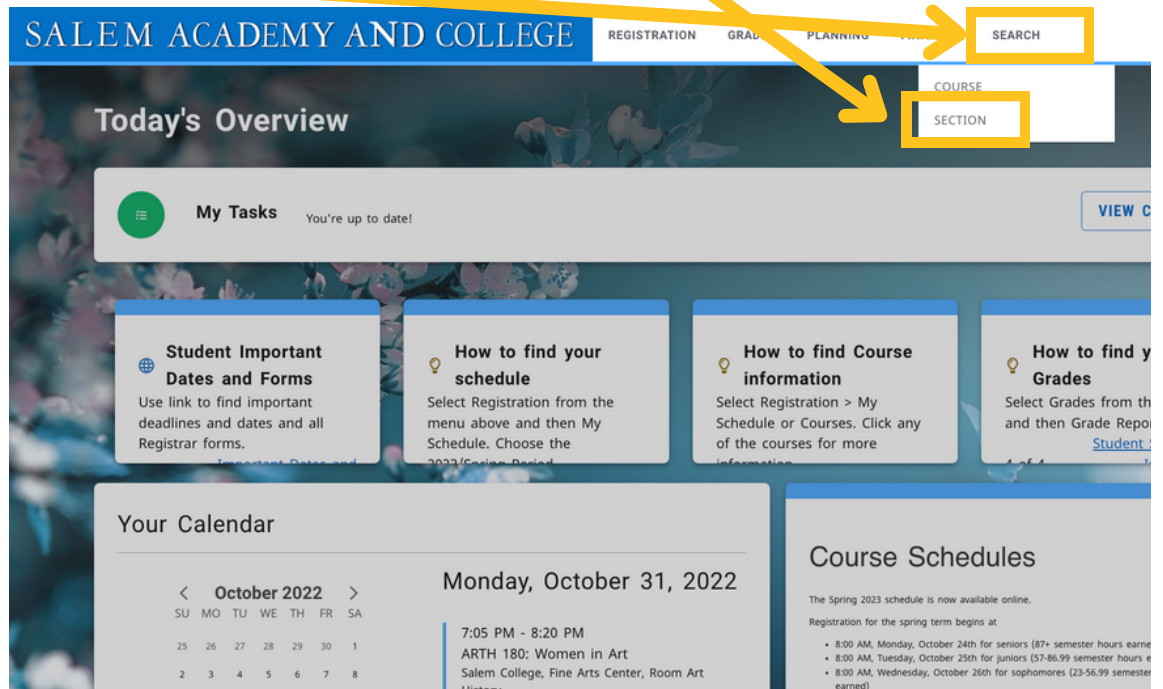For a listing of course requirements, refer to the Salem College Undergraduate catalog and search for courses which satisfy Salem Impact Requirements.

EXAMPLE: Gender Inquiry is a Salem Impact category in which you are required to take one course. Its 'code" is gi.

Type in (gi) under **SECTION (1)** (the code must be in parenthesis to complete the search). Then select the **PERIOD (2)** from the dropdown and click **SEARCH (3)**.

- Scroll through the search results and find the course you wish to take.

A HOLD on Your Account

If you log into your My Salem account and there is a **"HOLD"** on your account, you cannot register for classes. Once you clear the reason for the **HOLD** on your account, you may proceed with registration.
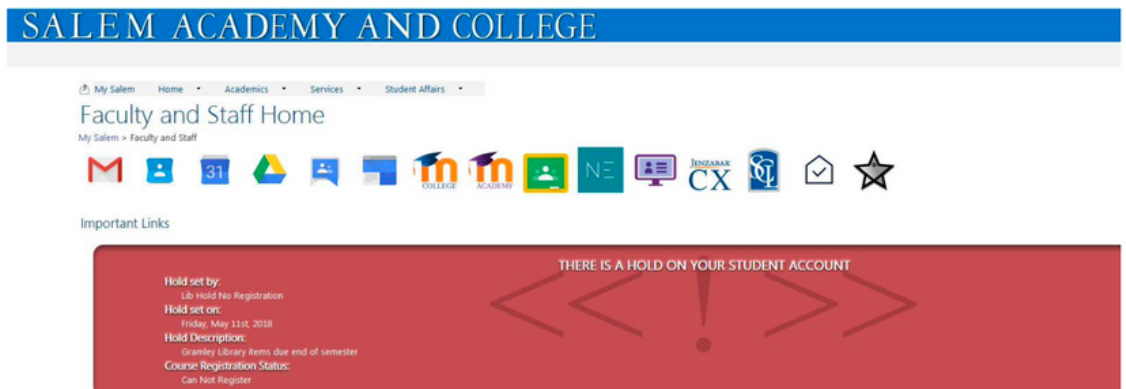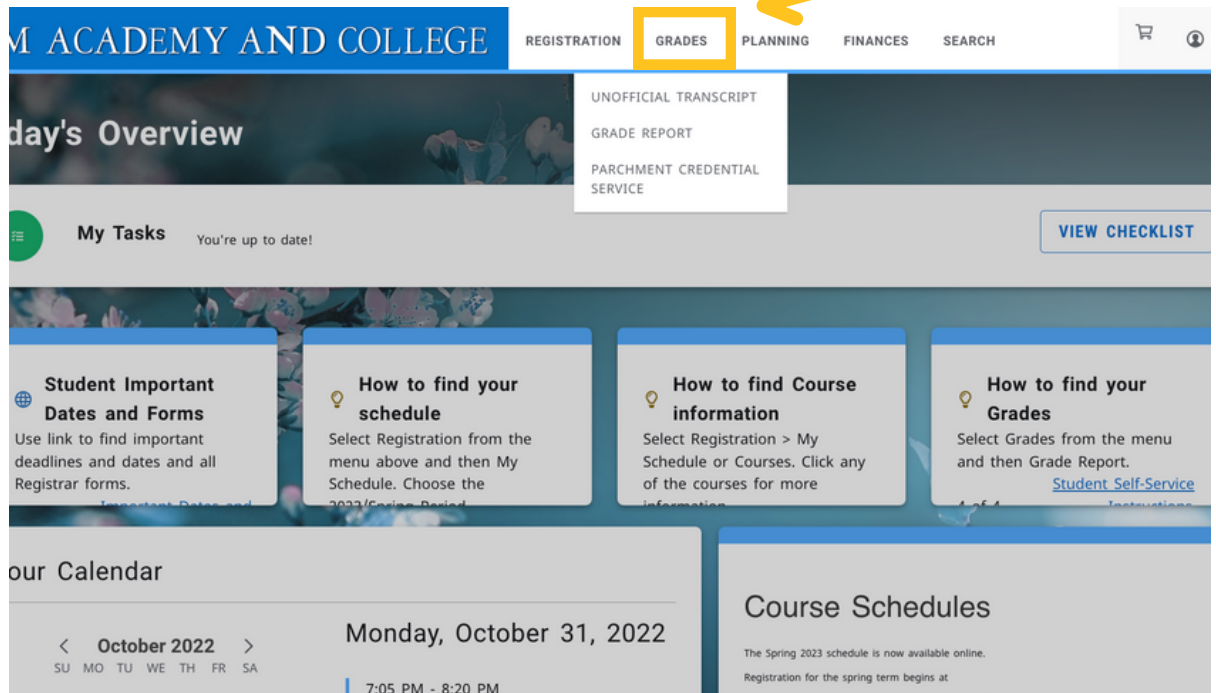
Navigating Self-Service

- Hover over **GRADES** to view your **UNOFFICIAL TRANSCRIPT, GRADE REPORT,** or use the **PARCHMENT CREDENTIAL SERVICE.**

- To View your finances hover over **FINANCES** then click on **NELNET.**